

West Chester University  
Department of History



# Graduate Student **HANDBOOK**

2010-11 Edition

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## **INTRODUCTION**

West Chester University of Pennsylvania was first authorized by the state legislature to grant graduate degrees in 1959. Since that time the program of the History Department has grown from a handful of students to almost 650 undergraduate and graduate students. With 16 full-time faculty members the Department has specialists in many areas of European and American History as well as African, Asian, Latin American and Middle Eastern studies. The Department believes that close interaction between faculty and students is an integral part of graduate education. As part of that philosophy the faculty of the History Department values both excellent teaching and solid research.

This handbook supplements the Graduate Catalog, detailing rules and regulations germane to the History graduate program (remember, however, that the university catalog is the definitive authority on all university programs and policies). Become familiar with both the handbook and catalog. Along with advisement from faculty, they are your guides to graduate studies at West Chester University.

## **FACULTY and STAFF**

The History faculty is dedicated to good teaching and solid scholarship. We are anchored by the experience of some of the most senior members of the faculty and invigorated by the new ideas brought by the newest members of the professorate. Every tenured or tenure-track member of the faculty has earned the doctorate and is actively engaged in research in her/his chosen area of specialization. The faculty and Staff of the Department are:

### **Staff**

Ms. Carole MARCIANO, Departmental Secretary.  
Office: Main 506. Telephone 610-436-2201.

## **Faculty**

Dr. Marita R. BOES, Professor, Ph.D., City University of New York, 1989.

Office: Reynolds 205. Telephone: 610-738-0332.

Dr. Boes' specialty is early modern European social history. Accordingly, she teaches Women and Family in Early Modern Europe, Crime and Punishment in Early Modern Europe, and Everyday Life in Europe to the Industrial Revolution in addition to the History of Civilization surveys. She has published widely, most recently in the *Journal of Interdisciplinary History*.

Dr. Cecilia L. CHIEN, Associate Professor, Ph.D., Harvard University, 1994. Assistant Chairperson

Office: Main 412. Telephone: 610-436-2995.

Dr. Chien is the department's Asian specialist with an emphasis in pre-modern China. Her study of Chinese political economy in the middle imperial period, *Salt and State* (University of Michigan Center for Chinese Studies), was published in 2004; a new project involves regional and family history in South China. She teaches courses such as Chinese Civilization, Modern China, East Asia, Nomads, Peasants, Merchants, and Confucian Literati, as well as History of Civilization surveys.

Dr. Lawrence R. DAVIDSON, Professor, Ph.D., University of Alberta, 1976.

Office: Main 502. Telephone: 610-436-2997.

Dr. Davidson is the department's expert on the Middle East. In addition to courses pertaining to that area, he teaches Science in History and the History of Civilization surveys. Greenwood Press published a second edition of his *Islamic Fundamentalism* in 2002 and his *America's Palestine: Patterns of Popular and Official Perception, 1917-1948* came out in 2001. Professor Davidson's latest work, *Foreign Policy, Inc.: Privatizing America's National Interest* was published by the University Press of Kentucky in 2009.

Dr. Éric FOURNIER, Assistant Professor, Ph.D., University of California-Santa Barbara, 2008.

Office: Main 501. Telephone: 610-436-2789.

Dr. Fournier joined our faculty in 2008. His research interests lie in late antiquity, especially the treatment of ecclesiastical leaders in Vandal-occupied North Africa. He teaches courses dealing with ancient Mediterranean history in addition to the History of Civilization surveys.

Dr. Jonathan FRIEDMAN, Professor, Ph.D., University of Maryland, 1996. Director of Holocaust-Genocide Graduate Program.

Office, Main 409. Telephone: 610-436-2972.

After spending a number of years with Steven Spielberg's Shoa Foundation and the National Holocaust Memorial Museum, Dr. Friedman joined West Chester's faculty in 2002 as Director of the Holocaust/Genocide Education Center. Not surprisingly, he specializes in modern German and modern Jewish history. His published work includes *The Lion and the Star: Gentile-Jewish Relations in Three Hessian Communities, 1919-1945* and *Speaking the Unspeakable: Essays on Sexuality, Gender, and Holocaust Survivor Memory*.

Dr. Karin E. GEDGE, Associate Professor, Ph.D., Yale University, 1994. Social Studies Coordinator

Office: Main 522. Telephone: 610-436-2971.

Dr. Gedge's specialty is American antebellum history, specifically women's history. She teaches Women in America, US Intellectual History, and the United States surveys. As such, she conducts the Methods of Teaching Social Studies course and supervises student-teachers. Her *Without Benefit of Clergy: Women and the Pastoral Relationship in 19<sup>th</sup> Century American Culture* was published by Oxford University Press in 2003. Dr. Gedge is also among our cadre of social studies specialists and is our current social studies education coordinator; her office houses the secondary education resource center.

Dr. Steve GIMBER, Assistant Professor, Ph.D., American University, 2000. American Studies Coordinator

Office: Main 304. Telephone: 610-436-3329

Dr. Gimber's specialty is early American history, and he teaches courses on Colonial America, Revolutionary America, American Studies and the United States surveys. Some of his scholarship can be seen on *ExplorePAhistory.com*. He is also part of our cadre of social studies student-teacher supervisors and is serving as the American Studies Coordinator.

Dr. Wayne HANLEY, Associate Professor, Ph.D., University of Missouri, 1998. Department Chairperson.

Office: Main 500. Telephone: Telephone: 610-436-2681 or 610-436-2201.

Dr. Hanley's area of historical specialization is in eighteenth-century Europe in general and Revolutionary and Napoleonic France in particular. In 2001, he won the American Historical Association's prestigious Gutenberg-e prize for his dissertation, and it was published as *The Genesis of Napoleonic Propaganda, 1796-1799* by Columbia University Press in 2005. He is currently working on a biography of Marshal Michel Ney, one of Napoleon's great generals. He is also part of our cadre of social studies student-teacher supervisors.

Dr. Charles A. HARDY III, Professor, Ph.D., Temple University, 1989. Undergraduate Internship Coordinator

Office: Main 304. Telephone: 610-436-3329

Before coming to West Chester, Dr. Hardy spent a decade as an independent documentary producer and historical consultant, producing sound documentaries for public radio and video documentaries for various museums and other non-profit organizations. He is extremely active in the field of oral history. In 1999, the Oral History Association presented Dr. Hardy with its Nonprint Media Award for outstanding use of oral history in his multimedia publication, *I Can Almost See the Lights of Home*. He currently serves on the National Council of the Oral History Association. His most recent project is *ExplorePAhistory.com*, an educational website. In addition to the United States surveys, he teaches Oral History, American Popular Culture, Environmental History, and Varieties of History. Dr. Hardy also serves the department's internship coordinator

Dr. William L. HEWITT, Professor, Ph.D., University of Wyoming, 1984.

Office: Main 216. Telephone: 610-436-2345.

As befits a person who earned his doctorate at Wyoming, Dr. Hewitt specializes in the American West, including Native Americans. He is also among our cadre of Social Studies Education specialists. In addition to the American West and American Indians courses, he teaches Manhood in America, Gay America, and Genocide, and supervises student-teachers. His *Across the Wide River*, a novel of American Indian life, was recently published by the University of New Mexico Press, and Prentice-Hall produced his *A Century of Genocide*.

Dr. James A. JONES, Professor, Ph.D., University of Delaware, 1995.

Office: Main 519. Telephone: 610-436-2168

Dr. Jones's areas of specialization are African history, globalization, and the use of computer technology in historical research. Accordingly, he teaches courses in African History as well as Computer Applications in Historical Research and the History of Civilization surveys. Heinemann published his *Industrial Labor in the Colonial World: The African Workers of the Chemin de Fer Dakar-Niger*. His work on Riggstown, a West Chester neighborhood, has earned him a reputation in the community. Professor Jones also has two works on local history: *Made in West Chester: A History of Industry in West Chester, Pennsylvania, 1867-1945* and *Railroads of West Chester*.

Dr. Lisa A. KIRSCHENBAUM, Professor, Ph.D., University of California, Berkeley, 1993.

Office: Main 502. Telephone: 610-436-2997

Dr. Kirschenbaum is our specialist in Russian history. Before arriving at West Chester, she taught at a private secondary school in California. Her expertise includes both Russian history and social studies. In addition to the History of Civilization surveys, she teaches courses in Russian history, gender and war in modern Europe, and supervises student-teachers. Her *Small Comrades: Revolutionizing Childhood in Soviet Russia* was recently published by RoutledgeFalmer. She is currently examining Soviet perceptions of World War II.

Dr. Robert J. KODOSKY, Assistant Professor, Ph.D., Temple University, 2006.

Office: 419. Telephone: 610-436-2654.

Dr. Kodosky, our Diplomatic and Military History specialist, is the most recent addition to our faculty. He is the author of *Psychological Operations American Style: The Joint United States Public Affairs Office, Vietnam and Beyond* (2007) and his current research interests concern popular culture and the Vietnam War. He teaches our courses in US diplomatic and US military history in addition to the US history surveys, and he is part of our cadre of social studies student-teacher supervisors.

Dr. Thomas J. LEGG, Associate Professor, Ph.D., The College of William and Mary, 1994.

Office: Main 501. Telephone: 610-436-2789.

In addition to Social Studies Education, Dr. Legg's interests include the American Civil War, technology and American society, and nineteenth century maritime and naval History. Prior to coming to West Chester, Dr. Legg held positions at Mystic Seaport and Western Michigan University. His work has appeared in *American Civil War Leadership* and *Naval War College Review*. In addition to the Methods of Teaching Social Studies course, he teaches Civil

War, Varieties of History, a course in American technology and life, and supervises student-teachers.

Dr. Tia MALKIN-FONTECCHIO, Assistant Professor, Ph.D., Brown University, 2003.  
Graduate Coordinator.

Office: Main 419. Telephone: 610-436-2654.

Dr. Malkin-Fontecchio's specialty is Latin American history. Accordingly, she teaches Colonial Latin America, Modern Latin America, and electives in Latin American history, in addition to the History of Civilization surveys. Her dissertation, "Citizens or Workers? The Politics of Education in Northeast Brazil, 1959-1964," focused on popular culture and educational reform in 1960s Brazil. She also supervises student-teachers and serves as graduate coordinator.

Dr. LaTonya THAMES-TAYLOR, Associate Professor, Ph.D., University of Mississippi, 2005.

Office: Main 309. Telephone: 610-436-3329

Dr. Thames-Taylor spent the summer of 2000 with us as a Frederick Douglass Teaching Scholar, and then joined our regular faculty in 2001. Her teaching areas include the history of the American South and African-American history. She has presented the results of her research on rape, lynching, and gender at several academic conferences.

### **PROGRAMS of STUDY and RELATED INFORMATION**

The Department offers both a Master of Arts (M.A.) in History and a Master of Education (M.Ed.) in Social Studies: History Concentration. Although associated with the Department of History, the interdisciplinary degree in Holocaust and Genocide Studies is an independent degree program (for more information about that program, see Dr. Jonathan Friedman, director of Holocaust and Genocide Studies).

#### **Master of Arts Options**

The M.A. program provides a broad base for teaching excellence, a platform for studies leading to the Ph.D., and skills for informed decision-making in the business and governmental worlds. The program has two options: thesis and non-thesis. Both have a 21-24 credit hour core, with the remainder of the 33-36 credit hours consisting of electives and/or thesis. Both degree options also require comprehensive examinations. The thesis option requires a reading knowledge of one language other than English and is designed for students who wish to develop a specific topic suitable for research on the Master's level. The non-thesis option is designed for students who desire more content courses as a background for their own teaching, further academic work, or personal enrichment. In consultation with the Graduate Coordinator, Department Chair, or a specific faculty member, you should choose the option which best serves your needs.

### **Master of Arts Degree Requirements (Thesis Option)**

<i>Curriculum</i>	<i>33 semester hours</i>
Major Field (21 semester hours)	
HIS	12 semester hours
SEMINAR	3 semester hours
THESIS	6 semester hours
Minor Field (9 Semester Hours)	
HIS	9 semester hours
Elective (Third Field – 3 semester hours)	
Related Field Option (3 – 6 semester hours)	

### **Master of Arts Degree Requirements (Non-Thesis Option)**

<i>Curriculum</i>	<i>33 semester hours</i>
Major Field (18 semester hours)	
HIS	15 semester hours
SEMINAR	3 semester hours
Minor Field (9 semester hours)	
HIS	9 semester hours
ELECTIVE (6 semester hours, 3 in third field)	
RELATED FIELD OPTION (3-6 semester hours – under advisement)	

### **Master of Education in Social Science: History Concentration**

The M.Ed. is a cooperative program offered by the Departments of History and the Department of Professional and Secondary Education. It is designed for practicing teachers who wish to improve their teaching skills while increasing their subject matter knowledge. *It is NOT designed for those seeking initial Teacher Certification.* Those enrolled in the certification program may, with the judicious selection of courses, use a number of those courses required for certification to fulfill many of the requirements for the M.Ed. M.Ed. candidates must satisfy the requirements established by both departments and should consult regularly with the Graduate Coordinators in each area.

### **Master of Education Degree Requirements**

<i>Curriculum</i>	<i>36 semester hours</i>
Professional Education	12 semester hours
History (24 semester hours)	
HIS500 Methods (3 semester hours)	
Electives (15 – 18 semester hours)	
History of Professional Education	
Seminar (3 semester hours)	

### **Foreign Language Requirement**

All candidates who choose to write a thesis must demonstrate competency in a foreign language. Candidates contemplating graduate studies beyond the Master's are urged to acquire a reading knowledge of at least one foreign language. Your language competency will be evaluated by a member of the History or Foreign Language Department. You will be expected to read, but not necessarily speak the language. You may take the foreign language test as many times as needed. A particular research skill may be substituted for the language requirement. For example, a candidate involved in quantitative research could substitute an appropriate statistics course. You and the Graduate Coordinator will determine how you will fulfill this requirement.

### **Comprehensive Examinations**

All candidates must successfully complete comprehensive examinations in their primary fields. "Comps" are typically administered twice a year. M.A. candidates must select their fields from one of the areas listed below. M.Ed. candidates must choose one history field from any area listed below; a second examination in education is also required. The examinations are written and each is two hours in duration. These examinations are generally taken in the final stages of your course work. Consult with the Graduate Coordinator to select your fields and to determine examination dates.

After you have chosen your field, consult with the appropriate faculty members of the examining committee during the semester prior to your planned test date. Your examiners may assign up to five additional books to help you prepare for the examinations. "Comps" are graded Pass with Honor, Pass, and Fail. Candidates failing an examination may retake it once. A candidate who fails for the second time will be dropped from the program.

<b>Comprehensive Examination Fields and Examiners</b>		
European History	Early Modern (pre-1789)	Dr. Maria Boes
	Modern (post-1789)	Dr. Wayne Hanley
United States History	United States to 1876	Dr. Steven Gimber
	United States since 1877	Dr. Robert Kodosky
World and Comparative History	Asia	Dr. Cecelia Chien
	Latin America	Dr. Tia Malkin-Fontecchio
	Middle East	Dr. Lawrence Davidson
	Africa	Dr. James Jones

### **Master's Thesis**

A thesis is a substantial paper, usually in excess of 50 pages, on a hitherto unexplored topic or one that provides new interpretations of an old topic. It is based on original research in primary sources as well as secondary works. Those students, selecting the thesis option will be assigned a thesis director with whom they should work closely (thesis advisors are selected based on availability of faculty and after consultation with the graduate student). Thesis students must complete and have signed the "Request for Approval of Master's Thesis Examining Committee" form (available on the GSEE website) **BEFORE** the student begins work on the thesis. Thesis students should also check departmental thesis requirements with the graduate coordinator.

Thesis option candidates should work with the graduate coordinator to arrange for a thesis director as soon as practical, although students are strongly advised not to register for HIS691 until they are reasonably certain they can complete the thesis (it is normally scheduled during the last two consecutive semesters of one's program of study). Thesis (HIS 691) is offered in a two-semester sequence (of 3 credits per semester): the first semester is generally devoted to research and the second semester is typically devoted to writing. If you register for HIS691 and do not complete the work you will receive an NG or IP grade (or an F if the work is never completed). You cannot graduate with either of these on your transcript, *even if you switch to the non-thesis option*.

The finished product must be approved by two faculty members as well as by the director. The supplementary readers are chosen by the Graduate Coordinator in consultation with the thesis director and the student. The completed thesis must be successfully defended before a faculty examining committee. The requirement of the University is that a student passing the thesis defense will receive no more than one negative vote from the examining committee. However, in a number of departments, a unanimous positive vote of the examining committee is required for a successful defense.

After approval by the examining committee, theses must be typed in accordance with specific guidelines in the "Guide to the Preparation of the Master's Thesis." After the Graduate Dean has approved the thesis, the student is responsible for transmitting all required copies to the library for binding.

### **Defense of Master's Thesis**

Students who write a Master's thesis must first have the "Request for Approval of Master's Thesis Examining Committee" form completed and signed before the student begins work on the thesis. (This form is available at the Office of Graduate Studies or online.) The completed thesis must be successfully defended before a faculty examining committee. The requirement of the University is that a student passing the thesis defense will receive no more than one negative vote from the examining committee. However, in a number of departments, a unanimous positive vote of the examining committee is required for a successful defense. Thesis students should check departmental requirements with the graduate coordinator.

### **Submitting the Thesis for Binding**

After approval by the examining committee, theses must be typed in accordance with specifications contained in the "Guide to the Preparation of the Master's Thesis," a copy of which may be obtained from departmental offices or online. After the dean of graduate studies and extended education has approved the thesis, the student is responsible for transmitting all required copies to the library for binding.

### **Summary of Requirements for the Master's Degree**

1. Admission to degree candidacy.
2. Completion of all requisite courses and credits with a cumulative GPA of at least 3.00, compliance with specific GPA requirements as stipulated by the individual degree program.

3. Satisfactory performance on a final written and/or oral comprehensive examination conducted by the student's advisory committee/academic department.
4. Submission and approval of the thesis or research report in those programs requiring it.
5. Fulfillment of any special examinations, requirements, or competencies unique to a department or program.
6. Fulfillment of all financial obligations to the University, including payment of the graduation fee, and all other obligations, including the return of University property.
7. Compliance with all academic requests from the Dean of Graduate Studies and Extended Education, including submission of a form letter of intent to graduate.
8. Candidates for certain master's of education degrees have additional requirements related to successful teaching experience as approved by the appropriate department chair.

### **Application for Graduation**

Each candidate for a master's degree must submit their: (1) Intent to Graduate form on myWCU; (2) a check for \$56 made payable to the Commencement Fund; (3) a Commencement Fund invoice form; and (4) a cap and gown order form. All of these forms are available online. The following are deadline dates for applying to graduate: May graduation-February 1; August graduation- June 1; December graduation-October 1.



### **DEPARTMENTAL ADVISEMENT**

While enrolled in either of the Department of History graduate programs, the Graduate Coordinator serves as your academic advisor. If the coordinator is not available, you may also direct any questions to the History Department Chair. Those in the M.Ed. program should also consult with an advisor in the Department of Professional and Secondary Education. The Office of Graduate Studies is the primary source of information regarding forms and deadlines, but regular consultation with an advisor can eliminate or reduce the chance of mistakes being made in course selection.

### **Scheduling**

See the *Graduate Catalog* for specific course descriptions. In addition to the 500 and 600 level courses listed in the catalog, you may, with the permission of the Graduate Coordinator or Department Chair, take up to six hours of approved 400 level courses for graduate credit. The approved courses are listed in the catalog. With permission of the Graduate Coordinator and the Graduate Dean, you may also take up to 6 graduate credits at another accredited institution.

Matriculated students can be referred to the brochure "Seven Steps to Graduate Student Scheduling," prepared by Lynn Keiser:

*Step 1:* Go to <http://my.wcupa.edu>

*Step 2:* Enter your user name and password as directed. Your user name is your first and last initials followed by your six digit WCU ID number (e.g., Elvis Presley would be EP123456). If your ID number is seven digits, drop the first zero. Your initial password is your date of birth (e.g., Feb 26, 1979 would be 022679). Follow the directions under MyWCU Log-In (center of screen) for advanced assistance.

*Step 3:* Begin scheduling by clicking on ENROLL IN A CLASS. A window will open that says: VIEW MY SCHEDULE, click on ADD CLASSES

*Step 4:* Select your Enrollment Term

*Step 5:* Select Status – indicate whether you will be a full or part time student in the box at the top of the screen

*Step 6:* Add Classes

- *Quick Option* – Enter the class number for a course if you know what you want to take. The course number is located in the printed Graduate Course Schedule directly before the name of the course.
- *Search Option* –In the ADD CLASSES screen, there is a column labeled CLASS NBR. In that column are little blocks and next to the blank blocks are smaller blocks with a magnifying glass next to them. Click on the magnifying glass to search courses. *Please remember that the Class Number is the Course Number. You will get an error message if you try to directly type the course number into the blank box.* You may now input the criteria for the course you seek. Once searched, you may select the course by clicking on the checkmark located in the upper left corner of the selected course box. Continue selecting courses in this manner until you have found all the courses you want to schedule.

*Step 7: Submit Classes* – once you have selected all the courses you wish to schedule in this session, click on the SUBMIT button. If you have successfully chosen your courses, the column ADD STATUS will read SUCCESS.

### **Scheduling Tips**

- All University bills must be paid in full for a student is eligible to schedule.
- Do remember to schedule co-requisites such as labs
- Register early for the best selections
- If a student is NOT enrolling –continuous enrollment or LOA status must be requested.

### **Scheduling Troubleshooting**

If the add status block does not read SUCCESS, several things may be insufficiently entered into the scheduling program. The following checklist contains the most commonly made mistakes when entering data into MyWCU:

- Check to see that full or part time status has been selected

- Check to see that you are not attempting to schedule a course that is full. To check, return to the search screen.
- Check to see that the course you are attempting to schedule does not have prerequisites. You can do this by selecting the DETAILS option for any course in –in the course box that appears after you have searched (but before you have submitted your selection). If you have met the PREREQs and are still not able to schedule, please see your advisor or department chair or consult with the Graduate Office.

### **Scheduling for Non-matriculated Students**

You may schedule a course before you have been formally admitted to a program by contacting the Office of Graduate Studies. This may be necessary if you have not formally applied or if you have applied but have not received formal notification of the action taken on your application. You may take up to 9.0 semester hours of course work on a non-matriculated basis. Students taking courses under this policy are expected to meet the minimum GPA required for graduate work and may need to seek permission prior to enrolling. Taking courses on a non-degree basis does not guarantee admission and credits earned may not necessarily be applied to a degree program at a later date. Nondegree students must be scheduled by GSEE staff. Please email Mary Albee to register nondegree students. Please provide the student's name, address, telephone number, email address, and date of birth, as well as the courses requested. Generally, nondegree students register 4 weeks later than matriculated students. After admission to a program you should see the Graduate Coordinator before scheduling.

## **ADVISING-RELATED UNIVERSITY REGULATIONS**

### **Applicable Catalog Year**

All students are bound by the Graduate Catalog in the year they are admitted to the University under one of the matriculated student categories (see below under "Classification of Students"). Students are bound by the requirements in the Graduate Catalog at the time that they are admitted to the degree or certificate or teacher certification or professional growth program. If a student is admitted more than once, the year of the most recent admission is applicable. If any of the requirements for the program change while students are matriculating, they may, but do not have to, meet the changed requirements. In some instances, accrediting and/or certification standards necessitate the change in the degree or certificate or teacher certification program requirements. In such situations, the respective college will formally inform each student that he or she must meet the new requirements. Readmitted students are bound by the requirements in place at the time of readmission, except where permission for change in requirements or exception has been granted by the respective department and the dean of graduate studies and extended education.

### **Time to Complete the Degree Program**

All requirements for the master's degree, including courses, comprehensive examinations, and thesis, must be completed within six years.

## **Classification of Students**

Students are classified as follows:

### **A. Matriculated Students**

1. *Full matriculation*, granted to a student who meets all admission requirements.
2. *Provisional matriculation*, which may be granted to a student who
  - a. Has not taken the Graduate Record Examination, the Miller Analogies Test, or a specialized entrance examination required by the department concerned.
  - b. Is unable to present all prerequisites required by the department.  
Students must fulfill the conditions stipulated in their provisional acceptance by the time that application to degree candidacy is made. Credit earned as a provisional degree student may be accepted toward the degree only on recommendation of the student's adviser.
3. Teacher certification, which applies to students taking course work to gain teacher certification.
4. Certificate programs, which applies to students taking course work to earn advanced certificates in program concentrations.
5. Professional growth, for students who take graduate course work but seek neither a degree nor certification.

### **B. Nondegree Students**

A nondegree student may be admitted to take a workshop or other credit-bearing class. Nondegree students may schedule up to nine credits of course work on a nonmatriculated basis. Students taking courses under this policy are expected to meet the minimum GPA required for graduate work and may need to seek permission prior to enrolling. Taking courses on a nondegree basis does not guarantee admission and credits earned may not necessarily be applied to a degree program at a later date. Additional course work may be taken only after the student has applied and been accepted as a matriculated student into one of the categories described above. Students taking only special courses, such as workshops, are the exception to this rule.

Courses taken under nondegree status may not necessarily be applied to degree programs at a later date. Students should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

## **Enrollment Classification**

Full-time students must enroll in 9-15 course credit hours. Part-time students enroll for fewer than nine course credit hours. Students taking more than 15 hours will pay the per-credit tuition rate. For summer enrollment students generally take a maximum of 12 credits. Exceptions to this policy must be approved by the dean of graduate studies and extended education.

## **Degree Candidacy**

Application for degree candidacy must be made immediately on completion of the first 12 to 15 semester hours of course work in a degree program. During the precandidacy period the student must do the following: 1) Applicants must maintain a cumulative grade point average of at least 3.00. 2) Complete those courses which the department or program specifies as prerequisite to degree candidacy. 3) Perform satisfactorily on examinations which the department or program may require for admission to degree candidacy. 4) Meet specific GPA requirements as

stipulated by the individual degree program. Students must be admitted to degree candidacy prior to registering for comprehensive exams and before registering for thesis credits.

### **Active Status or Continuous Enrollment**

To remain in good standing, graduate students must maintain continuous enrollment (i.e., one or more semester hours each fall and spring) from the semester of matriculation through the semester of graduation. The only exception is for students on a leave of absence. All graduate students who have been admitted into a graduate program must maintain continuous registration each semester (except summer sessions), or must apply for a formal leave of absence. Graduate students who do not wish to register for formal course work, but who desire to maintain continuous enrollment, must register for GSR799, a noncredit registration category used to record the fact of continuous enrollment. Graduate students are not required to maintain matriculation during the summer sessions unless they intend to complete their final degree requirements during this period.

With the approval of the graduate coordinator and the dean of graduate studies, a leave of absence may be granted for a minimum of one calendar year. Leave of absence forms may be obtained online. A leave of absence does not extend the six-year time limit for completion of all degree requirements.

Unless a graduate student is granted a leave of absence, he or she is ineligible to return until readmitted. A formal application for readmission must be completed and submitted to the Office of Graduate Studies and Extended Education. Forms are available online.

### **Registration**

All active graduate students (those who have maintained continuous enrollment), nondegree students who have attended within the past year, and newly accepted students will have access to the scheduling booklet online. Course schedules for summer/fall are usually available in early February and for spring semester in October.

### **Graduate Level Course Numbering System**

500-series graduate level courses to which advanced undergraduates may be admitted  
600-series graduate courses not normally open to undergraduates  
Course numbering within a series is at the discretion of the department offering the courses.

### **Undergraduate Courses for Graduate Credit**

Some departments have identified selected undergraduate courses that may be taken by graduate students (under departmental advisement) for graduate credit. No more than six credits of specifically designated 400-level courses may be applied to the awarding of the graduate degree. See departmental listings. All undergraduate credits, even those applied towards a graduate degree or certificate or certification program, will not be certified as graduate credit by the Office of Graduate Studies for any reason (e.g., notification to employer, or transfer of credits to another institution).

### Workshops

The number 598 following the departmental prefix indicates an "open" workshop that allows the departments to offer a variety of short-term seminars in specific subjects under this designation. Such workshops may or may not carry credit in a graduate degree program.

### Course Credit by Examination

Credit by examination may **NOT** be taken for graduate course work.

### Pass/Fail Grades

The pass/fail option is **NOT** available to graduate students for graduate or undergraduate courses.

### Grading System

The following grading system applies to graduate students:

Grade	Quality Points	Interpretation
A	4.00	Superior graduate attainment
A-	3.67	
B+	3.33	Satisfactory graduate attainment
B	3.00	
B-	2.67	
C+	2.33	Attainment below graduate expectations
C	2.00	
C-	1.67	
F	0	Failure
IP		In Progress
NG		No Grade
W		Withdrawal
Y		Administrative Withdrawal
AU		Audit

NOTE: West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C- in a graduate course is considered a failure and carries zero quality points.

IP (In Progress) is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports).

NG (No Grade) is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor; see "Removing 'No Grade' Designation" below.

W (Withdrawal) is given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.

Y (Administrative Withdrawal) is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.



### **Schedule Changes**

*Adding a Course:* Students may add a course by filing a Schedule Change Form in the Office of Graduate Studies only during the Add/Drop period and after obtaining approval from their program advisor or the Graduate Coordinator and the Dean of Graduate Studies.

*Dropping a course:* (A) During the first week of a semester, or the equivalent time in summer sessions, a student may drop a course, thereby receiving no grade, by filing a Schedule Change Form in the Office of Graduate Studies during the schedule change period; or (B) A grade of W will be entered on the academic record of any student who drops a course *between the end of the first week and before the end of the ninth class week* or the equivalent in summer sessions. Course withdrawal forms are available in the Office of Graduate Studies.

If a student is only scheduled for one course, then withdrawal from the course at any time is considered a withdrawal from the University.

### **Change of Status**

A provisional degree student who has met the various conditions stipulated at the time of admission may petition for full graduate standing by completing the change of status form available online. Credit earned as a provisional degree student or as a nondegree student may be accepted in a degree program only on the recommendation of the student's adviser. Provisional degree students should consult their advisers well in advance in order to select work appropriate for transfer toward the degree.

### **Changing to Auditor Status**

Before the end of the add /drop period, a student may apply to become an auditor by completing a change in class status form available online and by obtaining the necessary approval.

### **Grade Reports**

Grade reports are available to graduate students soon after the end of a semester or summer session on myWCU. Students are reminded to check their reports against grade requirements and other regulations, as well as for accuracy, and to have their grade reports available when consulting with advisers. Students needing a paper grade report for reimbursement purposes can submit the request form found on the Registrar's Web site.

### **Course Repeat Policy**

Graduate students may repeat up to two courses, which are being applied to their degree, and for which they have received a grade of C+, C, or C-. Courses may be repeated only once. Both grades earned for a course will remain on the student's record; however, the most recent grade (whether it is higher or lower) will be used in the GPA calculation. Receipt of any C+, C, or C- grade applies toward the probation and dismissal policy.

This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

### **Removing "No Grade" Designation**

IP grades indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports).

NG grades will be given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the professor. Students must complete course requirements as stipulated by the professor, and not later than the end of the 9th week of the subsequent semester or the NG grade will convert to an F.

### **Grade Change Policy**

A grade awarded other than NG and IP is final. Final grades can be changed only when there is a clerical or computational error. If the student thinks there is an error, the student must report the alleged error in writing to the professor as soon as possible, but no later than the end of the fifth week of the following semester. If a grade change is warranted, the professor must submit a change of grade request to the Office of the Registrar not later than the end of the ninth week of the semester. Final grades cannot be changed after the ninth week of the semester following the alleged error.

### **Transfer of Credit**

Applicants to a degree program at West Chester who have earned credits through previous graduate study at another college or university *may* transfer credit under certain circumstances. The following conditions are the *minimum* requirements for acceptance of transfer credit: 1) The credits must have been earned at an accredited graduate school; 2) the courses taken must be approved by the department or program in which the applicant intends to enroll at West Chester and by the graduate dean; 3) the maximum number of credits that may be transferred shall not exceed 20 percent of the total required for completion of the student's degree program, rounded to the next highest three-credit increments (typically no more than 6 credits); 4) the grade earned for courses to be transferred must be B or better; 5) an official transcript and a course catalog description or syllabus must be submitted. Transcripts must be sent directly to the Office of Graduate Studies by the institution that granted the credits, and they must clearly indicate that the courses to be transferred are graduate courses for which graduate credit was given; and 6) the courses for transfer must have been taken recently enough to fall within the six-year time limitation.

### **Transferring Credit from Other Institutions**

West Chester students who wish to take course work at other institutions for credit at West Chester University must obtain approval from their chairperson or graduate coordinator and the dean of graduate studies and extended education prior to enrollment. Other restrictions and requirements may apply.

### **Changes in Program**

In order to change from one degree program to another, a student must submit an application to the Office of Graduate Studies and Extended Education. The student must meet all specific admission requirements of the program for which the change is requested and receive the approval of the program coordinator. No fee is charged.

### **Second Master's Degree**

Students wishing to obtain a second master's degree from West Chester University must meet all academic requirements set by the Office of Graduate Studies and the department concerned. Candidates for a second master's degree must earn a minimum of 24 credits beyond the hours applied toward the first master's degree. All new credits and additional departmental academic requirements must have been completed within a six-year period preceding the awarding of the second degree.

### **Leave of Absence**

Students in a degree program who will not be registering for course work during the fall or spring semesters should either schedule GSR 799 (Continuous Registration) or file a request for a leave of absence with the dean of graduate studies and extended education. A leave of absence may be granted for a minimum of one calendar year. The request should be filed in advance of the semester in which course work is halted. Approved leaves of absence do not release the student from the six-year time limitation stipulated for the completion of degree requirements. Leave of absence request forms may be obtained online.

### **Withdrawal from the University**

Students wishing to withdraw from the University must contact the Office of Graduate Studies and Extended Education and follow the prescribed procedures. If illness or some other emergency interrupts the student's work, he or she must notify the Office of the Graduate Studies and Extended Education immediately. Unless a student withdraws officially, F grades will be recorded for unfinished courses.

## **ACADEMIC PROBATION / DISMISSAL**

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period.

Students who receive two grades of C+ or below will receive an academic warning, regardless of GPA. Receipt of a third grade of C+ or below will result in academic dismissal, regardless of GPA.

A graduate student earning a D or an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. A grade of D or F earned at West Chester University may **not** be made up at another institution of higher learning for the same course.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes

degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

## **GRADE APPEALS**

### **Scope of the Policy**

The Grade Appeals Policy applies only to questions of student evaluation. Since appeals involve questions of judgment, the Grade Appeals Board will not recommend that a grade be revised in the student's favor unless there is clear evidence that the original grade was based upon prejudiced or capricious judgment, or was inconsistent with official University policy. In the case where the grade was based on a charge of cheating, the Academic Integrity Policy applies (see below). Academic dishonesty includes but is not limited to

1. Plagiarism, that is, copying another's work or portions thereof and/or using ideas and concepts of another and presenting them as one's own without giving proper credit to the source;
2. Submitting work that has been prepared by another person;
3. Using books or other materials without authorization while taking examinations;
4. Taking an examination for another person, or allowing another person to take an examination in one's place;
5. Copying from another's paper during an examination or allowing another person to copy from one's own and/or
6. Unauthorized access to an examination prior to administration.

### **Grade Appeals Procedure**

1. (a) A student must initiate an appeal in writing within 20 class days from the date of the decision or action in question. In case of an appeal of a final grade, the appeal must be filed no later than the first 20 class days of the term following the one in which the grade was received. This written appeal should be sent to the instructor who awarded the grade in question. The appeal shall be received by the student and the faculty members. They shall mutually attempt to resolve the appeal within five class days from the receipt.
1. (b) If the appeal is based on an interpretation of departmental or University policy, the student's academic adviser may also be present during the review process. In such case, there shall be a limit of five class days in which to resolve the appeal.
2. An appeal not resolved at Step 1 shall be referred in writing by the student within five class days after the completion of Step 1 to the chairperson of the department of which the course

- in question is a part. If there is a departmental appeals committee, the problem shall be referred directly to it. The department chairperson or the departmental appeals committee shall normally submit a written response to the student within 10 class days following receipt of the written statement of the problem. A copy of this response shall also be provided to the instructor.
3. If no mutually satisfactory decision has been reached at Step 2, the student may submit a written appeal to the dean of the college or school in which the problem originated. Such an appeal shall be made within five class days following the receipt of the written response of the department chairperson or the departmental appeals committee. The dean shall investigate the problem as presented in the written documentation, review the recommendation and provide, in writing, a proposal for the solution of the problem within 10 class days following its referral.
  4. If the problem is not mutually resolved by Step 3, the student may file an appeal with the Grade Appeals Board within five class days of the receipt of the written proposal from the dean. The request for an appeal must be submitted to the associate provost or, if appropriate, to the dean of graduate studies who will convene the Grade Appeals Board as soon as possible, but no later than 15 class days after the receipt of the written request.

### **ACADEMIC INTEGRITY POLICY**

Any situation involving a violation of academic integrity is of major concern to the University. Faculty members preserve and transmit the values of the academic community through example in their own academic pursuits and through the learning environment that they create for their students. They are expected to instill in their students a respect for integrity and an understanding of the importance of honesty within their chosen profession. Faculty must also take measures to discourage student academic dishonesty.

Commitment to maintaining and encouraging high standards of academic integrity is demonstrated in many ways. One way is through the establishment of policies and procedures governing violation of the standards of academic integrity. The following policies, procedures, and definitions are intended to help faculty meet these responsibilities.

First, the instructor has both the right and responsibility to demand academic honesty if a student is to remain in good standing in the course and is to be evaluated fairly by the instructor. A grade certifies both knowledge and a standard of academic integrity. It is essential that the instructor retain the right to set the minimum academic penalty for academic dishonesty in a course, subject to the appeal rights of a student.

Second, cheating is **NOT** just a matter between an instructor and student in a specific course. While it is the right and duty of the instructor to set minimum penalties for dishonesty in a particular course, the University is responsible for the minimum standards of academic integrity and achievement on which degrees are based. It is the University that permits students to remain members of the academic community and finally certifies that students have attained sufficient academic credit and exhibited acceptable standards of conduct to entitle them to a degree.

Third, students accused of academic dishonesty have the right to have their case heard in a fair and impartial manner, with all the safeguards available within the bounds of due process.

### **Violations of Academic Integrity**

Violations of the academic integrity standards of West Chester University fall into six broadly defined categories listed below:

1. **Plagiarism:** Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work.
2. **Fabrication:** Fabrication is the use of invented information or the falsification of research, information, citations, or other findings.
3. **Cheating:** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent his/her mastery of the information or skills being assessed. It includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
4. **Academic Misconduct:** Academic misconduct includes, but is not limited to, other academically dishonest acts such as tampering with grades; or taking part in obtaining or distributing any part of a test that has not yet been administered; or disrupting or interfering with the ability of others to complete academic assignments. It also includes violations of the Student Code of Conduct, as they relate to the academic environment.
5. **Facilitating Academic Dishonesty:** Facilitating academic dishonesty includes helping or attempting to help another to commit an act of academic dishonesty.
6. **Breach of Standards of Professional Ethics:** In certain degree programs, students will be instructed on and provided with that particular profession's code of ethics. Under some circumstances, if a student is found to have violated that professional code, that violation may be considered a breach of the Academic Integrity Policy.

## **FINANCIAL AID, SCHOLARSHIPS, and ASSISTANTSHIPS**

### **Graduate Scholarship**

A portion of the Dr. Robert E. Drayer Scholarship Fund will be used to support up to three graduate scholarships in the amount of \$1,000 to be awarded each year on the basis of academic merit each year to a M.A. in History or M.Ed. in Social Studies. See Graduate Coordinator for information and applications.

### **Graduate Student Travel and Research**

As recommended by the graduate committee, a portion of the Dr. Robert E. Drayer Scholarship Fund may be used to support graduate student research expenses and academic travel by graduate students not to exceed \$1,500 per year (and no more than \$500 per person). See Graduate Coordinator for information and applications.



## **Graduate Assistantships**

A limited number of graduate assistantships are available to qualified, full-time and part-time graduate students. Interested students should consult the graduate coordinator (or department chairperson) and the Office of Graduate Studies to determine the availability of assistantships and their own eligibility. Notification for the first round of awards will be made by May 15. Many assistantships become available after this date or at the beginning of spring semester. To be eligible to receive a graduate assistantship, the student must satisfy the following requirements:

1. Must be a fully matriculated, degree-seeking, graduate student; normally, provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.
2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.8).
3. Must submit a statement of professional goals, three letters of recommendation (using the form provided by the Graduate Office).
4. Have applied for a graduate assistantship by April 15 to be eligible for a fall semester assistantship, or by October 15 for a spring semester assistantship.

Assignments are made by the department and may involve part-time undergraduate teaching, participation in research projects, or other professional duties under faculty supervision. Applications are available in the Office of Graduate Studies.

Full-time graduate assistants, in return for 20 hours of assigned duties per week, receive tuition remission and a stipend of \$5,000 for the academic year and must be enrolled as full-time graduate students (9-15 credits). Half-time assistantships involving 10 hours per week of assignments also are available. For these, students enroll in six credits of course work and will receive tuition remission for those credits as well as a stipend of \$2,500 for the academic year.

Full-time graduate assistants are not allowed to hold other on-campus employment simultaneously. Part-time graduate assistants may work on-campus a maximum of 10 hours per week in addition to holding an assistantship. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters. Maintaining graduate assistantships requires students to demonstrate both satisfactory performances in meeting assigned hours, dates, and responsibility, as well as good academic standing.

Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions.



## RESOURCES and SERVICES for GRADUATE STUDENTS

### **Francis Harvey Green Library**

- Graduate students have their own lounge on the 6th floor – ask the library circulation staff for access to the lounge
- Inter-library loan is free for graduate students
- Catalogs and data bases can be accessed from off-campus locations using the WCU ID

### **Graduate Student Association**

The Graduate Student Association (GSA) is the student government of graduate education. The primary objective of GSA is to promote the overall well-being of graduate students at WCU. All graduate students are members of the association by virtue of their graduate status. The GSA office is located in Sykes Student Union.

In August, the GSA hosts a graduate student orientation. Speakers provide information important to the graduate student life and students have an opportunity to purchase their ID card, shop in the bookstore and purchase their parking tag. A picnic lunch usually follows this event.

The GSA hosts social events for graduate students throughout the year as well as special receptions at commencement. In 2005, the GSA coordinated the first WCU Hooding Ceremony, and now participates actively in the Graduate Commencement Ceremony.

The Graduate Dean has established a research support fund to support graduate student research activities. The GSA also has professional advancement and conference grant funding available. Applications are available from the GSA Office.

The GSA selects graduate students to serve as representatives to University committees such as CPAC, UBC, Strategic Planning and Accreditation Council, and search committees.

Graduate students should be encouraged to register with the GSA by emailing [www.gsa@wcupa.edu](mailto:www.gsa@wcupa.edu) . Students should provide their name, phone number and email address to GSA so they can be added to the email list for graduate student affairs information.

### **Counseling Center**

Services are available to all graduate students. The Counseling Center is located on the second floor of Lawrence Center and telephone number is 610-436-2301.

### **Twardowski Career Development Center**

Located in 106 Lawrence Center, this resource provides career counseling, resume referral, placement services and a library of career related resources. See <http://www.wcupa.edu/services/stu.car/>

### **International Studies Office**

Established in 1973, the International Office provides essential immigration services for international students, foreign scholars and international faculty and assists in coordinating study abroad programs.

The International Office seeks to develop, serve and support international education at WCU as a way of building understanding and peaceful cooperation between peoples, cultures and nations.

The office exists to assist foreign students to gain entry to WCU, to serve these students once enrolled here, and to educate U.S students globally by fostering opportunities for study abroad and exchange programs.

Lynn Keiser - Director- International Student Studies  
lkeiser@wcupa.edu

Angela Howard -Assistant Director of International Studies  
ahoward@wcupa.edu

**N.B.** Pages 25-27 of the *Graduate Catalog* provide descriptions of other campus resources available to graduate students.

**GUIDANCE RECORD FORM  
MASTER OF ARTS  
(Non-Thesis Option)**

<b>Name:</b>	<b>Student Number:</b>
<b>Address:</b>	<b>E-Mail:</b> <b>Telephone:</b> <b>Cell:</b>
<b>Date Admitted:</b>	<b>Status:</b>
<b>Degree Candidacy*:</b>	<b>Approval Date:</b>
<b>Graduate Application:</b>	<b>Approval Date:</b>
*Degree Candidacy: Students must apply for degree candidacy immediately on completion of the first 12 to 15 semester hours of course work in a degree program (see Graduate Catalog, page 7).	

**CURRICULUM (33 semester hours)**

**Methods and Materials of Research in History\*\* (3 credits)**

	Number	Course Title	Grade	Semester
	HIS 500	Methods and Materials of Research	_____	_____
	(**Ordinarily to be taken in first semester, by no later than during first 12 credits)			

**Major Field (15 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS 650/51/52	Seminar: _____	_____	_____

**Minor Field (9 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____

**Third Field (6 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____

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***Curriculum (continued)***

**Related Field Option (3-6 semester hours to be substituted and counted where appropriate above)**

Field: \_\_\_\_\_ Approved: \_\_\_\_\_

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comprehensive Examination: Examiner: \_\_\_\_\_ Date: \_\_\_\_\_ Passed

**GUIDANCE RECORD FORM  
MASTER OF ARTS  
(Thesis Option)**

<b>Name:</b>	<b>Student Number:</b>
<b>Address:</b>	<b>E-Mail:</b> <b>Telephone:</b> <b>Cell:</b>
<b>Date Admitted:</b>	<b>Status:</b>
<b>Degree Candidacy*:</b>	<b>Approval Date:</b>
<b>Graduate Application:</b>	<b>Approval Date:</b>
*Degree Candidacy: Students must apply for degree candidacy immediately on completion of the first 12 to 15 semester hours of course work in a degree program (see Graduate Catalog, page 7).	

**CURRICULUM (33 semester hours)**

**Methods and Materials of Research in History\*\* (3 credits)**

	Number	Course Title	Grade	Semester
	HIS 500	Methods and Materials of Research	_____	_____
	(**Ordinarily to be taken in first semester, by no later than during first 12 credits)			

**Major Field (15 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS 650/51/52	Seminar: _____	_____	_____

**Minor Field (9 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____
	HIS _____	_____	_____	_____

**Third Field (3 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
	HIS _____	_____	_____	_____

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**Curriculum (continued)**

**Related Field Option (3-6 semester hours to be substituted and counted where appropriate above)**

Field: \_\_\_\_\_ Approved: \_\_\_\_\_

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Thesis (6 semester hours total, normally taken as 3 credits in two consecutive semesters)**

	Number	Course Title	Grade	Semester
HIS	691 (3 cr.)	Thesis	_____	_____
HIS	691 (3 cr.)	Thesis	_____	_____

Proposed Thesis Title: \_\_\_\_\_

Thesis Advisor: \_\_\_\_\_

First Reader: \_\_\_\_\_

Second Reader: \_\_\_\_\_

Comprehensive Examination: Examiner: \_\_\_\_\_ Date: \_\_\_\_\_ Passed

**GUIDANCE RECORD FORM  
MASTER OF EDUCATION IN SOCIAL SCIENCE-HISTORY**

<b>Name:</b>	<b>Student Number:</b>
<b>Address:</b>	<b>E-Mail:</b> <b>Telephone:</b> <b>Cell:</b>
<b>Date Admitted:</b>	<b>Status:</b>
<b>Degree Candidacy*:</b>	<b>Approval Date:</b>
<b>Graduate Application:</b>	<b>Approval Date:</b>
*Degree Candidacy: Students must apply for degree candidacy immediately on completion of the first 12 to 15 semester hours of course work in a degree program (see Graduate Catalog, page 7).	

**ADVISORS:**

History: \_\_\_\_\_

Education: \_\_\_\_\_

**CURRICULUM (36 semester hours)**

**Professional Education (12 semester hours)**

**Foundations**

	Course Title	Grade	Semester
EDF 510*	Educational Foundations	_____	_____

**Group 1 (Select one of the following: EDF 516, EDF 520, EDF 580, EDF 581, or EDF 589)**

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____

**Group 2 (Select one of the following: EDF 503, EDF 507, EDF 509, EDP 531, EDP 550, EDP 557, EDP 560, EDP 569, EDS 524, or EDU 502)**

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____

**Group 3 (Select one of the following: EDC 567, EDF 504, EDF 505, EDF 506, EDF 570, EDF 590, EDS 502, or EDU 501)**

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____

\*If equivalent is used replace it with an education elective as advised by the Department of Professional and Secondary Education.

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**Curriculum (continued)**

**Methods and Materials of Research in History\*\* (3 credits)**

	Course Title	Grade	Semester
HIS 500	Methods and Materials of Research	_____	_____

(\*\*Ordinarily to be taken in first semester, by no later than during first 12 credits)

**Major Field (12 semester hours):** \_\_\_\_\_

	Number	Course Title	Grade	Semester
HIS	_____	_____	_____	_____
HIS	_____	_____	_____	_____
HIS	_____	_____	_____	_____
HIS	650/51/52	Seminar: _____	_____	_____

**History Electives (6 semester hours—3 credits in each of the non-major fields)\***

	Number	Course Title	Grade	Semester
HIS	_____	_____	_____	_____
HIS	_____	_____	_____	_____

\*As you select electives, remember you must pass comprehensive examinations in designated fields.

**Free Elective (3 semester hours in either history or professional education)\***

Subject	Number	Course Title	Grade	Semester
_____	_____	_____	_____	_____

\*As you select electives, remember you must pass comprehensive examinations in designated fields.

**COMPREHENSIVE EXAMINATIONS**

History Examination: Examiner: \_\_\_\_\_ Date: \_\_\_\_\_ Passed

Education Examination: Examiner: \_\_\_\_\_ Date: \_\_\_\_\_ Passed