



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

DEPARTMENT OF HISTORY

Graduate Student Handbook

DEPARTMENT OF HISTORY
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Welcome

Welcome to the graduate program in History at the University of Southern Mississippi. Our job as faculty members is to advise you and help guide you toward completion of an advanced degree, but this journey is ultimately yours. It is important for you to think about why you came to graduate school and what research interests you wish to pursue. Most historians have a place and time that interests them (such as the eighteenth-century Chesapeake) and/or a research question that they wish to answer (such as: How did nineteenth-century Southerners understand their relationship to the rest of the United States?). You may not know yet what your specific interests are, but now is the time to start thinking about them. Here in graduate school, you will have the opportunity to pursue a research agenda and, ideally, make an original contribution to historical knowledge in the form of a piece of publishable-quality scholarship. Hopefully, you will emerge from the program well-qualified for whatever career or further educational challenge you select. However, make no mistake—success or failure is dependent on the amount of thought, attention, time, and hard work YOU devote to this amazing scholarly pursuit.

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1. ADMINISTRATIVE DETAILS

1.1 Orientation

At the start of fall term, a departmental orientation is held for incoming graduate students. Attendance at the meeting is required of all students on assistantship or fellowship; other graduate students are welcome to attend. All new students should check with the Director of Graduate Studies (DGS) to learn when and where the orientation will be held.

1.2 Carrel Assignments

Graduate assistants are assigned carrels in the Liberal Arts Building (LAB), usually in the group office in LAB 410. Priority in the assignment of single-occupancy carrels is given to Ph.D. students and Graduate Teaching Assistants (GTAs). Graduate Assistants who do not teach will be assigned shared carrel space depending on occupancy levels.

Students should use their carrels to hold office hours (for undergraduate students in their HIS 101/102 sections), read, study, and write. When occupying their carrels, students should remember that the group office is a decidedly public space: clutter and noise should be kept to a minimum. Remember, the office is open to undergraduates during office hours, so keep any posted items (pictures, posters, etc.) of a professional nature. Personal objects and items such as student papers and examinations must be secured when unattended by the responsible student. Students must ensure that the door to the office is closed and locked when the office is empty.

Carrels will be accessible to graduate assistants at all times. Keys that open the door to LAB 410 will be issued to students when carrel assignments are made.

1.3 Mailboxes and E-mail

All graduate students with assistantships have an assigned mailbox in LAB 410. Graduate students not on assistantship will also have mailbox space in LAB 410 that they can check when the office is open. It is the responsibility of all graduate students to check their mailboxes frequently in order to remain informed about university and departmental deadlines and general information.

Graduate students should also establish a university e-mail account during the first week of classes. Instructions for setting up your student e-mail account on SOAR are on the iTech webpage. Once students obtain their e-mail address, they should give that information to the DGS and departmental administrative assistant. Develop the habit of checking your e-mail regularly, since the Graduate School and the department (especially the DGS) prefers communicating via e-mail. You are responsible for all communication sent to you via email. If you prefer to use a non-USM email address, be sure to forward your USM email to that account. In addition, you MUST provide your preferred e-mail address to the DGS and to the department administrative assistant.

1.4 ID Cards

All new graduate students must obtain an ID card as soon as possible. These are available from the Office of Photography Services (Thad Cochran Center Lower Level; <http://www.usm.edu/photoservices/id.php> Phone: 601.266.4149). At time of printing, lost ID cards cost \$25 to replace.

1.5 Course Loads

Usually, graduate students take 3 courses (9 credit hours), including at least one 700-level course. Students on Graduate Assistantship must maintain 12 credit hours each full semester (excluding the summer). Maximum course load is 12 credit hours. Graduate School and department regulations limit the number of 500-level and independent study courses (HIS 692s) students can take in the course of their graduate careers.

2. FINANCIAL ASSISTANCE

2.1 Programs Administered by the Department

All graduate students are encouraged to apply for assistantships, which are awarded on a competitive basis each year. Students on assistantships who are working on their MAs usually serve as a grader or an assistant to a faculty member; rarely will they be asked to teach their own course. At the Ph.D. level, students may serve as a grader, a faculty assistant, or teach their own sections of History 101 or 102. Other types of assistantship may also be assigned.

Students enrolled in one of the Dual Masters programs should also check with the School of Library Science or the Department of Anthropology regarding grants and employment. Generally, funding for students in the Dual Masters programs alternates between the two departments.

The department also administers the McCain Fellowship, which is available on a competitive basis to Ph.D. students who have passed their comprehensive exams. When funds are available, first preference for awards goes to students who will finish their Ph.D. during the year of the McCain award; second preference is for students who are in the process of researching and writing their dissertation. Students should consult with the DGS about application procedures.

2.2 Tuition Waivers and Summer Tuition Waivers

All students who receive assistantships will also be awarded a tuition waiver (in or out-of-state). The waiver is valid for the fall and spring semesters the year award is offered; the waiver may continue during the following summer term if funds are available (students will be notified during the spring semester about the availability of summer tuition waivers). Students awarded a summer tuition waiver must enroll in a minimum of nine semester hours.

Students should be aware that if they plan to use university facilities (the library, document delivery, the health clinic, etc.) in the summer months, they must be registered for at least one credit hour in the summer term.

2.3 Application for and Renewal of Assistantships

Assistantships are made for one academic year and are renewable (see section 2.4 below on time limits). Failure to fulfill the conditions of an award or to maintain academic and/or professional standards may result in an award being withdrawn or disqualification from future grants and employment.

Assistantship applications are due in the Department of History by February 1 of each year, and award announcements are made in April or May. **Students must reapply each year, and late or incomplete applications will only be considered after all other applications have been awarded.** Applications for the McCain Fellowship are due at the same time. For this award, students must prepare a statement describing what they will accomplish during the fellowship year.

Application letters for assistantship renewal (1 page maximum), addressed to the DGS and departmental Graduate Committee, should chart the student's progress toward the degree in the past year (passed comps, had thesis prospectus approved, etc.), any professional development news (a book review published, giving a paper at a scholarly conference, etc.), and any accomplishments as a GA. The application letters should also briefly describe the student's plans for the coming year.

A student's performance in seminars is particularly significant when faculty members review applications for renewal. An excessive number of "B" grades, any grade of "C" or lower, or failure to execute assigned assistantship duties in a satisfactory manner will result in the rejection of a request for renewal. Failure to make satisfactory progress toward a degree or satisfactory progress in the writing of thesis or dissertation will also serve as cause for rejecting an application for renewal. Additionally, faculty members submit evaluations of graduate students whose committees they direct and students who work under their supervision as TAs; those evaluations will also be considered when renewal applications are reviewed. If unsure about requirements for an appointment or renewal, students should consult the DGS.

2.4 Time Limits on Financial Assistance

Master's students may receive departmental assistance for a maximum of two years; students enrolled in the Dual Master's with Library Science or Anthropology may receive up to three years of departmental assistance. Provided that doctoral students meet the requirements outlined in section 2.3 above, they can receive up to four years of funding.

The McCain Fellowship, if available, counts as one of the four years of possible financial support for doctoral students making satisfactory progress.

2.5 Restrictions on Outside Employment

Graduate assistants are prohibited from accepting other employment during the period of their award, including adjunct teaching outside the department. The Department Chair must approve any exceptions to this policy.

2.6 Applying for Conference or Travel Assistance

Financial assistance may be available to students who present papers at academic conferences or who travel to conduct thesis or dissertation research. Such funding, if available, is awarded on a competitive basis by a faculty committee. Students should watch for notification of the deadline for such awards (usually twice a year: fall and spring) and follow all instructions of the awards committee for submitting applications. If students have any questions about this policy, they should contact the DGS.

In addition, university transportation often exists on a space-available basis for attendance of meetings of the Southern Historical Association, the Society for Military History, and/or Mississippi Historical Society. Those interested should apply to the Department Chair.

2.7 Summer Assistantships for Joint Degree MA Programs

For students enrolled in the Dual Master's Degrees in History and Library Science or History and Anthropology, summer internships are often available. In recent years, our students have worked for the John C. Stennis NASA Space Center, the Historic Natchez Foundation, the National Park Service, and local county governments. Interested students should check with the DGS, the Library School, and the Department of Anthropology.

2.8 External Awards

Students are encouraged to search for sources of funding outside USM. Many possibilities exist, depending on the field of interest. Students should consult the AHA's *Guide to Grants and Fellowships*, which is available from the History Department or the DGS. Ph.D. students who are beginning their dissertation research or who are in their final year of study have the greatest chance of winning external awards. Students should also consult with their committee chair and members and search available funding databases such as those available from H-Net (<http://www.h-net.org/>) or the AHA (<http://www.historians.org/index.cfm>) for sources of possible outside funding.

2.9 Health Insurance

All graduate students must either have insurance through USM or be able to prove that they have insurance from another source. More information is available at: <http://www.usm.edu/graduateschool/index.php>

3. COMMITTEES, ADVISEMENT, AND ACADEMIC PERFORMANCE

3.1 Graduate Advisement

The Director of Graduate Studies serves as the general advisor for all graduate students. The DGS is available to meet with graduate students as needed to answer questions they may have about their

program of study, construction of committees, selection of thesis and dissertation topics, and course work. All students must see the DGS for advising during the fall and spring advisement periods. Students should sign up with the departmental administrative assistant for appointments during these times. While primary responsibility for graduate student advising resides with the DGS, students must also consult with their committee chair and committee members about course work (which should be done prior to the advisement meeting the DGS).

Upon arrival, new graduate students should discuss their research interests with faculty members appropriate to their proposed field of study. They should then ask an appropriate professor to serve as their committee chair (who will function as subject-area advisor). Students should also consult their committee chair about academic matters related to committee selection, thesis or dissertation topic selection, and course work. Students are encouraged to schedule at least two meetings with their committee chair (and other committee members as needed) each semester to discuss their progress toward degree and other matters.

For specific information about unit requirements, course distribution, and foreign language qualifications, students should consult the *Graduate Bulletin* for the year in which they were admitted.

3.2 Plans of Study and Graduate Committee Forms

Students are required to fill out a Plan of Study (PofS) (see Section 10 below) in consultation with the chair of their committee by the end of their first year. This form is available on the Graduate School's website (<http://www.usm.edu/graduateschool/planofstudy.php>). After obtaining the necessary signatures, the student must give one copy to the DGS and one copy to the Graduate School in McCain Library, room 211. Failure to do so can result in delayed graduation, since the PofS's acceptance by the Graduate School is a graduation requirement. Students should update their PofS whenever substantial changes occur in their program.

Students must also fill out a Graduate Committee Form once they have formed their committee. The form is available from the DGS or online (http://www.usm.edu/graduateschool/forms_all_list.php). Once the required signatures are acquired, students must give a copy to the DGS and take the other to the Graduate School.

3.3 Building a Graduate Committee

By the end of their first semester, students must identify a major professor (a committee chair) whose research interests match theirs. In consultation with the major professor and the DGS, students should also select other members of the committee. Students are **STRONGLY** encouraged to discuss research projects, theses, and dissertations with faculty members in related fields/disciplines, even if the student is not taking classes from them. The list of faculty on the departmental webpage provides a general idea of each faculty member's current projects, training, and research interests.

Students should secure their graduate committee as soon as possible but no later than the end of their first semester of study. Those members who agree to serve on the committee must sign a Graduate Committee Form. If students wish to change their committee membership, they must discuss it as soon as possible with their committee chair, relevant faculty members, and the DGS; they also need to file a revised Graduate Committee Form with signatures from each member of the new committee.

3.4 Graduate Committee: Duties

MA and MS

Committee composition is designed to combine broad and specialized historical training and serves several administrative functions. Students will, in all but the most unusual cases, take at least one class with each committee member by the time of their Master's comprehensive exams. The graduate committee will administer the comprehensive exam. For those students writing a thesis, the graduate committee will also read and approve the thesis.

For MA and MS students in History, the graduate committee consists of two faculty members from the major area of concentration and one faculty member from the minor area of concentration. For available

major and minor fields/concentrations, see sections 9.1 and 9.2 below or contact the DGS. For MA and MS students with an International Studies concentration, the graduate committee is composed of two members of the History faculty and one member of the Political Science faculty. For students in the Dual Masters program, the graduate committee consists of two members from the History faculty and one member from Library Science or for Anthropology/History students, two from one department's faculty and one from the other. Students in all other MA or MS programs will have graduate committees consisting of three members of the graduate History faculty.

Ph.D.

The doctoral graduate committee will consist of five members, three from the major field and one from each of the two minor fields/concentrations. For available major and minor fields/concentrations, see sections 9.1 and 9.2 below or contact the DGS. Non-History Department faculty or non-USM faculty may serve on Ph.D. committees if the fields/topics warrant such an arrangement—for more information on this option, students must consult with their chair and the DGS.

The committee will administer the comprehensive exams and read and approve the dissertation. It is the student's responsibility to recruit individual faculty members to serve on his or her committee, and students should secure a graduate committee as soon as possible but no later than the end of their first semester of study.

3.5 Retention Policy

MA and MS

Master's students will be placed on academic probation if their cumulative grade point average falls below 3.0. No grade of "C" or below in a required class may count toward the degree. Graduate school regulations allow students to retake only one class, with prior permission. At their first opportunity, students must retake a required class in which a "C" or below was awarded.

Academic probation prohibits students from enrolling in the regular semester following the imposition of probation and prohibits a student from receiving funding.

More than one grade of "C" on a transcript or more than one "C" received in a single course will result in expulsion from the program. Any grade of "D" or "F" will result in expulsion from the program.

Ph.D.

Doctoral students will be placed on academic probation if their cumulative grade point average falls below 3.50. No grade of "C" or below counts toward the degree. Graduate school regulations allow students to retake only one class with prior permission. At their first opportunity, students must retake a required class in which a "C" or below was awarded.

Academic probation prohibits students from enrolling in the regular semester following the imposition of probation and prohibits a student from receiving funding.

More than one grade of "C" on a transcript or more than one "C" received in a single course will result in expulsion from the program. Any grade of "D" or "F" will result in expulsion from the program.

3.6 Incompletes and Dropped Courses

Graduate students should rarely drop courses; in no case should they drop a course without consulting the instructor and the DGS. Likewise, they should rarely ask to receive a grade of "I." Students who develop a pattern of dropping courses and/or receiving grades of "I" will be placed on probation or expelled from the program.

3.7 Graduate Appeals and Grievance Process

The right of each student to appeal decisions of the graduate academic units is affirmed and specific appeal procedures are hereby established to ensure timely and appropriate consideration of each appeal to the Graduate Appeals Committee.

Specifically, the Graduate Appeals Committee of the Graduate School reviews decisions on the following issues: admission decisions, revocation of admission, comprehensive exams, thesis and dissertation prospectus, dismissal from a program, and any other issues the Dean of the Graduate School deems appropriate. This committee does not review grade appeals or disciplinary actions taken by the Dean of Students. The grade appeals process is listed in the *Graduate Bulletin*.

The Appeals/Grievance Process has five steps:*

Step 1: Department or School Level. ** The chair or director receives a written signed letter from the student within ten (10) working days that states what action the student is appealing, reviews the pertinent materials, meets with the student and faculty if appropriate, and resolution of the appeal is sought at the department or school level.

Step 2: Dean of the College Level. ** An appeal of the department or school decision must be made in writing within ten (10) working days to the dean of the college that has jurisdiction over the department or school. The dean will review the appeal and render a decision on the appeal in writing.

Step 3: Dean of the Graduate School Level. Should the student desire to make further appeal, the written appeal should be sent within five working days to the Dean of the Graduate School. The Dean will confer with the student and refer the matter to the Graduate Appeals Committee which will hold an official hearing on the appeal. The hearing will be held within ten (10) working days of receipt of the written appeal letter as long as the university is in session or within ten (10) working days of the university beginning a session. The student may attend the hearing and a representative of the department or school may also attend the hearing or respond to the appeal in writing. The Dean of the Graduate School will send the student a letter indicating the Committee's decision.

Step 4: Provost Level. Should the student desire to make further appeal, the written appeal should be sent within ten (10) working days to the Provost. The Provost will review all appeal materials and render a decision in the appeal normally within ten (10) working days of receipt of the appeal.

Step 5: President Level. If the student is not satisfied with the decision of the Provost, he or she may appeal to the President of the University in writing. The President will render a final decision in the appeal normally within ten (10) days of receipt of the appeal.

* These steps are also listed on page 34 of the Student Survival Guide www.usm.edu/student-life.

**If the appeal concerns the chair, director, or college dean, the student should appeal to the next level.

3.8 Foreign Language Requirement

M.A.

M.A. students are required to have competency in one foreign language.

Ph.D.

Ph.D. students are required to have competency in two foreign languages. Students in U. S. history may choose to establish competency in a second foreign language or they may achieve competency in a sequence of research tool courses in lieu of the second foreign language (see 3.9 below).

Demonstrating Language Competency

Foreign language proficiency can be achieved by completing nine hours of study in an appropriate language as an undergraduate, provided that the sequence includes at least one sophomore level course and provided that grades of "B" or better were achieved in all language courses. Students can also establish competency

by attaining a “B” or better in a 501/502 foreign language course sequence offered by the Department of Foreign Languages (such courses are usually offered during the summer semester and typically at other times, too). Students may also fulfill the language requirement by achieving a satisfactory score on a standardized language examination or by satisfactorily completing a translation examination administered by the department.

3.9 Ph. D. Research Tool

Ph.D. students choosing to construct a research tool must do so in consultation with their committee chair and the DGS. They must enroll in a minimum of six hours of courses, and they must attain a “B” or better in each course. The two courses selected must be of a related nature. Typically, courses approved as research tool classes are chosen to aid the student in the preparation of a dissertation. Courses applicable to the research tool requirement include, but are not limited to: oral history, statistics, political theory, literary criticism, and anthropological methods.

3.10 Plagiarism

All graduate students MUST familiarize themselves with the American Historical Association’s policy on Standards of Professional Conduct and Plagiarism (<http://www.historians.org/pubs/free/professionalstandards.cfm>):

*The word plagiarism derives from Latin roots: **plagiarius**, an abductor, and **plagiare**, to steal. **The expropriation of another author’s work, and the presentation of it as one’s own, constitutes plagiarism and is a serious violation of the ethics of scholarship. It seriously undermines the credibility of the plagiarist, and can do irreparable harm to a historian’s career.***

*In addition to the harm that plagiarism does to the pursuit of truth, it can also be an offense against the literary rights of the original author and the property rights of the copyright owner. Detection can therefore result not only in sanctions (such as dismissal from a graduate program, denial of promotion, or termination of employment) but in legal action as well. . . . **The real penalty for plagiarism is the abhorrence of the community of scholars.***

Plagiarism includes more subtle abuses than simply expropriating the exact wording of another author without attribution. Plagiarism can also include the limited borrowing, without sufficient attribution, of another person’s distinctive and significant research findings or interpretations. . . . While some forms of historical work do not lend themselves to explicit attribution (e.g., textbooks, films and exhibitions), every effort should be made to give due credit to scholarship informing such work.

Plagiarism, then, takes many forms. The clearest abuse is the use of another’s language without quotation marks and citation. More subtle abuses include the appropriation of concepts, data, or notes all disguised in newly crafted sentences, or reference to a borrowed work in an early note and then extensive further use without subsequent attribution. Borrowing unexamined primary source references from a secondary work without citing that work is likewise inappropriate. All such tactics reflect an unworthy disregard for the contributions of others.

*No matter what the context, **the best professional practice for avoiding a charge of plagiarism is always to be explicit, thorough, and generous in acknowledging one’s intellectual debts.** . . . The first line of defense against plagiarism is the formation of work habits that protect a scholar from plagiarism. The plagiarist’s standard defense—that he or she was misled by hastily taken and imperfect notes—is plausible only in the context of a wider tolerance of shoddy work. A basic rule of good note-taking requires every researcher to distinguish scrupulously between exact quotation and paraphrase.*

The second line of defense against plagiarism is organized and punitive. Every institution that includes or represents a body of scholars has an obligation to establish procedures designed to clarify and uphold their ethical standards. Every institution that employs historians bears an

especially critical responsibility to maintain the integrity and reputation of its staff. . . Penalties for scholarly misconduct should vary according to the seriousness of the offense, and the protections of due process should always apply. A persistent pattern of deception may justify public disclosure or even termination of a career; some scattered misappropriations may warrant a formal reprimand.

All historians share responsibility for defending high standards of intellectual integrity. *When appraising manuscripts for publication, reviewing books, or evaluating peers for placement, promotion, and tenure, scholars must evaluate the honesty and reliability with which the historian uses primary and secondary source materials. **Scholarship flourishes in an atmosphere of openness and candor, which should include the scrutiny and public discussion of academic deception.*** (underlining and bolding not in original)

This definition is the department's and the profession's standard for plagiarism. **Students should expect the department to treat all accusations of plagiarism with the utmost seriousness.** From the 2010-2011 *Graduate Bulletin*:

Academic Honesty

When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. . . . A graduate student should be reported to the dean of the Graduate School.

In addition to being a violation of academic honesty, cheating violates the code of student conduct and may be grounds for probation, suspension, expulsion, or all three. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

For more information on the department's and Graduate School's policies on plagiarism and academic dishonesty, see the current *Graduate Bulletin*.

4. COMPREHENSIVE EXAMINATIONS

4.1 Master of Arts and Master of Science

Comprehensive written examinations for MA and MS students are usually given during the first weeks of the spring semester in the student's second year; both MA and MS exams follow the same format. Students unable to take their exams at this scheduled time must petition the DGS for approval to change their exam date and make all other arrangements for a different exam time with their graduate committee and the DGS well in advance of the scheduled date.

The content of the examination will be determined by the student's graduate committee. In general, the examination will cover the student's content course work, which includes all graduate courses except HIS 710 and HIS 711/712. Consequently, students should take content courses with their committee members: at least two with their committee chair and one with each of the other committee members. Many faculty members strongly recommend that students audit additional courses to strengthen their knowledge of particular subjects. Committee members may also request students to master a book list or a reading topic growing out of an aspect of their course work. For these reasons, the Department of History urges graduate students to decide on their fields and to consult with advisors and the DGS to formulate a coherent plan of study as soon as possible in their graduate career.

Students must make a B average on each of the three parts of their comprehensive exams in order to pass; no grade may be lower than a C. Students who fail all or part of their exam should make arrangements with their advisor and the relevant faculty members to retake those sections as soon as possible. A second failure will lead to a hearing with the Department Chair and the DGS and to probable expulsion from the graduate program.

4.2 Exams for Dual Masters Programs: History and Library Science History and Anthropology

Students in the Dual Master's programs follow the same examination procedures as those students obtaining M.A. or M.S. degrees in history alone with a few exceptions. Their committees should include two faculty members from the Department of History and one from the School of Library and Information Sciences or in the case of Anthropology/History students, two members from one department's faculty and one from the other. Also, they usually take their exams during the first week of the spring semester of their third year.

4.3 Doctor of Philosophy

Upon completion of all coursework and language requirements, doctoral candidates will take oral and written comprehensive examinations in their fields of study. The candidate is expected to demonstrate proficiency in all areas of the examination. As with Master's candidates, doctoral students may gain the required proficiency through various means and should refer to the methods recommended for the Master's candidates. In addition, many professors require doctoral candidates to complete a reading list of key works in each field of study. Students should consult the members of their examination committee soon after its formation in order to establish reading lists and examination fields.

The format of the written Ph.D. examination is as follows:

- Day One** – Major Field Examination (for example, U.S. to 1877), 6-8 hours
- Day Two** – Major Field Examination (U.S. since 1877), 6-8 hours
- Day Three** – First Minor Field Examination, 4-6 hours
- Day Four** – Second Minor Field Examination, 4-6 hours

Note: The division of major fields does not preclude the appearance of comprehensive questions.

The comprehensive examination also includes an oral exam with the entire examination committee, which should last approximately two and one-half to three hours.

Comprehensive exams should be taken no later than during the first month of the doctoral student's third year of study. Students who need to delay taking the exam must consult with their committee chair, committee members, and the DGS as to the reason for postponement. Students are strongly discouraged from scheduling comprehensive exams during the summer semester, since most faculty members are not available at that time.

It is the student's responsibility to consult the chair of his/her examination committee to determine faculty availability and to set dates for the written and oral exams. Because of the demands on faculty time, students should make these arrangements several months in advance of the exam. If changes need to be made, students or the committee chair should notify all committee members as soon as possible. Students may choose the order in which faculty members question them during their oral exam and should notify their committee chair about their choice. Students should also consult with their advisor, who serves as chair of the examination committee, a week before their exams in order to make any final arrangements.

Ph.D. students who fail any part of or the entire comprehensive exam have one additional attempt to pass the exam (or the part of it they failed, at the discretion of the examination committee and the DGS). The student's comprehensive exam committee may, if the student fails the majority of the written exam, cancel the oral exam portion of the test before it commences. Comprehensive exams may be retaken only once (if the written exam was taken and the oral exam was cancelled, that is considered a failure of both parts of the exam and counts as the single failure allowed). For more information, see the *Graduate Bulletin*.

4.4 From Ph.D. Exams to Dissertation Defense

During the semester in which a Ph.D. student takes comprehensive exams, the student should enroll in HIS 791, Research in History. The course is an arranged one that will be directed by the student's major professor; the object of the course is to complete a dissertation prospectus and to begin research on the dissertation.

During the Ph.D. student's final year of dissertation preparation, the student should consult his/her committee, especially the chair, as well as the DGS, about procedures for applying for jobs. Constructing an effective letter of application and *curriculum vitae* (c.v.) takes time and requires consultation. Allow the DGS, members of the Graduate Placement Committee, and/or the dissertation committee chair to examine your basic letter of application and c.v. Preparing for an interview also takes time. Students should ask their committee, members of the Graduate Placement Committee, the DGS, the Department Chair, and others who may be interested in their career path to conduct at least one mock interview. Ideally, students will schedule a second mock interview with an entirely different interview team, though that interview should be observed by members of the student's committee.

Once the dissertation is complete, students, in consultation with their committee chair, must schedule the dissertation defense with the entire committee. Students should make these arrangements far in advance of the defense date, especially if the defense is in the summer, to ensure faculty can attend (summer dissertation defenses are strongly discouraged as most faculty members are not available). Students must also allow faculty members enough time to read the entire dissertation amid their busy schedules—at least three to four weeks should be given to committee members who have not read the dissertation before. Once students pass the defense, they need to ensure the necessary paperwork (available from the DGS), with all required committee member signatures, is taken to the Graduate School.

5. STYLE GUIDE FOR THESIS AND DISSERTATION

Although standards vary among publishers and are continuously evolving, the History Department follows the latest edition of the most frequently used guide for historians: *The Chicago Manual of Style*. Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* includes many elements of *The Chicago Manual of Style* in a more succinct form.

For theses and dissertations, the Office of Graduate Studies adheres to certain standards of its own in areas such as pagination, margins, chapter/section headings, abstracts, acknowledgments, copyright, etc. Students should obtain a copy of these guidelines from the Office of Graduate Studies (as soon as they begin working on their thesis or dissertation). For more information on preparing the dissertation for the Graduate Reader, see the *Graduate Bulletin*, the *Guidelines for Thesis and Dissertations*, and the Graduate Reader's website: <http://www.usm.edu/graduateschool/reader.php>.

6. SPECIAL PROGRAMS AND EMPHASES AREAS

6.1 The Center for Oral History and Cultural Heritage

The Center for Oral History and Cultural Heritage is dedicated to preserving the history, folklife, and culture of Mississippi and the Pine Hills region of the South through oral history and other fieldwork. The largest project of the Center is the Mississippi Oral History Program. Established in 1971, the Mississippi Oral History Program has collected over 1,500 interviews from a wide variety of people on diverse topics. Many of the interviews have been transcribed, indexed, and archived at USM's McCain Library and Archives. Many are now available online. These interviews are a valuable primary source for anyone working on twentieth-century history. The Center's other major activity, the Pine Hills Culture Program, was launched in 1996. It is an initiative to document the traditions and folk culture of the U.S. South's Piney Woods region in Alabama, Louisiana, and Mississippi.

Students interested in these programs should contact Dr. Louis Kyriakoudes at the Center for Oral History and Cultural Heritage or visit the Center's web site at: <http://www.usm.edu/oralhistory>.

6.2 The Center for the Study of the Gulf South

Inaugurated in 1998, the Center for the Study of the Gulf South organizes, promotes, and disseminates interdisciplinary scholarship on the history and culture of the Gulf South and the Caribbean Basin and the connections between these two regions. The goal of the Center is to draw upon and highlight the University of Southern Mississippi's impressive strengths in southern, Caribbean, and Latin American studies, and augment the University's mission to become a national university for the Gulf South. The center supports annual symposia and lectures on issues relating to Gulf communities. For more info, see:

<http://www.usm.edu/history/gcsouth.php>

Those interested in learning more about Gulf South studies should speak to Drs. Austin, Grivno, Bristol, Chambers, Kyriakoudes, Morgan, Nuwer, Tyler, or Ural.

6.3 The Center for the Study of War and Society

Committed to interdisciplinary historical inquiry, this Center seeks to explore the military, diplomatic, political, cultural, social, and scientific aspects of war and its consequences. To facilitate this goal it sponsors several programs and activities. Each semester the Center holds roundtable discussions and presentations by distinguished scholars in the field.

The Center coordinates a Master's degree concentration in War and Society Studies. The War & Society school examines the links between the social, cultural, and political values of societies and the wars they wage. Several members of the Department of History have specialties that complement this approach. The graduate program can also support more traditional military History topics such as operations, strategy, and tactics. Thus the program allows for a great deal of flexibility and creativity in combining traditional military History and War & Society approaches to the study of the history of conflict.

Those interested in learning more about War and Society studies should speak to Drs. Wiest, Zelner, Ural, or Stur or go to the website: <http://www.usm.edu/history/warsociety.php>

6.4 M.A. Emphasis in International Studies

The History Department offers graduate students the chance to earn an MA in International Studies. This program emphasizes interdisciplinary work in modern international relations and includes courses in History and Political Science.

Students interested in learning more about International Studies should contact Dr. Andrew Wiest or Dr. Brian LaPierre, the Co-directors of the International Studies program, or the DGS.

6.5 Study Abroad Programs

USM administers one of the largest study abroad programs in the nation. Most summers, History Department faculty travel with students to England, France, Vietnam, and Jamaica. New study abroad opportunities in the department are being developed and offerings may expand in the future. Other university departments offer courses in Ireland, Australia, and Mexico, among other areas. Formal courses, research, and educational sight-seeing are combined in study abroad programs. Graduate students can complete course work in an appropriate study abroad program, and they can enroll in any of the programs to obtain opportunities for conducting thesis or dissertation research.

7. GENERAL INFORMATION

7.1 Academic Calendar and Course Availability

USM follows a semester calendar. Students should also consult the academic calendar at the Registrar's website for more information on university schedules, registration times, and other news: <http://www.usm.edu/registrar/calendars/index.php>.

The History Department schedules a variety of graduate seminars and reading courses. More classes are available during the fall and spring semesters than during the summer term, and students should plan accordingly. Classes are scheduled almost a year in advance, and students interested in long-term planning can consult with the DGS or relevant faculty members to get a sense of future offerings. Due to unforeseen circumstances, however, schedules are subject to change. While the History Department attempts to notify all students, it is the students' responsibility to confirm which courses will be offered and to make any necessary changes to their schedules.

7.2 Computing Facilities

Although the History Department strongly recommends that all students have access to a personal computer, computing facilities are available at the Learning Commons on the first floor of Cook Library. Graduate assistants can use the computers available (first-come first serve) in the group TA office, LAB 410. Incoming graduate students should check with iTech or the library to learn when computer facilities are open, their hours, and the availability of hardware and software.

7.3 Foreign Study and Research

USM offers programs throughout the world lasting from several weeks to an academic year. Course credit can be obtained for certain programs, and affiliation may prove useful for students conducting research abroad. Financial aid is also available for students on these programs. For further information about these programs and financial aid, students should contact the Office of International Exchange.

7.4 Health and Medical Services

USM maintains a student clinic, which is open during university business hours. Care is given on a drop-in basis, or by appointment for certain conditions. Examinations, basic lab work, and prescriptions are available at a reduced rate and can be charged to a student's account.

7.5 History Graduate Society (HGS)

The History Graduate Society at the University of Southern Mississippi (HGS) is an organization composed and run by graduate students in the department. Their mission is to promote the study of history at the graduate level and to assist current graduate students as they pursue their education, research, and career goals. The society provides a safe forum that promotes cooperation between faculty and graduate students by supporting professional development workshops and by organizing social events throughout the academic year. HGS helps current and prospective students navigate the department and the university. If you have any questions about HGS, or graduate life in the Department of History or at the University of Southern Mississippi, please feel free to contact one of the HGS officers.

7.6 Housing

Dormitory accommodations and married student housing can be obtained by contacting the Department of Residence Life, which will also provide current prices. Space is limited, so students should call the office as soon as they are notified of admission. Various meal plans are also available.

Students living off campus should expect to pay at least \$450 per month for a one-bedroom apartment, \$600 for a two-bedroom, and more for a house. Bargains are available but difficult to find. Incoming students can contact the Hattiesburg Chamber of Commerce for an Apartment Guide to Hattiesburg and consult the *Hattiesburg American* once they are in town. Students should also call the History Department to request that a notice be posted announcing their desire for place to live and/or roommates; often fellow graduate students can provide good leads, and faculty members may have homes or apartments to rent. The History Graduate Society (see 7.5 above) can also assist students looking for living accommodations.

7.7 Individualized Instruction

Faculty members may be willing to supervise individual study on a topic agreed to by the student and faculty member. Accepting such an assignment is always optional for faculty members, and the students involved should have a clear idea of the topic they wish to explore, have planned how often they would like to meet and what reading they will do, and be prepared to make a strong commitment to the class. Students receiving individualized instruction obtain credit for a graduate seminar (692) and are graded on an A-F scale. The Department of History discourages repeated use of 692 classes and students should take them sparingly. The number of such courses is also limited by Graduate School regulations; see the *Graduate Bulletin* for more details.

7.8 Phi Alpha Theta

Phi Alpha Theta is the national history honor society, and the USM chapter is quite active, sponsoring picnics, lunchtime lectures, and conferences. Members must maintain a 3.5 GPA as a graduate student and have taken 12 semester hours in History courses. Students interested in joining Phi Alpha Theta or serving as an officer should contact the Phi Alpha Theta advisor.

7.9 Placement Services

USM's Master's and Ph.D. students have an excellent record in both job placement and acceptance to other graduate programs. Our students have been employed by various colleges, libraries, and archives; they have also been accepted to Ph.D. programs at Cornell University, Duke University, Louisiana State University, the University of Tennessee, the University of Florida, the University of Illinois, the University of California-Berkeley, and the University of Chicago to name just a few.

MA and MS students interested in applying to Ph.D. programs at other schools should begin by discussing their plans with faculty members in their field of interest, who will guide the student to the best possible programs in the student's discipline. The History Department keeps an up-to-date copy of the AHA's annual *Directory of History Departments and Organizations*, and students should use this book, as well as the internet, to learn about faculty at other institutions and to obtain their contact information. Most applications are due by the beginning of January, and students should write for application materials and information by September at the latest.

Students looking for employment other than university teaching should contact the university's Office of Career Services (<http://www.usm.edu/cs/>). It offers various aptitude tests, workshops, and advisory services for all USM students.

Ph.D. students looking for employment as faculty members at other universities should discuss application procedures and placement possibilities with their advisor during their degree program. The application process begins in September, almost a year in advance of when a job will begin, and lasts through the academic year.

7.10 Residency

Residency requirements are quite detailed, and Mississippi residency leads to a substantial tuition reduction. For that reason students are strongly urged to consult the *Graduate Bulletin*, where the conditions for state residency are explained, and to apply for resident status as soon as possible. Ph.D. students, who will be in the state for several years, are especially encouraged to apply for Mississippi citizenship.

7.11 Transfer Credit

USM's graduate degree programs in History are designed to be self-contained; that is, all classes toward those degrees are to be taken at USM (Hattiesburg or the Gulf Coast campus). Waivers may be obtained for some of the subject-oriented courses, and students can transfer up to six hours with the permission of the DGS and the Department Chair.

7.12 University Libraries

The university has two main libraries in Hattiesburg, located adjacent to each other, which contain approximately 5 million volumes and subscribe to approximately 34,000 periodicals. Cook Library serves as the main library and houses computer facilities, reading rooms, document delivery (interlibrary loan), course reserves, and basic research services. Book stacks and reading areas are intermingled throughout the building in an open shelf arrangement. Access is provided to a variety of online resources on a wide range of subjects. The collections are arranged according to the Library of Congress Classification System. Graduate students may check books out for 120 days, though all books are subject to recall after two weeks. Graduate students may also request library carrels at the beginning of each semester; they are awarded on a first-come, first-served basis.

The McCain Library and Archives contains the university archives, special collections, and reading rooms. Resources are available for use by the public and the university community in the Cleanth Brooks Reading Room. Materials housed in this facility do not circulate outside the building. Its holdings include an array of materials with a particularly strong collection of manuscripts and oral histories related to southern, especially Mississippi, history and culture, as well as the papers of William M. Colmer, Theodore G. Bilbo, and Paul B. Johnson, Jr.; the Walen Collection of Confederate and Civil War History; and the Cleanth Brooks Collection of belles lettres.

The Gulf Coast Library houses print and non-print materials to support the research and curriculum needs of the Long Beach campus. All university libraries' electronic holdings are accessible at the Gulf Coast campus and materials are available for campus-to-campus loan. Collections include 37,000 volumes of curriculum resource materials and 400 serial titles. In addition, the library houses a computer lab and the Gulf Coast Heritage Room.

Graduate students also have access to materials located throughout the country through USM's Document Delivery service, and materials are especially easy to obtain if they are at the Gulf Coast campus or at other university libraries with which USM has a cooperative lending agreement, such as Tulane, LSU, and Auburn. In order to access these books, students should log on to the Document Delivery website (http://www.lib.usm.edu/services/document_delivery_services.html). Requests for Gulf Coast books usually take 2-3 days to fill, while requests for books from other libraries generally take longer; students should allow a minimum of two weeks for processing.

8. RELEVANT SECTIONS FROM THE *GRADUATE BULLETIN*

The following pages from the 2010-2011 *Graduate Bulletin* are included here to assist students with degree requirements. Their inclusion here should NOT preclude students reading all relevant sections of the bulletin themselves. In addition, each student is governed by the *Bulletin* in place the year they entered the program, so students should look up the appropriate version of the bulletin that applies to them at the Registrar's website: <http://www.usm.edu/registrar/graduate-bulletins>.

General Degree Requirements

Master's Degree Requirements

Master's degree provide advanced broad-based knowledge, training, and an understanding of research, and/or creative or problem-solving activities in a discipline that will enable the recipients to contribute to their disciplines and professions.

I. Credit Hours

A minimum of thirty (30) semester hours credit is required for any master's degree. Many departments require more than the minimum. Consult specific departmental requirements for additional information. A 3.0 GPA in the master's program and no grade below a "C" are required for graduation. Some departments require a higher GPA and restrict the number of "C" grades for graduation.

II. Plan Of Study Form

Students must submit a "plan of study" form to The Graduate School by their first semester of enrollment. See www.usm.edu/graduateschool/planofstudy.

III. Time Limitation

The student must complete the master's degree within five calendar years from the date of initial enrollment in a graduate program. Five years is the maximum age allowed for graduate credits toward a master's degree. The dean of the Graduate School, under extenuating circumstances, and special petition, may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation.

The revalidation is secured by the student's successfully passing a special examination on the course. However, any student who fails to complete the master's degree program within the five-year time period becomes subject to any changes in degree requirements made at any date five years prior to graduation. The fee charged for the special revalidation examination is to be paid before the revalidation examination is taken. Over-age extension and transfer courses cannot be revalidated. Revalidation forms are available in The Graduate School.

IV. Credit Hours Limitations

A. A minimum of eighteen (18) semester hours must be in courses numbered 600 or above.

B. A total of no more than nine (9) semester hours of work earned as a non-degree student may be applied toward a master's degree. Please note D below.

C. As many as six (6) semester hours of graduate credit from other accredited institutions may be transferred to the student's program with the approval of the appropriate department chair and dean of the Graduate School provided that the course work transferred falls within the five-year period allowed for the degree. Such course work must carry a letter or numeric grade of "B" or better and not counted toward another graduate degree and cannot be a pass/fail course. The transfer grade is not calculated in the USM GPA.

D. A total sum of no more than nine (9) semester hours of transfer work and non-degree work may be applied toward a master's degree.

V. The Master's Committee

The student's work toward the master's degree is either supervised by a departmental committee comprised of a chair and at least two members recommended by the department chair and appointed by the dean of the Graduate School or by an experienced faculty adviser. The committee appointment form should be sent to The Graduate School. The form is located on the Web at www.usm.edu/graduateschool.

VI. The Minor Field

If a minor field is required in the master's program, it shall consist of nine (9) semester hours of graduate course work and may consist of courses from a number of related areas. Some disciplines define their own minor and may require more than nine (9) semester hours to complete the minor. The minor department must be consulted to determine specific requirements.

VII. Continuous Enrollment

Students are expected to enroll continuously after they have taken required course work until they complete their degree. They may enroll as stipulated below.

A. Students must enroll for one (1) hour if they are using university services, e.g., clinic, library and/or technology services, consulting their thesis/project advisor.

B. Students must register for three (3) hours of 698 or project hours during the semester/term they expect to defend and complete the thesis or project. All required course work must be completed before the semester in which the student defends the thesis. The thesis must be deposited in The Graduate School or the final project given to the major professor. Students must register for 3 hours the semester they take the comprehensive exam. See www.usm.edu/graduateschool for deadlines.

C. Students must register for one (1) hour of 697 or project hour the next semester/term if they have not deposited the thesis in The Graduate School or submitted final project to their department. Students must enroll for at least 1 hour the semester they graduate.

Failure to enroll for the appropriate hours will result in the student's being discontinued from Southern Miss and will require that the student reapply for admission to the program.

D. Leave of Absence

Under special circumstances such as illness, family hardship, or military service, a student may request a leave of absence. Leaves of absence will be granted for one semester or longer as circumstances warrant. Requests for a leave of absence should be submitted in writing to the department chair or director. The chair will then forward his or her recommendation to the dean of the Graduate School. The dean of the Graduate School will notify the student and chair or director of the decision. Normally, requests should be submitted at least one semester before the leave of absence.

VIII. Responsible Conduct of Research Training

All faculty holding Regular or Associate graduate faculty status, must complete RCR training modules required by the Graduate School and their departments. All graduate students must complete the RCR training modules required by the Graduate School and their departments the first semester there are enrolled in graduate school. The RCR policy and training information are found on the Graduate School web page – www.usm.edu/graduateschool. Contact the Dean of the Graduate School if you have any questions regarding the policy of training information.

IX. The Master's Thesis

A. The master of arts degree may entail the writing of a thesis (698. Thesis, 6 hrs. required). For the degrees of master of science and master of education, some programs offer a non-thesis option. Students intending to pursue a degree higher than the master's are encouraged to write a thesis.

B. Thesis committee comprised of three graduate faculty members is recommended by the department chair and appointed by the dean of the Graduate School. The Committee Appointment form should be sent to The Graduate School. The thesis prospectus approval form should be sent to the graduate degree auditor when the student's thesis prospectus is approved.

C. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the thesis methodology before the thesis is begun. The signed approval forms and approval letter must be included in an appendix. (See The Institutional Review Board in Bulletin.) www.usm.edu/graduateschool.

D. Guidelines for the preparation of theses is available on the Web at www.usm.edu/graduateschool.

E. Oral Defense of Thesis. After the thesis has been accepted and after all required course work has been completed, a final oral examination on the thesis will be conducted by the student's thesis committee and any other faculty members designated by the dean of the Graduate School. The examination will be open to any member of the graduate faculty. The thesis committee chair should submit the results of the oral defense of the thesis form to The Graduate School immediately following the defense. A copy of the thesis title page should also be submitted to the graduate reader.

F. Students are responsible for meeting the thesis deadlines that are listed on the thesis-dissertation deadline schedule at www.usm.edu/graduateschool. If a student fails to deposit the thesis in The Graduate School in accordance with the published schedule, the degree will be awarded in the next semester, and the student must enroll for 1 hour of 698 (thesis).

X. Foreign Language

Some master's degree programs include a foreign language requirement. Students should refer to the section of the Bulletin describing individual departments and schools to determine whether specific requirements have been established for a program of interest. A student may demonstrate proficiency in a foreign language by any of several options; the particular option followed by the student must have the approval of the student's advisory committee and the dean of the Graduate School. The options are as follows:

A. Completion of six (6) graduate semester hours with grades of C or better in one of the following language sequences: FRE 501-502, SPA 501-502, or GER 501-502. These courses are specifically designed to meet The University of Southern Mississippi foreign language requirements.

B. Completion of nine (9) semester hours (undergraduate or graduate) with grades of C or better in an approved foreign language. The courses listed above in option A may not be included as part of these nine hours. The student may transfer these hours from an accredited institution upon admission, provided that the most advanced of the courses was taken within the last six (6) calendar years. After admission, courses taken to satisfy the foreign language requirement by this option must be taken at The University of Southern Mississippi or at another accredited institution if written approval to take the specific courses at the institution is obtained from the student's advisory committee, the chair of the Department of Foreign Languages and Literatures, and the dean of the Graduate School.

C. Students may successfully complete the College-Level Examination Program (CLEP) test in French, Spanish, or German. The CLEP can be taken at many sites. Students must obtain a minimum score on the total test in one of the languages as follows: French 43; German 39; Spanish 48. 30 General Degree Requirements

D. Students whose first language is not English may use English to fulfill the proficiency requirement for one language by scoring in the 65th percentile (scaled score = 560 or higher) on the Test of English as a Foreign Language.

E. Students fulfill the proficiency requirement for one language if they have completed an undergraduate major or a master's degree in a foreign language at any time.

F. Use of another method for demonstrating proficiencies must be recommended and approved by the student's advisory committee and the dean of the Graduate School.

XI. Comprehensive Exam

In addition to regular examinations, final comprehensive examinations are required for all master's degrees. The major department will determine whether the comprehensive examination will be written or oral or both. The written comprehensive, if required, will be prepared by the student's committee and will cover the area of the major field. If an oral examination is required, the chair of the student's committee will send written notices of the time and place of the examination. Comprehensive examinations, whether written or oral, will be administered no later than the last academic week of the semester in which the student expects to receive the degree and the comprehensive exam results form must be submitted by the department chair to The Graduate School no later than the last day of exam week. The examination may be administered earlier in the semester/term if the department so desires. A student who fails the comprehensive examination may not retake the examination until its next regular administration and may repeat the examination only once. Students must register for 3 hours the semester they take the comprehensive exam.

XII. Application for Degree and Audit

Students should submit to the graduate degree auditor a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditor will check the application and notify the student and his or her adviser of any problems. (See www.usm.edu/graduateschool for specific directions and deadlines.) Students who do not graduate the semester for which they applied must contact the graduate degree auditor and submit a deferment form.

Doctoral Degree Requirements

Doctoral degrees are research degrees that provide (a) specialized, advanced knowledge of a discipline, (b) an ability to integrate a specialized field of study into the larger areas of knowledge, and (c) the critical, analytical, and/or problem-solving tools needed to produce original, independent scholarly research or creative work in a discipline, thus contributing to the discipline's body of knowledge.

I. Credit Hours

All doctoral degrees entail a minimum of fifty-four (54) semester hours of course work beyond the bachelor's degree. Individual departments may have additional requirements. A 3.0 GPA and no grade below a "C" are required for graduation. Some departments require a higher GPA and restrict the number of "C" grades for graduation.

II. Plan Of Study Form

Students must submit a "plan of study" form to The Graduate School by their second semester of enrollment. See www.usm.edu/graduateschool/planofstudy.

III. Time Limitations

The student must complete the doctoral degree within eight (8) calendar years from the date of initial enrollment in a doctoral program. Six years is the maximum age allowed for course work and the comprehensive exam, other than dissertation and research hours toward a graduate degree. The dean of the Graduate School, under extenuating circumstances and special petition, may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. The revalidation is secured by the student's successfully passing a special examination on the course. However, any student who fails to complete the doctoral degree program within the eight-year time period becomes subject to any changes in degree requirements made at any date eight years prior to graduation. The fee charged for the special revalidation examination is to be paid before the revalidation examination is taken. Over-age extension courses cannot be revalidated. Revalidation forms are available in The Graduate School.

IV. Credit Hour Limitations

A. Transfer of credit for graduate work done at other institutions must be approved by the department chair, dean, and the dean of the Graduate School. Final evaluation of and acceptance of transfer credit will not be made until the student has been in residence for one semester. Coursework accepted for transfer must carry with it a letter or numeric grade (B or better) and cannot have been graded pass/fail and may not have counted toward another graduate degree. Transfer of credit for doctoral degree programs is limited to not more than six (6) semester hours or nine (9) quarter hours beyond the master's degree. Exceptions to this restriction may be made only with the approval of the department chair and the dean of the Graduate School.

B. Credit earned as a non-degree graduate student cannot be applied toward a doctoral degree.

V. Residency

The purposes of academic residency are to provide doctoral students with significant time for extensive involvement with faculty, professional colleagues, and peers and to provide a period of time for concentrated study and course work. It is structured as a full-time experience. The following are options for satisfying the residency requirement: (a) two consecutive terms of 12 hours each, (b) two consecutive summer terms of 12 hours each with continuous enrollment during intervening terms, or (c) three consecutive terms of 9 hours each. Students must consult with individual departments regarding which of these options are approved and whether online or off-campus courses can be

VI. The Doctoral Committee

The student's work toward the doctoral degree is supervised by a departmental committee composed of a chair and at least four members recommended by the department chair and appointed by the dean of the Graduate School. Some departments allow 4 person committees. Qualified individuals from outside the department may serve if they have specialized knowledge needed by the student and are approved by the Graduate Council. The Committee Appointment form should be sent to The Graduate School by the student's second semester. The form is located on the Web at www.usm.edu/graduateschool.

VII. The Minor Field

If a minor field is required in the doctoral program, it shall consist of twelve (12) semester hours of graduate course work and may consist of courses from a number of related areas. Some disciplines define their own minor and may require more than twelve (12) semester hours to complete the minor. The minor department must be consulted to determine specific requirements.

VIII. Responsible Conduct of Research Training

All faculty holding Regular or Associate graduate faculty status, must complete RCR training modules required by the Graduate School and their departments. All graduate students must complete the RCR training modules required by the Graduate School and their departments the first semester there are enrolled in graduate school. The RCR policy and training information are found on the Graduate School web page – www.usm.edu/graduateschool. Contact the Dean of the Graduate School if you have any questions regarding the policy of training information.

IX. Qualifying Exam

At or near the beginning of the student's work, the department or school may require a preliminary examination to determine the student's qualification to pursue a doctoral degree and to assist the student's advisory committee in planning the degree program. The details of the qualifying examination, including the time, date, and place of administration, will be determined by the particular department and are discussed in the department's graduate handbook. The results of the qualifying examination form should be submitted to The Graduate School.

X. Research Tools

Each doctoral degree program has a research tool requirement that is determined by the department. Consult the department for the specific requirements. Verification of the research tools requirement occurs on the plan of study form.

XI. Comprehensive Exam

At the completion of specified required course work and other examinations, the doctoral student is required to take a written and/or oral comprehensive examination in his or her major and minor field. A student who does unsatisfactory work on the comprehensive examination may be granted a second examination at the next regularly scheduled time or later. The student's doctoral committee will recommend the conditions to be met before the examination may be repeated. The comprehensive examinations may be retaken only once. The comprehensive examination should be successfully completed either before the first formal prospectus meeting or before substantial research is completed for the dissertation and within six years from initial enrollment. Students may enroll for no more than 6 hours of 898 before their comprehensive exam. The student's committee chair should submit the comprehensive exam results form to The Graduate School. Students must register for 3 hours the semester they take their comprehensive exam.

XII. Continuous Enrollment

A. Students must register for three (3) hours of coursework during the semester in which they take their comprehensive examinations, and/or have a prospectus approval meeting.

B. After a doctoral student completes his or her comprehensive examination, continuous enrollment in at least one (1) semester hour must be maintained during each fall and spring semester until the student successfully defends the dissertation.

C. A student may petition the dean of the Graduate School for an exemption from the continuous enrollment policy, provided that the student has the written endorsement of his or her advisory committee and the chair of the department. Students may petition the office only if they are in absentia from the University and not utilizing resources of the University. Exemptions will be granted if the student is absent from the University in order to conduct fieldwork, including work in archives and libraries, or who are absent to assume pre-doctoral fellowships; exemptions will not be granted to students who discontinue their

enrollment to assume or to continue positions in business, industry, or education. Students who fail to enroll continuously must reapply for admission and must pay the required fees.

D. Students must register for three (3) hours of 898 during the semester they defend the dissertation. All required coursework must be completed before the semester in which the dissertation is defended.

E. If a student does not submit copies of his or her dissertation in a form acceptable to the graduate reader prior to the deadlines established in a given semester, or if the student's degree will not be awarded until the next term, then the student must register for one (1) hour of 898 (dissertation) during the semester or term in which the degree will be awarded.

F. Leave of Absence

Under special circumstances such as illness, family hardship, or military service a student may request a leave of absence. Leaves of absence will be granted for one semester or longer as circumstances warrant. Requests for a leave of absence should be submitted in writing to the department chair or director. The chair or director will then forward his or her recommendation to the dean of the Graduate School for consideration. The dean of the Graduate School will notify the student and chair or director of the decision. Normally, requests should be submitted at least one semester before the leave of absence.

XIII. Application for Degree and Audit

Students should submit to the graduate degree auditors a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditors will check the application and notify the student and his or her adviser of any problems. See www.usm.edu/graduateschool for specific directions. Students who do not graduate the semester for which they applied must contact the graduate degree auditor and submit a deferment form.

XIV. The Dissertation

A. The dissertation topic must be approved by the student's major professor and doctoral committee and must be an original and significant contribution to knowledge in the chosen field. The dissertation approval form must be submitted at least one semester before the student graduates. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the method before the study is begun. The signed approval forms and the approval letter must be included in an appendix of the dissertation. (See Institutional Review Board section of Research Policies in Bulletin and at www.usm.edu/graduateschool.)

B. The guidelines for the preparation of dissertations are available on the Web at www.usm.edu/graduateschool.

C. The student must complete a total of twelve (12) hours of 898 - Dissertation and must register for three (3) dissertation hours the semester he/she defends the dissertation. Students must register for 1 hour of dissertation if they graduate the semester after they defend their dissertation.

D. The graduate reader ensures that dissertations meet the university requirements. Students should check the graduate studies web page for important deadlines and should make appointments with the graduate reader. They should allow ample time for revisions.

E. Students are responsible for meeting the dissertation deadlines that are listed on the thesis-dissertation deadline schedule on the Web at [www.usm.edu/graduate studies](http://www.usm.edu/graduate_studies). If a student fails to meet the final deposit deadline, his or her degree will be awarded the next semester. The student must enroll for one (1) hour of 898 that semester. The three copies of the dissertation must be deposited in The Graduate School.

F. The Dissertation Oral Defense. After the dissertation has been accepted and at least six weeks before the candidate is scheduled to receive the degree, a final oral examination of the dissertation

and related fields will be conducted by the student's doctoral committee and any other faculty members designated by the dean of the Graduate School. The examination will be open to any member of the graduate faculty. The results of the oral defense form should be submitted to The Graduate School immediately following the defense. After the doctoral committee members have been adequately consulted about the results of the student's research as well as the form and condition of the dissertation, the committee chair will schedule the defense with The Graduate School and other appropriate offices at least ten (10) working days in advance of the defense. The meeting will be open to any member of the faculty and, at the discretion of the chair, may be opened to the public. The committee chair, with advice from the committee, has complete authority for the conduct of the defense. The chair may recognize those wishing to ask questions about the candidate's research. Questions and resulting discussion should be appropriate. The committee chair may end the open part of the defense by restricting the meeting to the committee after an appropriate time. Discussion of the results of the defense must be limited to the committee members. A majority vote will determine the result of the defense and shall be reported to The Graduate School at the close of the meeting by the chair of the doctoral committee.

XV. Documents

The doctoral student must have the documents listed below on file with The Graduate School. Students are advised to check their files in The Graduate School for completeness of documentation. Students should check the "milestone" section of their advising transcript (GRDII) to verify these documents have been received by The Graduate School. See www.usm.edu/graduateschool for list of forms and online versions of forms.

A. Plan Of Study Form. Students must submit a "plan of study" form to The Graduate School by their second semester of enrollment. See www.usm.edu/graduateschool for specific directions.

General Degree Requirements 35

B. Qualifying Exam Results Form. The department chair should submit the form to the graduate degree auditor indicating that the student has completed the qualifying exam if it is required.

C. Doctoral Committee Appointment Form. The department chair should submit the form to The Graduate School indicating who will serve on the student's committee. A letter of appointment will be sent to the committee members and adviser by the dean of the Graduate School.

D. Comprehensive Exam Results Form. The doctoral committee chair should submit the results of the comprehensive exam form to the graduate degree auditor.

E. Application for Degree. The student should present two copies of the Application for Degree form, and pay fees during the semester preceding that of graduation. See www.usm.edu/graduateschool for details. Students can pay fees online. Students not graduating in the semester for which they applied must contact the graduate degree auditor and submit a deferment form.

F. Dissertation Prospectus Approval and Application for Candidacy Form. After completing all the requirements for the doctoral degree other than the dissertation and after the dissertation prospectus has been approved at least one semester prior to graduation, the student must file two copies of the form with the graduate degree auditor and one copy with the adviser, before or at the time the application for degree is filed. Students are reminded to secure approval of the Human Subjects Review Committee or the Institutional Animal Care and Use Committee if necessary. Approval letters must be in an appendix. Students should consult the chair of these committees as to the need for Human Subjects (IRB) and IACUC approval.

G. Dissertation Defense Results Form. The doctoral committee chair should submit the results of the oral defense of the dissertation form to the graduate reader immediately following the defense. A copy of the dissertation title page should also be submitted. Final copies of the dissertation must be deposited in The Graduate School. (See deadlines: www.usm.edu/graduateschool.)

Department of History

Phyllis G. Jestice, Ph.D., Chair

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The Department of History participates in programs leading to the degrees of master of arts, master of science, and doctor of philosophy.

General Regulations

The student is held responsible for following all graduate regulations. The student's major professor will help in any way possible, but the student is expected to know what is required and to take full responsibility. General academic and admission requirements for all graduate degrees are set forth in another section of this Bulletin, and general departmental requirements are listed below.

Master's Programs

. . . Retention Policy

The Department of History has a retention policy more stringent than the general policy of the graduate school. The department's policy is published in its Handbook. Students should consult the Handbook for a description of the policy.

Continuous Enrollment Requirement: Students must meet the requirement specified in the front section of this Bulletin.

Responsible Conduct of Research Training:

All faculty holding Regular or Associate graduate faculty status, must complete RCR training modules required by the Graduate School and their departments. All graduate students must complete the RCR training modules required by the Graduate School and their departments the first semester there are enrolled in graduate school. The RCR policy and training information are found on the Graduate School web page – www.usm.edu/graduateschool. Contact the Dean of the Graduate School if you have any questions regarding the policy of training information.

Master of Arts

All students are expected to complete the following requirements:

1. A total of thirty (30) semester hours in History with twenty-one (21) hours in courses numbered over 600. A 3.0 GPA is required for graduation. Only one HIS 692 will count toward the degree.
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. HIS 710 at its first offering by the department.
4. HIS 725 and HIS 726 for those concentrating in United States History; HIS 720 and an additional seminar for those in European History; HIS 781 and HIS 782 for those in Latin American History.
5. HIS 711 or HIS 712 depending on the emphasis area. Students whose major field is Latin American History will take HIS 711 unless otherwise advised by the dean of Graduate School.
6. A reading knowledge of one foreign language. Students in Latin American History must have a reading knowledge of either Spanish or Portuguese.
7. A thesis, which will confer six (6) hours credit within the minimum hourly requirements.
8. During the spring semester of the second year, the student will take a comprehensive written examination.
9. A thesis defense is required.

Master of Science

All students are expected to complete the following requirements:

1. A total of thirty (30) semester hours in History with twenty-one (21) hours in courses numbered above 600. A 3.0 GPA is required for graduation. Only one HIS 692 will count toward the degree.
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. HIS 710 at its first offering by the department.
4. HIS 725 and HIS 726 for those concentrating in United States History; HIS 720 and an additional seminar for those in European History; HIS 781 and HIS 782 for those in Latin American History.
5. HIS 711 or HIS 712 depending on the emphasis area. Students whose major field is Latin American History will take HIS 711 unless otherwise advised by the dean of Graduate School.
6. During the spring semester of the second year, the student will take a comprehensive written examination.

Emphasis Areas

The Department of History offers the following areas of emphasis for the master of arts and master of science degrees:

- I. United States History
- II. European History
- III. Latin American History
- IV. International Studies
- V. War and Society

In the comprehensive examination, all master's students must demonstrate proficiency in one primary area of emphasis and one secondary area. Two members of the examining committee will represent the primary area, and one member will represent the secondary area. United States History, European History, and Latin American History may be selected as either primary or secondary areas. Asian History or African history may be selected only as a secondary area. The nature and scope of the material to be included from each area will be determined by the graduate committee.

The M.A. student should successfully complete fifteen (15) hours of course work in the primary area and six (6) hours in the secondary area in addition to History 710 and the 6 hours of thesis work.
College of Arts and Letters 73

The M.A. thesis must be written in the primary emphasis area. A student may write a thesis in Asian or African History if permission to do so is granted by the department.

The M.S. student should take eighteen (18) hours of course work in the primary area and nine (9) hours in the secondary area in addition to History 710.

Students planning to pursue a doctoral degree must write a thesis and should enroll in the M.A. program.

Master of Arts or Master of Science, International Studies Emphasis

This program is intended for graduate students in History with an International Studies orientation. Students must complete the following requirements:

1. Successful completion of thirty-six (36) semester hours with eighteen (18) hours in History and eighteen (18) in Political Science (18 hours must be 600 level or higher), as follows:
 - a. Twelve (12) hours of core courses: HIS 710, HIS 720, HIS 725, HIS 726, HIS 781, or HIS 782; PS 730; PS 731; and PS 750
 - b. The remainder of course work selected from the following: HIS 711 or 712, HIS 732, HIS 733, HIS 734, HIS 736, HIS 740, HIS 745, HIS 772, HIS 774, HIS 782, PS 504, PS 508, PS 521, PS 531, PS 532, PS 535, PS 550, PS 551, PS 552, PS 556, PS 558, PS 585, PS 721, and PS 750.
 - c. With the approval of the director of Graduate Studies, students may earn up to nine (9) hours in relevant 500-level history courses and may earn six (6) hours through study-abroad programs.
 - d. Only one HIS 692 will count toward the degree.
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. Students seeking a Master of Arts degree must write and defend a thesis, which will confer six (6) hours of credit within the minimum hourly requirements.
4. A reading knowledge of one foreign language.
5. The student's graduate committee will consist of two members from the History Department and one member from the Political Science Department.
6. During the spring semester of the second year, the student will take a comprehensive written examination.
7. A 3.0 GPA is required for graduation.

Master of Arts or Master of Science, War and Society Emphasis [PLEASE NOTE—THIS PROGRAM HAS MAJOR REQUIREMENT CHANGES AS OF FALL 2011—SEE THE DEPARTMENT'S DGS FOR MORE DETAILS]**

This program is intended for graduate students in History with a war and society orientation. Students must complete the following requirements:

1. Successful completion of thirty (30) semester hours (18 hours of 600 level or higher) as follows:
 - a. Nine (9) hours of core courses: HIS 710, HIS 711 or HIS 712; HIS 720; HIS 725 and/or HIS 726; or HIS 782.
 - b. The remainder of course work selected from the following: HIS 510, HIS 511, HIS 512, HIS 513, HIS 515, HIS 516, HIS 517, HIS 530, HIS 531, HIS 532, HIS 533, HIS 534, HIS 537, HIS 541, HIS 543, HIS 544, HIS 556, HIS 558, HIS 561, HIS 563, HIS 566, HIS 573, HIS 583, HIS 585, HIS 734, HIS 736, HIS 745, and HIS 782.
 - c. Only one HIS 692 will count toward the degree.
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. Students seeking a master of arts degree must write and defend a thesis, which will confer six (6) hours of credit within the minimum hourly requirements.
4. A reading knowledge of one foreign language.
5. During the spring semester of the second year, the student will take a comprehensive written examination.
6. A 3.0 GPA is required for graduation.

Dual Master's Degrees in History and Library and Information Science

In cooperation with the School of Library and Information Science, the Department of History offers a combined program leading to two master's degrees: master in Library and Information Science and master of arts in History. Students will pursue both degrees simultaneously, and neither degree will be awarded until the entire program is completed. Students who withdraw from the dual master's program in favor of one of the two disciplines will be bound by the degree requirements of that discipline. The combined program includes thirty (30) hours in Library and Information Science and thirty (30) hours in History for a total of sixty (60) hours.

Students in the combined program must complete the following requirements:

1. Thirty (30) hours in Library and Information Science (18 hours at the 600 level or above).
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. Thirty (30) hours in History (18 hours at the 600 level or above). Only one HIS 692 will count toward the degree.
4. HIS 710 at its first offering by the department.
5. HIS 720, HIS 725, HIS 726, HIS 781, or HIS 782.
6. One of the following seminars: HIS 711, 712, 732, or 745.
7. Six (6) hours of internship.
8. A reading knowledge of one foreign language.
9. A thesis, which will confer six (6) hours credit, three in History and three in Library and Information Science; thesis defense is required.
10. A comprehensive written examination administered by a three-member committee representing both disciplines and given after satisfactory completion of the course work.
11. A 3.0 GPA is required for graduation.

Students should refer to the Library and Information Science section of this Bulletin for further details.

Dual Master's Degrees in History and Anthropology

In cooperation with the Department of Anthropology, the Department of History offers a combined program leading to two master's degrees: master of arts in Anthropology and master of arts in History. Students will pursue both degrees simultaneously, and neither degree will be awarded until the entire program is completed. Students who withdraw from the dual master's program in favor of one of the two disciplines will be bound by the degree requirements of that discipline. The combined program includes thirty (30) hours in Anthropology and thirty (30) hours in History for a total of sixty (60) hours.

Students in the combined program must complete the following requirements:

1. Thirty (30) hours in anthropology (18 hours at the 600 level or above).
2. Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the first semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool.
3. Thirty (30) hours in History (18 hours at the 600 level or above). Only one HIS 692 will count toward the degree.
4. HIS 710 at its first offering by the department.
5. HIS 720, HIS 725, HIS 726, HIS 781, or HIS 782.

6. One of the following seminars: HIS 711, 712, 732, or 745.
 7. Six (6) hours of internship.
 8. Three (3) or six (6) hours of the following: HIS 605, HIS 606.
 9. ANT 537.
 10. A reading knowledge of one foreign language.
 11. A thesis, which will confer six (6) hours credit, three in History and three in Anthropology; thesis defense is required.
 12. A comprehensive written examination administered by a three-member committee representing both disciplines and given after satisfactory completion of the course work.
 13. A 3.0 GPA is required for graduation.
- Students should refer to the Anthropology section of this Bulletin for further details.

Doctoral Program

... Retention Policy

The Department of History has a retention policy more stringent than the general policy of the graduate school. The department's policy is published in its Handbook. Students should consult the Handbook for a description of the policy.

Major and Minor Requirements

The department offers the doctor of philosophy degree in United States History, in European History since 1789, and in History of the Americas.

Candidates seeking a doctorate in United States History must demonstrate proficiency in United States History to 1877 and United States History since 1877. In addition, they must develop a minor field in War and Society, Medieval Europe, Early Modern Europe, Europe 1789-1870, Europe since 1870, Latin American History to 1830, or Latin American History since 1830. Doctoral candidates in United States History must also demonstrate proficiency in one of the fields not selected above or in a specialized field such as Mexican or British History. For the second minor field, they may also develop an outside minor of twelve (12) semester hours in one of the social sciences or humanities.

Candidates seeking a doctorate in European History must demonstrate proficiency in Europe 1789-1870 and Europe since 1870. They must develop a minor field in War and Society, United States History to 1877, United States History since 1877, Latin American History to 1830, or Latin American History since 1830. Doctoral candidates in European History are also required to demonstrate proficiency in one of the fields not selected above, or a specialized field such as Mexican or Southern History. For the second minor field, they may also develop an outside minor of twelve (12) semester hours in one of the social sciences or humanities.

~~Candidates seeking a doctorate in History of the Americas...~~ **[PLEASE NOTE: THIS PROGRAM WAS DELETED AS OF FALL 2011]**

Minor fields [concentrations] are selected after consultation with the candidate's major professor and graduate committee.

Plan of Study. Students must submit their signed, official Plan of Study Form to the Graduate School by the end of the second semester they are enrolled. The Plan of Study Forms are available at www.usm.edu/graduateschool - click on "Forms" and then the "Plans of Study" link.

Qualifying Exam

Students are required to take a qualifying exam and should consult with the graduate coordinator.

Responsible Conduct of Research Training

All faculty holding Regular or Associate graduate faculty status, must complete RCR training modules required by the Graduate School and their departments. All graduate students must complete the RCR training modules required by the Graduate School and their departments the first semester there are enrolled in graduate school. The RCR policy and training information are found on the Graduate School web page – www.usm.edu/graduateschool. Contact the Dean of the Graduate School if you have any questions regarding the policy of training information.

Research Tool(s)

Each prospective candidate for the doctoral degree must demonstrate proficiency in at least one foreign language. ~~Candidates in History of the Americas must demonstrate proficiency in Spanish or Portuguese.~~ They may also demonstrate proficiency in an appropriate second language, or, in consultation with the graduate coordinator and their major professor, they may develop a research tool, consisting of training in an appropriate discipline or research skill. Candidates in United States history must demonstrate proficiency in at least one foreign language, and they must demonstrate proficiency in a second language or develop a research tool. Candidates in European History must demonstrate a reading knowledge in two appropriate foreign languages.

Residency

Students must meet the residency requirements specified in this Bulletin.

Doctoral Committee

The student's program will be directed by a five-member graduate committee, consisting of three faculty members from the major field and two from the minor fields. This committee will approve the dissertation prospectus and conduct the comprehensive examination, which will be administered during the third year of study. Additional details are available from the Department of History.

Dissertation

A dissertation is expected to be a mature and competent piece of writing, embodying the result of significant and original research on a subject chosen by the candidate and approved by the major professor and the graduate committee. Candidates in the History of the Americas are expected to choose a dissertation topic that details both North American and Latin American perspectives and which requires multidimensional research. Upon completion and approval of the dissertation, the candidate is expected to stand satisfactorily an examination on the dissertation and the field in which the dissertation lies.

Continuous Enrollment Requirement: Students must meet the requirement specified in the front section of this Bulletin.

9. CURRENT MAJOR AND MINOR FIELDS/CONCENTRATIONS (as of August 15, 2011)

9.1 Major Fields

MA/MS

United States History
European History
Latin America History
International Studies
War and Society

Ph.D.

United States History
Modern European History

9.2 Minor Concentrations (Minor “Fields”)

MA/MS

United States History to 1877
United States History since 1877
Medieval Europe
Europe 1500-1789
Europe 1789-1870
Europe since 1870
Latin America History to 1830
Latin America History since 1830
Asian History
African History
War and Society
History of Race and Ethnicity
Gender History
Social History
Cultural History

Ph.D.

United States History to 1877
United States History since 1877
Medieval Europe
Europe 1500-1789
Europe 1789-1870
Europe since 1870
Latin America History to 1830
Latin America History since 1830
Asian History
African History
History of War and Society
History of Race and Ethnicity
Gender History
Social History
Cultural History

Note: With the approval of the student’s committee chair and the Director of Graduate Studies, the second Ph.D. minor field may also be a more specialized field (such as British History or the History of Imperialism or Southern History) or an outside minor field of nine (9) semester hours, usually from the social sciences or the humanities.

10. CURRENT PLAN OF STUDY FORMS (as of August 15, 2011)

10.1 Master of Arts Plans of Study

• Plan of Study		MA in History (European History)				30 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:	Advisor & Phone	
		w							
Coursework: 30 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines	N/A or Date Completed	
Required:									
Core	HIS 710						Plan of Study Form Submitted to Graduate School		
Core	HIS 712						21 hrs coursework at 600 level or higher		
							No incomplete grades		
European Historiography	HIS 720						3.0 GPA required for graduation		
Eur. Seminar (700 Level)	HIS						Application for Degree Filed in Graduate School		
European Elective	HIS						Comprehensive Exam		
European Elective	HIS						Reading knowledge of one foreign language		
Minor Field	HIS								
Minor Field	HIS						Thesis:		
							IRB/Human Subjects Committee Approval		
Thesis	HIS 698						Contact Graduate Reader: Submit Title Page		
Thesis	HIS 698						Oral Defense Results		
							Binding Fee Paid in Business Office		
							Submit Draft to Graduate Reader		
							3 University Copies Deposited in Graduate School		
Total: 30 Hours									
Education History:	Degree	Year	University						
Signatures:							THESIS COMMITTEE: (Print)	Signatures	
Student*							1. (Chair, Major Field)		
Advisor*							2. (Major Field)		
DGS*							3. (Minor Field)		

• Plan of Study		MA in History (International Studies)				36 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:	Advisor & Phone	
		w							
Coursework: 36 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines	N/A or Date Completed	
Required:									
	HIS 710						Plan of Study Form Submitted to Graduate School		
	HIS 720						18 hrs of coursework at 600 level or higher		
	HIS 725						No Incomplete Grades		
	HIS 726						3.0 GPA required for graduation		
	HIS 781 or 782						Application for Degree Filed in Graduate School		
	HIS 698 - 6 hrs						Comprehensive Exam		
	PS 730						Reading knowledge of one foreign language		
	PS 731								
	PS 750						Thesis:		
							IRB/Human Subjects Committee Approval		
							Contact Graduate Reader: Submit Title Page		
							Oral Defense Results		
							Binding Fee Paid in Business Office		
							Submit Draft to Graduate Reader		
							3 University Copies Deposited in Graduate School		
Total: 36 Hours									
Education History:	Degree	Year	University						
Signatures:							THESIS COMMITTEE: (Print)	Signatures	
Student*							1. (Chair, History Field)		
Advisor*							2. (History Field)		
DGS*							3. (Pol. Sci. Field)		

• Plan of Study							MA in History (Latin American History)		30 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone			
		w										
Coursework: 30 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines		N/A or Date Completed			
Required:												
Core	HIS 710						Plan of Study Form Submitted to Graduate School					
Core	HIS 711						21 hrs of coursework at 600 level or higher					
							No incomplete grades					
Latin Am. Historiography	HIS 781						3.0 GPA required for graduation					
Latin Am. Historiography	HIS 782						Application for Degree Filed in Graduate School					
Latin Amer. Elective	HIS						Comprehensive Exam					
Latin Amer. Elective	HIS						Reading knowledge of one foreign language-- Spanish or Portuguese					
Minor Field Elective	HIS											
Minor Field Elective	HIS						Thesis:					
							IRB/Human Subjects Committee Approval					
Thesis	HIS 698						Contact Graduate Reader: Submit Title Page					
Thesis	HIS 698						Oral Defense Results					
							Binding Fee Paid in Business Office					
Total: 30 Hours							Submit Draft to Graduate Reader					
							3 University Copies Deposited in Graduate School					
Education History:	Degree	Year	University									
Signatures:							THESIS COMMITTEE: (Print)		Signatures			
Student*							1. (Chair, Major Field)					
Advisor*							2. (Major Field)					
DGS*							3. (Minor Field)					

• Plan of Study							MA in History (United States History)		30 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone			
		w										
Coursework: 30 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines		N/A or Date Completed			
Required:												
Core	HIS 710			3			Plan of Study Form Submitted to Graduate School					
Core	HIS 711			3			21 hrs of course at 600 level or higher					
							No incomplete grades					
U.S. Historiography	HIS 725			3			3.0 GPA required for graduation					
U.S. Historiography	HIS 726			3			Application for degree filed in Graduate Studies					
U.S. Elective	HIS			3			Comprehensive Exam					
U.S. Elective	HIS			3			Reading knowledge of one foreign language					
Minor Elective	HIS			3								
Minor Elective	HIS			3			Thesis:					
							IRB/Human Subjects Committee Approval					
Thesis	HIS 698			3			Contact Graduate Reader: Submit Title Page					
Thesis	HIS 698			3			Oral Defense Results					
							Binding Fee Paid in Business Office					
Total: 30 Hours							Submit Draft to Graduate Reader					
							3 University Copies Deposited in Graduate School					
Education History:	Degree	Year	University									
Signatures:							THESIS COMMITTEE: (Print)		Signatures			
Student*							1. (Chair, Major Field)					
Advisor*							2. (Major Field)					
DGS*							3. (Minor Field)					

Plan of Study:		MA in History (War and Society)					33 Hours Minimum		8/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone	
		w								
Coursework: 33 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines		N/A or Date Completed	
Required:										
W&S Core	HIS 710						Plan of Study Form Submitted to Graduate School			
W&S Core	HIS 711 or 712						18 hrs of coursework at 600 level or higher			
W&S Core	HIS 720 or 725						No Incomplete Grades			
W&S Core (con't)	or 726 or 782						3.0 GPA required for graduation			
W&S Core	HIS 722						Reading knowledge of one foreign language			
W&S Elective Course	HIS						Comprehensive Exam			
W&S Elective Course	HIS						Application For Degree filed in Graduate Studies			
W&S Elective Course	HIS									
W&S Elective Course	HIS						Thesis:			
Minor Field Course	HIS						Contact Graduate Reader - Submit Title Page			
Minor Field Course	HIS						Oral Defense Results			
							Binding Fee Paid			
							Submit draft to Graduate Reader			
Thesis	HIS 698						3 University Copies Deposited in Graduate Studies			
Thesis	HIS 698									
Total: 33 Hours										
Education History:										
	Degree	Year	University							
Signatures:							THESIS COMMITTEE: (Print)		Signatures	
	Student*						1. (Chair, Major Field)			
	Advisor*						2. (Major Field)			
	DGS*						3. (Minor Field)			

10.2 Master of Science Plans of Study

Plan of Study		MS in History (European History)					30 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone	
		w								
Coursework: 30 hours Minimum	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Check Deadlines		N/A or Date Completed	
Required:										
Core	HIS 710			3			Plan of Study Form Submitted to Graduate School			
Core	HIS 712			3			21 hrs of coursework at 600 level or higher			
							No incomplete grades			
European Historiography	HIS 720			3			3.0 GPA required for graduation			
Eur. Seminar (700 Level)	HIS			3			Application for degree Filed in Graduate Studies			
European Elective	HIS			3			Comprehensive Exam			
European Elective	HIS			3						
European Elective	HIS			3						
European Elective	HIS			3						
Minor Field	HIS			3						
Minor Field	HIS			3						
Total: 30 Hours										
Education History:										
	Degree	Year	University							
Signatures:							EXAM COMMITTEE: (Print)		Signatures	
	Student*						1. (Chair, Major Field)			
	Advisor*						2. (Major Field)			
	DGS*						3. (Minor Field)			

10.3 Ph.D. Plans of Study

• Plan of Study							Ph.D. in History (Modern European History)		54-84 Hours Minimum		8/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone			
		w										
Coursework: 54-84 hours	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Deadlines	Check	N/A or Date Completed			
Required:							Plan of Study Filed in Graduate School					
European Historiography	HIS 720			3			Residency requirement					
European Seminar (700 Level)	HIS 7			3			No Incomplete Grades					
							3.0 GPA required for graduation					
European History Elective	HIS						Reading knowledge of one foreign language					
European History Elective	HIS						Reading knowledge of second foreign language					
European History Elective	HIS						Comprehensive Exam					
European History Elective	HIS						Application for degree filed in Graduate Studies					
European History Elective	HIS						Application for Candidacy filed in Graduate Studies					
							Dissertation:					
Minor Concentration #1 Elective	HIS						IRB/Human Subjects Committee Approval					
Minor Concentration #1 Elective	HIS						Prospectus Approved					
Minor Concentration #2 Elective							Binding Fee Paid in Business Office					
Minor Concentration #2 Elective							Contact Graduate Reader: Submit Title Page					
							Oral Defense Results					
Foreign Language #1							Submit Draft to Graduate Reader					
Foreign Language #1							3 University Copies Deposited in Grad School					
Foreign Language #2							UMI Forms to Grad School with 3 copies					
Foreign Language #2							Survey of Earned Doctorates Form					
							COMPREHENSIVE EXAM COMMITTEE: (Print)					
Dissertation: 12 Hours	HIS 898						Signatures					
TOTAL: 54-84 Hours							1. (Chair, Major Field 1)					
							2. (Major Field 2)					
							3. (Major Field 3)					
Education History:	Degree	Year	University				4. (Minor Field 1)					
							5. (Minor Field 2)					
							DISSERTATION COMMITTEE: (Print)					
Signatures:							Signatures					
Student*							1. (Chair, Major Field 1)					
Advisor*							2. (Major Field 2)					
DGS*							3. (Major Field 3)					
							4. (Minor Field 1)					
							5. (Minor or Outside Reader)					

• Plan of Study										Ph.D. in History (United States History)			54 - 84 Hours Minimum		08/01/2011	
Student Name, Email, and Phone	SS#	Student ID	Admit Term	Required Completion Term	Intended Graduation Term	Admit Type	Diploma Name: First, Middle, (Maiden), Last & Diploma Address:		Advisor & Phone							
		w														
Coursework: 54-84 hours	Course	Substitution	Term Took/ Will Take	Hours	Grade	Transfer Courses- only 6 hrs*	Milestones (in order of completion) Deadlines	Check	N/A or Date Completed							
Required:							Plan of Study Filed in Graduate School									
US Historiography	HIS 725						Residency requirement									
US Historiography	HIS 726						No Incomplete Grades									
							3.0 GPA required for graduation									
US Elective	HIS						Reading knowledge of one foreign language									
US Elective	HIS						Reading knowledge of second foreign language									
US Elective	HIS						or Research Tool									
US Elective	HIS						Comprehensive Exam									
US Elective	HIS						Application for degree filed in Graduate Studies									
Minor Concentration #1 Elective	HIS						Application for Candidacy filed in Graduate Studies									
Minor Concentration #1 Elective	HIS						Dissertation:									
							IRB/Human Subjects Committee Approval									
Minor Concentration #2 Elective							Prospectus Approved									
Minor Concentration #2 Elective							Binding Fee Paid in Business Office									
							Contact Graduate Reader: Submit Title Page									
Foreign Language #1							Oral Defense Results									
Foreign Language #1							Submit Draft to Graduate Reader									
							3 University Copies Deposited in Grad School									
Foreign Language #2							UMI Forms to Grad School with 3 copies									
Foreign Language #2							Survey of Earned Doctorates Form									
OR																
Research Tool							COMPREHENSIVE EXAM COMMITTEE: (Print)	Signatures								
Research Tool							1. (Chair, Major Field 1)									
							2. (Major Field 2)									
Dissertation: 12 Hours	HIS 898						3. (Major Field 3)									
TOTAL: 54-84 Hours							4. (Minor Field 1)									
							5. (Minor Field 2)									
Education History:	Degree	Year	University													
							DISSERTATION COMMITTEE: (Print)	Signatures								
							1. (Chair, Major Field 1)									
Signatures:							2. (Major Field 2)									
Student*							3. (Major Field 3)									
Advisor*							4. (Minor Field 1)									
DGS*							5. (Minor or Outside Reader)									

CHECKLIST FOR GRADUATE STUDENTS

The following requirements must be satisfied before you can receive a graduate degree. Use this form to keep track of your progress in completing requirements. Consult the Graduate Bulletin for additional information about all degree requirements.

1. Creation of the Graduate Committee Date Completed _____

Complete the graduate committee form and return it to the DGS. See the section on "Committees and Advisement" for further information.

2. Plan of Study Date Completed _____

Students must complete the Plan of Study available from the Graduate School's website and give copies to the DGS and Graduate School. New PofS are needed if substantial changes are made to the document.

3. Foreign Language Date Completed _____

M.A. students must have one foreign language; Ph.D. students must have either two foreign languages or one language and a research tool. M.A. and M.S. students must complete the requirement before graduation, although it is strongly recommended that it be fulfilled before comprehensive exams; Ph.D. students must fulfill the requirement before their comprehensive exams.

4. Qualifying Examination Date Completed _____

Doctoral students who perform well in their first semester of course work are awarded a pass to fulfill this University requirement.

5. Comprehensive Examination Date Completed _____

See the chapter on "Comprehensive Examinations" for further information.

6. Residency Requirements Date Completed _____

7. Dissertation Prospectus Date Completed _____

The dissertation prospectus must be approved by the student's graduate committee and should be completed immediately after a student's comprehensive exams under the auspices of HIS 791.

8. Application for Candidacy Date Completed _____

This form is completed after all requirements for the doctoral degree other than the dissertation have been completed and at least one semester before graduation.

9. Application for Degree Date Completed _____

This form should be filed one semester before graduation.

10. Thesis or Dissertation Defense Date Completed _____

Students must be enrolled for at least three semester hours in the semester they are defending their thesis or dissertation.

11. Thesis or Dissertation Submission Date Completed _____

Final copies of dissertations must be submitted to the graduate school two weeks before graduation; M.A. students have until the day of graduation to file their final thesis copies. The graduate reader must check and approve every thesis before final copies are made.



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ARTS AND LETTERS

DEPARTMENT OF HISTORY