Welcome

Welcome to the graduate program in History at the University of Southern Mississippi. Our job as faculty members is to advise 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. 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. In other words, this is the first key step in becoming a professional historian. 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 PhD 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 (the desks have been provided with locked drawers for this purpose. If your desk lock is broken, be sure to inform the Department’s Administrative Assistant). 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 (and the building itself on the weekends) 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 Image Center (Thad Cochran Center Lower Level; [http://www.usm.edu/image-center](http://www.usm.edu/image-center) 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 9 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 692 or 792) 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 PhD level, students may serve as a grader, a faculty assistant, or teach their own sections of History 101 or 102 (or other courses needed by the Department). Other types of assistantship may also be assigned, including coordinating the History Lab, working in the History Department office, or working as an assistant to the Centers housed in the Department. All graduate students on assistantship (with a few exceptions) will be asked to work a few hours a week in the History Lab, assisting HIS 101/102 students—not exceeding the 20 hour a week rule set by the Graduate School.

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.

The department also administers the McCain Fellowship, which is available on a competitive basis to PhD students who have passed their comprehensive exams (on the first attempt) and exhausted their four years of regular GA funding. The McCain Fellowship (if funds are available) offers a year of funding with no assigned TA/GA duties, in order for the student to complete (or advance) the dissertation. Students on McCain funding do not have to be present in Hattiesburg to receive the funding. McCain Fellows are required to give a presentation on the Hattiesburg campus on the progress on the project at the end of their McCain year (unless there are special, extenuating circumstances—with the approval of the DGS). First preference for the award is for a student who will finish his/her PhD during the year of the McCain award; second preference is for a student who is in the later stages of researching and writing the dissertation. Students who have already had five years of regular TA/GA funding (which is extremely rare) are not generally eligible for the McCain Fellowship (unless special circumstances are involved, which is subject to the decision of the Chair of the Department, the DGS, and the Graduate Committee). The McCain Fellowship decision is made by the Graduate Committee with input from the DGS and Department Chair. The decision of the committee is final.

The McCain fellowship application takes the form of a letter (2-3 pages) outlining the applicant’s progress to degree and professional experience so far, information on the dissertation topic, and a plan for its completion. Students are also required to submit a current CV. If there are any questions about this application process, students should consult with the DGS. The deadline for the McCain application is February 1st.

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 (see section 7.10 on residency). 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 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 (see section 2.1).

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. Students are also required to submit a current CV with their application letter.

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 are also 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 can receive departmental assistance for two years (possibly more in very rare cases); 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 (possibly more in very rare cases).

The McCain Fellowship, if available, counts as a fifth year of 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 Graduate Fellowships (Supplemental) from Department Centers

The Dale Center for the Study of War & Society will award at least two [Colonel W. Wayde Benson (USMC ret.) Fellowships](http://www.usm.edu/war-society/about-graduate-program) every academic year (pending available funding) to exceptional students specializing in the field of War & Society in Southern Miss’s graduate program. Benson Fellows will receive a supplemental stipend and may use the funds for expenses related to conference or research travel, as well as research expenses such as photocopying, books, and technology purchases. The Faculty Fellows of the Dale Center will nominate and the executive cabinet of the Center will award the fellowships every summer; all admitted and current graduate students (on assistantship) working on a war and society topic are eligible to be nominated. See the Dale Center’s website for more information: [http://www.usm.edu/war-society/about-graduate-program](http://www.usm.edu/war-society/about-graduate-program)

The Center for the Study of the Gulf South will award an annual supplemental [Baird Fellowship](http://www.usm.edu/war-society/about-graduate-program) (pending available funding) to an outstanding graduate student at the master’s or doctoral level who is working on an aspect of Southern history in Southern Miss’s graduate history program. The Baird Fellow may use the funds expenses related to conference or research travel, as well as research expenses such as photocopying, books and technology purchases. Applications for the Baird Fellowship should be sent to the director of the CSGS no later than June 1 of each year. Baird Fellows are announced the first week of August each year.
2.7 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 online AHA’s Awards and Fellowship Calendar (https://www.historians.org/awards-and-grants/awards-and-fellowships-calendar) and H-Announce (https://www.h-net.org/~announce/) for fellowship opportunities, as well as become aware of awards and fellowships in their specific area of interest. PhD 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 for sources of possible outside funding.

2.8 Applying for Conference or Research Travel Assistance

Financial assistance may be available from the department, the Dale Center, or the CSGS 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 may exist 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.

2.9 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/graduate-school

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 (http://www.usm.edu/registrar/graduate-bulletins) 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 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/graduate-school). 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 Plan of Study’s acceptance by the Graduate School is a graduation requirement. Students should update their Plan of Study whenever substantial changes occur in their program or their committee.

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/sites/default/files/groups/graduate-school/pdf/graduate_committee_request_form.pdf) Once the required signatures are acquired, students must give a copy to the DGS and take the other to the Graduate School. Students must update their committee form whenever substantial changes occur in their committee.

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 student's 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 8.1 and 8.2 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.

**PhD**

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 8.1 and 8.2 below or contact the DGS. Non-History Department faculty or non-USM faculty may serve on PhD dissertation committees as outside readers 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+" or below on a transcript or more than one "C+" or below 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.

**PhD**

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+" or below on a transcript or more than one "C+" or below 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. Students who receive permission to drop a course must do so through the Graduate School or they will incur a hefty fine. Students 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. They may also lose their funding for the following year.

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
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.

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

3.8 Foreign Language Requirement

**MA**

MA students are required to have competency in one foreign language.

**PhD**

PhD students are required to have competency in two foreign languages. Students in U. S. History may choose to establish competency in two foreign languages or they may achieve competency with one foreign language and a research tool 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 at the undergraduate level, 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 at Southern Miss (such courses are often offered during the summer semester) or an equivalent at another accredited university or language program (at the discretion of the DGS). 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 PhD Research Tool

PhD 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 graduate credit 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, public history, statistics, political theory, literary criticism, or anthropological methods.
3.10 Academic Dishonesty and 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
From the 2015-2016 Graduate Bulletin:

**Academic Honesty**

Academic and research integrity are critical to high standards in graduate education. Incidents of academic or research misconduct will incur sanctions as defined in the Academic Integrity Policy (ACAF-PRO-012).

**Plagiarism***

One of the most common acts of academic misconduct is plagiarism. The following description may aid students in understanding what constitutes plagiarism.

- Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original or borrowed material constitutes plagiarism.

- Students, as scholars, must make frequent use of concepts and facts developed by other scholars. Plagiarism occurs when students present the work of other scholars as if it were their own work. Students may refer in their own words to generally known and widely accepted ideas or theories without fear of plagiarism as long as they do not copy the plan or organization scheme used by another scholar.

- Plagiarism is committed in a number of ways including the following: (1) reproducing another author's writing as if it were one's own; (2) paraphrasing another author's work without citing the original; (3) borrowing from another author's ideas, even though those ideas are reworded, without giving credit; and (4) copying another author's organization without giving credit.

- Plagiarism is avoided when appropriate citations are used giving credit to the original source in the following instances: (1) when quoting directly from someone else's writing (a direct quotation must always be enclosed in quotation marks); (2) when paraphrasing someone else's writing (to paraphrase means to restate a passage from someone else's writing in one's own words); or (3) when following the outline or structure of another author's argument, explanation, or theory, even though the material is summarized in one's own words.

- When in doubt about how widely known ideas are, a student should observe these steps: (1) ask his/her instructor; (2) provide credit to the original source.

Other types of academic misconduct include the following:

- **Acquiring Information Inappropriately** – The act of obtaining course assignments or examination questions or answers in ways or from sources not approved by the instructor or proctor (includes, but is not limited to, unauthorized use of the internet).

- **Lying or Falsification of Data** – Any statement of untruth in all matters related to the academic experience, including false claims or authorship; falsification of information, data, or results derived from or related to research or to laboratory experiments; the misrepresentation of information, data, or results by any means with intent to mislead.

- **Stealing or Defacing** – The act of intentionally taking, transferring, defacing or destroying, without right or permission, any property related to the academic mission of the University.

- **Multiple Submission** – The submission, more than once, without authorization by all instructors involved of substantial portions of the same work, including oral reports or work submitted for retaken courses.

- **Conspiracy** – The act of agreeing or planning with any person to commit a violation of the Academic Integrity Policy.
4. COMPREHENSIVE EXAMINATIONS

4.1 MA and MS

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 MA or MS 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 PhD

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 PhD 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 the first semester 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.

PhD 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 PhD Exams to Dissertation Defense

During the semester in which a PhD 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. (Note: The way the department deals with dissertation prospectuses will be changing in the 2015-2016 academic year)

During the PhD 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 Professionalism 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 Professionalism 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 Graduate School), 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 Reviewer of Dissertations, Nursing Capstones and Theses” website: http://www.usm.edu/graduate-school/reviewer-dissertations-nursing-capstone-projects-theses.

6. SPECIAL PROGRAMS AND EMPHASIS AREAS

6.1 The Center for Oral History and Cultural Heritage

The Center for Oral History and Cultural Heritage (COHCH) is dedicated to preserving the history, folklife, and culture of Mississippi and 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 COHCH also has several other projects underway, including an extensive collection of interviews with veterans of America’s wars.

Students interested in these programs should contact one of the co-directors, Dr. Heather Stur (heather.stur@usm.edu) or Dr. Kevin Greene (kevin.greene@usm.edu) at the Center for Oral History and Cultural Heritage or visit the Center’s web site at: http://www.usm.edu/oral-history.

6.2 Graduate Certificate Program in Public History

The Graduate Certificate in Public History is designed for those interested in being trained for careers in public history, including museums, libraries, and historical societies. Coursework will expose students to the methods and materials of public history and prepare them for a future in public history positions. The program requires eighteen hours of study, including an internship component for the development of hands-on skills and on-the-job experience. Students are also required to take HIS 605: Presenting Heritage I and HIS 785: Oral History Seminar. Additional coursework can include courses in economic development and tourism, archival management, non-profit organizations, public relations, and historical archeology. Students must apply to enter the program through the Graduate School; current MA, MS, and PhD students can be concurrently enrolled in the Public History Certificate program. PhD students can “double dip” six (6) hours of their Public History Certificate program as their research tool. See the program website for more details: http://www.usm.edu/history/public-history-certificate.”

6.3 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/center-study-gulf-south

6.4 The Dale Center for the Study of War and Society

Committed to interdisciplinary historical inquiry, the Dale 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 Dale 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 go to the website: [http://www.usm.edu/war-society](http://www.usm.edu/war-society)

### 6.5 MA Emphasis in International Studies

The History Department offers the MA and MS degrees in International Studies. This is an interdisciplinary program that focuses on modern international relations. Half of the required courses are in History and the other half in Political Science. Upon completion of all course work, both MA and MS students must pass a comprehensive written examination; a thesis is also required for successful completion of the MA degree. Students who intend to later obtain a doctoral degree should pursue the MA.

An International Studies degree provides graduates with the basic credentials to teach both History and Political Science at the community college level. Secondary educators who finish this degree are eligible for AA certification from the Mississippi Department of Education. This degree is also ideal for career-minded military personnel and civil servants.

The International Studies MA and MS programs are offered at both the Hattiesburg and Gulf Park campuses. Persons interested in learning more about these programs should contact Dr. Ken Swope (kenneth.swope@usm.edu) in Hattiesburg or Dr. Lee Follett (westley.follett@usm.edu) on the Coast.

### 6.6 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, Cuba, and Vietnam. 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/academic-calendar](http://www.usm.edu/registrar/academic-calendar).

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. For more information, see http://www.usm.edu/student-health-services.

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 $550 per month for a one-bedroom apartment, $650 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 graduate credit (HIS 692 or HIS 792) and are graded on an A-F scale. Students may take only one such class for credit towards the degree at the Master’s or Doctoral level.

7.8 Phi Alpha Theta

Phi Alpha Theta is the national history honor society, and the USM chapter is quite active, sponsoring picnics, 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 faculty advisor.
7.9 Placement Services

USM's Master's and PhD 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 PhD programs at Cornell University, Duke University, Louisiana State University, the University of Tennessee, the University of Kentucky, George Mason University, 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 PhD 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 obtain 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/career-services). It offers various aptitude tests, workshops, and advisory services for all USM students.

PhD 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 urged to consult the Graduate Bulletin, where the conditions for state residency are explained, and to apply for resident status as soon as possible. PhD students, who will be in the state for several years, are strongly encouraged to apply for Mississippi citizenship. Students who do not do so may lose the out-of-state part of their tuition-waiver.

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 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; the 103rd Infantry Division Archives, and the Cleanth Brooks Collection of belles letters.

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 Interlibrary Loan 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 Interlibrary Loan 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.

7.13 Graduate Bulletin

Note that all departmental requirements are designed to be in compliance with university requirements as outlined in the Graduate Bulletin. Moreover, the graduate school requires forms for a number of things, including the creation of committees, plans of study, applications to graduate and the like. Students should go to the Graduate School website to find the appropriate forms and list of deadlines: http://www.usm.edu/graduate-school

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.

8. MAJOR AND MINOR FIELDS/CONCENTRATIONS (as of July, 2015)

8.1 Major Fields

MA/MS
United States History
European History
Latin America History
International Studies
War and Society

PhD
United States History
Modern European History

8.2 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
Atlantic World
Cultural History
Empires and Imperialism
Gender History
History of Race and Ethnicity
Social History
War & Society

PhD*
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
Atlantic World
Cultural History
Empires and Imperialism
Gender History
History of Race and Ethnicity
Social History
War & Society

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

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

4. **Comprehensive Examination**
   Date Completed____________________

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

5. **Residency Requirements (PhD only)**
   Date Completed____________________

6. **Dissertation Prospectus (PhD only)**
   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.

7. **Application for Candidacy (PhD only)**
   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.

8. **Application for Degree**
   Date Completed____________________

This form should be filed one semester before graduation.

9. **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.

10. **Thesis or Dissertation Submission**
    Date Completed____________________

Final copies of dissertations must be submitted to the graduate school two weeks before graduation; MA 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.