

Kansas State University
Department of History
GRADUATE HANDBOOK

THE M.A. DEGREE
Revised 2020

Admission

Correspondence regarding admission to the Graduate School should be addressed to the Director of Graduate Studies. The applicant must provide official transcripts from each undergraduate and graduate institution that he or she has previously attended. Transcripts will not be returned. Also required for admission are completion of the Graduate Record Examination (General Test only, the Subject Test in History is not required), a statement of objectives, a supplementary information sheet, and letters of recommendation from at least three persons familiar with the applicant's academic record and abilities. The application will be considered by the Graduate Admissions and Awards Committee, which will make a recommendation to the Chair. If the applicant is accepted, the application form, signed by the Chair, will be sent to the Graduate School, together with an official copy of the transcripts. The other materials, including another copy of each transcript and a copy of the signed application form, will be retained in the Department and placed in the applicant's file. If the application is approved by the Graduate School, a letter of admission will be sent to the applicant by the Dean of the Graduate School indicating the conditions of admission to the program. Graduate credit transferred from other institutions may not exceed ten semester hours, and no credit can be transferred that was not awarded a grade of B or better. To be used to fulfill degree requirements, courses transferred must be approved by the supervisory committee, have been taken within the last seven years, and appear on the student's program.

Advising

Before the first registration, the Director of Graduate Studies will act as major professor until the a permanent major professor is identified. The Director of Graduate Studies will advise the student on course selection for the first semester of coursework and on the identification of a permanent major professor. Once identified, the major professor will advise the student on course selection and identifying other appropriate faculty to serve on the supervisory committee.

The Supervisory Committee and Program of Study

By the end of a student's second semester, the student, after consultation with the advisor, must select a supervisory committee consisting of a major professor and at least two other members of the Graduate Faculty, one of whom may be from outside the department. This committee will approve the program of study, which must be submitted to the Graduate School by the end of the second semester in residence.

The student is expected to meet with the entire committee in the first year of the program, and at least once each academic year thereafter. Following the meeting, the major professor shall enter any appropriate notes about the student's progress into KSIS.

Annual Assessment

Each spring every graduate student must fill out the History Department's Graduate Student Self-Assessment Form. The Director of Graduate Studies will ensure that the forms are made available to students and assess the results in consultation with the Graduate Studies Committee.

Degree Requirements

The M.A. Requirements are:

A. Completion of at least 30 hours of graduate work as listed on the program of study, including six hours credit in M.A. Research for a thesis or two hours for a report. The courses must include one course in historiography and at least one research seminar. The courses taken for the M.A. must include a total of at least two 900-level courses other than readings or problems in History. However, a student must be enrolled in at least one 800 or 900-level history course (other than readings or problems) every regular semester the student is in the program unless there is only a thesis to complete or the supervisory committee agrees to excuse this requirement. The committee should provide written explanation for such exceptions to the Chair.

B. Completion of an approved master's thesis or report or selection of the non-thesis, non-report option. The master's thesis represents the results of an investigation based largely on primary materials (manuscript and archival holdings, newspapers, government publications, and other published and unpublished contemporary materials) and some historical problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's capacity to organize and analyze original materials by constructing an historical argument based on these materials, the major tenets and conclusions of which are acceptable to the supervisory committee. The thesis should also demonstrate substantial literary achievement by the attention its author gives to elements of good writing such as proper organization, clarity of expression and cogency of argument. Normally the length of the thesis should be between 75 and 100 pages. Six hours credit in M.A. Research (Hist 899) are required for a thesis and two hours for a report. A report should in general meet the same requirements as the thesis, but be about half the length. The thesis or report must be prepared in accordance with the Graduate School's Student Guide for Masters and Doctoral Candidates.

Non-thesis, Non-report Option. With the approval of the supervisory committee, the student may be allowed to complete a non-thesis, non-report degree, which requires thirty hours of courses, including Historiography, at least one research seminar, and a total of at least three 900-level courses in History other than readings and problems.

C. Satisfactory Performance in M.A. Examination. The M.A. examination is given by the supervisory committee and is taken after all other requirements for the degree have been met. If the student completes a thesis or report, the examination will normally consist of an oral examination over the thesis or report. At the option of the committee the oral may also cover coursework or may be replaced by a three-hour written exam over the coursework. A student choosing a non-thesis, non-report option must complete a three-hour written examination over coursework.

1. Approval form. At least two weeks prior to the examination, the student submit to the Graduate School the master's approval form (<https://www.k-state.edu/grad/academics/forms/2017forms/m-asfe.doc>). This form must be signed by the committee and the Chair of the department. This form certifies that the supervisory committee has received the thesis or report.
2. Examinations. For an oral examination/thesis defense, the student will arrange the time and place of the examination/defense with the committee and so notify the Graduate School at the time the completed approval form is returned to them. This form should be returned at least two weeks before the scheduled date of the examination, so that the Graduate School can send a ballot and official notification of the examination to the committee.

In the case of a written examination, the Director of Graduate Studies will be responsible for collecting the questions from the committee and overseeing the examination process. The Director of Graduate Studies will be responsible for distributing the examination papers to the committee members, who will return the graded papers to the major professor within one week.

3. Ballot. After either an oral or written examination, the major professor will secure the signatures of the committee on the ballot and return it to the Graduate School after making a copy for the student's file. The major professor will also notify the Director of Graduate Studies of the results and see that the examination papers and questions are placed in the student's file.
4. Failures. If a candidate fails the examination, he or she shall be allowed to take a second examination, which cannot take place less than two months or more than fifteen months after the failed examination unless an extension is granted by the Dean of the Graduate School. No third trial will be allowed.

Foreign Language

There is no general requirement of foreign language proficiency for the M.A. degree; however, the supervisory committee may require a student to demonstrate reading knowledge at the "intermediate-high" level for a foreign language appropriate to the student's thesis research. Competence may be exhibited through the KSU Modern Languages Department Examinations. Students, especially those who intend to go on for the Ph.D. degree, are encouraged to acquire language skills and are urged to consult early with their supervisory committees on the language requirement.

Transition from the Master's Program to the Doctoral Program

Students who wish to proceed from the master's program to the doctoral program may elect to take coursework beyond that listed in the master's Program of Study before they have gained admission to the doctoral program. This occurs commonly in the case of students who have finished all of the coursework required for a master's but have not yet passed the final examination. In this case, students may request that up to 9 hours of coursework taken before the awarding of the master's degree and beyond that listed on the master's Program of Study be applied toward the 30 hours of additional coursework required for the Ph.D. However, the final decision regarding the acceptability of such coursework for the doctoral Program of Study rests with the doctoral supervisory committee and the Graduate School.

Readings and Problems Courses

Courses in readings or problems will only be authorized by the Department Chair after receiving a form signed by the professor concerned, through which he or she expresses willingness to take on this additional responsibility. No more than three hours of individualized courses (readings or problems) may be applied to the master's degree with a 30-hour program. No more than six hours of individualized courses may be applied in a program of more than 30 hours. Graduate students taking readings or problems courses should be enrolled in History 985 or 986.

Revalidation of Courses

If a student's program of study includes any course credits more than seven years old at the time the student is about to complete all degree requirements, the final master's examination, including a thesis defense, will normally include an examination over the body of course work listed on the program of study. The student's supervisory committee will be responsible for administering the examination to revalidate coursework more than seven years old but can consult with other faculty whose expertise is relevant to such an examination.

Enforcement

The Director of Graduate Studies is normally delegated by the Department Chairperson to enforce the provisions of the Graduate Handbook at the department level.

Graduate Handbook

For additional information on the Graduate School's requirements, students and faculty should consult the KSU Graduate Handbook (<https://www.k-state.edu/grad/graduate-handbook/>).

THE PH.D. DEGREE

Revised January 2021

The Ph.D. degree in History is more than the mere accumulation of course credits. It is granted only after the student has demonstrated a mastery of the literature of a substantial area of historical study and shown ability to do independent original research. Moreover, the student retains the individual responsibility to do whatever is necessary, above and beyond formal requirements, to attain professional competence in the discipline. Students will show evidence of such competence by passing preliminary examinations and writing an acceptable dissertation. The doctoral degree at Kansas State requires a minimum of three years of two semesters each of graduate study beyond the bachelor's degree, or at least 90 semester hours (60 hours beyond the master's degree), including 30 hours of credit at Kansas State University for dissertation research.

Admission

To be admitted to the doctoral program, an applicant must have received a Master's degree. Typically, the Master's degree is earned in History, but applicants with degrees in closely related fields will also be considered. Correspondence regarding admission to the Graduate School should be addressed to the Director of Graduate Studies, who will supply the application and information. The applicant should see that each undergraduate and graduate institution that he or she has previously attended sends one copy of its official transcript directly to the Department. Transcripts will not be returned. Also required for admission are completion of the Graduate Record Examination (General Test only, the Subject Test in History is not required), a statement of objectives, a supplementary information sheet and letters of recommendation from at least three persons familiar with the applicant's academic record and abilities. If the applicant has recently completed a master's degree in History from Kansas State University, he or she will normally need only to complete an application form, receive the recommendations of the members of the M.A. supervisory committee, and be recommended to the Chair by the Graduate Admissions and Awards Committee. Applicants who have both their bachelor's and master's degree from Kansas State University will not normally be admitted. The application will be considered by the Graduate Admissions and Awards Committee, which will make the recommendation to the Chair. If the applicant is accepted, the application form, signed by the Chair, will be sent to the Graduate School, together with an official copy of each transcript. The other materials, including another copy of each transcript and a copy of the signed application form, will be retained in the Department and placed in the applicant's file. If the application is approved by the Graduate School, a letter of admission will be sent to the applicant by the Dean of the Graduate School indicating the conditions of admission to the program. Before an applicant for the doctoral program can be accepted for admission, a member of the graduate faculty of the History Department must agree in writing to serve as major professor. Ordinarily this agreement will be secured by the Graduate Admissions and Awards Committee.

Advising

Before the first registration, the Chair shall assign a major professor (normally the faculty member who agreed to serve) who will advise the student.

Supervisory Committee

By the end of a student's second semester in the program, the student (after consultation with the major professor) must select a supervisory committee. The Ph.D. supervisory committee shall include the major professor, three other members of the History Graduate Faculty, and a faculty member representing an outside field. Students who have not yet met this requirement may not register for a third semester's courses. The committee, in conference with the student, shall formulate a program of study and file it with the Graduate School. This program will include at least 30 hours of course work beyond the master's degree. Up to 30 hours from the master's degree may be included if considered relevant by the committee. These can include no more than six hours of research for an M.A. thesis or two hours for an M.A. report.

The student, while in residence, is expected to meet with the entire supervisory committee at least once each academic year. Following the meeting the major professor shall file with the Director of Graduate Studies a brief report in the student's progress.

Annual Assessment

Each spring every graduate student must fill out the History Department's Graduate Student Self-Assessment Form. The Director of Graduate Studies will ensure that the forms are made available to students and assess the results in consultation with the Graduate Affairs Committee.

Historiography

Ph.D. candidates must earn three credit hours in History 801 (Historiography). This requirement may be waived if a student has successfully completed a three-hour graduate-level course in historiography at another university. The decision to waive or enforce this requirement contingent on a previously completed Historiography class is made at the discretion of the student's major professor. It is the department's intention that Historiography be taken in the student's first year. If Historiography is not offered by the student's third semester of coursework, the requirement will be waived.

Seminars and Other 900-level Courses

Students will prepare for the preliminary examinations in history primarily by taking seminars or other 900-level courses. Seminars are courses devoted mainly to research in primary sources and preparation of a major research paper. Doctoral students must include in their programs of study at least one such research seminar. Other 900-level that are listed for a specific instructor, time, and place in the line schedule explore the issues and the historical literature of a particular area of scholarship. To help with preliminary exam preparation, the Department will regularly offer courses in general American and modern European history intended to acquaint students with the major issues and most important literature of those respective histories. Students pursuing a comprehensive field in a subject area other than American or modern European history should consult with their supervisory committee about alternative coursework options to ensure adequate preparation for the preliminary examinations. All Ph.D. students must enroll in at least one 800 or 900-level course (other than readings or problems) each semester, except

those who have been admitted to candidacy or otherwise excused by their supervisory committee. The committee should provide written explanation for such exceptions to the Chair. A Ph.D. student must take at least one 900-level history course in an area outside the student's primary field.

Readings and Problems Courses

For those fields where 900-level courses might not be offered, the faculty member responsible for the field will be encouraged to offer the student a readings or problems course. Courses in readings or problems will only be authorized by the department Chair after receiving a form [see: p. 17 of this Handbook] signed by the professor concerned, through which he or she expresses willingness to take on this additional responsibility. No more than six hours of individualized study (readings and problems courses) may appear on the program. Graduate students taking readings or problems courses should be enrolled in History 985 or 986.

Foreign Language Requirement

Doctoral students must establish reading proficiency in a foreign language. Students will demonstrate their proficiency by one of the following methods:

1. A student may provide evidence of passing the final course of a four-semester sequence, or the equivalent, in one foreign language at the undergraduate level with an overall grade point average of 3.0 or better and a 3.0 or higher in the final course in the sequence. In the case of students whose coursework makes it difficult to determine if they have met this standard, the Chair and the Director of Graduate Studies will, in consultation with the major advisor, determine the student's status. Or,
2. A student may provide evidence of having passed an equivalent graduate-level reading/translation examination at another accredited university. Or,
3. A student may pass a foreign language examination certifying that, with the aid of a dictionary and other printed reference materials, the student is able to understand a text relevant to the student's research well enough to use primary sources and secondary literature written in that language.
4. A student may present proof of successfully completing an immersion or other intensive language training program which provides reading proficiency. This can include, but is not limited to, academic immersion programs and government/military language training.

The reading comprehension examination shall be set by an appropriate expert in the Department of Modern Languages in consultation with the student. The examination shall be administered under the following conditions:

1. The student will be permitted to use any print dictionaries, verb books or other standard tools the student deems necessary.

2. The student will receive a copy of the submission from the evaluator after it has been graded and a copy of the evaluator's comments explaining the assessment of the student's performance.
3. If the Department of Modern Languages does not have an appropriate language expert, but another faculty member is able to examine the language, the student's supervisory committee can authorize that faculty member to administer the language exam.

In exceptional circumstances – including but not limited to, the unavailability of a professor to conduct a language exam – the supervisory committee, with the approval of the Director of Graduate Studies and the Chair of the Department of History, may devise a remedy satisfactory to all to establish the student's language ability.

Supervisory committees may specify which method the student must use to demonstrate proficiency. Further, the supervisory committee may require that the student demonstrate a higher standard of proficiency in a foreign language, and/or additional specialized research skills, including an additional foreign language.

All Ph.D. students must complete the foreign language requirement and any other research proficiencies required by their supervisory committee prior to the taking of the preliminary examination.

The Director of Graduate Studies will supervise procedures that will insure the orderly recording of the results of language proficiency examinations or the certification of other research proficiency requirements. (see: pertinent forms printed in this Handbook)

Preliminary Examinations

The preliminary examinations consist of an initial round of field examinations, one in a comprehensive field and one in each of the specific fields chosen by the student in consultation with the supervisory committee, and a single oral examination covering all the fields.

Each doctoral student must stand for examination in a broad geographic and temporal field approved by the student's supervisory committee. Acceptable comprehensive fields include, but are not limited to: Modern European History, Early Modern European History, and United States History. The comprehensive field examination will be administered by a single professor. The student is expected to demonstrate comprehension of the pertinent bibliography of the chosen field that will allow the student to participate in academic debates at a professional level.

In addition to the comprehensive field, each doctoral student must stand for examination in three special fields to be determined by the student in consultation with the supervisory committee. One field must focus on the student's principal research interests. Ordinarily, this field should be administered by the student's major professor. One field must cover a substantially different geographical area or chronological period than the student's comprehensive field or must cover a field outside of history. If it covers a field outside history, a faculty member from that discipline

will serve as the outside member of the committee. The fourth field may cover any topic approved by the supervisory committee, including thematic and methodological approaches to history or an additional geographic and chronological field. When deemed appropriate, a student's major professor, after consultation with the student and the supervisory committee, may opt to authorize that another professor serve as the examiner of the field focused on the student's major research interest. The major professor would then be free to serve as the examiner of another of the student's fields. Regardless of who fulfills what role, no professor should examine more than one field and a committee should not have more than one field examined by a professor outside of the history department.

The examination in each field will be prepared and graded by the faculty member responsible for that field. The examinations may take any one of three forms: four hours, eight hours, or forty-eight hours. Field examinations will ordinarily take the form of a written answer to one or more questions, but with the approval of the student's supervisory committee and the DGS, an examiner may use an alternate format that conforms to the disciplinary norms of the field being examined. In such a case, the supervisory committee can authorize an extended time period for the field exam.

The professor responsible for the field will determine whether the student may consult notes, books, or use the internet during the examination. If an examiner selects the four or eight-hour format, the examiner may require the exam be administered on campus or at a proctored location if the student is geographically distant from campus. If the examiner selects the forty-eight-hour option, the student may work on the exam anywhere the student wishes.

The student and professor responsible for each field should agree as far in advance as possible on a list of books and articles on which the examination will be based. The comprehensive field should be roughly seventy-five books and the other fields should be roughly fifty books each. Overall a student's combined lists should not exceed 250 books.

The department and the supervisory committee will make all reasonable accommodations for students with disabilities documented by the Disabilities Services office on campus.

Administration: Full-time students should normally plan to stand for their preliminary examinations within three years of beginning a doctoral program. No student may take preliminary examinations before satisfying the History Department's language requirement, and ordinarily a student will not take the examinations until after course work has been completed.

Written examinations may be scheduled once each semester, normally in early October and early March, and they may be administered over a period not to exceed fourteen consecutive days.

The student has an important role in arranging for the examinations. In the first place, each student wishing to stand for examination in a given semester should notify the Director of Graduate Studies and the student's major professor no later than the first week of that semester. Students should indicate their intention to stand for examination, the comprehensive and special fields they have chosen, and the examiner for each field. The student's major professor will arrange for the scheduling and preparation of the field examinations, but the student must take

responsibility for scheduling the oral examination. Even before the beginning of the field examinations, the student should consult with the examiners in order to schedule a tentative time for the oral examination. The time selected should normally be no sooner than two weeks, but no later than four weeks after the end of the field examinations. Once the time for the oral examination is agreed upon, the student must inform in writing the Graduate School, the Director of Graduate Studies and the examiners for each field. The Graduate School will then send the official ballot to the student's major professor.

During the regular academic year, field examinations must be graded within one week after the completion of the last examination. The Director of Graduate Studies is responsible for overseeing the administration of the examinations. The appropriate faculty will notify the Director of Graduate Studies of the results of each examination in writing. Further, the Director of Graduate Studies will be notified in writing by the examiners of the results in each field. After the results have been reported on all examinations, the Director of Graduate Studies will communicate them in writing to the student, and a copy of this communication will be placed in the student's file along with the graded examination papers and questions.

The student must successfully complete all the field examinations before proceeding to the oral examination; if the student fails any of the field examinations, the major professor should cancel the oral examination and return the ballot to the Graduate School unsigned. A student who fails a written examination must retake only the examination(s) failed. A student who fails a field examination may retake the examination once with the permission of the supervisory committee. Second or subsequent repetitions of any field examination require approval of the departmental Graduate Faculty.

The single oral examination covering all fields will normally last two hours, although the examination committee will set the exact length. The examining committee will consist of the same professors who administered the written examinations. The major professor shall chair the examination. Other members of the student's supervisory committee who are not examiners may attend the oral examination.

At the end of the oral examination, the major professor will inform the student of the result. Each of the examiners should sign the ballot indicating whether the student passed or failed the examination. At least three-fourths of the examining committee must approve the candidate's performance before he or she is deemed to have passed. The major professor and the other members of the supervisory committee shall cast votes only if they are also examiners.

If the student passes the preliminary oral examination and has completed all degree requirements except the dissertation and the final oral examination, the major professor and any examiners who are members of the student's supervisory committee should also sign the ballot indicating that the student may be admitted to candidacy. The major professor should also obtain signatures approving admission to candidacy from any members of the supervisory committee who did not participate in the oral examination and then return the ballot to the Graduate School. If the student fails the preliminary oral examination, the members of the supervisory committee should not sign the ballot approving admission to candidacy, and the major professor must report the failure by returning the ballot to the Graduate School within one week of the examination.

A student who fails the oral examination may retake it once with permission of the supervisory committee. Second or subsequent repetitions of the examination require approval of the Graduate School. A student who fails the examination must repeat the oral examination in all fields. Oral examinations may be retaken no sooner than three months after the failure.

The Dissertation

A dissertation exhibiting mature scholarly ability will be completed under the direction of the major professor and in accordance with the regulations of the Graduate School. A minimum of 30 credit hours of History Ph.D. Research is required for the dissertation.

No later than one semester following the completion of the preliminary examinations, students will submit to their committee a brief dissertation prospectus (3-5 pages). The supervisory committee must approve the prospectus before students may enroll in research hours for the second semester following the completion of their preliminary examination. The prospectus shall explain the topic and research questions to be asked; describe the primary and archival sources to be used; and show how the work will contribute to existing scholarship in a manner that showcases the originality of the proposed research. In addition to the narrative, the prospectus must include a one-page bibliography of key secondary works relating to the topic, and a 250-word abstract. Once the prospectus is submitted, the committee should meet to provide feedback and guidance as to how the student should proceed on the dissertation. The major professor will submit a copy of the approved final form of the prospectus signed by all members of the committee to the Director of Graduate Studies for placement in the student's departmental file.

The candidate must provide a copy of the dissertation to each member of the final examining committee at least ten working days before the final examination. The "Approval to Schedule Final Examination" form will then be signed by the members of the committee, including the outside chairperson of the oral examination appointed by the Graduate School (see next section), indicating whether or not the dissertation is in an acceptable form for review. The form must also be signed by the Supervisory Committee, the Outside Chair, and either the History Department Chairperson or Director of Graduate Studies. All signatories must agree that the dissertation is in acceptable form before the final examination may be scheduled. Approval to schedule the exam does not imply that the content is satisfactory. The dissertation must be prepared in accordance with the Graduate School's "Student Guide for Masters and Doctoral Candidates."

The Final Examination

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote.

At this examination, the candidate presents and defends the dissertation. Following a successful final examination and approval of the final form of the dissertation by the examining committee, the candidate shall submit an electronic dissertation to the Dean of the Graduate School by the required deadlines associated with the commencement at which the degree is to be conferred.

At least 3/4 of the supervisory committee, which does not include the outside chairperson, must sign the ETDR ballot before the ETDR ballot can be processed and the dissertation can be submitted to K-REX and ProQuest. The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission. A refusal to vote by the chairperson or any other member of the committee will be recorded as a negative vote. With the permission of the three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Candidacy and Revalidation

A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program. Upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree.

The period of candidacy may last up to five years from the end of the semester in which the preliminary examination was passed. If a student fails to complete both the dissertation and the final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination.

Failure to maintain continuous enrollment from the completion of the preliminary examination until the dissertation is accepted by the Graduate School will also result in a loss of candidacy.

Enforcement

The Director of Graduate Studies is normally delegated by the Department Chairperson to enforce the provisions of the Graduate Handbook at the department level.

Graduate Handbook

The Graduate School's Graduate Handbook should be consulted for additional information on university requirements: <https://www.k-state.edu/grad/graduate-handbook/>

HISTORY GRADUATE HANDBOOK APPENDICES
Revised October 1992
Includes Revisions through May 2007

1. GRADUATE COURSES

Historiography, the history of historical thought and writing, deals with the way in which historians have written history and thus about the changing nature of historical conceptualization. The course does not seek to handle the bibliography of various specific areas or fields of study except for the field of historiography itself. Although the course deals with the changing nature of historical thought from the Greeks to the present, it emphasizes the more recent past which has also been the period of historical professionalization.

Seminars are courses in which students are expected to study the primary source material for particular topics within a general area of study and to produce a paper based on research utilizing such sources. It should be a function of these courses to develop graduate students' skills in the use of research tools and methods, ability to conceptualize and organize an argument, and facility in presenting research findings.

Other courses at the 900-level (except readings and problems courses) are designed to acquaint students with the literature in fields or areas of history. In addition to dealing with the bibliography of an area of study these 900-level courses will acquaint students with the major substantive areas of dispute and historical debate within a field of study.

2. THE GRADUATE TEACHING ASSISTANT

The Graduate Teaching Assistant assists and works closely with the faculty, usually in helping to conduct large undergraduate survey classes. GTAs with experience will be assigned to teach independent sections of survey courses [see "Guidelines for the Assignment of Teaching Responsibilities," #6 below.] Since the GTA is primarily a graduate student, he or she is expected to maintain a satisfactory rate of progress toward completion of the degree and must be enrolled in at least nine semester hours every regular semester. However, GTAs teaching independent classes may enroll for a minimum of six hours.

Assistantships are normally awarded for an academic year, although in some cases, especially where a position has been vacated at mid-year, they may be for a single semester. To apply for an assistantship a graduate student who is already enrolled must submit to the Graduate Admissions and Awards Committee by March 1: (1) A letter from the student making application for the position. (2) A letter or recommendation from the student's major professor. For a Graduate Teaching Assistant to be considered for renewal, the Committee must receive, in addition to the above letters, the following: (3) A letter of recommendation from the faculty member (if any) to whom the GTA was assigned the previous fall (if other than the major professor). Applicants will be judged on the basis of the documents submitted and their academic work and progress toward the degree. In granting Graduate Teaching Assistantships, the History Department will give preference to students already holding an Assistantship, provided their major professors and those for whom they teach report that their scholarship and teaching abilities are meritorious. For GTAs who teach independent courses, their major professor will report on the quality of their performance as teachers. Graduate Students may hold

a graduate teaching assistantship for no more than two years while enrolled in the M.A. program and for no more than four years while enrolled in the Ph.D. program. Since the number of assistantships available in any given year is dependent upon the availability of funds, the department cannot guarantee employment beyond the contract period. While funds are available to hire graduate teaching assistants beyond the department's normal complement, doctoral students who have exhausted their eligibility for assistantships may be appointed to such positions.

3. DEPARTMENTAL SEMINARS

Departmental seminars are held during the school year at which papers written by faculty and graduate students are discussed. Graduate students are urged to attend these seminars and to submit papers for discussion.

4. PHI ALPHA THETA

A chapter of Phi Alpha Theta: The International Honor Society in History exists on campus. There is an advisor on the history faculty who can provide information as to membership requirements.

5. ELECTRONIC SUBMISSION OF THESES, DISSERTATIONS AND REPORTS

All graduate students are required to submit an electronic version of their thesis, dissertation, or report. The Graduate School does not accept paper copies. Electronic theses, dissertations, and reports (ETDR) offer these benefits to K-State graduate students:

- More efficient:** Write and submit your work entirely within the digital domain. ETDRs eliminate the hassle and expense of making multiple print copies.
- New technology:** With ETDRs, students can incorporate music, images, video, datasets, and other digital formats in their work.
- Faster processing:** It used to take months before theses and dissertations were available in the Library. ETDRs can be processed and available online within days.
- Increased access:** ETDRs submitted by K-State students are openly accessible on the web and indexed by Google, Google Scholar, and others. Students' research will have a greater impact. Students can request that online access be delayed (sequestered) until patent applications are completed.

See the Overview at <https://www.k-state.edu/grad/etdr/> for a general description of what you will need to do to create and submit your ETDR or click on links in the menu at the left for detailed instructions.

GRADUATE TEACHING GUIDELINES

[approved by Faculty vote: 30 April 2001]

I. Master's Level.

- A. First-year master's students [students working on credit hours from 0-15] will not be assigned to teach independent sections.
- B. Second- and third-year students [students who have successfully completed 15 credit hours or more] are eligible for consideration to teach 200- and 300-level courses consistent with their area of research expertise.
- C. Master's students will not be assigned to teach independent sections of the surveys.

II. Doctoral Level.

- A. Doctoral students are eligible for consideration to teach independent sections of survey [HIST 100, 101, 102, 111, 112, 151, 152, 155] upon serving as a GTA in a survey course, or by demonstrating equivalent experience.¹
- B. Students admitted to candidacy are eligible for consideration to teach independent sections of undergraduate courses, including courses at the 500-level as well as the surveys, provided they meet the requirements for all graduate instructors outlined in Section III.

III. General Guidelines for all Graduate Students Instructors.

- A. All students who wish to teach an independent section must apply for the regular GTA pool. [This stipulation allows for the committee oversight of all applicants, regardless of status.]
- B. Students must have their syllabi reviewed and approved by (1) their major professor, (2) the professor whose own area of expertise most closely matches that of the proposed course, and (3) the Undergraduate Studies Committee.

NOTE: Final decisions regarding graduate student teaching assignments rest with the Chair of the Department.

¹ "Equivalent experience" includes: courses in pedagogical methods offered by the KSU Center of the Advancement of Teaching and Learning; previous experience teaching at the college level in the humanities; previous experience teaching at the secondary school level in history; some other experience considered by the Chair of the Department to be suitable to meet this requirement.

**Department of History
Kansas State University**

PROFESSOR - STUDENT AGREEMENT FOR INDEPENDENT STUDY (*Please print*)

Date: _____

Student's Name: _____

Professor: _____

Course: HIST 498 HIST 499 HIST 798 HIST 799 HIST 985 HIST 986

Semester: Fall Summer Spring Year: _____

Special Title for Course: _____

REQUIRED FOR ALL READINGS AND PROBLEMS COURSES *NOTE: There is a character limit of 20 characters that can be entered, please abbreviate as appropriate*

Subject of study: _____

Optional – Brief description of planned study (*i.e., time period to be covered, any known books that may be assigned, types of assignments that are likely*):

Student's signature: _____

Professor's signature: _____

By signing this agreement, you are acknowledging that this is an additional, financially uncompensated responsibility.

Once completed, please return this form to the History Department Office Manager (Calvin 117), who will then grant section permission for the student to enroll in the class.

**Department of History
Kansas State University**

Foreign Language Requirement

Student Name:

Student ID Number:

Language:

Departmental Minimum Standard for a Passing Grade:

- Student will provide evidence that a 4-semester sequence (or equivalent) of the foreign language was passed at the undergraduate level with an overall GPA of 3.0 or better with a 3.0 or better grade in 4th or final course in the sequence; OR
- Student will provide evidence that an equivalent graduate-level reading/translation examination was passed at another accredited university; OR
- Student will pass a foreign language examination certifying reading/translation proficiency at the “intermediate-high” level, as defined by the American Council for the Teaching of Foreign Languages. Examination will be set by an appropriate expert in the Department of Modern Languages (or expert designated by committee if no expert is available in the Department of Modern Languages) and administered under the following conditions:
 - a. use of any dictionaries, verb books or other standard tools the student deems necessary;
AND
 - b. the student will receive a copy of the submission from the evaluator after it has been graded and given a copy of the evaluator’s comments explaining the assessment.

Additional requirements or higher standard requested by Doctoral Committee:

Approved by Committee: _____ (date)

Signature of Major Professor: _____
(date)

Signature of Student: _____
(date)

Department of History
Kansas State University
Foreign Language Examination

Student Name:
Student ID Number:
Language:

Departmental Minimum Standard for a Passing Grade:

Reading/translation proficiency at the “intermediate-high” level as defined by the American Council for the Teaching of Foreign Languages:

“Able to read consistently with full understanding simple connected texts dealing with basic personal and social needs about which the reader has personal interest and/or knowledge Can get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension; for example, basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the Advanced level, comprehension is less consistent. May have to read material several times for understanding.”

The reading/translation examination shall be set by an appropriate expert in the Department of Modern Languages (or expert designated by committee if no expert is available in the Department of Modern Languages) in consultation with the student. The examination shall be administered under the following conditions:

- a. The student will be permitted to use any dictionaries, verb books or other standard tools he or she deems necessary.
- b. The student will receive a copy of the submission from the evaluator after it has been graded and given a copy of the evaluator’s comments explaining the assessment of the student’s performance.

Additional requirements or higher standard requested by Doctoral Committee:

PASS / FAIL

Examiner: _____

Signature of Examiner: _____

Date: _____

Comments:

PROGRAM OF STUDY

Procedures for preparing and submitting your Program of Study - updated 2020

All regular forms required for the graduate program are now filled out, signed and submitted electronically using the Graduate School's Electronic Form Submission system, available here: <https://gradforms.ksucloud.net/>. You will be required to sign in with your eID and password.

It is highly recommended that you collect all relevant information regarding classes and committee members BEFORE you begin the electronic process of creating your Program of Study. This can be done by accessing either a Word Document or PDF of the Program of Study relevant to your academic level (MA or PhD), available here: <https://www.k-state.edu/grad/academics/forms/index.html>

The reason for collecting this information before you begin the electronic process is that you will not be able to save the document during the electronic process and return later to finish the form. It must be started, filled out completely, and sent to your committee members all at once. This process requires you to have all committee members' email addresses on hand.

Only ksu.edu email addresses will be accepted by the system; if one of your committee members is not part of the K-State community, please contact the Graduate School (grad@ksu.edu) for next steps in submitting your Program of Study.

Also keep in mind that this Program of Study will need to match exactly to your final transcript once you are ready to graduate. Any changes that need to be made, either in classes taken or your committee members, will need to be completed using the appropriate forms - Program Change form and/or Committee Change form. In the new electronic system, these are two SEPARATE forms. If you are changing both your committee member(s) AND changing the courses you have taken, please complete the Committee Change form and wait for it to be accepted PRIOR to completing the Program Change form.

Once you have completed and submitted the Program of Study, the electronic system will start the process of gathering electronic signatures, one person at a time. Please be patient as this process can take some time to complete. The system automatically sends out reminders to signers each day. Please email your committee members BEFORE submitting your Program of Study, letting them know to expect an email and to know that it is not spam. This usually helps speed the process along.

Once all signatures have been collected, each signer will get a copy of the final version, and it will be automatically sent to the Graduate School. If you have any problems or questions after you submit, please contact the Graduate School (<https://www.k-state.edu/grad/>).

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

Signatures

William A. Wildcat		
Student	Dept.	Student
Dr. Major Professor		
Major Professor	Dept.	Major Professor
Dr. Another History Professor		
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. Another History Professor		
Supervisory Committee Member	Dept.	Supervisory Committee Member
Supervisory Committee Member		
Supervisory Committee Member	Dept.	Supervisory Committee Member
Supervisory Committee Member		
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. Michael A. Krysko		
Dept Head / Graduate Program Director	Dept.	Dept Head / Graduate Program Director

Dean of the Graduate School (Signature):

Dean of the Graduate School Date

Typed copies of the program signed by the student, major professor, committee members, and the department head or group chairperson are forwarded to the *Dean of the Graduate School, 119 Eisenhower Hall*. (Department head or graduate program director signs twice if also a committee member.)

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve:

- | | | |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents
(Institutional Biosafety Committee) IBC# _____ |

INSTRUCTIONS

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. **If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s).** **Master's research hours should be listed on one line with the total sum of credits.** Do not include course work earned more than six years prior to the semester this program is submitted.

SUBMISSION

Form to be submitted to the *Dean of the Graduate School, 119 Eisenhower Hall*.

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

Signatures

William A. Wildcat	History	
Student	Dept.	Student
Dr. Major Professor	History	
Major Professor	Dept.	Major Professor
Dr. Another History Professor	History	
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. Another History Professor	History	
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. Another History Professor	History	
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. Outside Field	Outside Dept.	
Supervisory Committee Member	Dept.	Supervisory Committee Member
Dr. History Department Chairperson	History	
Dept Head / Graduate Program Director	Dept.	Dept Head / Graduate Program Director

Dean of the Graduate School (Signature): _____

Dean of the Graduate School Date

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve: (check all categories as yes or no)

- | | | |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents
(Institutional Biosafety Committee) IBC# _____ |

Planned date for completion of the preliminary examination: Spring 2019

A Request for a Preliminary Exam Ballot form should be submitted to the Graduate School one month before the examination begins. See policy at www.ksu.edu/grad/handbook/chap3.htm.

Proposed Title of Dissertation:
(if known at this time)

Enter the tentative title for the dissertation that you are thinking you will write at this point. You are not bound to the title you enter here

Additional Committee Members Appointed by the Dean of the Graduate School

Professor _____	Department _____
Professor _____	Department _____
Professor _____	Department _____

For Graduate School Use Only:

Outside Chair Assigned _____ Date: _____

Typed copies of the program signed by the student, major professor, all committee members, and the department head or group chairperson are forwarded to the Dean of the Graduate School, 119 Eisenhower Hall. (Department head or graduate program director signs twice if also a committee member.)

INSTRUCTIONS

Upon admission to a doctoral program, a student confers with the head of the academic program and selects (from members of the Graduate Faculty) an advisor, or “major professor,” who is certified to direct dissertations and who is willing to assume this responsibility. At the recommendation of the head of the academic program, the Dean of the Graduate School will appoint a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the Graduate Faculty. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. In addition to the members recommended, the Dean of the Graduate School may appoint other members from the Graduate Faculty to the supervisory committee. (See *Graduate Handbook*, Section 3.B.).

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of nine credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study exactly as they appear on the transcript(s). **Dissertation research should be listed on one line with the total sum of hours.** Credits to be transferred, other than a master's degree, that were earned more than seven years prior to the semester that this program is approved should not be included. **If transferring the maximum 30 hours from a master's degree, please list where/when degree was completed on one line with the total sum of hours.** If less than 30, please list individual courses and credit hours. Indicate where/when transfer course work was or will be completed.

All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary examination, and ensuring the student's doctoral program is of high quality. In consultation with the student, the supervisory committee is responsible for advising on the courses to be taken, approving plans for developing the student's capacity for productive scholarship, ensuring that University regulations and program requirements are met, and making adjustments to the program of study. Note: the department head or group chairperson must sign the program of study. The department head or group chairperson signs twice if also a committee member.

The following members of the graduate faculty at Kansas State University are recommended to the Graduate Dean as the Supervisory Committee. The signatures on the first page signify that the student and the recommended Supervisory Committee members have agreed to the Program of Study.

SUBMISSION

Pages 1 and 2 are submitted to the *Dean of the Graduate School, 119 Eisenhower Hall*

d-pos 06/2017

**The
Graduate
School**

**Kansas State
University**

NOTE FROM HISTORY OFFICE: *In the section for transfer work, it states that an official transcript is required – however, since you have already had an official transcript sent to us (as part of your application), this requirement is already covered.*