

History Department Graduate Student Handbook

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Graduate Program Handbook

The purpose of the History Department graduate student handbook is to provide guidance to students and faculty as students advance through the program. The handbook provides necessary information for students to understand the requirements, expectations, and opportunities associated with both the History Department Graduate Program and the Graduate School. Applicants and graduate students may also find helpful information on our website on more specific questions or information of interest about each of our programs (<http://history.unr.edu/graduate>).

Program Description

The Department of History at the University of Nevada, Reno offers graduate programs of study leading to the MA, the MAT, or the PhD degrees in History. In addition, we offer a twelve credit Graduate Certificate in History. These programs are intended to prepare graduate students for productive research, effective teaching, and independent reading and scholarship. This handbook describes the specific requirements within each degree program offered by the department.

Prospective applicants should first inquire of the Department of History to determine if their individual interests may be accommodated to suitable programs of graduate study. It is important to note that graduate students at the University of Nevada, Reno are admitted under two classifications: (1) students having Graduate Standing, i.e., students who have been admitted to work for a degree; and (2) students having Graduate Special status, i.e. students who do not intend to work for a degree or have not been admitted to Graduate Standing. No student planning to work for a degree in History should apply to the Graduate School without contacting the Department of History. Admission to the University under Graduate Special status does not guarantee admission to the MA, the MAT, or the PhD program. Moreover, successful completion of courses under Graduate Special status does not imply acceptance into Graduate Standing in History.

Graduate courses within the Department of History are offered within the Graduate School, and thus are subject to the regulations of the University and of the Graduate School. These regulations may be reviewed by obtaining the current [General Catalog](#). Note particularly the sections on "Admissions Information" and "Graduate School."

The information here supplements that available in the General Catalog. Graduate students should familiarize themselves with both the general requirements and procedures listed in the catalog and the specific requirements for History listed in this bulletin. They should also keep informed of changes in graduate programs and Graduate School requirements, which will be incorporated in subsequent editions of the bulletin but may take effect before such editions are published. For this reason, ongoing communication with the Graduate Director is strongly encouraged. Each student is responsible for a knowledge of degree requirements and for the timely submission of all Graduate School forms. The Graduate School maintains an up-to-date site, from which all Graduate School forms – including the application for admission – can be downloaded as well as other useful information for graduate students. Access the [Graduate School](#) website for current information.

Program/Student Learning Outcomes

Program Objectives:

- To educate students about history and the history profession;
- To maintain an academic environment where all graduate students feel free to engage in teaching, research, and community outreach in the spirit of academic and personal freedom;
- To build a cohort of graduate students that support and challenge each other; and
- To expose students to current research, methods, and interpretations in ways that will improve their work and enable them to engage with the discipline of history.

Student Learning Outcomes:

- Students will learn the tools needed to be professional historians in academic or non-academic careers.
- Students will demonstrate a high level of understanding of historiography in their chosen fields.
- Students will demonstrate the advanced writing, research, and presentation skills needed for a career as a historian.
- Students will successfully complete all the requirements of their degree and graduate in a reasonable time frame.

The Graduate Director for the Department of History is the official advisor of all graduate students until they have selected their advisory committee chairs. The Graduate Director is also available to advise anyone who is considering applying to one of our graduate programs. For further information or to schedule an appointment with the Graduate Director, call the Department of History: (775) 784-6855.

Director of Graduate Studies

Dr. Charles Tshimanga-Kashama
Department of History (308)
University of Nevada, Reno
Reno, Nevada 89557-0037
Phone (Department of History): 775-784-6855.

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Master of Arts' Program in History (MA)**General Information and Requirements**

• The Master of Arts in History offers the student understanding in the scholarly discipline of history through the expansion of historical knowledge, the comprehension of historiography, and the practice of critical inquiry. Framing the questions that define particular scholarly debates underlies critical analysis of primary and secondary sources. Students gain exposure to these questions in course work and demonstrate their familiarity with them in comprehensive examinations. In the thesis, they display awareness of the scope and challenges of historical research: They define what questions can and cannot be addressed with a limited body of sources. They situate their research and analysis in the historiography of a field. Ultimately they discuss their work at a final thesis colloquium.

MA Admission Requirements

- Applicants to the MA program must hold the baccalaureate degree from an accredited four-year college or university, with a major, or a 24-semester-credit minor, in history or a closely related discipline (acceptable fields outside history to be determined on a case-by-case basis by the Graduate Studies Committee). A cumulative grade point average of 2.75 (unless the applicant has demonstrated unusual promise during his or her junior and senior years) and satisfactory scores on the GRE general test are also required for admission to Graduate Standing in History. Detailed information on applying to the MA program is found in the "How to Apply for Admission" page.
- Applicants to the MA program should familiarize themselves with necessary information that is posted on our website <<http://history.unr.edu/graduate/ma>>.

How to Apply

- All Review the requirements for admission found [Here](#).
- Before applying to the MAT program we suggest that you contact the Graduate Director of the History Department to ascertain if you meet minimum qualifications for admission and to determine if your goals for study and research can potentially be realized at UNR. Call the Department at 775-784-6855 for contact information.

- Application to the MA Program is made online and ALL of the application materials can be accessed [Here](#).
 - a. Complete the basic information.
 - b. Follow the instruction for submitting:
 - i. Your scores from the **GRE General Test**. Scores must be no more than five years old.
 - ii. Official copies of your complete **Transcripts** of all college and university work.
 - iii. A **Statement of Purpose** discussing your interests and plans for study, professional work. Follow instructions to upload this on the online application.
 - iv. **Two Letters of Recommendation** that discuss your academic qualifications and aptitude for graduate study.

• **International Students:**

International prospective students must also submit the following no later than the degree application deadlines below:

International Student Application Materials:
Financial Data Form

Send these materials to:

International Admissions/074
University of Nevada, Reno
Reno, Nevada 89557 USA

- Deadlines: **October 15** for matriculation in the Spring Semester; **March 1st** for matriculation in the Fall semester.

Degree Requirements (MA Program)

- The following requirements (listed in order of completion) apply to all students in the MA program.
 1. **Time Limit.** All requirements must be satisfied during the six calendar years immediately preceding the granting of the degree.
 2. **Grades.** A graduate student in the Department of History will not be granted credit toward the degree for any course (including transfer courses) in which the final grade is below a "B" (3.0).
 3. **Course Expectations.** A term paper or its equivalent will be required in each course taken for graduate credit in the Department of History.
 4. **Continuous Registration.** By Graduate School regulations, graduate students must maintain continuous registration of at least three graduate credits per semester to remain active in the pursuit of a degree. This means that students studying for comprehensive exams or writing theses must (even if they are not in residence) register for at least three graduate credit hours each semester (summers excluded) until they graduate. Failure to enroll in at least three credits per semester -- or to request an official Leave of Absence -- will result in a student's being dropped from Graduate Standing; the Department may subsequently decide whether or not to readmit the student. Students who wish to interrupt study must apply for a leave of absence which must be approved by the History Department and by the Graduate Dean. This form can be accessed [Here](#).
 5. **Residence.** By Graduate School requirements, at least 21 of a student's credits must be earned in on-campus courses at the University.
 6. **Paperwork.** The student is responsible for a knowledge of the degree requirements and for the timely submission of all Graduate School forms. Early in their graduate careers, students should become familiar with the most important of these forms: the Program of Study, the Notice of Completion, and the Application for Graduation.

Before proceeding beyond nine credits of Graduate Study, the student must have accomplished the following:

7. **Proseminar.** All candidates for the MA in History are required to take History 600 (Proseminar), ordinarily during the first fall semester of enrollment. The proseminar provides an introduction to the members of the Department and the examination fields offered, to the requirements of the graduate program in History, and to the graduate study of history.

8. **Fields of Study.** With the approval of the Director of Graduate Studies, the student must select three fields of study (leading to comprehensive examinations over a broad spectrum of historical material) from the list of MA Examination Fields. One field should be in the same area as the anticipated thesis. The fields selected must be from a minimum of two groups; no more than one field may be selected from Group IV. One field may be taken in a department outside History with the approval of the student's committee. Selection of fields and thesis topic must be approved by the student's committee, based on the current resources of the department. The list of fields and groups can be found below.

9. **Graduate Committee.** The student must secure the agreement of a member of the department faculty to supervise his or her work, at which time the student's graduate committee is formed. Ordinarily this committee consists of those faculty members supervising each of the student's fields of study, plus a faculty member outside the Department of History. (If a student is pursuing an examination field outside History, the faculty member supervising that field does not count as the outside member of the committee.) In all cases the student's committee must include at least two members of the Department of History and at least one faculty member from outside the Department. All committee members must be members of the Graduate Faculty. Formal approval of all student advisory committees is made by the Graduate Dean.

10. **Program of Study Form.** In consultation with the committee members and the Graduate Advisor, the student completes the "Advisory - Examining Committee/Program of Study" (Graduate School form). The student should list all courses that he or she plans to take en route to the degree and that will fulfill the requirements of the degree, including comprehensive exams (History 795) and thesis (History 797). It is imperative that the student consult with each member of his or her committee, so that all courses necessary for each examination field are included in the Program of Study. Members of the committee should not sign the form until the program-of-study meeting (see #12 below).

11. **Program of Study Meeting.** Having completed the Program of Study form, the student arranges a meeting to be attended by all members of his or her committee and the Graduate Advisor. At this meeting, the student explains his or her program of study (fields and courses) and scholarly interests. The committee members and Graduate Advisor review the Program of Study form to ensure that it includes all courses necessary for the chosen fields and satisfies all requirements of the program. At this meeting, the committee members also determine which, if any, of the student's credits completed as a Graduate Special student or in graduate courses outside the University of Nevada, Reno may count toward the total degree requirements (see #12). If the Program of Study is deemed complete and satisfactory, the faculty members sign the form, which is then forwarded to the Graduate School for official approval and filing. Additional copies should be retained by the student and placed in the student's file in the Department. Once signed by the Graduate Dean, a copy will be returned to the Department.

12. **Transfer Credits.** Credit completed as a Graduate Special student or in graduate courses outside the University of Nevada, Reno may or may not count toward the total degree requirements, at the discretion of the student's graduate committee. In no event may more than nine credits earned as a Graduate Special student or outside the University (or combination thereof) be applied to the degree.

- After the Program of Study meeting, the student should submit the "[Graduate Transfer Evaluation Request](#)" (Graduate School form) to the Graduate Advisor, who will submit it to the Graduate School. The Graduate School staff checks to be certain that the transfer courses were offered for graduate-level

credit and computes the equivalent number of semester hours (if the courses were taken on a quarter basis).

Graduate School Requirements

These are credits transferred from another institution. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit is requested on the Graduate Credit Transfer Evaluation Request form available on Graduate School website

<http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf>, and must be signed by the student, major advisor, and graduate director. Transfer credits applied to a master's program must comply with the time limitation on master's work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Credits from a completed master's degree will be exempt from the 8-year time limitation for those students earning a doctoral degree.

After beginning the MA program but before taking comprehensive examinations, the student must accomplish the following:

13. Credit Requirements. The MA program requires a total of 32 semester credits, including a six-credit thesis; written comprehensive examinations (one credit total) in three fields (after 25 credits of course work); reading knowledge of one foreign language; a public prospectus colloquium; and a final oral examination (thesis colloquium).

14. Specific Course Work Requirements. In addition to History 600 (Proseminar), all candidates for the MA are required to take at least one of the following: History 700 (Cultural Studies and History), History 701 (Philosophy of History), History 780 (Methodology), History 781 (Historiography: The Americas), History 783 (Historiography), or History 785 (U.S. Historiography).

15. 700-level Requirement. Students are required to complete at least 18 credits in 700-level courses, including six hours of thesis credit.

16. Seminar Requirement. Ordinarily all graduate students working toward the MA will complete at least three seminars, including one in the major field of concentration, one in a non-major field, and one as described in #14 above.

* If there is an examination field in which the student cannot complete a seminar, he or she should complete a directed readings course instead (History 703 or 705). Students should not take directed readings courses in lieu of available seminars. Also note: there is a maximum number of credits that may be taken under each directed readings course number (9 in History 698, 6 in History 697, 6 in History 703, 9 in History 705). Students should keep track of their credit hours in these courses, so as not to exceed the maximums. Any course taken under such an arrangement should be documented in writing (Department of History form), before the beginning of the semester and at the completion of the course. Completion of this form, signed by the supervising professor, is required for enrollment in independent-readings courses.

17. Foreign Language Requirement. Reading knowledge of one foreign language other than the student's native language (not English) is required, the selection to be determined by the committee. Students undertaking thesis research which focuses on a foreign culture should expect to be examined in the principal language of that culture. The language requirement may be satisfied by: (1) two years of successful college work in one language, the fourth semester to be completed with at least the grade of "C"; (2) passing the foreign language placement test given at the University of Nevada, Reno (by the Department of World Languages and Literatures) at the second-year college level. This requirement must be satisfied before taking comprehensive examinations.

18. Changes in Committee Members/Examination Fields. A student may change his or her examination fields or committee members only with the approval of his or her committee chair and the Graduate Advisor. Such changes may require the student to take additional courses. If the chair and Graduate Advisor determine that the resulting change in the student's program warrants a new

program-of-study meeting, the student will arrange that meeting as in #10 above. A change in the student's major field and/or committee chair will ordinarily require a new program-of-study meeting. If the change does not warrant a new meeting, the student should complete the "Change in Advisory Committee" form (Graduate School form), obtain the requisite signatures of the outgoing and incoming committee members, and submit the form to the Graduate Advisor for processing.

19. Comprehensive Examinations:

- a. The examinations take the form of Historiographical or Methodological essays, as determined by the student's committee at the Program of Study meeting, that students are to undertake in the context of their normal course work in seminars and/or independent study courses.
 - i. If the student's essays are evaluated at the end of the course work at the A or A- level they will be deemed to have met the requirement.
 - ii. If after two submissions to the faculty member supervising that field, an essay has not received an A -, it then goes to a second reader.

- b. Form of the essays in each field.
 - i. Thesis field: students and advisors will choose any two of the following three options, commenced in two different courses. The total number of pages might be thirty to thirty-five.
 - i. Historiographical or Methodological essay on the general area of the thesis (as preparation for the thesis proposal).
 - ii. Historiographical or Methodological essay on the content of an imagined general survey course in the field. The student should discuss what themes the course would focus on, which works would inform their lectures, and which works they might assign to students. They are expected to demonstrate a sound grasp of the major themes and important scholarly works in the field.
 - iii. Research essay drawing on both the secondary literature and primary sources in the field (as preparation for thesis research and possibly a publishable journal article).

Format of the essays: instead of one discrete essay, the faculty member supervising the field might opt to assign two or three discrete essays.

- i. Two ancillary fields.
 - a. In each of these fields students will write a Historiographical or Methodological essay of around twenty-five to thirty pages in length around major themes. The over all themes are selected in consultation with the instructor, and the student is to decide what works to discuss based upon their reading lists.

Alternative Format of the essay: instead of one discrete essay, the faculty member supervising the field might opt to assign two or three discrete essays.

- a. Completion:
 - i. In the appropriate semester (ideally but not necessarily in the third semester of study) students are to enroll in HIST 795R.
 - i. They will receive a pass once the essays have been accepted respectively by each of the faculty members supervising their fields according to the standard described in 3.a.i above.
 - ii. The students must also submit the accepted essays in the form of a portfolio to the History Graduate Advisor. The portfolio will be placed in their file.

After successful completion of comprehensive examinations:

20. Prospectus/Seminar Paper Colloquium. Students will prepare and present to their committees a prospectus colloquium on the topic of their research. In advance of the colloquium, the student will submit to his or her committee a written thesis prospectus. The colloquium is a public event of roughly ninety minutes, to which the History faculty and graduate students are invited.

Ordinarily the candidate will make a brief (15-20 minute) presentation on his or her research, followed by questions from the committee and others assembled. At the conclusion of the question-and-answer period, the committee will discuss the plans for further work (thesis or seminar papers) and will make recommendations to the candidate.

21. Thesis. The following are the expectations for successful completion of the thesis:

Writing a good thesis begins with the formulation of a critical or analytical question or questions.

A thesis should demonstrate understanding of the historiography of the issue or question.

A thesis should demonstrate the student's use and understanding of primary resources, as appropriate and possible in the chosen thesis field.

A thesis should be the well-written product of critical analysis.

Given the differences among fields of study, the precise nature and length of an acceptable thesis ranges widely and ultimately must be determined in consultation with the student's committee and chair. As a rule of thumb, MA theses should not be longer than 100 pages.

The thesis should be submitted in the form prescribed in the Chicago Manual of Style, latest edition, and in accordance with the guidelines provided by the Graduate School. Students should obtain those guidelines at the beginning of the thesis process, in order to avoid reformatting later.

22. Students must purchase and complete an [online application for graduation](#) in each semester when they wish to graduate. Applications are due March 1 for May Graduation; June 1 for August Graduation; and October 1 for December Graduation. (There is no longer a policy allowing graduation applications to "roll over" to a subsequent semester.) See the [Graduate School Website](#) for details.

The application for graduation provides a final list of all courses the student has taken in order to complete the program. If that list in any way deviates from the one on the Program of Study form, the student must attach a "[Change in Program of Study](#)" form detailing the changes. If the student's committee has changed, he or she must attach the "[Change of Advisory Committee](#)" form.

23. **Final Oral Examination (Thesis Colloquium).** A final oral examination (60-90 minutes) will be conducted in which candidates will be expected to display a thorough and detailed understanding in the area of their thesis research. The thesis must be submitted to the committee members no later than one week before the oral examination (earlier if so directed by the committee chair). The final oral exam is a public event, to which the History faculty and graduate students are invited. Upon passage of the oral exam and acceptance of the thesis or seminar papers, the committee members sign the "[Master's Degree - Notice of Completion.](#)"

- **The Notice of Completion form** and the approved thesis are generally due to the Graduate School ten

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Below are links to forms that are required by the graduate school for admission. Please make note of the respective deadlines.

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Master of Arts in Teaching (MAT)

General Information and Requirements

- The MAT in History program is designed primarily for elementary and secondary teachers of history and social studies. The MAT degree does not, however, lead to a Nevada public schools teaching certificate for grades K-12; such certification is available at UNR only through the College of Education. Most students in the MAT program already have received this certification.
- No competence in a foreign language is required for completion of the MAT program. The MAT program does not require a thesis.
- Requirements and information pertaining to the application process to our MAT Program is found online at our website: <<http://history.unr.edu/graduate/mat>>.

MAT Admission Requirements

- Applicants to the MAT program must hold the baccalaureate degree from an accredited four-year college or university, with a major or a 24-semester-credit minor in history, education (history or social-studies emphasis), or a closely related discipline. A cumulative grade point average of 2.75 (unless the applicant has demonstrated unusual promise during his or her junior and senior years), a statement of purpose, and at least one letter of recommendation are also required for admission to Graduate Standing in History. Applicants must have at least one year's teaching experience or its equivalent at the primary and/or secondary level before the semester in which they seek to enter the MAT program. The GRE examination is not required for MAT applicants.
- Requirements and information pertaining to the application process to our MAT Program is found online at our website: (<http://history.unr.edu/graduate/mat>).

1. Review the requirements for admission found [Here](#).

2. Before applying to the MAT program we suggest that you contact the Graduate Director of the History Department to ascertain if you meet minimum qualifications for admission and to determine if your goals for study and research can potentially be realized at UNR. Call the Department at 775 784 6855 for contact information.
3. Application to the MAT Program is made online and ALL of the materials can be accessed [Here](#).
 - a. Complete the basic information.
 - b. Follow the instruction for submitting:
 - i. Official copies of your complete Transcripts of all college and university work.
 - ii. A Statement of Purpose (uploaded to the online application) that describes.
 1. Your employment as a secondary teacher
 2. Your goals for advanced study.
 - iii. Two Letters of Recommendation.
4. Deadlines: **October 15** for matriculation in the Spring Semester; **March 1st** for matriculation in the Fall semester.

International Students:

International prospective students must also submit the following no later than the degree application deadlines below:

- a. International Student Application Materials:
 - Financial Data Form
 - Send these materials to:**
 - International Admissions/074
 - University of Nevada, Reno
 - Reno, Nevada 89557 USA
- b. Deadlines: **October 15** for matriculation in the Spring Semester; **March 1st** for matriculation in the Fall semester.

Degree Requirements (MAT Program)

1. **Time Limit.** All requirements must be satisfied during the six calendar years immediately preceding the granting of the degree.
2. **Grades.** A graduate student in the Department of History will not be granted credit toward the degree for any course (including transfer courses) in which the final grade is below a "B" (3.0).
3. **Course Expectations.** A term paper or its equivalent (essays and other written assignments, lesson/unit plans, etc., as specified by the instructor) will be required in each course taken for graduate credit in the Department of History.
4. **Continuous Registration.** By Graduate School regulations, graduate students must maintain continuous registration of at least three graduate credits per semester to remain active in the pursuit of a degree. This means that students studying for comprehensive exams or writing theses must (even if they are not in residence) register for at least three graduate credit hours each semester (summers excluded) until they graduate. Failure to enroll in at least three credits per semester -- or to request an official Leave of Absence-- will result in a student's being dropped from Graduate Standing; the Department may subsequently decide whether or not to readmit the student.
 - Students who wish to interrupt study must apply for a leave of absence which must be approved by the History Department and by the Graduate Dean. The form can be accessed [Here](#).
5. **Residence.** By Graduate School requirements, at least 23 of a student's credits must be earned in on-campus courses at the University.
6. **Paperwork.** The student is responsible for a knowledge of the degree requirements and for the timely submission of all Graduate School forms. Early in their graduate careers, students should become familiar with the most important of these forms: the Program of Study, the Notice of Completion, and the Application for Graduation.

***Before proceeding beyond nine credits of Graduate Study, the student must have accomplished the following:**

7. **Proseminar.** All candidates for the MAT in History are required to take History 600 (Proseminar), ordinarily during the first fall semester of enrollment. The proseminar provides an introduction to the members of the Department and the examination fields offered, to the requirements of the graduate program in History, and to the graduate study of history.

8. **Fields of Concentration.** With the approval of the Graduate Advisor, the student must select two fields of concentration (leading to comprehensive course work and reading covering a broad spectrum of historical material) from the list of MAT Fields. No more than one field may be selected from Group III. In one field, comprehensive work leads to a three-hour examination; in the other field, comprehensive work is evidenced in a teaching unit plan with extensive annotated bibliography of scholarship on the topic (see below).

9. **Graduate Committee/Initial Meeting.** Each student in the MAT program will have a faculty advisory committee, composed of three members. Two should be members of the History faculty, who will supervise the student's examination field and curriculum unit field; one of these serves as chair of the committee. The third should be a faculty member from outside the Department of History. All committee members must be members of the Graduate Faculty. Once the student's committee has been determined, a meeting of the student and his or her committee takes place. At this meeting, the student discusses his or her proposed fields of study, and the faculty members recommend courses that will prepare the student for the examination or the unit plan in those fields.

After beginning the MAT program but before taking the comprehensive examination, the student must accomplish the following:

10. **Specific Course Work Requirements.** The MAT degree requires a total of 32 credits, which should include the following:

History 600 (Proseminar)	1 credit
Historiography: two seminars	6 credits

24 credits in additional graduate-level courses, as follows:

Graduate-level history courses	at least 12 credits
College of Liberal Arts graduate-level courses outside History, approved by the Graduate Advisor.	at least 3 credits
Graduate-level courses in the College of Education, to be approved by the Graduate Advisor.	at least 6 credits

Comprehensive work as follows:

History 795 (Comprehensive Examination)	1 credit
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Or other courses approved by the History Graduate Director.

11. **700-level Requirement.** Of the courses above, at least 15 credits must be in 700-level courses. The historiography requirement and comprehensive examinations (History 795) count toward fulfilling this requirement.

12. **Independent Study/Readings.** Students are expected to take nine credits in the field in which they will take the comprehensive examination, including at least one 3-credit independent readings course with the faculty member supervising that field (see #12 below). Students are also expected to take nine credits in the field in which they will prepare their teaching unit plan. In some cases, a course will contribute toward both fields.

13. **Changes in Committee Members/Examination Fields.** A student may change his or her examination fields or committee members only with the approval of the Graduate Advisor. Such changes may require the student to take additional courses.

14. **Program of Study Form/Meeting.** In consultation with the Graduate Director and the committee members, the student completes the "[Advisory-Examining Committee/Program of Study](#)" before completion of 24 credits. The student should list all courses that he or she has taken and plans to take en route to the degree, including comprehensive examinations (History 795).

To complete the Program of Study form, the student arranges a meeting to be attended by all members of his or her committee, including the Graduate Director. At this meeting, the student explains how the fields have taken shape through the course work. Committee members review the Program of Study form to ensure that it includes all courses necessary for the chosen fields and satisfies all requirements of the program. At this meeting, the committee members also determine which, if any, of the student's credits completed as a Graduate Special student or in graduate courses outside the University of Nevada, Reno may count toward the total degree requirements. If the Program of Study is deemed complete and satisfactory, the faculty members sign the form, which is then forwarded to the Graduate School for official approval and filing. Copies should be retained by the student and placed in the student's file in the Department. Once signed by the Graduate Dean, a copy will be returned to the Department.

15. Transfer Credits. Credit completed as a Graduate Special student or in graduate courses outside the University of Nevada, Reno may or may not count toward the total degree requirements, at the discretion of the student's graduate committee. In no event may more than nine credits earned as a graduate special student or outside the University (or combination thereof) be applied to the degree.

After the Program of Study meeting, if credits from non-UNR courses are to be counted toward the degree, the student should submit the "[Graduate Transfer Evaluation Request](#)" to the Graduate Directory for processing. The Graduate School staff checks to be certain that the transfer courses were offered for graduate-level credit and computes the equivalent number of semester hours (if the courses were taken on a quarter basis).

16. Students must purchase and complete an online [Application for Graduation](#) in the semester when they wish to graduate. Deadlines will be listed on the [Graduate School Website](#). (There is no longer a policy allowing graduation applications to "roll over" to a subsequent semester.)

The application for graduation provides a final list of all courses the student has taken in order to complete the program. If that list in any way deviates from the one on the Program of Study form, the student must attach a "[Change in Program of Study](#)" form detailing the changes. If the student's committee has changed, he or she must attach the "[Change of Advisory Committee](#)" form.

Comprehensive Work:

17. Description. In one of the student's two fields of concentration, he or she must pass a comprehensive examination, based upon nine credits of course work -- at least three credits of which should consist of an independent-reading course (History 703 or 705) with the supervising faculty member. The comprehensive examination is a three-hour written exam. Previous comprehensive examinations are kept on file in the Department of History, where students may consult them.

In the other field of concentration, the student must develop a teaching unit plan (3-4 weeks of a primary or secondary class curriculum). This unit plan should be based upon substantial readings in historical scholarship and relevant pedagogical scholarship, should reference appropriate state, county, and national history curriculum standards, and should contain a historiographical essay and an annotated bibliography of relevant scholarship.

18. Reading Lists. In the examination field, the student is responsible for a reading list drawn in part from the readings in the courses taken. The independent study with the supervising faculty member should occur toward the end of the student's course work, so that the faculty member can prescribe readings to address gaps in prior work. Reading lists for the MAT comprehensive examination consists of twenty to thirty books or their equivalent (where three or four articles are the equivalent of a book).

19. Schedule. Students should take the comprehensive examination in the semester when they complete their course work. Examinations are administered within a one-week period, generally around the thirteenth week of the semester. The teaching unit plan is due at the beginning of the week of comprehensive examinations.

20. Evaluation. All comprehensive examinations are read by at least two members of the Department of History. The Department may permit the student to arrange for re-examination in case of failure. After a student's examination has been evaluated, readers' reports will be made available to him or her.

The teaching unit plan will also be evaluated by two members of the faculty, generally one from the Department of History and one from a related College of Liberal Arts department or the College of Education. The readers will either approve or recommend revisions to the unit plan.

21. Credits. Comprehensive work (examination and unit plan) is considered together as History 795, which counts for one credit.

22. Final Oral Presentation. After the readers have approved the student's teaching unit plan, he or she will give a presentation of approximately twenty minutes in a meeting lasting about one hour. The presentation should demonstrate engagement with the historiography of the subject matter and awareness of contemporary methods of studying and teaching that subject matter. The presentation is a public event, to which the History faculty and graduate students are invited. Upon passage of the presentation and acceptance of the unit plan, the committee members sign the "[Master's Degree -- Notice of Completion.](#)" Deadlines for submitting this form are published on the Graduate School's website and in each semester's course schedule. It is the student's responsibility to plan his or her work so as to meet these various deadlines.

Comprehensive Work Fields: MAT

Note: Chronological and geographical fields are aligned with the Washoe County School District history standards. The lists of courses here is not comprehensive: additional courses may count toward particular fields, with the permission of the Graduate Advisor.

Group I: Chronological fields (covering both World and US)

1200-1750 (Standard 5): History 611, 639, 642, 654, 684a, 682, 690, 694a, 710, 711

1700-1865 (Standard 6): History 601, 610, 604, 632, 607a, 611, 612, 613, 617b, 639, 642, 661, 662, 663, 665a, 684a, 684b, 685, 690b, 691, 692, 694a, 721

1860-1945 (Standards 7 and 8): History 601, 605, 607b, 608, 610, 615c, 627a, 632, 639, 642, 650a, 655, 663, 664, 688, 690a, 694b, 722

1920-present (Standards 8, 9, and 10): History 601, 604, 607b, 609, 610, 616b, 627a, 632, 639, 642, 650a, 655, 664, 665b, 688, 690a, 694b, 722

Note: Several topical courses may or may not be appropriate to one or more chronological fields; the student should consult with the Graduate Advisor and the instructor to ascertain whether these courses fulfill the requirements in a specific field. These courses include History 606, 627, 680, 680a, 687, 694c, 698, 712, 713, 714, 724, 740. Relevant courses from other departments in Arts & Science and Education may be included, with the approval of the Graduate Advisor and the History faculty member supervising the field.

Group II: Geographical fields

World 1700-1865 (Standard 6): History 627a, 639, 642, 661, 662, 663, 665a, 684a, 690, 690b, 694a

World 1860-present (Standards 7-10): History 627a, 639, 642, 650a, 663, 664, 665b, 690a, 694b

US 1200-1865 (Standards 5 and 6): History 601, 603, 604, 605, 607a, 609, 611, 612, 613, 655, 684b, 721

US 1860-present (Standards 7-10): History 601, 604, 607b, 609, 610, 615c, 616b, 632, 655, 688, 690b, 722

Nevada and the West (Standards 6-10): History 617a, 617b, 617c, 618, 688, 725

Note: Several topical courses may or may not be appropriate to one or more chronological fields; the student should consult with the Graduate Director to ascertain whether these courses fulfill the requirements in a specific field. These courses include History 606, 627, 680, 681, 687, 694, 695, 712, 713, 714, 724, 740. Relevant courses from other departments in Arts & Science and Education may be included, with the approval of the Graduate Advisor and the History faculty member supervising the field.

Group III: Topical interdisciplinary fields

To determine appropriate courses, consult with the Graduate Advisor and the faculty member supervising the field.

Dangerous Ideas and Prescribed Beliefs:

Intellectual, religious, and cultural history; history of medicine and science related courses in Philosophy, English, Art, Music, Education, etc.

Daily Struggles and Patterns of Social Life:

Social history, gender and ethnic studies related courses in Sociology, Anthropology, Geography, Women's Studies, Education, etc.

Power and Politics, War and Money:

political, military, diplomatic, and economic history related courses in Political Science, Economics, Education, etc.

Expressions of Self and Encounters with Others:

cultural history; diversity and multi-cultural issues related courses in Geography, Anthropology, English, Theater, Art, Education, Psychology, etc.

* * *

PhD Program in History

Description of the Program and Application Process

- At the University of Nevada, Reno, areas of major study (dissertation) for the PhD in History include Nevada and the West, U.S. history, American Studies, cultural history, History of Science, History of Medicine, or selected fields in European history.
- Applicants to the PhD program must hold a Bachelor of Arts or a Master's degree in History or a closely related discipline. Applicants without a Master's degree applying for direct admission to our Ph.D. program must have excellent GRE scores and an exceptional academic record (acceptable fields outside history to be determined on a case-by-case basis by the Graduate Studies Committee). Admission to full Graduate Standing for PhD applicants requires a grade point average of 3.0 or higher in all undergraduate and graduate work and satisfactory scores on the GRE general test. Students intending to apply to our PhD Program should contact the Director of Graduate Studies in the History Department. Detailed information on applying to the PhD program is found below. PhD admissions are entirely separate from MA admissions; completion of the MA program at the University of Nevada, Reno does not ensure admission to the PhD program.

Requirements for admission into the PhD Program

- Applicants to our PhD program should review the requirements for admission found on our website <<http://history.unr.edu/graduate/phd>>.
- Review the requirements for admission found below.
 1. Before applying to the PhD program it is imperative that you contact the Graduate Director of the History Department to ascertain if you meet minimum qualifications for admission and to determine if your goals for study and research can potentially be realized at UNR. Call the Department at 775 784 6855 for contact information.
 2. Application to the PhD Program is made online and ALL materials can be found [Here](#).
 - a. Complete the basic information.
 - b. Follow the instruction for submitting the following:
 - i. Your scores from the GRE General Test. Scores must be no more than five years old.
 - ii. Official copies of your complete Transcripts of all college and university work.
 - iii. A Statement of Purpose discussing your interests and plans for study, and professional career. Follow instructions to upload this on the online application.
 - iv. A Writing Sample (Provide a chapter from your MA thesis if a thesis was part of your program). Follow instructions to upload this on the online application.

v. Three Letters of Recommendation that discuss your academic qualifications and aptitude for graduate study.

3. Once you have applied or have begun the process of application, inform the Graduate Director via email of your intent to apply.

4. Applications to the PhD program are due March 1 for matriculation in the following Fall semester. In general, The Graduate School does not allow admissions to roll over to the following semester.

International Students:

International prospective students must also submit the following no later than the degree application deadlines below:

- International Student Application Materials:

- Financial Data Form

- Send these materials to:

International Admissions/074

University of Nevada, Reno

Reno, Nevada 89557 USA

General Requirements:

The following requirements (listed in order of completion) apply to all students in the PhD program.

1. Time Limit. All requirements must be satisfied during the eight calendar years immediately preceding the granting of the degree.

2. Admission to Candidacy. Admission to a PhD program of study does not imply admission to candidacy for the PhD degree. No PhD student is admitted to candidacy until he or she has passed the comprehensive examinations (see below).

3. Total Credits. The PhD degree in History requires a minimum of 49 credits past the MA, of which at least 24 must be in course work. **In addition, the PhD degree requires a current working knowledge of one foreign language, written comprehensive exams, a prospectus colloquium, dissertation and oral defense. The comprehensive examination is for 1 credit and can be used to fulfill the 30 required credits of 700-level course work.**

4. Grades. A graduate student in the Department of History will not be granted credit toward the degree for any course (including transfer courses) in which the final grade is below a "B" (3.0).

5. Course Expectations. A term paper or its equivalent will be required in each course taken for graduate credit in the Department of History.

6. Continuous Registration. By Graduate School regulations, graduate students must maintain continuous registration of at least three graduate credits per semester to remain active in the pursuit of a degree. This means that students studying for comprehensive exams or writing theses must (even if they are not in residence) register for at least three graduate credit hours each semester (summers excluded) until they graduate. Failure to enroll in at least three credits per semester -- or to request an official Leave of Absence -- will result in a student's being dropped from Graduate Standing; the Department may subsequently decide whether or not to readmit the student. The form for Leave of Absence can be found [Here](#).

7. Residence. By Graduate School requirements, a PhD degree requires a minimum of six semesters of full-time work beyond the baccalaureate degree, including at least two consecutive semesters (excluding summer sessions) to be spent in full-time residence at the University of Nevada, Reno. (Full-time residence requires a minimum of nine credits per semester. Graduate teaching assistants taking at least six credits per semester are also considered to be in full-time residence.) This requirement may be satisfied by dissertation credits earned in residence, but admission to candidacy may not occur until the residency requirement has been met.

8. Paperwork. The student is responsible for a knowledge of the degree requirements and for the timely submission of all Graduate School forms. Early in their graduate careers, students should become familiar with the most important of these forms: the Program of Study, the Notice of Completion, and the Application for Graduation.

Before proceeding beyond nine credits of Graduate Study, the student must have accomplished the following:

9. **Proseminar.** All candidates for the PhD in History are required to take History 600 (Proseminar), ordinarily during the first semester of enrollment (unless they have taken the proseminar as MA students at the University of Nevada, Reno). The proseminar provides an introduction to the members of the Department and the examination fields offered, to the requirements of the graduate program in History, and to the graduate study of history.

10. **Entrance Interview.** Each student in the PhD program will be evaluated by the Department during the first six weeks of enrollment beyond the Master's degree. The evaluation will take the form of an interview by the Department, to assess background, strengths, possible deficiencies, in order to assist the Department in recommending and setting up a program for the student. Based upon this evaluation and the student's subsequent work, his or her committee may recommend a program that includes additional requirements or other adjustments to the requirements as listed in this bulletin.

11. **Fields of Study.** In consultation with the Graduate Advisor, the student must select three fields of study (leading to comprehensive examinations over a broad spectrum of historical material) from the list of PhD Examination Fields. Usually these fields will be from a minimum of two groups. One field should be in the same subject area as the dissertation (see # 27 below). One field may be taken in a department outside History with the approval of the student's committee. The student's examination fields, research emphasis, and dissertation topic must be approved by his or her committee and the Graduate Director on the basis of adequate library resources in the field and committed faculty involvement.

12. **Graduate Committee.** The student must secure the agreement of a member of the department faculty to supervise (chair) his or her doctoral dissertation, and an advisory committee must be appointed, subject to that chair's approval. Ordinarily this committee consists of those faculty members supervising each of the student's fields of study, plus two faculty members outside the Department of History. Each field of study should be supervised by a different faculty member. (If a student is pursuing an examination field outside History, the faculty member supervising that field does not count as an outside member of the committee.) In all cases the student's committee must include at least three members of the Department of History and at least two faculty members from outside the Department; all must be members of the Graduate Faculty.

13. **Transfer Credits.** A maximum of 24 credits in graduate courses with grades of "B" or higher may be transferred from another university and applied toward the PhD, with the approval of the student's committee and the Graduate Advisor. A master's degree from another university can thus transfer as 24 credits, at most. Credit completed as a Graduate Special student or in graduate work outside the University may or may not count toward the total degree requirements, at the discretion of the student's committee. To transfer graduate credits from another university, a student must complete the "[Graduate Transfer Evaluation Request](#)." Normally only courses taken in History will be considered for transfer credit.

14. **Program of Study Form.** In consultation with the committee members and the Graduate Director, the student drafts the "[Advisory - Examining Committee/Program of Study](#)." The student should list all courses that he or she plans to take en route to the degree and that will fulfill the requirements of the degree, including comprehensive exams (History 795) and dissertation (History 799). It is imperative that the student consult with each member of his or her committee, so that all courses necessary for each examination field are included in the Program of Study. Members of the committee should not sign the form until the program-of-study meeting (#15 below).

15. **Program of Study Meeting.** Having completed the Program of Study form, the student arranges a meeting to be attended by all members of his or her committee and the Graduate Advisor. At this meeting, the student explains his or her program of study (fields and courses) and scholarly interests. The committee members and Graduate Advisor review the Program of Study form to ensure that it includes all courses necessary for the chosen fields and satisfies all requirements of the program. If the form is deemed complete and satisfactory, the faculty members sign the form, which is then forwarded to the Graduate School for official approval and filing.

After beginning the PhD program but before taking comprehensive examinations, the student must accomplish the following:

16. **Specific Course Work Requirements.** In addition to History 600 (Proseminar), all PhD students are required to take either History 781 (Historiography: The Americas), History 783

(Historiography) or History 785 (U.S. Historiography) AND one of the following: History 700 (Cultural Studies and History), History 701 (Philosophy of History), or History 780 (Methodology).

17. Seminar Requirement. Of the applicant's course work, at least 12 credits must be in seminars. Three of these credits must be chosen from a group other than the major field of study. The student should complete a seminar related to each of his or her examination fields, in order to prepare for the comprehensive examinations. Exceptions to this policy may be approved by the student's committee.

18. Independent Study/Readings. For most students, some course work occurs as independent graduate readings in history (History 697, 698, 703, or 705). Under each of these numbers, a limited number of credits may be taken (9 in History 698 and 705, 6 in History 697 and 703). Students should keep track of their credits in these courses, so as not to exceed the maximums. Any course taken under such an arrangement should be documented in writing (Department of History form), before the beginning of the semester and at the completion of the course. Completion of this form, signed by the supervising professor, is required for enrollment in independent-readings courses.

19. History 737. History 737 (Practicum in History) may be prescribed, on an individual basis, for those students who will be teaching in the Department. It is also available to students seeking internship or supervised research experience. History 737 may not count toward fulfilling credit requirements for the PhD in History.

20. Foreign Language Requirement. A current working knowledge of one foreign language other than the student's native language (not English) is required. Students planning on dissertation research which focuses on a foreign culture should expect to be examined in the principal language of that culture. Currency is determined by the student's completion with a grade of "C" or better of a fourth-level language course while a graduate student at UNR, or by the successful passing of a language examination designed and administered by the University of Nevada, Reno Department of Foreign Languages and Literatures. The student's committee may impose further requirements if deemed necessary for the student's program and professional objectives. The language requirement must be satisfied before taking comprehensive examinations.

21. Changes in Committee Members/Examination Fields. A student may change his or her examination fields or committee members only with the approval of his or her committee chair and the Graduate Advisor. Such changes may require the student to take additional courses. If the chair and Graduate Advisor will determine that the resulting change in the student's program warrants a new program-of-study meeting, the student will arrange that meeting as in #15 above. A change in the student's major field and/or committee chair will ordinarily require a new program-of-study meeting. If the change does not warrant a new meeting, the student should complete the "[Change in Advisory Committee](#)" form, obtain the requisite signatures of the outgoing and incoming committee members, and submit the form to the Graduate Director for processing.

Comprehensive Examinations:

22. Format and Schedule. Each student must pass comprehensive written examinations of approximately six hours in length in each of his or her fields (as described in #11 above). Previous exams are kept on file in the Department of History; students may consult those exams in the History office. Exams are offered only during fall and spring semesters. The Graduate Advisor schedules all exams within a one-week period, generally around the thirteenth week of the semester. They are to be taken during the student's final semester of regular course work.

23. Evaluation and Re-examination. All exams are read by at least two members of the Department of History, except in fields taken outside the department. The student's committee may, when the examiners believe that additional study is justified, permit the student to arrange for re-examination in case of failure. Failure in the student's major field of study may lead to dismissal from the PhD program. No part of the examination may be retaken more than once.

24. Credits. Comprehensive examinations (History 795) count for one credit. If a student must retake an exam after the semester in which exams were originally taken, he or she will receive a grade of Unsatisfactory, to be replaced with Satisfactory or Unsatisfactory after the re-examination.

After successful completion of comprehensive examinations:

25. Admission to Candidacy. The student is formally admitted to candidacy upon passing the comprehensive examinations, if the residency requirement has been satisfied (see #7 above). At this point, the "[Doctoral Degree Admission to Candidacy/ Comprehensive Examination Report](#)" should be signed by the committee and submitted to the Graduate Director for filing.

26. **Prospectus Colloquium.** Upon passing the comprehensive examinations, the student prepares a prospectus for his or her dissertation, which is formally presented to the advisory committee at a prospectus colloquium. Typically the prospectus includes a bibliography and an extensive description of intended contents, methodology, and archival sources. The colloquium is a public event of roughly ninety minutes, to which the History faculty and graduate students are invited. Ordinarily the candidate will make a brief (15-20 minute) presentation on his or her proposal, followed by questions from the committee and others assembled. After approval of the prospectus, the student may proceed to the dissertation.

27. **Dissertation.** Among the fields of study for the PhD, a select number are designated as areas for potential dissertation topics; these are indicated by an asterisk on the list below. The other fields listed are NOT available for dissertation research within the Department of History. Within the marked fields, the specific topics must be approved by the student's graduate studies committee based upon factors such as requisite language skills, library and archival resources, and available faculty expertise. The student must secure the agreement of a faculty member to serve as the dissertation advisor. The dissertation is a work of significant original scholarly research and analysis. It should contribute to historical knowledge, exhibit a mastery of the sources and secondary literature of the subject and the techniques of exploiting them, and display a fair degree of literary skill. It should be submitted in accordance with the guidelines provided by the Graduate School. Students should obtain those guidelines at the beginning of the dissertation process, in order to avoid reformatting later. *The Chicago Manual of Style*, latest edition, will be the authoritative guide to style and form for all doctoral dissertations.

28. Students must purchase and complete an online application for graduation in each semester when they wish to graduate. The application is available [Here](#). Applications are due in accordance with the information on the Graduate School Website. (In general, there is no longer a policy allowing graduation applications to "roll over" to a subsequent semester.)

29. The application for graduation provides a final list of all courses the student has taken in order to complete the program. If that list in any way deviates from the one on the Program of Study form, the student must attach a "Change in Program of Study" form detailing the changes. If the student's committee has changed, he or she must attach the "Change of Advisory Committee" form.

30. Final Oral Examination. After the doctoral dissertation has been received by the advisory committee, a final oral examination (60-90 minutes) on the dissertation and related topics will be conducted, upon the committee's recommendation. The final oral exam is a public event, to which the University community is invited. Upon passage of the oral exam and acceptance of the dissertation, the committee members sign the "Doctoral Degree Notice of Completion."

31. The Notice of Completion form and the approved dissertation are generally due to the Graduate School approximately two weeks before the end of the semester in which the student intends to graduate. Deadlines are published on the Graduate School's website and in each semester's course schedule. It is the student's responsibility to plan his or her work so as to meet these various deadlines.

Written Comprehensive Examination Fields: PhD

The following are the groups and fields of historical study open for PhD examinations: Potential dissertation fields are indicated by an asterisk (*); within those fields, specific dissertation topics are limited as explained in point 27 above.

<p>Group I US 1740-1815 US 19th Century* US 20th Century* US Social History* US Cultural/Intellectual History* African American History American Environmental History* Nevada and the West*</p>	<p>Group II Renaissance Early Modern Europe Europe 1789-1914 Europe 1890 - Present* European Cultural/Intellectual History* Family and Community in European History British Isles Since 1688* British Empire Russia to 1900 20th Century Russia and the Soviet Union*</p>
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Group III Colonial Latin American History* Modern Latin America Traditional East Asian History Modern East Asian History 20th Century East Asia Latin American Cultural/Social History* East Asian Cultural History Ancient Africa Modern Africa	Group IV Cultural Theory* Gender Studies* History of Medicine* History of Science* Popular Culture and Diaspora Studies Comparative Fields (such as slavery, socialism, environmental history, 16th century studies) Fields in other departments (such as Basque Studies, historical archaeology)
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Graduate Certificate in History

General Information

- The program is designed for, but not limited to, classroom teachers in social studies seeking advanced preparation in specific history content areas. Students will improve their professional preparation by expanding knowledge of content areas and research and writing skills, selecting areas of study linked to their professional goals. The program has been designed to expand the ability of teachers to instruct across the curriculum based upon the district standards
- Students currently enrolled in a program for social studies credential in the College of Education, may also pursue the certificate. If they are pre-bachelor’s students, their enrollment must conform to the policy of the Graduate School regarding enrollment of undergraduates in graduate level courses as stated in the UNR catalogue.
- Students with majors in disciplines of the social sciences or humanities whose goals include historical writing, research, study, and or applied history, may also work toward the certificate.

Admission

To pursue the certificate, the student must meet one of these requirements: a Bachelor’s degree in a humanities or social science; a bachelor’s degree in Education; or Teaching Credential; or if they are undergraduates, they may pursue the certificate provided they are working on one of the degrees or credentials described above, and that they meet the requirements of the Graduate School, as stated in the UNR catalog, for undergraduates taking graduate courses.

Applications: To study for the Graduate Certificate in History at UNR

Review the requirements for admission found at [[enter url](#)]

If you have a BA or BS degree:

- a. Enroll as a “Grad Special” [Here](#). Enrollment is possible up to the first day of each semester.
- b. Contact the Graduate Director to notify her/him of your intent to pursue the certificate before you have completed three graduate credits.

If you are an undergraduate who meets the qualifications for enrolling in graduate credit contact the Graduate Program Director before enrollment in graduate credits for the certificate.

Program Requirements

Students must complete twelve units of graduate-level courses with a grade of at least B. At least three credits must be taken at the 700 level. Students must notify the Graduate Director of the Department of History, in writing, of their intent to pursue the certificate and must meet with the Director to plan their course work.

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Dismissal Policy: UNR Department of History Graduate Program

Graduate students in the History Department's MA, MAT or PhD programs may be dismissed for the following reasons:

1. Failure to identify an advisor and committee of study within twelve months of beginning the program.
2. Failure to complete a Program of Study form within twelve months of beginning the program.
3. Failure to enroll in a minimum of three credits per semester.
4. Failure to maintain at least a 3.0 GPA or failure to earn at least a B- in any course.
5. Failure to meet program requirements in a timely manner.
6. Any act of academic dishonesty, including but not limited to plagiarism. (See UNR's Academic Standards here: <https://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/academic-standards>).
7. The Graduate Program Director will notify the student in writing of the reasons for consider her/his dismissal and invite the student to meet. The student will be notified in writing of the outcome.
8. Dismissals may be appealed to the department chair. The chair will notify the student in writing of the outcome.

Graduate School Academic Requirements:

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0 they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

Probation: students whose cumulative graduate GPA is .1 to .6 points below that needed for a 3.0 GPA are put on probation. Students are placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have **no** impact on a student's GPA.

Dismissal: students whose cumulative graduate GPA is .7 or more grade points below that needed for a 3.0 GPA are dismissed. Dismissed students are no longer in a graduate program but may take graduate-level courses as a Grad Special. Students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0 and then re-apply to a graduate program. Any courses taken to raise their GPA will be included in the graduate special/transfer credit limitation (9 credits for master's degrees).

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Graduate Assistantships

- The Department of History offers a limited number of assistantships annually. Graduate Assistants are exempt from out-of-state tuition, and they also receive a substantial waiver for course fees.
- Assistantships are awarded on a competitive basis to applicants admitted to Graduate Standing in History. Duties may consist of leading discussion sections, grading examinations and reports, proctoring examinations, lecturing, and aiding in research projects. A Graduate Assistant in the Department of History must register for minimum of six graduate credits each semester. Graduate Assistants may hold no other employment in the University and Community College System of Nevada without the approval of the Graduate Director and the Graduate School.
- Requirement and expectations, payments and benefits, grant-in-aid forms, and policies on enrollment and employment can be found on the [Graduate School Web pages](#). See in particular the information on maximum length of awards. The award letter from the History Department will indicate the length of your immediate award.
- Teaching assistants are expected to be available for work and/or training the week before the beginning of classes each semester. All new Teaching Assistants are required to attend Teaching Assistant Training during the week before classes start, according to the schedule set for each Fall semester by the Graduate

School. The department may also require that Teaching Assistants attend the Core Humanities training during that week.

Application

Teaching Assistantship applications are normally awarded once a year. Application Deadline: **March 1st**. Students applying for admission to the MA or PhD program:

"Application for Graduate Assistantship"

1. Indicate on the online application your wish to apply.
2. Contact the History Graduate Director by letter (not email) to notify them of your application before the application deadline.
3. The Graduate Director may request additional materials.

Mail to:
Department of History/0308
University of Nevada, Reno
Reno, Nevada 89557-0031

For consideration, all application materials for admission must have been received by the March 1 deadline.

Students currently enrolled in the MA or Ph.D. program who wish to apply or reapply. Submit the following:

"Application for Graduate Assistantship"

Two Letters of recommendation using the [Letter of Recommendation form](#) as follows

- A letter from your committee chair.
- A letter from a faculty member with whom you have recently completed course work.

All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master's degree students and five (5) years for doctoral degree students.

Links to the most updated information on graduate assistantship in the graduate school website:

General information: <http://www.unr.edu/grad/funding/graduate-assistantships>

Graduate Assistantship handbook: http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf

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Scholarships

The Department awards scholarships each year.

For continuing students

- **An online form must be filled out by February 1**, on MyNevada. Go to Student Center, Supplemental Forms, Scholarship Application.
- Between February 1 and March 1 you must ALSO Send a letter to the Graduate Director that addresses the following:

- How many semesters you have been enrolled in your a degree program
 - Indicate if you have a completed POS.
 - If you have a POS on file, explain any deviations from your program.
 - Indicate the date you passed your comprehensive examinations, or the date you are schedule to take them according to your POS if applicable.
 - If you have received scholarship funds in the past.
 - List any honors, fellowships, publications, curated exhibitions, internships or employment related to your career goals
 - If you have a teaching fellowship (TAship): how many years you have been so funded.
- Ask the director of your Graduate Committee to send a letter or email to the Graduate Director that describes your progress toward your degree using the [Letter of Recommendation Form](#).
 - Optional: a second letter of recommendation from someone familiar with your accomplishment in your academic work using the [Letter of Recommendation Form](#).

New applicants should contact the Graduate Program Director regarding application: [Dr. Charles Tshimanga-Kashama](#).

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Maintaining Graduate Standing

- People who have been admitted to graduate programs in the Department of History at the University of Nevada, Reno are required to respond to the letter of admission in writing, stating whether or not they intend to enroll. Should someone admitted to the program neither respond to the letter of admission nor request deferral, the Department will ask that the Graduate School cancel the offer of admission.
- Students in graduate programs at the University of Nevada, Reno are required by the Graduate School to enroll in a minimum of three graduate credits in each fall and spring semester to remain in Graduate Standing. The Department of History decides whether students who fail to maintain Graduate Standing are to be readmitted to the program at any subsequent date. Students who are unable to take the minimum number of credits in a given semester should request a Leave of Absence (Graduate School form) if they wish to retain their status in a graduate program. Students may be admitted to the M.A. or M.A.T. program under a “Prescribed Program of Study” or to the Ph.D. program under a “Provisional Admission.” These courses of action may be taken for students whose prior background displays promise but does not fully meet the requirements for unrestricted admission. Students who are admitted in these ways have their first semester’s or academic year’s course work prescribed by the Graduate Advisor, in consultation with faculty in the students’ areas of interest. Successful completion of this course work (with no grade below “B-” and GPA in the program of at least 3.0 for each semester) ends the period of prescription. If any course grade is below “B-” or the GPA in the program falls below 3.0, the student’s Graduate Standing in the program is terminated.
- Students who fail to make satisfactory progress toward the degree will be dropped from the graduate program.
- Academic dishonesty is grounds for dismissal from any graduate program in the Department of History. Should any graduate student in the Department be determined to be guilty of academic dishonesty, following the procedures outlined in the University’s Academic Dishonesty Policy, the Department’s Graduate Studies Committee will request that the Graduate School dismiss the student from his or her graduate program, immediately. Refer to the University [Standards](#) for more information.

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Health insurance

All domestic degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University sponsored health insurance for each term they are eligible (fall & spring/summer). If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student's responsibility to complete the [University online waiver form](#) prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact the [Office of International Students and Scholars \(OISS\)](#) directly. <http://www.unr.edu/grad/health-insurance>

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Leave of Absence

Continuous Enrollment: To maintain "good standing" all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate. International students may be required to enroll in nine graduate credits each fall and spring semester depending on the requirements of their visa. All students holding assistantships (whether teaching or research assistantships) are required to enroll in a minimum of six (6) graduate credits each semester they hold the assistantship.

Leave of Absence: Students in good standing may request a leave of absence by completing a leave of absence form available on the Graduate School website (http://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23.pdf) during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any "incomplete" grades which could be changed to "F" and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

Reinstatement: When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the Reinstatement form (available on the Graduate School website http://www.unr.edu/Documents/graduate-school/noticereinstatementgraduatestanding_9.23.pdf). This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

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Graduate Student Association

The [Graduate Student Association \(GSA\)](#) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees. <http://www.unr.edu/gsa/>

CLAGS and HGSA

- **CLAGS:** The College of Liberal Arts Graduate Student Symposium (CLAGS) at the University of Nevada, Reno is an interdisciplinary graduate conference designed to increase dialogue and knowledge across, but not limited to, the liberal arts and between institutions, offering participants an opportunity to broaden their research and develop professional relationships. The symposium offers a window into cutting edge academic research by pursuing debates on humanity and the humanities. In a joint effort to not only define but also innovate conversations of the liberal arts, the humanities and the construction of interdisciplinary study, the conference panels discuss humanity, the human and the inhumane to provide perspectives on the material and bodily effects of critical pursuits. The symposium has grown into a three-day event featuring an art exhibit, poetry readings, musical performances, documentaries, workshops, social events, and a wide range of scholarship. The 2015 symposium had 100 presenters from 38 different universities across 34 disciplines and featured Dr. Eric Lott of CUNY as our keynote speaker.
- **HGSA:** The UNR History Graduate Student Association (UNR-HGSA) is a vehicle to provide material, professional, and social support for all history graduate students. The UNR-HGSA is committed to nurturing a supportive community within the history department, to advocating for the needs of all history graduate students, to facilitating communication among all history graduate students and with the wider university community, to organizing social events in the Reno/Tahoe area, to offering public service opportunities in the Reno/Tahoe community, and to providing the professional development workshops.
- *Social events* are designed to give history graduate students and their significant others a much needed and deserved break from the grind of graduate school. We seek out activities that highlight the best parts of the Reno/Tahoe area.
- The workshops are designed to be support group for history graduate students to help them survive and thrive at UNR. The workshops are open for all history graduate students. The *writing workshops* help graduate students with their prospectus, thesis, dissertations, research papers, or articles. The *professional development workshops* help to demystifying the processes of graduate school and becoming a historian. Topics include passing comps, attending conferences, conducting research, and finding a job.

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Graduate School Forms

- You can find an updated list of forms and requirements here: <http://www.unr.edu/grad/forms>
- Below are links to forms that are required by the Graduate School for admission. Please make note of the respective deadlines.
 - Declaration of Advisor/MajorAdvisor/Committee Chair - <http://www.unr.edu/grad/forms/delcaration-of-advisor>
 - For master's students, completed form must be submitted to Graduate School by the end of the student's second semester.
 - For doctoral and MFA students, completed form must be submitted to Graduate School by the end of the student's third semester.
 - Program of Study - <http://www.unr.edu/Documents/graduate-school/program-of-study.pdf>

- For master's students, completed form must be submitted to Graduate School by the end of the student's third semester
- For MFA and doctoral students, completed form must be submitted to Graduate School by the end of the student's fourth semester
- (Doctoral Programs only) Doctoral degree admission to candidacy - <http://www.unr.edu/Documents/graduate-school/17doctoral-degree-admission-to-candidacy.pdf>
 - For doctoral students who completed all requirements except for the dissertation
- Graduation Application - <http://www.unr.edu/grad/forms/graduation-application>
 - Must be submitted to the graduate school several weeks in advance. Check website for exact dates
- Notice of completion – completed form should be submitted after all requirements have been met.
 - Master's - <http://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree.pdf>
 - Doctoral - <http://www.unr.edu/Documents/graduate-school/notice-of-completion-doctoral-degree.pdf>
- Exit Survey - <http://www.unr.edu/grad/forms/exit-survey>