

## Current Student Guide

### Contents:

- **Terminology & Select Policies (pp. 1-3)**
  - **Continuous Enrollment Policy and Procedures (p. 4)**
  - **Thesis Process (p. 5)**
  - **Goals and Learning Outcomes (p. 6)**
- 

## Terminology & Select Policies

### Student Status

**1. Post baccalaureate - Classified**

Refers to students working on a Credential or Certificate objective only.

**2. Graduate Student – Conditionally Classified**

Refers to any student who admitted to a specific degree objective or may have deficiencies in his/her academic background; relates to the first, and often the second semester, of graduate level study.

**3. Graduate Student – Classified**

Arguably, the most important stage of your graduate study at the university. It occurs only when you have an approved STUDY PLAN on file with the graduate advisor of your chosen program and with the Office of Graduate Studies. You obtain and develop the Study Plan with the Graduate Program advisor of your field of study.

### Study Plan Elements

1. You are required to meet with your department graduate advisor when you are approaching or have completed 12 units of coursework to create your official Study Plan.
2. A maximum of 9 units of 400-500 level course work completed between the BA/BS degree and entering a CSUF graduate program may be counted toward the Study Plan. Speak with your department graduate advisor regarding the request process.
3. Graduate students must complete a minimum of 21 units “in residence” at Cal State Fullerton. Classes taken as an Extension, Adjunct, or Open University do not count toward this residency.
4. Prior to filing your Study Plan, you should have selected a culminating experience (comprehensive exams, thesis, or project).
5. If you intend to declare one of the two available concentrations (Public History or Chicana/o Studies), that should be selected before filing your Study Plan.

## **General Policies and Standards**

1. Time limit -- Complete all requirements within FIVE years (10 consecutive semesters).
2. Residence Requirement – Complete minimum of 21 units enrolled in regular sessions; classes completed as Extension, Adjunct, or Open University through Extended Education enrollment do not count toward this residency requirement.
3. Graduate Writing Requirement – All master’s degree programs require the completion of a graduate-level writing requirement. For our program, HIST 501 covers this requirement.
4. Maintain Continuous Enrollment – *See page 4 for details.*
5. Leave of absence – Approval by the Office of Graduate Studies (OGS) is required. Such requests can only be submitted after completion of six units. May be granted for two consecutive semesters with substantive documentation as well as department and university approval. Form is available on the OGS website.
6. Minimum Grade Point Average – Maintain a GPA of at least 3.0 in all 400 and 500 level units attempted and all required course on the study Plan.
7. Repeating Study Plan Courses – A Study Plan course may be repeated only once. If a course is repeated, both grades are included when computing the student’s Study Plan and cumulative CSUF grade-point average. Repeated courses must be taken with a different topic, which shows on the transcript.
8. Probation and Disqualification – Probation occurs when either the cumulative GPA or Study Plan GPA falls below 3.0 or for “administrative-academic reasons.” Disqualification results after three consecutive semesters of probationary status.

### **Transfer or Extension Units**

No more than nine units taken in extension or transferred from another college or university allowed. The student must seek approval from their program graduate advisor before taking courses in extension. For information on the applicability of such course work, speak with an advisor and see the [University Catalog](#).

### **Inapplicable Courses**

Courses numbered 100 to 399 cannot be credited toward a master’s degree. Any 400-level course which is not identified as “eligible for Graduate Credit” as defined in the current [University Catalog](#) cannot be credited toward a master’s degree.

### **Minimum Full-Time Load**

Twelve units of coursework per semester or nine units of coursework, including six units of 500 level classes, per semester constitute a minimum full-time load for graduate students. If you receive financial aid, you are required to enroll in at least six units each semester.

### **Advising**

It is vital for graduate students to meet regularly with a program graduate advisor at least once each semester. Normally, two department faculty are designated as advisors. Please see the department website or contact the department office for current advisors.

### **Finding Faculty to be Exam Readers**

Students on the exam track should begin actively searching for faculty readers by the second semester of enrollment. Start by initiating a conversation with faculty whom you have taken a class with or those you know from extracurricular activities. Both readers must be full-time history department faculty. If you are unsure how to start or whom to ask, consult with a graduate advisor.

When you are ready to ask faculty to serve as readers, be sure to acquire the necessary Comprehensive Exam forms first. Contact the current history department Graduate Coordinator for this paperwork.

### **Establishing a Thesis/Project Committee**

Students planning to complete a thesis or project should begin actively searching for committee members by the second semester of enrollment. A committee is comprised of three members: the committee chair and two supporting committee members. The chair must be a full-time history department faculty. Committee members must be full-time faculty, but one can be from an outside department or even another campus. Be sure to consult with a graduate program advisor regarding non-history department committee members.

Determining who will serve as the committee chair must be completed prior to seeking committee members. Start by initiating a conversation with faculty whom you have taken a class with or those you know from extracurricular activities. If you are unsure how to start or whom to ask, consult with a graduate advisor.

Before you officially ask faculty to serve as chair or committee members, you must acquire the necessary Thesis/Project Committee forms. Contact the current history department Graduate Coordinator for this paperwork.

### **Professional Development Requirement**

All history graduate students must complete the Professional Development Requirement as part of their study plan. This requirement allows students to engage in career exploration experiences prior to graduation. Options for completing this requirement are such as follows (to be discussed with a graduate advisor):

1. Participating in an approved career event through the CSUF Career Center, one's employer, or a third party.
2. Joining or viewing at least one Department of History career webinar for historians.
3. Career preparation or continuing education in student's existing career path (advisor approved) or attendance at a professional conference.

### **Final Stages – From “Classified” to “Candidate”**

1. The student must apply (and pay a fee) for a Graduation Check. Typical deadlines are early September for fall (January) graduation and early February for spring (May) graduation dates. Please refer to the [OGS website](#) for details.
2. Complete the master's comprehensive exams, thesis, or project. Specific completion and filing dates apply. Check with your departmental Graduate Coordinator, graduate advisor, or refer to the [OGS website](#) for semester deadlines.

For additional information speak with the department Graduate Coordinator, schedule an appointment with a department graduate advisor, or contact the [Office of Graduate Studies](#) (657-278-2618). Also, consult the current semester's Registration Guide for critical dates and the [University Catalog](#) for major policies and procedures.

## **Continuous Enrollment Policy and Procedures**

### **General Policy Statement**

In order to maintain quality and provide adequate supervision, graduate students are expected to maintain continuous enrollment until award of the degree. Maintaining continuous enrollment assures the student's right to complete the study plan as previously approved, according to the "Election of Curriculum Requirements" provision of Title 5. A student who does not need to enroll in any other coursework must register for Graduate Studies 700 (GRAD 700), which carries no credit and does not require attendance.

### **GRAD 700 Enrollments**

Students who have completed all coursework on the study plan and are continuing to work on thesis, project, or comprehensive exam preparation have two options for registration:

1. GRAD 700 through Extended Education (primary option). Students pay a reduced fee and receive no university benefits other than library privileges. Permission to enroll through Extended Education is monitored through the Office of Graduate Studies. OGS contacts eligible students via their campus email. Registration details are provided online through the Office of Graduate Studies. Graduate program advisors receive a list of students enrolled in this special GRAD 700.
2. GRAD 700 through regular registration. Students pay full fees and receive full student benefits (health center, study activities, etc.)

### **Qualifications for Enrollment in GRAD 700 Extended Education**

These qualifications should be verified with and by the Office of Graduate Studies:

1. Applied for graduation.
2. Filed a request for change of graduation date if applied to graduate in an earlier semester.
3. Granted classified standing.
4. Enrolled in all units required for the degree and continuing work on thesis, project, or comprehensive exam preparation.
5. Completed the Graduate Writing Requirement.
6. Previously enrolled in 596 and 597 or 598 as applicable.
7. Not employed in a work-study program.
8. Not receiving financial aid or veteran's benefits.
9. Coursework completed within the 5-year time limit, or extension approved.
10. Any outdated coursework, beyond 7 years, is validated.
11. In good academic standing, i.e. not on probation.

The [Office of Graduate Studies](#) (CP-950) identifies and contacts students who are eligible to enroll in GRAD 700. If you believe you are eligible, contact their office directly. Note that the Department of History advisors and Graduate Coordinator can provide guidance regarding this process but do not initiate enrollment in GRAD 700.

## **General Thesis Process**

1. Submission of a draft of the thesis proposal to the advisor that meets the specifications in the General Guidelines.
2. Once the advisor determines the proposal adequate, he or she circulates the paper to the other members of the committee and schedules the defense for at least two weeks after the draft has been distributed.
3. Students are responsible for obtaining and completing the necessary paperwork for the defense of the proposal. Contact the History Department Graduate Coordinator for these forms.
4. If necessary, submission of revised proposal to all committee members; committee members may reject a proposal that does not include the revisions agreed upon in the proposal discussion meeting.
5. Meeting with the Committee to discuss the proposal. After the discussion, the student should leave the room while the Committee debates the merits of the proposal and decides to approve, conditionally approve, or reject the proposal.
6. Students are strongly encouraged to share an early sample of their thesis, such as a chapter or the introduction, with the entire committee to allow for feedback useful in the remaining writing process.
7. Submission of the first thesis draft to the committee chair. The chair will decide whether the draft is ready for the entire committee's attention.
8. If necessary, revision of thesis draft, and submission to the committee chair and the committee.
9. Students are responsible for obtaining and completing the necessary paperwork for the defense of the final thesis. See the Office of Graduate Studies website for [thesis submission information](#) and contact the History Department Graduate Coordinator about forms.
10. Thesis committee meeting with the entire committee. The committee may accept the thesis or ask for further revisions. The student will be asked to leave the room in this instance to allow committee members the freedom to discuss.
11. If necessary, submission of the revised thesis and a second thesis committee meeting. The committee may accept the thesis or declare the thesis incomplete.

### **Thesis Procedures and Regulations**

The student must obtain a copy of THESIS PROCEDURES AND REGULATIONS, well in advance of thesis preparation. This may be obtained via the [Office of Graduate Studies Thesis and Procedures and Regulations](#).

The thesis must conform in matters of style and format to the rules in THESIS PROCEDURES AND REGULATIONS.

### **History Department Style Manual**

The Chicago Manual of Style is the style manual approved by the History Department for the use in the M.A. Program.

## **Goals and Learning Outcomes**

The following goals and student learning outcomes apply to students pursuing the M.A. in History:

### ***Knowledge***

- Demonstrate knowledge of historical facts, themes and ideas
- Summarize accurately and concisely other historians' arguments
- Understand the particular methodological and theoretical approaches of historical, as well as interdisciplinary scholarship

### ***Effective Written and Oral Communications***

- Demonstrate the ability to effectively communicate historical knowledge and reasoning both orally and in writing
- Demonstrate the ability to comprehend, evaluate, analyze and synthesize information from a variety of primary and secondary sources, including written sources, images, film and oral histories
- Demonstrate the ability to articulate respective critical observations
- Demonstrate the ability to adhere to professional conventions of historical writing, including rigorous documentation

### ***Analysis, Evaluation, and Synthesis***

- Differentiate between and properly identify the topic, purpose and thesis in a work of historical writing
- Differentiate between evidence and interpretation in a work of historical writing
- Differentiate within the context of a piece of historical writing between primary and secondary sources
- Critically analyze how those sources are used by historians to support their arguments
- Describe and evaluate the methodological approach employed in a piece of historical writing, as well as theoretical underpinnings
- Evaluate the overall effectiveness of a piece of historical writing
- Contextualize historical writing both diachronically and synchronically

### **Pre-Professional Information**

Students seeking career advice are encouraged to speak with a program graduate advisor, any faculty member of their choice, or visit the university [Career Center](#) website. Additionally, students should actively participate in on-campus student organizations, attend academic conferences, and network with fellow students already pursuing careers.