The Master of Arts in History at The University of Alabama at Birmingham offers a strong program that allows students to increase their general historical knowledge while honing key professional skills in reading, writing, and analytical thinking.

The UAB History faculty is particularly well-qualified. Because of their extensive research and publishing activities, they can offer training in traditional fields as well as in new and developing areas of historical knowledge. They are also able to provide students with a wide-range of learning opportunities as well as references and connections to major doctoral programs.

Minimum admission requirements are an undergraduate GPA of 3.0, 18 hours of undergraduate course work in history, and satisfactory scores on the new (August 2011) Graduate Record Exam (GRE) with a minimum of 150 on the verbal section and 4.0 on the Analytical Writing section.

**Application Deadlines**

- **Spring Admission:** November 1
- **Summer Admission:** April 1
- **Fall Admission:** July 1

The program also offers two graduate assistantships per year on a competitive basis. The assistantships require a maximum of twenty hours of work per week in return for an annual stipend ($12,000 to $14,400 per year). Please contact the History Department for further information regarding an assistantship.

Students who wish to know more about the History Graduate Program should contact either Dr. Andrew W. Keitt (akeitt@uab.edu), Director of the History Graduate Program, or Dr. Colin J. Davis (cjdavis@uab.edu), Department Chair of History. Both Drs. Keitt and Davis may also be reached at (205) 934-5634. Please apply to the UAB Graduate Program online at [https://app.applyyourself.com/?id=uab-grad](https://app.applyyourself.com/?id=uab-grad) or call (205) 934-8227 for application information. All application materials (transcripts, GRE scores) should be sent directly to the UAB Graduate School.
History Graduate Program
The University of Alabama at Birmingham

Guidelines for the Master of Arts in History

Overview

The History Graduate Program has two plans for pursuing advanced historical studies. Under Plan I (thesis plan), in addition to the 30 hours of course work, a student writes a master’s thesis based on primary research. Six credit hours are applied for the thesis research in order to meet the required 36 credit hours to graduate with a Master of Arts in History. Under Plan II (non-thesis plan), the student completes 36 hours of course work in a variety of historical fields and must pass comprehensive examinations covering work completed with three different professors. Both plans have the goal of enhancing liberal arts skills and approaches to knowledge that are suitable for those interested in pursuing a doctoral program in history and/or a career in teaching or public history (i.e. museum or archives) as well as those who are simply hoping to enhance their knowledge and skills.

All students must demonstrate competency in both U. S. and non-U. S fields of history (European, Asian, Latin American, World, etc.). They must take a minimum of three graduate seminars (9 hours) in U. S. history as well as a minimum of three graduate seminars (9 hours) in non-U. S. fields.

All graduate students must maintain a 3.0 GPA in course work. Full-time students normally should expect to devote no more than two academic years to completion of the basic Master of Arts degree. Students are urged not to prolong this process beyond three academic years.

Curricula

A student must complete at least 36 hours of graduate course work in order to graduate with a Master of Arts in History. Students may take no more than two directed readings and/or internships as part of these 36 hours. All graduate courses in history are numbered in the 600s.

Directed readings are offered strictly at the discretion of the individual faculty member and a student may not register for a directed reading without prior approval from the faculty member he or she plans to work with. Directed readings may be taken either in conjunction with an undergraduate course or as an independent study.

The following tables list the requirements for both Plan I (thesis plan) and Plan II (non-thesis plan).
Please note that the asterisked (*) courses are offered only once each year. Check listings in this department to plan schedules.

Plan I: The Thesis Plan

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 601: Historiography*</td>
<td>3 hours</td>
</tr>
<tr>
<td>HY 602: Research and Writing*</td>
<td>3 hours</td>
</tr>
<tr>
<td>3 Seminars in United States History</td>
<td>9 hours</td>
</tr>
<tr>
<td>3 Seminars Non-United States History</td>
<td>9 hours</td>
</tr>
<tr>
<td>2 Additional seminars in any field</td>
<td>6 hours</td>
</tr>
<tr>
<td>Thesis Research</td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>36 hours</strong></td>
</tr>
</tbody>
</table>

Plan II: The Non-Thesis Plan

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 601: Historiography*</td>
<td>3 hours</td>
</tr>
<tr>
<td>HY 602: Research and Writing*</td>
<td>3 hours</td>
</tr>
<tr>
<td>3 Seminars in United States History</td>
<td>9 hours</td>
</tr>
<tr>
<td>3 Seminars Non-United States History</td>
<td>9 hours</td>
</tr>
<tr>
<td>4 Seminars: Elective Fields</td>
<td>12 hours</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>36 hours</strong></td>
</tr>
</tbody>
</table>

*All students should take HY 601 and HY 602 during their first two semesters in the UAB History Department graduate program.

Students may take graduate electives in other departments but only with the prior approval of the director of graduate studies.
Your Responsibilities As a History Graduate Student
(Students should also be familiar with the Policies and Procedures section of the Graduate School website)

1. The Graduate School will only accept the forms that are on the Graduate School website at http://www.uab.edu/graduate/online-forms.

2. The deadlines for paperwork for each term are also posted on the Graduate School website.

3. Plan I students who have completed 15 hours of course work should choose their graduate study committee. The chair of the graduate study committee will be the student’s advisor. Plan I students should choose a committee of three faculty members with expertise in their subject field. After consulting with each committee member and obtaining their consent, the Plan I student should complete the attached Graduate Study Committee or MA Examination Committee Information form and forward it to the Graduate Program Director for review. The Graduate Study Committee Letter will be completed by the Graduate Program Director and submitted to the Graduate School.

Plan II students who have completed 15 hours of course work should select an advisor and prepare the attached History Plan of Study.

4. Plan I students must complete the Application for Candidacy form prior to the semester in which he or she plans to graduate. This form is available on the Graduate School website at http://www.uab.edu/graduate/online-forms/218-application-for-admission-to-candidacy. Please submit a copy of the form to the Graduate Program Director or Department Chair’s office.

5. No later than the end of the third week of the semester in which they plan to graduate, Plan I and Plan II students must complete the Application for Degree which is available at the Graduate School website at http://www.uab.edu/graduate/images/acrobat/forms/app-for-degree.pdf. Please submit a copy of the form to the Graduate Program Director or Department Chair’s office.

6. No later than the end of the third week of the semester in which they plan to graduate:

Plan I students must coordinate with their committee members and agree on a time and date for the Master of Arts in History thesis presentation and defense. The student must submit an updated Graduate Study Committee or MA Examination Information form to the Graduate Program Director or the Department Chair’s office advising the date and time of the presentation and defense. In addition, the online Request for Thesis or Dissertation Approval must be submitted to the Graduate School. This request is available on the Graduate School website at http://www.uab.edu/graduate/request-thesis-or-dissertation-
approval-forms-theses-and-dissertations. In addition, an UAB Publication Agreement must be submitted; this agreement is located at http://www.uab.edu/graduate/the-uab-publication-agreement-form-etd.

Plan II students must select an examination committee and coordinate with their committee members on a time and date for the Master of Arts in History comprehensive survey examination. The student must submit the attached Graduate Study Committee or MA Examination Information form to the Graduate Program Director or the Department Chair’s office advising the date and time of the MA examination.

Please note that both Plan I and Plan II examinations must be taken at least one week prior to the Graduate School deadline for that semester. The Graduate School deadline will be approximately 30 days before the expected date of graduation.

7. To reiterate, before graduating, Plan I students must be certain that he or she has completed the following:

- Graduate Study Committee Letter
- Application for Degree
- Application for Candidacy
- Request for Theses or Dissertation Approval
- UAB Publication Agreement Form
- Graduate Study Committee or MA Examination Information Form which will provide the required written notice of his/her committee and the time and date of the Master of Arts in History thesis defense.

Plan II students must be certain that he or she has completed the following:

- History Plan of Study
- Application for Degree
- Graduate Study Committee or MA Examination Information Form which will provide the required written notice of his/her committee and the time and date of the Master of Arts in History examination.

If your paperwork is not completed and submitted by the Graduate School deadlines, you will not graduate. Neither the Director of the History Graduate Program nor the History staff or faculty can take responsibility for incomplete or missing paperwork. The Graduate School will not accept any forms other than those on the website.

8. No excuse will be made or accepted for students who fail to remember and adhere to the following:
a. Graduate students can only earn credits for courses which are numbered 600 and above.

b. Students should make sure they have the latest version of the Program Guidelines. These include the curriculum requirements and are available in the Department of History. Plan I students must comply with the regulations in the *UAB Format Manual for Theses and Dissertations*. The Graduate School will e-mail you a link to this site after the thesis is approved. Please see the Graduate School website for all theses requirements and deadlines.

c. To remain in good standing in the Graduate School, a student must maintain a 3.0 GPA. If the GPA drops below 3.0, the student will be placed on academic probation. Students will have two academic terms to raise their GPA to 3.0 or be expelled from the program.

d. Any grade of “I” (incomplete) will automatically be changed to an “F” if the course work is not completed by the end of the next term. Students are responsible for completing the work and verifying that the professor makes the grade change. **Be aware that the end of the term means the last day of classes.**

e. If a student in the program fails to enroll for course work for a full academic year, he or she will have to apply for readmission. This involves completing a new application form and paying the required fee. Please see the Graduate School website.

f. Course work completed over five years in the past cannot count toward the degree unless the Director of the History Graduate Program validates it. Students should attempt completion of their graduate work for the Master of Arts within three years, if possible.

g. Transfer of credit hours for courses completed at another institution cannot be made until a student has completed at least six hours of course work at UAB. Applications for transfer of credit are located on the Graduate School website. Only 12 credit hours of transferred courses can be applied to the Master of Arts.

h. Courses taken at UAB as a non-degree student can only be counted toward the Master of Arts degree with the approval of the Director of the History Graduate Program. Only 12 credit hours of non-degree work can be applied to the Master of Arts. Please see the Graduate School website.

i. Students who take a Directed Reading course must submit a printed list of all books read for the course. This list will be kept in the student’s file. **Only two** directed reading courses may be counted toward the total graduate hours required for graduation. Internships in public history will be the equivalent of Directed Reading courses for this requirement.
APPLICATION FOR HISTORY
GRADUATE ASSISTANTSHIP

Note: The program has a limited number of assistantships, therefore, we are unable to offer them to all qualified applicants. The decision is often a difficult one. In order to equalize the process, we request the following form be completed by all students applying for an assistantship. Application forms should be returned to Dr. Andrew W. Keitt, Director of the History Department Graduate Program. Only students who have completed the Application for Admission to the Graduate Program will be considered for assistantships. If you have any questions, please contact Dr. Keitt at (205) 934-5634.

Date: __________________ Proposed Semesters: _______________________

Name: _________________________ Student #: __________________________

Address: ____________________________

________________________________

Telephone: ______________________ E-Mail: _________________________

Credit Hours Completed: ___________ Proposed Date of
Current GPA: _______________ Completion of M.A. ____________

Names of UAB History Faculty with whom you have studied, if applicable:

________________________________

________________________________

________________________________

Proficient in: (Please check)

Microsoft Word ______
Microsoft Excel ______
Microsoft PowerPoint: ______
Microsoft Publisher: ______
Graduate Study Committee or MA Examination Committee Information

Note: Please complete this form and submit to either the History Graduate Program Director or the Department Chair’s office.

Student’s Name __________________________________________
Student’s ID # __________________________ Phone __________________________
Student’s E-mail __________________________________________

Committee Members
__________________________, Chair/Advisor
_________________________________
_________________________________
_________________________________

Expected Date of MA Examination or Thesis Defense __________________________
Expected Time of MA Examination of Thesis Defense __________________________

Date form completed __________________________

Revised 05/15/13
### History Plan of Study

**Plan II**

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<th>Hours</th>
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<td>HY 602 Research and Writing*</td>
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<tr>
<td>Seminar History Elective Fields course #</td>
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<td>Total</td>
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Comprehensive Exam to be taken: ____________________________

Approval:

________________________________________________________

Advisor

________________________________________________________

Graduate Program Director

Revised 05/15/13