

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>.
5. 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 and Plan II students must complete the *Application/or 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.
7. 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 <https://www.uab.edu/graduate/contact/33-students/online-forms/216-publication-agreement-for-electronic-theses-and-dissertations-etc>.

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.

8. 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.

9. 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.

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 _ _ _ _ _

**History Plan of Study
Plan II**

Student Blazer/Banner ID: _____ Date: _____

Student Name: _____

Course	Hours Credit	Semester	Grade
HY 601 Historiography*	3.0		
HY 602 Research and Writing*	3.0		
Seminar US History course #	3.0		
Seminar US History course #	3.0		
Seminar US History course #	3.0		
Seminar Non-US History course #	3.0		
Seminar Non-US History course #	3.0		
Seminar Non-US History course #	3.0		
Seminar History Elective Fields course #	3.0		
Seminar History Elective Fields course#	3.0		
Seminar History Elective Fields course #	3.0		
Seminar History Elective Fields course #	3.0		
Total	36.0		

Comprehensive Exam to be taken: _____

Approval:

Advisor

Graduate Program Director