



WASHINGTON STATE UNIVERSITY  
**Department of History**



**Graduate Student Handbook**  
Academic Year 2025-2026

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## Graduate Guidelines

The Department of History's Graduate Guidelines provide basic information about our graduate program, admission requirements, and financial assistance. They are to be used in conjunction with the Policies and Procedures of the Graduate School. The purpose of the guidelines is to elaborate, interpret, and apply the Policies and Procedures with respect to the graduate study of history. Nothing contained here should be construed to contradict or supersede the instructions and regulations found in the Policies and Procedures.

The guidelines are not intended to be absolutely binding upon the faculty and students of the history department. Requests for departures from the guidelines may be made in writing to the department's Graduate Studies Committee, which can authorize or reject them. All such requests should be made with the support of the major professor. Such departures may not conflict with the Policies and Procedures of the Graduate School. In cases where a departure involves significant changes, the Graduate Studies Committee will refer the matter to the entire graduate faculty of the history department for determination.

These guidelines supersede all previous memoranda, minutes, and letters of the Department of History and the departmental Graduate Studies Committee with respect to policy and procedures governing the graduate study of history. They became effective August 1, 2020.

### Mission & Objectives

#### Program Mission Statement:

The graduate program in History at WSU seeks to train professional researchers who are competent in historical theory and methods. Our program prepares students for careers in historical research, public history, and teaching at colleges and universities.

#### Program Objectives:

The objective of our program is to train researchers to have a solid grounding in the methodological and theoretical foundations of historical inquiry. These are the fundamental standards of graduate education espoused by the American Historical Association. It is through this type of professionalized education that our graduates are prepared to successfully enter teaching at the post-secondary level, and other professional occupations.

The History Department graduate program (both at MA and PhD levels) identified three research fields as its priorities, in terms of resources and faculty hiring and development: US history (with emphasis on the American West), World history, and Public history. In the PhD program the uniform secondary field of World/Comparative history has the twofold objectives of (1) providing opportunities that allow students to learn and explore global and comparative perspectives of students' research subjects, and (2) offering credible training in world history as a teaching field.

Student Learning Outcomes: There are seven learning outcomes.

- 1. Student's mastery of the main methodologies and historical arguments in the primary fields of study.**  
By the time the student completed their program they should be able to identify key methodologies and historical arguments in the primary field of study accurately and the implications of each, to demonstrate an integrated and mature understanding of the primary field, to integrate different methodologies and historical arguments into own research independently and to place new scholarship within the framework of own primary field.
- 2. Familiarity with the major trends in historiography and the methodological innovations associated with changes in historiographical theory.**  
By the time the student has completed the program they should be able to identify and integrate major historiographical debates into a mature and coherent understanding of the discipline as a whole, to identify trends

in historiography and historical methodology, competently place themselves within these debates and identify key changes over time in historiographical theory and can place themselves within on this timeline.

**3. Student's ability to apply appropriate theories and methods to the major field through independent research projects.**

By the time the student has completed the program they should be able to identify multiple methodological contributions to the field relevant to their own independent research and to integrate appropriately those discussions within a master's thesis or dissertation. They should also understand not only the implications of appropriate theories and historical methods to their own research, but also the implications of their own research to previous scholarship.

**4. Student's demonstrated mastery of historical exposition**

By the time of completion of the program, the student should be able to identify multiple forms of historical exposition and effectively apply appropriate forms for a particular research project.

Their communication should be not only clear and concise, but eloquent and persuasive. They should demonstrate not only awareness of the types of reasoning used, but also the broader historical and historiographical implications of the decision to use those forms of reasoning. They should demonstrate not only an awareness of the connection between argument and argumentative structure, but the historical and historiographical implications of the decisions they make in this regard.

**5. Student's skills associated with the presentation of historical research within the professional apparatus of the discipline, and communication skills for diverse professional purposes.**

Upon completion of the program, the student should demonstrate successful application of the diverse sets of skills required for the presentation of historical research, including professional-level oral presentation, book reviews appropriate for professional journals, journal-length articles suitable for submission to peer-reviewed journals and (for doctoral students) the production of monograph-length written projects suitable (once revised) for submission to an academic press for publication. They should use communication choices to convey identified purpose and message effectively, create the desired effect (visceral impact, tone and credibility), and manage rapport with (multiple) intended audience(s) or participant(s). They should choose and adjust delivery, media, activities, rhetorical moves, tone, and style to engage target audience effectively and organize information, ideas, and activities with smooth transitions.

**6. Student's success in the production of a successful and nationally commensurate master's thesis or dissertation by defining a viable research project and conducting research according to nationally recognized professional standards.**

Upon completion of the program, the student should be able to identify a viable research project and complete their master's thesis or PhD dissertation according to the national standards of professional conduct, outlined by the American Historical Association. They should accurately and convincingly demonstrate the integrity of their own historical interpretation, provides a reliable, complete and traceable record of historical evidence, as well as demonstrate creativity and depth of thought in moving from the analysis of evidence to the development of a clear, persuasive and historically significant argument.

**7. Student's skills associated with the teaching of history at the college level.**

By the time the student completes the program, they should be able to organize historical narratives for students and integrate various teaching modes to communicate those narratives effectively to the students, appropriate to their level, explain historical events clearly and to communicate the wider significance of those events in terms that students can understand. They should also demonstrate effectively for students the process of historical inquiry and debate and should have elements of teaching aimed at allowing students to learn the process of historical interpretation and debate for themselves. Their teaching methods should be adapted skillfully to learners' responses to content and teaching methodologies and they should demonstrate the successful improvement of teaching practices as a result of integrating feedback from students and/or teaching mentors.

# Graduate Degree Requirements

## Master of Arts in History

**Foreign Language:** Proficiency in a foreign language is not required for the master's degree, although a student's major professor may administer a departmental written translation examination in one (1) or more languages for completion of the MA degree. The language requirement (if applicable) must be fulfilled prior to registration for the Master's Thesis, Research, and/or Examination (History 700), or by the beginning of the student's third semester in the program. If a student has English as a second language and if it is appropriate to their program, the student may count the native language as the foreign language. We encourage students to satisfy this requirement as soon as possible.

### Program Requirements:

The program consists of 30 credit hours beyond the bachelor's degree:

- 6 of the 30 credit hours must be Master's Research, Thesis, and/or Examination (History 700).
- At least 21 hours must be in courses and seminar work at the 400 and 500 level taken for traditional letter grades (A–F). Of these 21 hours of course work, up to 6 credits of non-graduate credit may be used, or up to 6 credit hours of graduate level courses taken from outside the history department (from courses listed in the Graduate School Bulletin.), or a combination of the two.
- At least 15 hours must be taken in the history department; these must include Historiography (History 580), one (1) 3-credit research seminar that is linked with three (3) credits of History 700: Master's Research (taken with student's major professor), one (1) field course in the general or primary field and one (1) field course in an area outside the primary and general fields. Course work outside of these core requirements at the 400 or 500 level should be taken in the student's fields of study. All MA students are expected to take at least 3 graduate-level, 3-credit, letter-graded courses in their primary or general field, and at least 2 additional graduate-level, 3-credit, letter-graded courses. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the director of graduate studies.

See **Appendix A** for Master's Program Checklist

### Primary Fields of Study

*The Primary Field is embedded in the General Field. The Primary Field provides expertise for student's research focus as expressed in the master's thesis.*

Colonial and Early Republic	Reformation Europe
19th Century US	18th Century Europe
Modern US	Modern France
US Foreign Relations	Modern Germany
US Women and Gender	Modern Britain
US Environment	Modern Russia/Soviet Union/Post-Soviet
US West	Modern China
US Race and Ethnicity	Modern Japan
Atlantic World	West Africa
	Colonial Africa

### General Fields

*The General Field provides a broader geographical and chronological framework for the primary field.*

US	Public
Early Modern Europe	East Asia
Modern Europe	World*

\*Note: The student must secure approval for the thesis topic from the major professor and the coordinator of World History.

**The Master's Thesis:** Students taking the thesis option in the MA program must complete a master's thesis for the purpose of demonstrating advanced research skills in preparation for the pursuit of the doctoral degree. The student must file a program of study with the chair of the history department by the end of the second semester of enrollment in the master's program. The program of study establishes the student's committee (with the major professor as chair), outlines a course of study, and proposes a thesis topic. MA students in the thesis track are expected to hold a T-1 meeting by the end of the second semester of enrollment. At the T-1 meeting, the student will present the committee with a thesis proposal for the committee's approval. If necessary, meetings with the thesis committee will continue until such approval is achieved. The major professor will place a memo in the student's file when agreement has been reached and will provide a copy to the student and other members of the committee.

**Oral Examination:** When the master's thesis has been accepted by the thesis committee, the student will present themselves for an oral examination. The oral examination must be scheduled in advance by the student in consultation with the major professor and should ordinarily be attended by members of the student's thesis committee. It will be conducted in accordance with the Policies and Procedures of the Graduate School and will center primarily on the thesis and only secondarily on course work. The student is required to provide the history department with a hardbound copy of their thesis once the degree is completed. Any departmental expenses incurred in submitting the completed thesis (office printing, copying, and thesis binding) will be charged to the student's account.

**Academic Standards:** The academic standards set forth in the Policies and Procedures of the Graduate School will be strictly observed. MA students who fall below a 3.0 cumulative grade point average in any 2 semesters will be permanently barred from further enrollment. The director of graduate studies will send a letter informing the dean of the Graduate School that the student will be barred from further enrollment in graduate study in history and stating the reasons for the decision. A copy will be sent to the student. Only grades of B or better will be accepted for program credit.

#### Master's Degree Timeline

- 1st Semester
  - Select Major Professor and committee
  - Establish ties in Washington for Residency
  - Take responsible Conduct of Research training
- 2nd Semester
  - Hold T-1 meeting with committee
  - Seek IRB approval (if applicable)
  - Submit Program of Study to Department/Graduate School
- 3rd Semester
  - Submit Application for Degree to Graduate School (if applicable)
- 4th Semester (or graduating semester):

- Submit Change of Program Form (if applicable)
- Apply to Graduate and Submit Final Exam Scheduling Form
- Submit final draft of thesis to Graduate School w/in 5 days of successful defense
- Order graduation regalia and update mailing address with WSU
- Update permanent mailing address

**Maximum Time Limits for Completion of Master's Degree:** Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in the [Graduate School Policy & Procedures Manual](#).

See **Appendix A** for Master's Program Checklist

## Doctor of Philosophy in History

The PhD program in History at WSU trains professional researchers who are competent in historical theory and methods. Our program prepares students for careers in historical research, public history, and teaching at colleges and universities.

PhD students must satisfy the requirements in three fields (Primary, General, and World/Comparative) and pass preliminary examinations in Primary and General Fields.

### Primary Fields (eight-hour Preliminary Exam)

The Primary Field is embedded in the General Field. The Primary Field provides expertise for student's research focus as expressed in the doctoral dissertation.

Colonial and Early Republic	Reformation Europe
19th Century US	18th Century Europe
Modern US	Modern France
US Foreign Relations	Modern Germany
US Women and Gender	Modern Britain
US Environment	Modern Russia/Soviet Union/Post-Soviet
US West	Modern China
US Race and Ethnicity	Modern Japan
Atlantic World	West Africa
	Colonial Africa

Please note: All students must consult with their major professors to select appropriate fields. A Public History student has the option of choosing the US General Field as their Primary Field (8-hour exam) with approval of their major professor.

### General Fields (six-hour Preliminary Exam)

The General Field provides a broader geographical, chronological, and historiographical framework for the primary field.

US	Public
Early Modern Europe	East Asia
Modern Europe	World

### World/Comparative Field

The World/Comparative Field provides spatial and temporal context to complement Primary and General Fields and to provide research and teaching breadth. The World/Comparative field must be different from the Primary and General Fields.

All PhD students must take 9 credits of graduate courses to fulfill the requirements of World/Comparative Field. The World/Comparative Field will have dual purposes of (1) providing opportunities that allow students to learn and explore global and comparative perspectives of students' research subjects, and (2) offering credible training in world history as a teaching field. No preliminary examination is required for the World/Comparative Field. Students must pass all three courses with the minimum grade of B+.

All students (except those who take World History as their General Field\*) are required to take a World field, consisting of: 570, 571, and one more field course (either 571, a graduate field course outside their General Field, or a 400 or 500-level course outside History).

\*Students who pursue World History as their General Field must define a Comparative field in consultation with their major professor and take at least 9 credits of graduate field courses that will focus on specific geographic areas outside their Primary Field, or 6 credits of those courses and one course outside discipline of history.

**General Program Requirements:** The program consists of 72 credit hours beyond the bachelor's degree. The student's program of study will be formulated in close consultation with their faculty advisor subject to approval by the Graduate Studies Committee. The student must file a program of study with the chair of the history department by the end of the second semester of enrollment in the doctoral program. The program establishes the student's committee, outlines a course of study, and proposes a dissertation topic. If students are seeking the transfer of graduate credits from another institution, they must list those courses when filing their program of study. See the Graduate School policy on transferring graduate credits for specifics.

*Preliminary Examinations:* Students will be examined in two fields: Primary and General. The PhD program is designed to achieve depth and breadth of training. Toward these ends, students are strongly encouraged to work in close consultation with their major advisor in selecting their examination fields.

*Seminar Requirements:* Six (6) credits in research seminars. Seminars are research workshops taken in conjunction with the primary field. Each 3-credit seminar is linked with three (3) credits of History 800: Dissertation Research (taken with student's major professor). All six credits of seminar must be taken prior to Preliminary Examination (i.e., before fifth semester of study).

*Field Course Requirements:* Nine (9) credits in the General and World/Comparative fields.

*Other Requirements:*

History 580: Historiography (3 credits)

History 595: Teaching History in College (3 credits)

400/500 Elective: (15 credits)

History 800: Dissertation Research (36 credits)

Pertinent courses taken for the master's degree may be included in the core program. Nine (9) credit hours may be taken outside the History Department. Students transferring hours from another school may use up to a maximum of ½ of the graded credits for the master's and doctoral degrees. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the Director of Graduate Studies.

**Foreign Language:** The language requirement for the PhD shall consist of the language(s) stipulated by the major professor, with the understanding that a reading knowledge of at least one foreign language will be required. To continue in the program, students should fulfill the language requirement by the end of the third semester of the doctoral program. All language requirements must be fulfilled prior to the scheduling of preliminary examinations (see Language Examination Guidelines below).

**Preliminary Examinations:** Upon satisfying the core program and foreign language requirements, students will be eligible to take their preliminary examinations. Candidates are required to present themselves for examinations in two fields of study. Students should select their 2 preliminary examination fields in consultation with their major professor during their first semester of study. Examinations in the two fields will be both written and oral. Student's work in their World/Comparative Field may be evaluated in their preliminary examinations (either written or oral). Students are expected to take their preliminary examinations no later than their fifth semester of full-time enrollment in the doctoral program. Examinations will be given during the fourth and fifth weeks of the fall and spring semesters. The Director of Graduate Studies will coordinate the development of both the written and oral stages of the preliminary examination and will be responsible for scheduling them. Continued funding is contingent upon passing the preliminary examinations by the end of the fifth semester of the doctoral program.

**The Written Examination:** The professor or professors responsible for composing the written examinations will

determine their nature and scope. The Primary Field ordinarily provides the intellectual basis for the dissertation and the student's later emphasis in teaching and research. The student is expected to achieve depth and breadth of scholarly sophistication and mastery in this field. In the General and Comparative fields, the student is ordinarily expected to show broad and comprehensive knowledge to place their research into a broader spatial, temporal, and comparative context, and to support the ability to teach undergraduate courses.

The two portions of the written examination must be passed before the student may proceed to the oral preliminary examination. The examination in the two fields will be judged separately by the examiner(s) in each field. After all written examinations have been completed and evaluated, the examiners will report results of each field to the committee chair who will then report overall results to the Director of Graduate Studies. The Director of Graduate Studies will then report exam results to the student. Prior to this notification, each examiner is strictly enjoined to maintain absolute confidentiality with respect to the student's performance on the examination.

Students who fail part of their examinations will be required to retake only the part failed before proceeding to the oral examination. Second examinations are a final opportunity and may not ordinarily be scheduled sooner than 3 months after the date of the first written examination.

**The Oral Examination:** The oral preliminary examination will be conducted in accordance with the Policies and Procedures of the Graduate School and will be approximately 2 hours in length. At least three faculty must be present at the oral examination, including one from each preliminary examination field.

The oral examination must be held during the same academic term in which the written examination is passed, except in the case of a reexamination. The History Department will not approve and forward to the Graduate School requests to schedule the oral preliminary examination until the director of graduate studies has confirmed that the student has passed all portions of the written examination. Because the Graduate School requires two weeks advance notice to schedule the oral preliminary examination, there will be an interval of at least two weeks between such notification and the taking of the oral examination.

**The Doctoral Dissertation:** The doctoral dissertation must be an original work of historical research in the candidate's primary field. The committee will advise the student on all aspects of the preparation and presentation of the dissertation in accordance with the Policies and Procedures of the Graduate School. Students must hold a D-1 meeting with the committee within four months of passing the oral exams at which time the student will present a dissertation proposal for the committee's approval. If necessary, such meetings will continue until such approval is achieved. The major professor (chair of the committee) will at that point file a report on the proposal for the student's file and provide the student with a copy.

When the dissertation is written and approved by the committee, the candidate must schedule an oral dissertation defense. The dissertation defense will be conducted in accordance with the Policies and Procedures of the Graduate School. The student must enroll for the minimum hours as specified by the Graduate School during the semester in which the final examination is held.

#### Timeline to Doctoral Degree

- **1st Semester:**
  - Select Major Professor and committee
  - Establish ties in Washington for Residency
  - Complete Responsible Conduct of Research training
- **2nd Semester:**
  - Seek IRB approval (if applicable)
  - Submit Program of Study to Department/Graduate School
- **3rd Semester:**

- Pass Foreign language Exam
- 5th Semester:
  - Take written and oral Preliminary exams.
- 6th Semester:
  - Hold D-1 meeting with committee – must complete w/in 4 months of passing exams
- 8th Semester: (or graduating semester):
  - Submit Change of Program Form (if applicable)
  - Submit Application for Degree to Graduate School (if applicable)
  - Apply to Graduate and Submit Final Exam Scheduling Form and draft of thesis to Graduate School
  - Submit final draft of dissertation to Graduate School w/in 5 days of successful defense
  - Order graduation regalia and update mailing address with WSU

See **Appendix B** for PhD Program Checklist

**Maximum Time Limits for Completion of PhD Degree.** Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. There are two time limitations for doctoral students:

- The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. This means that the courses (including transfer coursework) on the Program of Study remain valid only for 10 years from the earliest date of the course(s) applied toward the degree.
- *In addition*, the doctoral degree must be completed within 3 years of the date of the satisfactory completion of the preliminary examination.

It is imperative that students work closely with their programs to develop a timeline for completion that successfully accommodates both of these deadlines. At least four months must elapse between preliminary and final examinations for doctoral degrees.

The Graduate School recognizes that some students may require a longer completion period. As appropriate, departments may [request an extension of this time limit](#) as described in the Graduate School Policy & Procedures Manual.

## Program Information

### Advising & Program Supervision

#### Advising

The director of graduate studies supervises the graduate program and may be consulted with regard to the completion of program requirements. Academic advising and supervision is the primary responsibility of the major professor. After determining a course of study in consultation with the major professor, the student will assemble a committee composed of at least 3 faculty members with the appropriate specializations. The student must file a program with the director of graduate studies by the end of the second semester of enrollment. The program and the committee require approval by the dean of the Graduate School. Subsequent to that, the major professor must approve any adjustments or changes in the program. Failure to file a program may result in the loss of financial eligibility or expulsion from the graduate program.

The committee will be chaired by the major professor and will be responsible for advising the candidate on all matters of form and content of the thesis. Such advice shall be binding upon the candidate. A student who wishes to change fields or committee members must file a change of program form with the department and the Graduate School.

#### Program Supervision

Should the situation appear to merit it, a major professor may note any apparently marginal or deficient performance by a student and request that the Graduate Studies Committee review the student's records and make appropriate recommendations to the entire faculty. If approved by majority vote of the faculty, that student may be barred from further enrollment effective at that time.

During the spring semester each year a student who so desires may make a written request for an evaluation of their overall performance by the Graduate Studies Committee. This will be conducted in consultation with the major professor and other appropriate faculty members. The Graduate Studies Committee will notify the student of the results of the evaluation by the end of the semester.

### Graduate Student Performance and Evaluation

In order to evaluate graduate students' academic performance, the History Department requires each graduate student and their major professor to fill out the department's annual review form by following the process described below. The entire process is transparent: the student and the major professor meet and discuss the review. The Director of Graduate Studies oversees the entire process.

1. Each graduate student will fill out the first three pages of the annual review form, and submit it to their major professor along with a current CV.
2. The student's major professor will fill out the fourth page, including detailed comment on the student's academic progress.
3. The student and the major professor will meet and discuss the review, and both will sign the form.
4. The major professor will submit the form to the Director of Graduate Studies by February 1.

See **Appendix C** for sample Graduate Student Evaluation Form.

## **Language Examination Guidelines**

The language requirements for the PhD program must be fulfilled prior to the scheduling of preliminary examinations. Continued funding is contingent upon fulfilling the language requirement by the end of the third semester of doctoral work.

The language requirement can be satisfied in one of the following ways.

- A PhD Student for whom English is not their first language may request a waiver of the language requirement from the Graduate Studies Committee.
- A PhD Student may take a language course numbered 306 or higher and achieve at least a B grade. Students may also enroll in Spanish 600 (S/F) with preapproval from their major professor and the Graduate Studies Committee.
- A PhD Student whose undergraduate or graduate transcript records a grade of B or higher in a course equivalent to 306 or higher may petition the Graduate Studies Committee for credit in fulfillment of their language requirement.
- A PhD Student may take a language examination in the School of Languages, Culture, and Race. Students who pursue this path must complete a screening interview with a faculty member from SLCR by the end of their second semester of enrollment in the PhD program at the latest. If SLCR determines that the student is not prepared to sit the examination, the student is strongly encouraged to enroll in a language course numbered 306 or higher in their third semester.

Once a PhD student has successfully completed the foreign language requirement, the major professor must report the results to the Graduate Studies Committee for the purpose of maintaining the student's record.

### **Language Exam Evaluation Procedures**

What is being tested in these examinations are two sorts of linguistic skills: 1) comprehension of the meaning of appropriately-selected passages in the language of the examination, and 2) the ability to find a suitable English equivalent to the language of the examination passage and to render a smooth, idiomatic translation.

The language examination is designed to test both skills; but, inasmuch as the ability to read and do research in another language is more important than the ability to translate it, in general, exactitude of meaning should take priority over fluency of expression.

In translating the test passage, students should demonstrate not only a knowledge of the meaning of the words; they should be able to put verbs in the correct tenses, words in their proper grammatical forms, and common idioms in their nearest English equivalents. The candidate should recognize the difference between negative and positive phrases, declarative and interrogative expressions, and indicative and imperative moods.

## Graduate Student Leave

Information on leave may be found by clicking the following link:

<https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/#ARTICLE-28>

**Graduate School Leave Authorization** Graduate students who need to take an extended leave of absence from WSU for internships, parental leave, or medical reasons need to submit a leave form through the WSU Graduate School.

**Graduate School Leave Form:** <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

Please see the [Graduate School Leave policy](#) for more information.

## Disability & Special Needs Accommodation

The WSU History Department is committed to providing the maximum opportunity to any student with a documented disability. Providing equal access is a university-wide responsibility in which Washington State faculty, staff, and students play important roles. The following guidelines help to clarify the different roles of those involved in the provision of accommodations and other services to students with disabilities.

For information on accommodations and disability accommodations, please visit

<https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/#ARTICLE-31>

## Continuous Enrollment Requirement

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).** International students who enroll for fewer than 10 credits must be approved by the [International Programs](#) office, in consultation with the Graduate School, prior to part-time enrollment during the academic year.

Exceptions to the continuous enrollment policy are granted for PhD students in Continuous Doctoral Status (CDS). For more information on CDS, please visit

<https://confluence.esq.wsu.edu/display/MPS/2.+Continuous+Enrollment+for+Degree-Seeking+Students>

## Contact Information

History Department Chair  
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History Department Graduate Studies Director  
Fall: Dr. Jeffrey Sanders, 335-7508 [jcsanders@wsu.edu](mailto:jcsanders@wsu.edu)  
Spring: Dr. Lawrence Hatter, 335-7298, [lawrence.hatter@wsu.edu](mailto:lawrence.hatter@wsu.edu)

History Department Program Coordinator  
Claudia Mickas, 335-0432, [claudia.mickas@wsu.edu](mailto:claudia.mickas@wsu.edu)

Graduate School Policies and Procedures:  
<http://gradschool.wsu.edu/policies-procedures/>

Graduate School Forms:  
<http://gradschool.wsu.edu/facultystaff-resources/18-2/>

Residency:  
<https://gradschool.wsu.edu/establishing-residency/>

Office of Grant & Research Development:  
<https://orso.wsu.edu/>

Graduate and Student Professional Student Association:  
<http://www.gpsa.wsu.edu/>

WSU Payroll:  
<http://payroll.wsu.edu/>

International Programs:  
<https://ip.wsu.edu/>

## Appendix A: MA Checklist

### MA Checklist in History - General

Name: \_\_\_\_\_ Primary Field: \_\_\_\_\_  
 Major Professor: \_\_\_\_\_ General Field: \_\_\_\_\_  
 Date Entered Program: \_\_\_\_\_ Email: \_\_\_\_\_

Requirement	c.h.	List of courses and semester taken.	Grade
700 Thesis	6		
580 Historiography	3		
Research Seminar	3/6	3 hours required in the primary field except for Public History track which requires both 528 and 529.	
525 American			
528 Public			
529 Public			
540 Seminar			
Field Courses	6	3 credits must be taken in the primary field and 3 credits in an area outside the primary and general fields.	
509 American			
510 American			
560 Early Europe			
569 Modern Europe			
570 World			
571 World			
578 Asian			
597 Other			
600 Independent Study			
Public History Track	6	Additional requirements for Public History track only.	
527 Public (Theory/Methods)			
598 Internship			
Electives 400-500	Var.	400-500 electives should be taken in the student's two fields of study.	
Electives			
Electives			
Electives			
Electives			
Non-graduate Credit Courses			
Non-graduate Credit Courses			
T-1 meeting		Required in the 2nd semester.	
Total Hours	30		

The program consists of 30 credit hours beyond the bachelor's degree; 6 of the 30 credit hours must be Master's Research, Thesis, and/or Examination (History 700). At least 21 hours must be in courses and seminar work at the 400 and 500 level taken for traditional letter grades (A-F). Of these 21 hours of course work, up to 6 credits of non-graduate credit may be used. Six (6) of these credit hours may be taken outside the history department from courses listed in the Graduate School Bulletin. At least 15 hours must be taken in the history department; these must include Historiography (History 580), one (1) 3-credit research seminar that is linked with three (3) credits of History 700: Master's Research (taken with student's major professor), one (1) field course in the general or primary field and one (1) field course in an area outside the primary and general fields. Course work outside of these core requirements at the 400 or 500 level should be taken in the student's fields of study. All M.A. students are expected to take at least 3 graduate-level, 3-credit, letter-graded courses in their primary or general field, and at least 2 additional graduate-level, 3-credit, letter-graded courses. If required courses are not available during the student's tenure in the program, appropriate substitutes may be taken (History 597, independent readings, etc.) with the approval of the major professor and the director of graduate studies. 5/14

## Appendix B: PhD Checklist

### PhD Checklist in History – General

Name: \_\_\_\_\_ Primary Field: \_\_\_\_\_  
 Major Professor: \_\_\_\_\_ General Field: \_\_\_\_\_  
 Date Entered Program: \_\_\_\_\_ Email: \_\_\_\_\_

Requirement	c.h.	List of courses and semester taken.	Grade
800 Dissertation	21		
580 Historiography	3		
595 Teaching History	3		
Research Seminar	6	**525 and 540 must be taken with 3 credits of HIST 800 concurrently.	
525 American** (req. for US)			
528 Public (req. for Public)			
529 Public (req. for Public)			
540 Seminar**			
Field Courses	9/6*	To satisfy primary and general field requirements; *Public students need only 6 field course credits.	
509 American			
510 American			
560 Early Europe			
569 Modern Europe			
570 World (req. for World)			
571 World (req. for World)			
578 Asian			
600 Independent Study			
597 Other***			
Public History Track	6	Additional requirements for public history track only.	
527 Public (Theory/Methods)			
598 Internship			
World/Comparative Field	9	*571, or a graduate field course outside the student's general field, or a 400- or 500-level course outside the history department.	
570 World			
571 World			
Field Course *			
Electives 400-500 level	Var.	Up to 9 hours may be taken outside the department.	
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
400 level (max of 6)			
400 level (max of 6)			
Foreign Language Exam		Required by the 3rd semester.	
Prelim Exam (written and oral)		Required by the 5th semester.	
D-1 meeting		Required within four (4) months following preliminary exam.	
Total Hours	72		

\*\*\*597 requires a petition to the Graduate Studies Committee when it is substituted for a field course. Students transferring hours from another school may use up to a maximum of ½ of the graded credits for the master's and doctoral degrees, see <http://www.gradschool.wsu.edu> 5/14



**Graduate Student Annual Review Form**  
**History Department, Washington State University**

Student name: \_\_\_\_\_ Current Semester: \_\_\_\_\_

Program:  MA  PhD Matriculation: Semester \_\_\_\_\_ Year \_\_\_\_\_ Cum GPA: \_\_\_\_\_

Primary Field: \_\_\_\_\_

General Field: \_\_\_\_\_

World/Comparative Field (PhD only): \_\_\_\_\_

Major Professor: \_\_\_\_\_ Co-Chair(if applicable): \_\_\_\_\_

Committee Members

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Thesis/Dissertation Title:

Projected Graduation: Semester \_\_\_\_\_ Year \_\_\_\_\_

**Milestones in Degree:**

MA

- 2<sup>nd</sup> Sem: Hold T-1 meeting with committee
- 2<sup>nd</sup> Sem: Submit *Program of Study* to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit *Change of Program Form* (if applicable)
- 4<sup>th</sup> Sem (or graduating semester): Submit *Application for Degree* to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit *Final Exam Scheduling Form* and draft of thesis to Graduate School
- 4<sup>th</sup> Sem (or graduating semester): Submit final draft of thesis to Graduate School w/in 5 days of successful defense

PhD

- 2<sup>nd</sup> Sem: Submit *Program of Study* to Graduate School
- 3<sup>rd</sup> Sem: Pass Foreign language Exam
- 5<sup>th</sup> Sem: Take written **and** oral Preliminary exams.
- 6<sup>th</sup> Sem: Hold D-1 meeting with committee – must complete w/in 4 months of passing exams
- 8<sup>th</sup> Sem (or graduating semester): Submit *Change of Program Form* (if applicable)
- 8<sup>th</sup> Sem (or graduating semester): Submit *Application for Degree* to Graduate School
- 8<sup>th</sup> Sem (or graduating semester): Submit *Final Exam Scheduling Form* and draft of dissertation to Grad School
- 8<sup>th</sup> Sem (or graduating semester): Submit final draft of dissertation to Graduate School w/in 5 days of successful defense

Have appropriate Milestones been reached?  Yes  No

If No, provide explanation why the Milestone(s) was not completed on time and list the anticipated date when the incomplete Milestones will be completed:

Number of graduate advisory committee meetings since last review: \_\_\_\_\_

Date of most recent meeting: \_\_\_\_\_

**Please list any honors/awards received since last review:**

**Please list any grants submitted and awarded since last review:**

**Please list all published manuscripts, articles, abstracts since last review. Also include conference presentations:**

**Please list other professional activities (meetings attended, service, outreach/recruiting efforts):**

Students are responsible for attaching an updated CV to this form.

Please list any other accomplishments since last review (high grades, improved grades, fulfilling degree requirements, improved command of literature, mastering new techniques, etc.):

**Please summarize your research progress since last review and your proposed future directions/goals:**

**To be completed by the student's Major Professor in consultation with the student's committee.**

The student's academic performance during this review period (Please check one)

Excellent     Good     Satisfactory     Unsatisfactory

Comment on the student's progress towards completing his or her thesis/dissertation and accomplishments during the current review period. Comment on strengths, weaknesses and provide specific recommendations or requirements for improvement. (Attach additional pages as needed. This evaluation should be shared with and signed by your student.)

Enrollment should be continued  or discontinued

Department Signatures:

We have met and discussed this review.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Major

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form as a packet with the student's CV and other instructor evaluations (if any) to the Graduate Studies Director by February 1.

Graduate Studies Director: \_\_\_\_\_ Date: \_\_\_\_\_

Student comments on review (optional):

## Appendix D: Notice of Non-Discrimination

In matters of admission, employment, housing or services, or in the educational programs or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex, race, color, national or ethnic origin, physical disability, mental disability, sensory disability, use of a trained service animal, age, religion, creed, genetic information, marital status, sexual orientation, gender identity, protected veteran status, honorably discharged veteran, member of the military, or immigration or citizenship status except as authorized by federal or state law, regulation, or government contract.

WSU policies comply with federal and state civil rights laws and regulations, including, but not limited to: the Washington Law Against Discrimination (R.C.W. 49.60), Title IX of the Education Amendments of 1972 (20 USC § 1681), Title IX implementing regulations 34 CFR 106, Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and the Gender Equality in Higher Education (Chapter 28B.110 RCW).

Inquiries about the application of these laws and regulations (including inquiries regarding the application of Title IX, ADA/Section 504, and implementing regulations), as well as reports and complaints of discrimination and harassment, can be made verbally or in writing to WSU's Compliance and Civil Rights, the Department of Education's Office of Civil Rights, or both:

### Compliance and Civil Rights

Tel: 509-335-8288

Online: [Online Reporting/Complaint Form](#)

In-person: French Administration Building Room 220

Address: PO Box 641022, Pullman, WA 99164-1022

**Title IX Coordinator:** [TitleIX.Coordinator@wsu.edu](mailto:TitleIX.Coordinator@wsu.edu)

**ADA Coordinator:** [ADA.Coordinator@wsu.edu](mailto:ADA.Coordinator@wsu.edu)

### U.S. Department of Education Office of Civil Rights

Office of Civil Rights

Online: [Online Complaint Form](#)

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

[Local OCR office](#)

Reports may constitute discrimination (including sex discrimination under Title IX) can be made verbally or in writing to Compliance and Civil Rights and the university's Title IX Coordinators at the contact information above. Complaints, which can initiate the formal grievance procedure, can be made in writing [online](#). WSU's prohibition on and relevant procedural guidelines for discrimination, discriminatory harassment, sex discrimination, and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are available here:

- [WSU's Policy Prohibiting Discrimination and Harassment](#)
- [CCR's Procedural Guidelines](#)
- [WSU's Standards of Conduct for Students](#)
- Employee manuals:
  - [Faculty Manual](#)
  - [Administrative Professional Handbook](#)
  - [Civil Service code](#)
  - [Collective Bargaining Agreements](#)

WSU provides equal access to the Boy Scouts and other designated youth groups.

WSU also complies with the requirements of 41 CFR 60-300.5(a) and 60-741.5(a).