



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI.

History

Graduate Student

Handbook

DEPARTMENT OF HISTORY
The University of Southern Mississippi
118 College Drive, #5047
Hattiesburg, MS 39406
(601) 266-4333
www.usm.edu/history

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Welcome

Welcome to the graduate program in History at the University of Southern Mississippi. Our job as faculty members is to advise and help guide you toward completion of an advanced degree, but this journey is ultimately yours. It is important for you to think about why you came to graduate school and what research interests you wish to pursue. Most historians have a place and time that interests them (such as the eighteenth-century Chesapeake) and/or a research question that they wish to answer (such as: How did nineteenth-century Southerners understand their relationship to the rest of the United States?). You may not know yet what your specific interests are, but now is the time to start thinking about them. In graduate school, you will have the opportunity to pursue a research agenda and, ideally, make an original contribution to historical knowledge in the form of a piece of publishable scholarship. In other words, this is the first, key step in becoming a professional historian. Hopefully, you will emerge from the program well-qualified for whatever career or further educational challenge you select. However, make no mistake—success or failure is dependent on the amount of thought, attention, time, and hard work YOU devote to this amazing scholarly pursuit.

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1. ADMINISTRATIVE DETAILS

1.1 Orientation

At the start of fall term, a departmental orientation is held for incoming graduate students. Attendance at the meeting is required of all students on assistantship or fellowship; other graduate students are welcome to attend. All new students should check with the Director of Graduate Studies (DGS) to learn when and where the orientation will be held.

1.2 Carrel Assignments

Graduate assistants are assigned carrels in the Liberal Arts Building (LAB), usually in the group office in LAB 410. Priority in the assignment of single-occupancy carrels is given to PhD students and Graduate Teaching Assistants (GTAs). Graduate Assistants who do not teach will be assigned shared carrel space depending on occupancy levels.

Students should use their carrels to hold office hours (for undergraduate students in their HIS 101/102 sections), read, study, and write. When occupying their carrels, students should remember that the group office is a decidedly public space: clutter and noise should be kept to a minimum. Remember, the office is open to undergraduates during office hours, so keep any posted items (pictures, posters, etc.) of a professional nature (the desks have been provided with locked drawers for this purpose). If your desk lock is broken, be sure to inform the Department's Administrative Assistant). Personal objects and items such as student papers and examinations must be secured when unattended by the responsible student. Students must ensure that the door to the office is closed and locked when the office is empty.

Carrels will be accessible to graduate assistants at all times. Keys that open the door to LAB 410 (and the building itself on the weekends) will be issued to students when carrel assignments are made.

1.3 Mailboxes and E-mail

All graduate students with assistantships have an assigned mailbox in LAB 410. Graduate students not on assistantship will also have mailbox space in LAB 410 that they can check when the office is open. It is the responsibility of all graduate students to check their mailboxes frequently in order to remain informed about university and departmental deadlines and general information.

Graduate students should also establish a university e-mail account during the first week of classes. Instructions for setting up your student e-mail account on SOAR are on the iTech webpage. Once students obtain their e-mail address, they should give that information to the DGS and departmental administrative assistant. Develop the habit of checking your e-mail regularly, since the Graduate School and the department (especially the DGS) prefers communicating via e-mail. You are responsible for all communication sent to you via email. If you prefer to use a non-USM email address, be sure to forward your USM email to that account. In addition, you MUST provide your preferred e-mail address to the DGS and to the department administrative assistant.

1.4 ID Cards

All new graduate students must obtain an ID card as soon as possible. These are available from the Image Center (Thad Cochran Center Lower Level; <http://www.usm.edu/image-center> Phone: 601.266.4149). At time of printing, lost ID cards cost \$25 to replace.

1.5 Course Loads

Usually, graduate students take 3 courses (9 credit hours), including at least one 700-level course. Students on Graduate Assistantship must maintain 9 credit hours each full semester (excluding the summer). Maximum course load is 12 credit hours. Graduate School and department regulations limit the number of 500-level and independent study courses (HIS 692 or 792) students can take in the course of their graduate careers.

1.6 Integrity Assurance Program (IAP)

The Graduate School requires all graduate students at Southern Miss to participate in training on academic integrity. From the *Graduate Bulletin*: “All graduate students must complete the training modules required by the Graduate School and their departments the first semester they are enrolled in graduate school. The policy and training information can be found on the following website:

<http://www.usm.edu/research/research-and-scholarly-integrity-assurance-program>”

2. FINANCIAL ASSISTANCE

2.1 Programs Administered by the Department

All graduate students are encouraged to apply for assistantships, which are awarded on a competitive basis each year. Students on assistantships who are working on their MAs usually serve as a grader or an assistant to a faculty member; rarely will they be asked to teach their own course. At the PhD level, students may serve as a grader, a faculty assistant, or teach their own sections of History 101 or 102 (or other courses needed by the Department). Other types of assistantship may also be assigned, including coordinating the History Lab, working in the History Department office, or working as an assistant to the Centers housed in the Department. All graduate students on assistantship (with a few exceptions) may be asked to work a few hours a week in the History Lab, assisting HIS 101/102 students—not exceeding the 20 hour a week rule set by the Graduate School.

Students enrolled in one of the dual Masters programs should also check with the School of Library Science or the Department of Anthropology regarding grants and employment.

2.2 McCain Fellowship

The department also administers the **McCain Fellowship** (if funds are available), which is available on a competitive basis to PhD students who have passed their comprehensive exams (on the first attempt). The McCain Fellowship is generally awarded once the student’s normal GA/TA funding has been exhausted. The McCain Fellowship offers a year of funding with no assigned TA/GA duties, in order for the student to complete (or advance) the dissertation. Students on McCain funding do not have to be present in Hattiesburg to receive the funding. McCain Fellows are required to give a presentation on the Hattiesburg campus on the progress on the project at the end of their McCain year (unless there are special, extenuating circumstances—with the approval of the DGS). First preference for the award is for a student who will finish his/her PhD during the year of the McCain award; second preference is for a student who is in the later stages of researching and writing the dissertation. The McCain Fellowship decision is made by the Graduate Committee with input from the DGS and Department Chair. The decision of the committee is final.

The McCain fellowship application takes the form of a letter (2-3 pages) outlining the applicant’s progress to degree and professional experience so far, information on the dissertation topic, and a detailed plan for its completion. Students are also required to submit a current CV. If there are any questions about this application process, students should consult with the DGS. The deadline for the McCain application is February 1st.

2.3 Tuition Waivers and Summer Tuition Waivers

All students who receive assistantships will also be awarded a tuition waiver. The waiver is valid for the fall and spring semesters the year award is offered; the waiver may continue during the following summer term if funds are available (students will be notified during the spring semester about the availability of summer tuition waivers).

Students should be aware that if they plan to use university facilities (the library, document delivery, the health clinic, etc.) in the summer months, they must be registered for at least one credit hour in the summer term.

2.4 Application for and Renewal of Assistantships

Assistantships are made for one academic year and are renewable (see section 2.4 below on time limits). Failure to fulfill the conditions of an award or to maintain academic and/or professional standards may result in an award being withdrawn or disqualification from future grants and employment.

Assistantship applications are due in the Department of History by February 1 of each year, and award announcements are made in April. **Students must reapply each year, and late or incomplete applications will only be considered after all other applications have been awarded.** Applications for the McCain Fellowship are due at the same time. For this award, students must prepare a statement describing what they will accomplish during the fellowship year (see section 2.1).

Application letters for assistantship renewal (2 pages maximum), addressed to the DGS and departmental Graduate Committee, should chart the student's progress toward the degree in the past year (passed comps, had thesis prospectus approved, etc.), any professional development news (a book review published, giving a paper at a scholarly conference, etc.), and any accomplishments as a GA. The application letters should also briefly describe the student's plans for the coming year. Students are also required to submit a current CV with their application letter.

Note that renewal is not automatic. A student's performance in seminars is particularly significant when the Graduate Committee reviews applications for renewal. An excessive number of "B" grades, any grade of "C+" or lower, or failure to execute assigned assistantship duties in a satisfactory manner will result in the rejection of a request for renewal. Failure to make satisfactory progress toward a degree or satisfactory progress in the writing of thesis or dissertation will also serve as cause for rejecting an application for renewal. Additionally, faculty members submit evaluations of graduate students whose committees they direct and students who work under their supervision as GAs; those evaluations are also considered when renewal applications are reviewed. If a recurring issue or problem is revealed in these evaluations, the student will receive a letter from the DGS. They may then be asked to attend a meeting with the DGS, the department chair and their adviser to discuss remedies for the issues or problems in question. Repeated unsatisfactory performance may result in termination of funding. If unsure about requirements for an appointment or renewal, students should consult the DGS.

2.5 Time Limits on Financial Assistance

Master's students can generally receive departmental assistance for two (2) years (possibly more in very rare cases); students enrolled in the dual Master's with Library Science or Anthropology may receive up to three (3) years of departmental assistance. Provided that doctoral students meet the requirements outlined in section 2.4 above, they can generally receive up to five (5) years of funding (possibly more in very rare cases).

2.6 Restrictions on Outside Employment

Graduate assistants are prohibited from accepting other employment during the period of their award, including adjunct teaching outside the department. The Department Chair must approve any exceptions to this policy.

2.7 Graduate Fellowships (Supplemental) from Department Centers

The Dale Center for the Study of War & Society will award at least one [Colonel W. Wayde Benson \(USMC ret.\) Fellowship](#) every academic year (pending available funding) to an exceptional student specializing in the field of War & Society in Southern Miss's graduate program. Benson Fellows will receive a supplemental stipend and may use the funds for expenses related to conference or research travel, as well as research expenses such as photocopying, books, and technology purchases. The faculty fellows of the Dale Center will nominate students and the executive cabinet of the Center will award the fellowships every spring; all admitted and current graduate students (on assistantship) working on a war and society topic are eligible to be nominated.

The [Margaret Boone Dale Fellowship](#) supports the research of a War & Society graduate student working on a project that addresses issues examining women in war, families in war, or war and gender. Fellowship recipients are selected (pending available funding) by the faculty fellows of the Dale Center.

The [Lamar Powell Scholarship](#) is awarded each year to a graduate assistant in the History Department who has served above and beyond the call of duty assisting the endeavors of the Dale Center for the Study of War & Society. The award recipient is selected each year by the faculty fellows of the Dale Center pending available funding; applications must be made by interested students in the USM Foundation's scholarship portal (see section 2.8).

The Dale Center also offers one twelve-month graduate fellowship. The [Dale Center Graduate Fellowship](#) is awarded to a graduate student in the History Department working on a war and society topic. Beyond assisting with the Dale Center's events, this Dale Center Fellow will also be responsible for a myriad of other tasks throughout the year, including managing the Dale Center's digital presence, creating marketing materials, and assisting the faculty fellows of the Dale Center. The Dale Center Fellow is selected annually (pending available funding) by the Executive Committee of the Dale Center.

The Center for the Study of the Gulf South will award an annual supplemental [Baird Fellowship](#) (pending available funding) to an outstanding graduate student at the master's or doctoral level who is working on an aspect of Southern history in Southern Miss's graduate history program. The Baird Fellow may use the fund for expenses related to conference or research travel, as well as research expenses such as photocopying, books and technology purchases. Applications for the Baird Fellowship should be sent to the director of the CSGS in March (check with the CSGS Director(s) for exact deadlines). Baird Fellows are announced in late spring at a date specified by the Center's faculty. See the CSGS's website for more information: <http://www.usm.edu/gulf-south>

2.8 USM Foundation Scholarships

The USM Foundation also offers various scholarships, some of which were established for graduate students. Students are strongly encouraged to apply. Applications for Foundation scholarships must be made via the Foundation's portal: <https://www.usm.edu/history/scholarships>. The deadline for all Foundation awards and scholarships is February 15th. The fellowships include:

Gonzales Study Abroad Scholarship: Undergraduate or graduate students participating in a study abroad program in History offered by USM may apply for this award. Students must submit a 500 word essay explaining how the funds will be used and outlining how the study abroad experience will benefit them. They must also obtain a letter of recommendation from a faculty member in support of their application. Funding for these awards varies by year.

Lamar Powell History Graduate Scholarship: This award goes to a graduate assistant in the History Department who has served above and beyond the call in assisting the endeavors of the Dale Center for the Study of War & Society each year. Award amount varies by year.

Jay Washam Memorial Scholarship: This scholarship is for a graduate student working on a thesis or dissertation. The student must submit a 500-word essay explaining their project and financial need along with a letter from his or her mentor confirming progress and worthiness. Award amount varies by year.

2.9 External Awards

Students are encouraged to search for sources of funding outside USM. Many possibilities exist, depending on the field of interest. Students should consult the online AHA's Awards and Fellowship Calendar (<https://www.historians.org/awards-and-grants/awards-and-fellowships-calendar>) and H-Announce (<https://www.h-net.org/~announce/>) for fellowship opportunities, as well as become aware of awards and fellowships in their specific area of interest. PhD students who are beginning their dissertation research or who are in their final year of study have the greatest chance of winning external awards. Students should also consult with their committee chair and members and search available funding databases for sources of possible outside funding.

2.10 Applying for Conference or Research Travel Assistance

Financial assistance may be available from the History Department, the Dale Center, or the CSGS to students who present papers at academic conferences or who travel to conduct thesis or dissertation research. Such funding, if available, is awarded on a competitive basis by a faculty committee. Students should watch for notification of the deadline for such awards (usually twice a year: fall and spring) and follow all instructions of the awards committee for submitting applications. If students have any questions about this policy, they should contact the DGS or the directors of the Dale Center or the Center for the Study of the Gulf South.

2.11 Health Insurance

All graduate students must either have insurance through USM or be able to prove that they have insurance from another source. More information is available at: <https://www.usm.edu/student-health-services/insurance>

3. COMMITTEES, ADVISEMENT, AND ACADEMIC PERFORMANCE

3.1 Graduate Advisement

The Director of Graduate Studies serves as the general advisor for all graduate students. The DGS is available to meet with graduate students as needed to answer questions they may have about their program of study, construction of committees, selection of thesis and dissertation topics, and course work. All students must see the DGS for advising during the fall and spring advisement periods. Students should sign up with the departmental administrative assistant for appointments during these times. While primary responsibility for graduate student advising resides with the DGS, students must also consult with their committee chair and committee members about course work (which should be done prior to the advisement meeting the DGS).

Upon arrival, new graduate students should discuss their research interests with faculty members appropriate to their proposed field of study. They should then ask an appropriate professor to serve as their committee chair (who will function as subject-area advisor). Students should also consult their committee chair about academic matters related to committee selection, thesis or dissertation topic selection, and course work. Students are encouraged to schedule at least two meetings with their committee chair (and other committee members as needed) each semester to discuss their progress toward degree and other matters.

For specific information about unit requirements, course distribution, and foreign language qualifications, students should consult the *Graduate Bulletin* (<http://www.usm.edu/registrar/graduate-bulletins>) for the year in which they were admitted. Note that students are bound by the requirements in force during the year in which they entered the program.

3.2 Graduate Committee Forms

Students are required to fill out a Graduate Committee Form* once they have formed their committee. The form is available online: https://www.usm.edu/sites/default/files/groups/graduate-school/pdf/graduate_committee_request_form.pdf. Once the required signatures are acquired, students must give a copy to the DGS and take the other to the Graduate School. Students must update their committee form whenever substantial changes occur in their committee.

*NOTE: All forms required by the Graduate School must be filled out electronically and printed; handwritten forms are no longer accepted by the Graduate School (they will be returned to the department).

3.3 Building a Graduate Committee

By the end of their first semester, students must identify a major professor (a committee chair) whose research interests match theirs. In consultation with the major professor and the DGS, students should also select other members of the committee. Students are **STRONGLY** encouraged to discuss research projects, theses, and dissertations with faculty members in related fields/disciplines, even if the student is not taking classes from them. The list of faculty on the departmental webpage provides a general idea of each faculty member's current projects, training, and research interests. Graduate students are reminded to consider History faculty members on the Coast campus in their search for committee members. Students should also pay close attention to the major and minor fields listed in this handbook and think strategically about how they want to structure their committee and program of study.

Students should secure their graduate committee as soon as possible but no later than the end of their first semester of study. Those members who agree to serve on the committee must sign a Graduate Committee Form (see section 3.2). If students wish to change their committee membership, they must discuss it as soon as possible with their committee chair, relevant faculty members, and the DGS; they also need to file a revised Graduate Committee Form with signatures from each member of the new committee.

3.4 Graduate Committee: Duties

MA and MS

Committee composition is designed to combine broad and specialized historical training and serves several administrative functions. Students will, in all but the most unusual cases, take at least one class with each committee member by the time of their Master's comprehensive exams. The student's graduate committee will administer the comprehensive exam. For those students writing a thesis, the graduate committee will also read and approve the thesis.

For MA and MS students in History, the graduate committee consists of two faculty members from the major area of concentration and one faculty member from the minor area of concentration. For available major and minor fields/concentrations, see sections 8.1 and 8.2 below or contact the DGS. For students in the dual program in History and Library Science, the graduate committee consists of two members from the History faculty and one member from Library Science. For students in the dual program of Anthropology and History, the committee consists of two committee members from each department (four committee members in total).

PhD

The doctoral graduate committee will consist of five members, three from the major field and one from each of the two minor fields/concentrations. For available major and minor fields/concentrations, see sections 8.1 and 8.2 below or contact the DGS. Non-History Department faculty or non-USM faculty may serve on PhD dissertation committees as outside readers if the fields/topics warrant such an arrangement—for more information on this option, students must consult with their chair and the DGS.

The committee will administer the comprehensive exams and read and approve the dissertation. It is the student's responsibility to recruit faculty members to serve on his or her committee, and students should secure a graduate committee as soon as possible, but no later than the end of their first year of study.

3.5 Retention Policy

MA and MS

Master's students will be placed on academic probation if their cumulative grade point average falls below 3.0. No grade of "C+" or below in a required class may count toward the degree. Graduate school regulations allow students to retake only one class, with prior permission. At their first opportunity,

students must retake a required class in which a "C+" or below was awarded.

Academic probation prohibits students from enrolling in the regular semester following the imposition of probation and prohibits a student from receiving funding.

More than one grade of "C+" or below on a transcript or more than one "C+" or below received in a single course will result in expulsion from the program. Any grade of "D" or "F" will result in expulsion from the program.

PhD

Doctoral students will be placed on academic probation if their cumulative grade point average falls below 3.50. No grade of "C+" or below counts toward the degree. Graduate school regulations allow students to retake only one class with prior permission. At their first opportunity, students must retake a required class in which a "C+" or below was awarded.

Academic probation prohibits students from enrolling in the regular semester following the imposition of probation and prohibits a student from receiving funding.

More than one grade of "C+" or below on a transcript or more than one "C+" or below received in a single course will result in expulsion from the program. Any grade of "D" or "F" will result in expulsion from the program.

3.6 Incompletes and Dropped Courses

Graduate students should rarely drop courses; in no case should they drop a course without consulting the instructor and the DGS. Students who receive permission to drop a course must do so through the Graduate School or they will incur a hefty fine. Students should rarely ask to receive a grade of "I." Students who develop a pattern of dropping courses and/or receiving grades of "I" will be placed on probation or expelled from the program. They may also lose their funding for the following year.

3.7 Graduate Appeals and Grievance Process

The right of each student to appeal decisions of the graduate academic units is affirmed and specific appeal procedures are hereby established to ensure timely and appropriate consideration of each appeal to the Graduate Appeals Committee.

Specifically, the Graduate Appeals Committee of the Graduate School reviews decisions on the following issues: admission decisions, revocation of admission, comprehensive exams, thesis and dissertation prospectus, dismissal from a program, and any other issues the Dean of the Graduate School deems appropriate. This committee does not review grade appeals or disciplinary actions taken by the Dean of Students. The grade appeals process is listed in the *Graduate Bulletin*.

The Appeals/Grievance Process has five steps:

- *Step 1: Department/School Level. The chair or director must receive a written signed letter from the student within ten (10) working days that states what action the student is appealing; the pertinent material is reviewed; the student and faculty are interviewed; a resolution/decision is offered in writing.
- *Step 2: Dean of the College Level. An appeal of the department/school decision must be made in writing within ten (10) working days to the dean of the college that has jurisdiction over the department/school. The dean will review the appeal and render a decision on the appeal in writing.
- *Step 3: Dean of the Graduate School Level. Should the student desire to make further appeal, the written appeal must be sent within five working days to the Dean of the Graduate School. The Dean will confer with the student and refer the matter to the Graduate School Appeals Committee which will hold an official hearing on the appeal. The hearing will be held within fifteen (15) working days

of the receipt of the written appeal letter as long as the university is in session or within fifteen (15) working days of the university beginning a session. The student may attend the hearing and a representative of the department/school may also attend the hearing or respond to the appeal in writing. The Dean of the Graduate School will send the student a letter indicating the Committee's decision.

- *Step 4: Provost Level. Should the student desire to make further appeal, the written appeal must be sent within fifteen (15) working days to the Provost. The Provost will review all appeal materials and render a decision on the appeal, normally within fifteen (15) working days of receipt of the appeal.
- *Step 5: President Level. If the student is not satisfied with the decision of the Provost, he or she may appeal to the President of the University in writing within fifteen (15) working days. The President will render a final decision on the appeal, normally within fifteen (15) days of receipt of the appeal.

These steps are also listed on the Graduate School Web page and at the following link <http://www.usm.edu/institutional-policies/policy-stua-ds-002>.

**If the appeal concerns the chair, director, or college dean, the student should appeal to the next level.

3.8 Degree Time Limits

Following the *Graduate Bulletin*, the following time limits for completion of coursework are strictly enforced: five (5) years for master's degrees, six (6) years specialist's degrees, and eight (8) years for doctoral degrees. Students who exceed these time limits will be dismissed from the program unless they apply for a re-validation of their course hours in order to complete their degrees (see section 3.9).

3.9 Course Revalidation Procedure

If a student has exceeded the time limit for degree completion and wishes to continue in the program, they must go through a revalidation process. Students wishing to revalidate coursework must meet with their committee chair and the DGS prior to starting the process. The revalidation process consists of the following steps.

1. Student must determine which course(s) need to be re-validated and who will revalidate them. They must submit the proper forms to the graduate school, along with a fee of \$50 per course (Maximum: \$400) to be re-validated. The form can be found here: https://www.usm.edu/sites/default/files/groups/graduate-school/pdf/revalidation_request_form_2.pdf
2. Student must then create a schedule for the completion of the re-validation essay examinations with their adviser and committee, in consultation with the DGS. This schedule should normally not exceed 6 months.
3. When exam(s) are completed the student must submit this form to the graduate school signaling the successful completion of the re-validation exam. Note that a separate form is required for each exam: https://www.usm.edu/sites/default/files/groups/graduate-school/pdf/revalidation_verification_form.pdf
4. Upon completion of all exams, the student will create a degree completion contract in consultation with their committee chair, the DGS, and the Graduate School. This contract will normally not exceed 12 months.
5. Failure to meet **any** of the above requirements will result in dismissal from the program.

3.10 Foreign Language Requirement

MA

MA students are required to have competency in one foreign language.

PhD

PhD students are required to have competency in two foreign languages. Students in U. S. History may choose to establish competency in two foreign languages or they may achieve competency with one foreign language and a research tool in lieu of the second foreign language (see section 3.11).

Demonstrating Language Competency

Foreign language proficiency can be achieved by completing nine hours of study in an appropriate language at the undergraduate level, provided that the sequence includes at least one sophomore level course and provided that grades of "B" or better were achieved in all language courses. Students can also establish competency by attaining a "B" or better in a 501/502 foreign language course sequence offered by the Department of Foreign Languages at Southern Miss (such courses are often offered during the summer semester) or an equivalent at another accredited university or language program (at the discretion of the DGS). Students may also fulfill the language requirement by achieving a satisfactory score on a standardized language examination or by satisfactorily completing a translation examination administered by the department.

3.11 PhD Research Tool

Students choosing to construct a research tool must do so in consultation with their committee chair and the DGS. They must enroll in a minimum of six graduate credit hours of courses, and they must attain a "B" or better in each course. The two courses selected must be of a related nature. Typically, courses approved as research tool classes are chosen to aid the student in the preparation of a dissertation or thesis and should be relevant to the research topic, not simply an attempt to avoid foreign language study. Courses applicable to the research tool requirement include, but are not limited to: oral history, public history, statistics, political theory, literary criticism, or anthropological methods.

3.12 Academic Dishonesty and Plagiarism

All graduate students MUST familiarize themselves with the American Historical Association's policy on Standards of Professional Conduct and Plagiarism

(<http://www.historians.org/pubs/free/professionalstandards.cfm>):

*The word plagiarism derives from Latin roots: plagiarius, an abductor, and plagiare, to steal. **The expropriation of another author's work, and the presentation of it as one's own, constitutes plagiarism and is a serious violation of the ethics of scholarship.** It seriously undermines the credibility of the plagiarist, and can do irreparable harm to a historian's career.*

*In addition to the harm that plagiarism does to the pursuit of truth, it can also be an offense against the literary rights of the original author and the property rights of the copyright owner. Detection can therefore result not only in sanctions (such as dismissal from a graduate program, denial of promotion, or termination of employment) but in legal action as well. . . . **The real penalty for plagiarism is the abhorrence of the community of scholars.***

Plagiarism includes more subtle abuses than simply expropriating the exact wording of another author without attribution. Plagiarism can also include the limited borrowing, without sufficient attribution, of another person's distinctive and significant research findings or interpretations. . . . While some forms of historical work do not lend themselves to explicit attribution (e.g., textbooks, films and exhibitions), every effort should be made to give due credit to scholarship informing such work.

Plagiarism, then, takes many forms. The clearest abuse is the use of another's language without quotation marks and citation. More subtle abuses include the appropriation of concepts, data, or notes all disguised in newly crafted sentences, or reference to a borrowed work in an early note and then extensive further use without subsequent attribution. Borrowing unexamined primary source references from a secondary work without citing that work is likewise inappropriate. All such tactics reflect an unworthy disregard for the contributions of others.

No matter what the context, **the best professional practice for avoiding a charge of plagiarism is always to be explicit, thorough, and generous in acknowledging one's intellectual debts.** . . . The first line of defense against plagiarism is the formation of work habits that protect a scholar from plagiarism. The plagiarist's standard defense—that he or she was misled by hastily taken and imperfect notes—is plausible only in the context of a wider tolerance of shoddy work. A basic rule of good note-taking requires every researcher to distinguish scrupulously between exact quotation and paraphrase.

The second line of defense against plagiarism is organized and punitive. Every institution that includes or represents a body of scholars has an obligation to establish procedures designed to clarify and uphold their ethical standards. Every institution that employs historians bears an especially critical responsibility to maintain the integrity and reputation of its staff. . . Penalties for scholarly misconduct should vary according to the seriousness of the offense, and the protections of due process should always apply. A persistent pattern of deception may justify public disclosure or even termination of a career; some scattered misappropriations may warrant a formal reprimand.

All historians share responsibility for defending high standards of intellectual integrity. When appraising manuscripts for publication, reviewing books, or evaluating peers for placement, promotion, and tenure, scholars must evaluate the honesty and reliability with which the historian uses primary and secondary source materials. **Scholarship flourishes in an atmosphere of openness and candor, which should include the scrutiny and public discussion of academic deception.** (underlining and bolding not in original)

This definition is the department's and the profession's standard for plagiarism. **Students should expect the department to treat all accusations of plagiarism with the utmost seriousness.** From the *Graduate Bulletin*:

Academic Honesty

Academic and research integrity are critical to high standards in graduate education. Incidents of academic or research misconduct will incur sanctions as defined in the [Academic Integrity Policy](#) (ACAF-PRO-012).

Plagiarism*

One of the most common acts of academic misconduct is plagiarism. The following description may aid students in understanding what constitutes plagiarism.

- Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original or borrowed material constitutes plagiarism.
- Students, as scholars, must make frequent use of concepts and facts developed by other scholars. Plagiarism occurs when students present the work of other scholars as if it were their own work. Students may refer **in their own words** to generally known and widely accepted ideas or theories without fear of plagiarism as long as they do not copy the plan or organization scheme used by another scholar.
- Plagiarism is committed in a number of ways including the following: (1) reproducing another author's writing as if it were one's own; (2) paraphrasing another author's work without citing the

original; (3) borrowing from another author's ideas, even though those ideas are reworded, without giving credit; and (4) copying another author's organization without giving credit.

- Plagiarism is avoided when appropriate citations are used giving credit to the original source in the following instances: (1) when quoting directly from someone else's writing (a direct quotation must always be enclosed in quotation marks); (2) when paraphrasing someone else's writing (to paraphrase means to restate a passage from someone else's writing in one's own words); or (3) when following the outline or structure of another author's argument, explanation, or theory, even though the material is summarized in one's own words.
- When in doubt about how widely known ideas are, a student should observe these steps: (1) ask his/her instructor; (2) provide credit to the original source.

Other types of academic misconduct include the following:

- *Acquiring Information Inappropriately* – The act of obtaining course assignments or examination questions or answers in ways or from sources not approved by the instructor or proctor (includes, but is not limited to, unauthorized use of the internet).
- *Lying or Falsification of Data* – Any statement of untruth in all matters related to the academic experience, including false claims or authorship; falsification of information, data, or results derived from or related to research or to laboratory experiments; the misrepresentation of information, data, or results by any means with intent to mislead.
- *Stealing or Defacing* – The act of intentionally taking, transferring, defacing or destroying, without right or permission, any property related to the academic mission of the University.
- *Multiple Submission* – The submission, more than once, without authorization by all instructors involved of substantial portions of the same work, including oral reports or work submitted for retaken courses.
- *Conspiracy* – The act of agreeing or planning with any person to commit a violation of the Academic Integrity Policy.

Sanctions for Academic Misconduct by Graduate Students

Engaging in academic misconduct or supporting others who do so will result in academic penalties. If a faculty member determines that a student has violated the Academic Integrity Policy, sanctions range from being required to resubmit the work to receiving an "XF" grade for the course, including research coursework.

XF grade: The instructor may assign an XF for the course. That grade will be recorded on the academic transcript with the notation "failure due to academic misconduct." The XF will be treated as an F for the purpose of calculating grade point average and class standing but cannot be replaced by retaking the course. The student may petition for removal of the "X" notation upon completion of an Academic Integrity Remediation Program specified by the Academic Integrity Officer. In such cases, the XF will be replaced with an F and the student may then retake the course to replace the grade. Only one XF can be removed from the transcript during a degree program.

Dismissal: Students enrolled in a graduate program can be dismissed from the program and the University upon receipt of the first XF grade or after any instance in which academic misconduct has taken place.
Appeal of Sanction

An appeal process that balances the rights of students with the University's commitment to maintaining high academic standards has been established. Graduate students wishing to appeal a sanction for academic misconduct, including an XF grade or dismissal on the basis of academic misconduct should file an appeal with the Academic Integrity Appeals Board.

4. COMPREHENSIVE EXAMINATIONS

4.1 MA and MS

Comprehensive written examinations for MA and MS students are taken early in the spring semester of the second year, usually the second Friday in February. Both MA and MS exams follow the same format. Students will have a 3 hour written essay exam with one question provided by each of their committee members. Students unable to take their exams at this scheduled time must petition the DGS for approval to change their exam date and make all other arrangements for a different exam time with their graduate committee and the DGS well in advance of the scheduled date.

The content of the examination will be determined by the student's graduate committee. In general, the examination will cover the student's content courses, which includes all graduate courses except HIS 710 and HIS 711/712. Consequently, students should take content courses with their committee members: at least two with their committee chair and one with each of the other committee members. Many faculty members strongly recommend that students audit additional courses to strengthen their knowledge of particular subjects. Committee members may also request students to master a book list or a reading topic growing out of an aspect of their course work. For these reasons, the Department of History urges graduate students to decide on their fields and to consult with advisors and the DGS to formulate a coherent plan of study as soon as possible in their graduate career. Students are strongly encouraged to discuss their exams with their committee members and remind them that they should submit their questions to the DGS and the History Department administrative assistant at least one week prior to the exam.

Students must make a B average on each of the three parts of their comprehensive exams in order to pass; no grade may be lower than a C+. Students who fail all or part of their exam should make arrangements with their advisor and the relevant faculty members to retake those sections as soon as possible. A second failure will lead to a hearing with the Department Chair and the DGS and to probable expulsion from the graduate program. Students must also make be sure to consult with their committee chair and the DGS to ensure the "Results of Comprehensive Exam Form" is sent to the Graduate School with all required signatures.

4.2 Exams for Dual Masters Programs: History and Library Science History and Anthropology

Students in the dual Master's programs follow the same examination procedures as those students obtaining MA or MS degrees in history alone with a few exceptions. Their committees should include two faculty members from the Department of History and one from the School of Library and Information Sciences or in the case of Anthropology/History students, two members from each department's faculty. Also, they usually take their exams early in the spring semester of their third year.

4.3 PhD

Upon completion of all coursework and language requirements, doctoral candidates will take oral and written comprehensive examinations in their fields of study. The candidate is expected to demonstrate proficiency in all areas of the examination. As with Master's candidates, doctoral students may gain the required proficiency through various means and should refer to the methods recommended for the Master's candidates. In addition, the department requires doctoral candidates to complete a reading list of key works in each field of study. Many fields, such as War and Society, have reading lists posted on the History Department's website. Students should consult the members of their examination committee soon after its formation in order to establish reading lists and examination fields.

The format of the written PhD examination is as follows:

Day One – Major Field Examination (for example, Early America and U.S. to 1877), 6-8 hours

Day Two – Major Field Examination (for example, U.S. since 1877), 6-8 hours

Day Three – First Minor Field Examination, 4-6 hours

Day Four – Second Minor Field Examination, 4-6 hours

NOTE: The division of major fields does not preclude the appearance of comprehensive questions.

The comprehensive examination also includes an oral exam with the entire examination committee, which should last approximately two and one-half to three hours.

Comprehensive exams should be taken no later than the doctoral student's third year of study. Students who need to delay taking the exam must consult with their committee chair, committee members, and the DGS as to the reason for postponement. Students are strongly discouraged from scheduling comprehensive exams during the summer semester, since most faculty members are not available at that time.

It is the student's responsibility to consult the chair of his/her examination committee to determine faculty availability and to set dates for the written and oral exams. Oral exams must be scheduled and confirmed with all members of the faculty committee before written exams may take place. Because of the demands on faculty time, students should make these arrangements several months in advance of the exam. If changes need to be made, students or the committee chair should notify all committee members as soon as possible. Students may choose the order in which faculty members question them during their oral exam and should notify their committee chair about their choice. Students should also consult with their advisor, who serves as chair of the examination committee, a week before their exams in order to make any final arrangements.

PhD students who fail any part of or the entire comprehensive exam have one additional attempt to pass the exam (or the part of it they failed, at the discretion of the examination committee and the DGS). The student's comprehensive exam committee may, if the student fails the majority of the written exam, cancel the oral exam portion of the test before it commences. Comprehensive exams may be retaken only once (if the written exam was taken and the oral exam was cancelled, that is considered a failure of both parts of the exam and counts as the single failure allowed). For more information, see the *Graduate Bulletin*. Students must also make be sure to consult with their committee chair and the DGS to ensure the "Results of Comprehensive Exam Form" is sent to the Graduate School with all required signatures.

4.4 From PhD Exams to Dissertation Defense

During the semester in which a PhD student takes comprehensive exams or the semester immediately after (excluding the summer term), the student should enroll in a HIS 792 Independent Study course with their committee chair. The object of the HIS 792 course is to complete a dissertation prospectus and to begin research on the dissertation. Students who do not receive a grade of B or better in this course will be dismissed from the program.

During the PhD student's final year of dissertation preparation, the student should consult his/her committee, especially the chair, as well as the DGS, about procedures for applying for jobs. Constructing an effective letter of application and *curriculum vitae* (c.v.) takes time and requires consultation. Allow the DGS, members of the Graduate Professionalism Committee, and/or the dissertation committee chair to examine your basic letter of application and c.v. Preparing for an interview also takes time. Students should ask their committee, members of the Graduate Professionalism Committee, the DGS, the Department Chair, and others who may be interested in their career path to conduct at least one mock interview. Ideally, students will schedule a second mock interview with an entirely different interview team, though that interview should be observed by members of the student's committee.

Once the dissertation is complete, students, in consultation with their committee chair, must schedule the dissertation defense with the entire committee. Students should make these arrangements far in advance of the defense date, especially if the defense is in the summer, to ensure faculty can attend (summer dissertation defenses are strongly discouraged as most faculty members are not available). Students must also allow faculty members enough time to read the entire dissertation amid their busy schedules—at least three to four weeks should be given to committee members who have not read the dissertation before. Once students pass the defense, they need to ensure the necessary paperwork (available from the Graduate School), with all required committee member signatures, is taken to the Graduate School.

5. STYLE GUIDES FOR THESIS AND DISSERTATION

Although standards vary among publishers and are continuously evolving, the History Department follows the latest edition of the most frequently used guide for historians: *The Chicago Manual of Style*. Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* includes many elements of *The Chicago Manual of Style* in a more succinct form.

For theses and dissertations, the Office of Graduate Studies adheres to certain standards of its own in areas such as pagination, margins, chapter/section headings, abstracts, acknowledgments, copyright, etc. Students should obtain a copy of these guidelines from the Office of Graduate Studies (as soon as they begin working on their thesis or dissertation). For more information on preparing the dissertation for the Graduate Reader, see the *Graduate Bulletin*, the *Guidelines for Thesis and Dissertations*, and the "Graduate Reviewer of Dissertations, Nursing Capstones and Theses" website:

<https://www.usm.edu/graduate-school/theses-dissertations-and-nursing-capstone-projects>

6. SPECIAL PROGRAMS AND ACADEMIC CENTERS

6.1 Graduate Certificate Program in Public History

The Graduate Certificate in Public History is designed for those interested in careers in public history, including working in museums, libraries, historical societies, historic parks, or other institutions. Coursework will expose students to the methods and materials of public history and prepare them for public history positions. The program requires eighteen graduate credit hours of study, including a required internship component (HIS 695) for the development of hands-on skills and on-the-job experience. Students are also required to take HIS 605: Presenting Heritage I and HIS 785: Oral History Seminar. Additional coursework can include courses in economic development and tourism, archival management, library science, non-profit organizations, public relations, and historical archeology. Students must apply to enter the program through the Graduate School; current MA, MS, and PhD students can be concurrently enrolled in the Public History Certificate program. PhD students can "double dip" up to six (6) hours of their Public History Certificate program as their research tool. See the *Graduate Bulletin* and the program website for more details: <https://www.usm.edu/history/public-history-certificate>

6.2 Study Abroad Programs

USM administers one of the largest study abroad programs in the nation. History Department faculty travel with students to England, France, Cuba, and Vietnam. New study abroad opportunities in the department are being developed and offerings may expand in the future. Other university departments offer courses in Ireland, Australia, and Mexico, among other areas. Formal courses, research, and educational sight-seeing are combined in study abroad programs. Graduate students can complete course work in an appropriate study abroad program, and they can enroll in any of the programs to obtain opportunities for conducting thesis or dissertation research. Students interested in studying abroad should speak to the DGS as well as the faculty member involved with the Study Abroad program of interest.

6.3 The Dale Center for the Study of War and Society

Committed to interdisciplinary historical inquiry, the Dale Center seeks to explore the military, diplomatic, political, cultural, social, and scientific aspects of war and its consequences. To facilitate this goal it sponsors several programs and activities. Each semester the Dale Center holds roundtable discussions and presentations by distinguished scholars in the field. The Dale Center also sponsors several fellowships and travel awards for graduate students studying war and society topics in the department.

The Dale Center coordinates a Master's degree concentration in War and Society Studies. The field of War & Society examines the links between the social, cultural, and political values of societies and the wars they wage. Several members of the Department of History have specialties that complement this approach. The graduate program can also support more traditional military History topics such as operations, strategy, and tactics. Thus the program allows for a great deal of flexibility and creativity in combining traditional military History and War & Society approaches to the study of the history of conflict.

The Dale Center also plays an active role in the community through our annual Richard McCarthy Lecture Series, our monthly War and Society Roundtable discussions in partnership with the Hattiesburg Public Library, our fellows' participation in the Osher Lifelong Learning Institute at Southern Miss, and other regular programs. The Dale Center and its faculty are also active in the world of military history museums and sites, with strong ties to the Army Historical Education Center in Carlisle, Pennsylvania; the National World War II Museum in New Orleans; the African American Military History Museum in Hattiesburg; Camp Shelby's Mississippi Armed Forces Museum; the Chalmette, Vicksburg, and Shiloh National Military Parks; and other regional historic sites.

The Dale Center is named in honor of the Beverly Dale Family, who also sponsor the Dale Distinguished Lecture Series. Those interested in learning more about the Dale Center should check out the website: <http://www.usm.edu/war-society>

6.4 The Center for the Study of the Gulf South

Inaugurated in 1998, the Center for the Study of the Gulf South organizes, promotes, and disseminates interdisciplinary scholarship on the history and culture of the Gulf South and the Caribbean Basin and the connections between these two regions. The goal of the Center is to draw upon and highlight the University of Southern Mississippi's impressive strengths in southern, Caribbean, and Latin American studies, and augment the University's mission to become a national university for the Gulf South. The center supports lectures on issues relating to Gulf communities. For more info, see: <http://www.usm.edu/history/center-study-gulf-south>

6.5 The Center for Oral History and Cultural Heritage

The Center for Oral History and Cultural Heritage (COHCH) is dedicated to preserving the history, folklife, and culture of Mississippi and the South through oral history and other fieldwork. The largest project of the Center is the Mississippi Oral History Program. Established in 1971, the Mississippi Oral History Program has collected over 1,500 interviews from a wide variety of people on diverse topics. Many of the interviews have been transcribed, indexed, and archived at USM's McCain Library and Archives. Many are now available online. These interviews are a valuable primary source for anyone working on twentieth-century history. The COHCH also has several other projects underway, including an extensive collection of interviews with veterans of America's wars.

Students interested in these programs should contact the director, Dr. Kevin Greene (kevin.greene@usm.edu) at the Center for Oral History and Cultural Heritage or visit the Center's web site at: <http://www.usm.edu/oral-history>.

7. GENERAL INFORMATION

7.1 Academic Calendar and Course Availability

USM follows a semester calendar. Students should also consult the academic calendar at the Registrar's website for more information on university schedules, registration times, and other news: <http://www.usm.edu/registrar/academic-calendar>.

The History Department schedules a variety of graduate seminars and reading courses. More classes are available during the fall and spring semesters than during the summer term, and students should plan accordingly. Classes are scheduled almost a year in advance, and students interested in long-term planning can consult with the department chair, DGS, or relevant faculty members to get a sense of future offerings. Due to unforeseen circumstances, however, schedules are subject to change. While the History Department attempts to notify all students, it is the students' responsibility to confirm which courses will be offered and to make any necessary changes to their schedules.

7.2 Computing Facilities

Although the History Department strongly recommends that all students have access to a personal computer, computing facilities are available at the Learning Commons on the first floor of Cook Library. Graduate assistants can use the computers available (first-come first serve) in the group TA office, LAB 410. Incoming graduate students should check with iTech or the library to learn when computer facilities are open, their hours, and the availability of hardware and software. The History Department also has a limited number of laptop computers that may be loaned out to graduate students for a finite period of time (for example: the length of a research trip). Students should consult with the department's Administrative Assistant if they would like to request one of these computers.

7.3 Foreign Study and Research

USM offers programs throughout the world lasting from several weeks to an academic year. Course credit can be obtained for certain programs, and affiliation may prove useful for students conducting research abroad. Financial aid is also available for students on these programs. For further information about these programs and financial aid, students should contact the [Center for International Education](#).

7.4 Health and Medical Services

USM maintains a student clinic, which is open during university business hours. Care is given on a drop-in basis, or by appointment for certain conditions. Examinations, basic lab work, and prescriptions are available at a reduced rate and can be charged to a student's account. For more information, see <http://www.usm.edu/student-health-services>.

7.5 History Graduate Society (HGS)

The History Graduate Society at the University of Southern Mississippi (HGS) is an organization composed and run by graduate students in the department. Their mission is to promote the study of history at the graduate level and to assist current graduate students as they pursue their education, research, and career goals. The society provides a safe forum that promotes cooperation between faculty and graduate students by supporting professional development workshops and by organizing social events throughout the academic year. HGS helps current and prospective students navigate the department and the university. If you have any questions about HGS, or graduate life in the Department of History or at the University of Southern Mississippi, please feel free to contact one of the HGS officers.

7.6 Housing

Resident hall accommodations may be obtained by contacting the [Department of Housing and Residence Life](#), which will also provide current prices. Space is limited, so students should call the office as soon as they are notified of admission. Various meal plans are also available.

Students living off campus should expect to pay at least \$650 per month for a one-bedroom apartment, \$850 for a two-bedroom, and more for a house. Bargains are available but difficult to find. Incoming students can contact the Hattiesburg Chamber of Commerce for an Apartment Guide to Hattiesburg and consult the [Hattiesburg American](#) newspaper. Students should also call the History Department to request that a notice be posted announcing their desire for a place to live and/or roommates; often fellow graduate students can provide good leads, and faculty members may have homes or apartments to rent. The History Graduate Society (see section 7.5) can also assist students looking for living accommodations.

7.7 Individualized Instruction

Faculty members may be willing to supervise individual study on a topic agreed to by the student and faculty member. Accepting such an assignment is always optional for faculty members, and the students involved should have a clear idea of the topic they wish to explore, have planned how often they would like

to meet and what reading they will do, and be prepared to make a strong commitment to the class. Students receiving individualized instruction obtain graduate credit (HIS 692 or HIS 792) and are graded on an A-F scale. Students may normally take only two such classes for credit towards the degree at the Master's or Doctoral level.

7.8 Placement Services

USM's Master's and PhD students have an excellent record in both job placement and acceptance to other graduate programs. Our students have been employed by various colleges, libraries, archives, the United States military and in government positions. They have also been accepted to PhD programs at Cornell University, Duke University, Louisiana State University, the University of Tennessee, the University of Kentucky, George Mason University, the University of Florida, the University of Georgia, the University of Illinois, the University of California-Berkeley, SUNY-Binghamton, and the University of Chicago to name just a few.

MA and MS students interested in applying to PhD programs at other schools should begin by discussing their plans with faculty members in their field of interest, who will guide the student to the best possible programs in the student's discipline. The History Department keeps an up-to-date copy of the AHA's annual *Directory of History Departments and Organizations*, and students should use this book, as well as the internet, to learn about faculty at other institutions and to obtain their contact information. Most applications are due by the beginning of January, and students should obtain application materials and information by September at the latest.

Students looking for employment other than university teaching should contact the university's Office of Career Services (<http://www.usm.edu/career-services>). It offers various aptitude tests, workshops, and advisory services for all USM students.

PhD students looking for employment as faculty members at other universities should discuss application procedures and placement possibilities with their advisor during their degree program. The application process begins in September, almost a year in advance of when a job will begin, and lasts through the academic year.

7.9 Residency

Residency requirements are quite detailed, and Mississippi residency leads to a substantial tuition reduction. For that reason students are urged to consult the *Graduate Bulletin*, where the conditions for state residency are explained, and to apply for resident status as soon as possible. PhD students, who will be in the state for several years, are strongly encouraged to apply for Mississippi citizenship. Students who do not do so may lose the out-of-state part of their tuition-waiver.

7.10 Transfer Credit

USM's graduate degree programs in History are designed to be self-contained; that is, all classes toward those degrees are to be taken at USM. Waivers may be obtained for some courses, and students can transfer up to six hours with the permission of the DGS and the Department Chair.

7.12 University Libraries

The university has two main libraries in Hattiesburg, located adjacent to each other, which contain approximately 5 million volumes and subscribe to approximately 34,000 periodicals. Cook Library serves as the main library and houses computer facilities, reading rooms, document delivery (interlibrary loan), course reserves, and basic research services. Book stacks and reading areas are intermingled throughout the building in an open shelf arrangement. Access is provided to a variety of online resources on a wide range of subjects. The collections are arranged according to the Library of Congress Classification System. Graduate students may check books out for 120 days, though all books are subject to recall after two weeks. Graduate students may also request library carrels at the beginning of each semester; they are awarded on a first-come, first-served basis.

The McCain Library and Archives contains the university archives, special collections, and reading rooms. Resources are available for use by the public and the university community in the Cleanth Brooks Reading Room. Materials housed in this facility do not circulate outside the building. Its holdings include an array of materials with a particularly strong collection of manuscripts and oral histories related to southern, especially Mississippi, history and culture, as well as the papers of William M. Colmer, Theodore G. Bilbo, and Paul B. Johnson, Jr.; the Walen Collection of Confederate and Civil War History; the 103rd Infantry Division Archives, and the Cleanth Brooks Collection of belles lettres.

The Gulf Coast Library houses print and non-print materials to support the research and curriculum needs of the Long Beach campus. All university libraries' electronic holdings are accessible at the Gulf Coast campus and materials are available for campus-to-campus loan. Collections include 37,000 volumes of curriculum resource materials and 400 serial titles. In addition, the library houses a computer lab and the Gulf Coast Heritage Room. Students have full access to Gulf Coast resources and facilities.

Graduate students also have access to materials located throughout the country through USM's Interlibrary Loan service, and materials are especially easy to obtain if they are at the Gulf Coast campus or at other university libraries with which USM has a cooperative lending agreement, such as Tulane, LSU, and Auburn. In order to access these books, students should log on to the Interlibrary Loan website (http://www.lib.usm.edu/services/document_delivery_services.html). Requests for Gulf Coast books usually take 2-3 days to fill, while requests for books from other libraries generally take longer; students should allow a minimum of two weeks for processing.

7.12 Graduate Bulletin

Note that all departmental requirements are designed to be in compliance with university requirements as outlined in the *Graduate Bulletin*. Moreover, the Graduate School requires forms for a number of things, including the creation of committees, plans of study, applications to graduate and the like. Most links are provided herein. However, students should also go to the Graduate School website to find the appropriate forms and list of deadlines: <http://www.usm.edu/graduate-school>

Each student is governed by the *Bulletin* in place the year they entered the program, so students should look up the appropriate version of the bulletin that applies to them at the Registrar's website: <http://www.usm.edu/registrar/graduate-bulletins>.

8. MAJOR AND MINOR FIELDS/CONCENTRATIONS (as of August, 2017)

8.1 Major Fields

MA

Early American and United States History
European History
War and Society

MS

Early American and United States History
European History
War and Society

PhD

Early American and United States History
Modern European History (since 1789)

8.2 Minor Concentrations (Minor “Fields”)

MA/MS and PhD*

Early American and United States History to 1877
United States History since 1877
Medieval Europe
Europe 1500-1789
Europe 1789-1870
Europe since 1870
Latin America History to 1830
Latin America History since 1830
Asian History
African History
Atlantic World
Cultural History
Empires and Imperialism
Gender History
History of Race and Ethnicity
Social History
War & Society

*Note: With the approval of the student’s committee chair and the Director of Graduate Studies, the second PhD minor field may also be a more specialized field (such as British History or Southern History) or an outside minor field of nine (9) semester hours, usually from the social sciences or the humanities.

CHECKLIST FOR GRADUATE STUDENTS

The following requirements must be satisfied before you can receive a graduate degree. Use this form to keep track of your progress in completing requirements. Consult the Graduate Bulletin for additional information about all degree requirements.

Creation of the Graduate Committee

Date Completed _____

Complete the graduate committee form and return it to the DGS. See the section on "Committees and Advisement" for further information.

Foreign Language Requirement

Date Completed _____

MA students must have one foreign language; PhD students must have either two foreign languages or one language and a research tool. MA and MS students must complete the requirement before graduation, although it is strongly recommended that it be fulfilled before comprehensive exams; PhD students must fulfill the requirement before their comprehensive exams.

Comprehensive Examination

Date Completed _____

See the section on "Comprehensive Examinations" for further information.

Residency Requirements (PhD only)

Date Completed _____

Dissertation Prospectus (PhD only)

Date Completed _____

The dissertation prospectus must be approved by the student's graduate committee and should be completed immediately after a student's comprehensive exams under the auspices of HIS 792.

Application for Candidacy (PhD only)

Date Completed _____

This form is completed after all requirements for the doctoral degree other than the dissertation have been completed and at least one semester before graduation.

Application for Degree

Date Completed _____

This form should be filed one semester before graduation. Check the Graduate School's website for deadlines.

Thesis or Dissertation Defense

Date Completed _____

Students must be enrolled for at least three semester hours in the semester they are defending their thesis or dissertation.

Thesis or Dissertation Submission

Date Completed _____

Final copies of thesis and dissertations must be submitted to the graduate school by the stated deadline on Graduate School's website. The graduate reader must check and approve every thesis before final copies are made.