Department of History Graduate Programs
Policies and Procedures Manual
Adopted Fall 2015

The Department of History at the University of South Florida in Tampa offers two graduate degree programs. Students may enroll in an enriching program of study, coursework, and directed research leading either to a Master of Arts (M.A.) or a Doctor of Philosophy (Ph.D.). Areas of specialization cover a number of fields, including Colonial through Modern US, US in the World, the Ancient World, Medieval Worlds, Early Modern Worlds, Modern Europe, and Latin America. Our faculty also supports concentrations in thematic fields of research such as gender and sexuality, race and ethnicity, regional history, public history, science and medicine, and comparative empires.

Our Ph.D. program features an innovative model of doctoral education designed to ensure broad interdisciplinary connections with the related fields of Anthropology, English, Geography, Sociology, Political Science, and International Relations.

The department’s faculty creates a dynamic learning environment that fosters close interaction between students and teachers. Our seminar-based curriculum ensures that each student in the graduate program receives individual attention and guidance. We pride ourselves on training students to be scholars and teachers at all levels of education, while also offering preparation for careers outside academia in government agencies, historical societies, libraries, and museums.

This document describes the Department of History’s key policies, procedures, expectations, and responsibilities for students in the M.A. program. Since it reflects the current status of our evolving programs, it is thus subject to change. For the official Graduate Catalog of the University of South Florida, please visit http://www.grad.usf.edu/catalog.php .

Important Contacts:
Graduate Director: Julie Langford, SOC 213, (813) 974-3249, langford@usf.edu
Graduate Advisor: Jennifer Knight, SOC 262, (813) 974-6177, jlknight@usf.edu
Graduate Program Assistant: Connie Bryan, SOC 268, (813) 974-2784, cebyran@usf.edu
Office Manager: Theresa Lewis, SOC 260, (13) 974-2809, lewist@usf.edu

Graduate Student Responsibilities
Graduate students are expected to maintain sufficient contact with their Major Professor to ensure that both stay informed about the progress of the student in the program. The graduate student must take the initiative to schedule meetings. It is recommended that this be done during the first 2 or 3 weeks of each semester, and at other times throughout the semester as needed.

Graduate students who wish to meet with their Major Professor should make arrangements in advance (except during regular office hours). In return, professors should respond to requests for appointments and meet with students as soon as is feasible. Students are responsible for being on time for appointments and for giving prompt notice if plans must be changed.

Official Deadlines
Students should become familiar with Departmental and Graduate School requirements and deadlines. Each semester, the Graduate Program staff will circulate a list of important Graduate School dates;
students should note these and take them very seriously, as they are not negotiable. They should be aware that deadlines for such important things as scheduling of comprehensive exams, requests to graduate, and submission of theses/dissertations happen quite early in the semester. It is the student’s responsibility to stay alert to these issues and plan ahead. **It is the student's responsibility to meet all deadlines.**

USF is a large institution, for which forms and procedures are critical to smooth transitions and complying with policies and requirements. It is in the student’s interest to be aware of all of these requirements and initiate steps to ensure that forms are properly processed in a timely manner.

The Graduate Program staff handles the distribution and processing of forms, but students and professors are responsible for knowing when and how each is to be used. It is recommended that students monitor the creation and submission of forms at the various junctures when they are called for. They also should be fully aware of all the procedures outlined in this document, the Graduate Catalog (http://www.grad.usf.edu/catalog.php), and the Graduate School website (www.grad.usf.edu) to assist their Major Professors and other program staff in steering them through the system.

**Graduate Student Data Form**

It is the Graduate Student’s responsibility to maintain an up-to-date record of their Major Professor, members of the supervisory committee, and other program milestones on their Graduate Student Data Form that remains part of the student’s History Department file.

The Graduate Student Data Form is an electronic form on Canvas. Upon entering the program, each student will be provided with information on accessing their form, and then students will be responsible for regularly updating this form as they take course work, meet milestones, and set committee members. Graduate Program staff will be able to access this form as needed to chart student progress, so it is vital the Student Data Form be accurately maintained.

**University Academic Policies and Degree Requirements**

Although much of the information is presented in this manual, please make note to refer to the Graduate School website (www.grad.usf.edu) and the Graduate Catalog (http://www.grad.usf.edu/catalog.php) for current information on all requirements and policies included herein.

**Institutional Residency Requirement**

Per University Policy and accreditation requirements, the majority of credits toward a master’s degree must be earned through instruction offered by the institution granting the degree (e.g. USF Tampa). Refer to the Graduate Catalog for details.

**Transferring Classes from other Institutions or from USF Tampa**

With approval, graduate courses taken at other institutions (including USF St. Petersburg and other separately accredited USF Institutions) or taken at USF Tampa may be transferred in or provide for a waiver of degree requirements.

For the History Program at USF Tampa a student may transfer in up to 9 credits of graduate level coursework from a non-completed degree from another institution (including separately accredited USF Institutions), or 12 credits from enrollment at USF Tampa (for instance, as a non-degree seeking student.)
In all cases, a grade of “B” or better is required. To view the entire baseline University Policy on what may be transferred or waived, refer to the Transfer of Credit Policy in the Graduate Catalog online at www.grad.usf.edu/catalog

It should not be assumed that all courses will automatically transfer; advisors should discuss this with students early, and make sure the appropriate steps are followed to transfer those credits. The Major Professor (or relevant faculty if no advisor has yet been determined), together with the Graduate Coordinator, will decide about the appropriateness of transferring credits. The Graduate Program Assistant will provide guidance about the procedural aspects of this process.

**Substituting Courses, Petitions, and/or Transfer Credits**

In most cases, these actions will require Graduate School Petitions that are initiated by the students with the aid of the Program Assistant and Graduate Coordinator, and in consultation with the Major Professor. The student needs to make it known that s/he wishes to substitute a class, transfer credits, and so on. These changes should be effected at the earliest possible date, rather than waiting until the time comes to certify for graduation.

**Incomplete Grades**

When the majority of work has been completed for a course, but a student encounters extenuating circumstances that may prevent completion of that course, the student may request an Incomplete Grade from the instructor. It is the instructor’s discretion on whether to grant the request. Please refer to the complete policy on Incomplete Grades in the Graduate Catalog.

All Incomplete Grades require the completion of an *Incomplete Grade Contract* form, available on the Graduate School website. Effective Fall 2009, Incomplete grades will roll to the default grade if a change of grade is not submitted within one semester. The default grade will represent the grade earned by the student if the missing work is not completed. This grade will effect GPA calculation from the term of the incomplete course. Because of this, students should always finish incomplete course work by the end of the following term in order to avoid being placed on Academic Probation (see *Minimum Grade Point Average*, below).

Graduate students with two unresolved “Incomplete” grades (of any credit total) will not be permitted to register for additional history courses until at least one “Incomplete” grade is resolved.

It is the responsibility of the graduate student to contact the professor and make the necessary arrangements for completing coursework by the agreed upon deadline.

**Continuous Enrollment**

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Students in Ph.D. Candidacy (post-Comprehensive Exam) must enroll in a minimum of two credit hours every term.

Students who will not be able to maintain continuous enrollment for extenuating personal circumstances must apply for an official Leave of Absence. Students on an approved Leave of Absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy. Please contact the Graduate Program Director or the Graduate Program Advisor in such situations.

In addition, the student must register for a minimum of 2 credits in the semester in which they graduate.
(even if the student wishes to graduate in the summer term). In many cases, the student has completed
the work, and may even have defended in the previous semester, but missed the deadline to submit the
final dissertation and graduate. Even in those cases, Graduate School regulations require enrollment in
the semester of graduation.

**Minimum grade point average**

All graduate students must maintain a 3.00 overall GPA, and cannot earn any single grade below a ‘C.’
The university’s official policy included in the Graduate Catalog states that to be considered a student in
good standing, graduate students must:

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses
taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses
taken in each of the student’s degree-seeking programs.
- No grade of ‘C’ or below will be accepted toward a graduate degree. Students must meet the
requirements to be in good standing to graduate. All ‘I’ and ‘M’ grades must be cleared for
graduation to be certified. Students who fail to maintain good standing may be placed on
Probation or Academically Dismissed.
- Students with a GPA below 3.00 for two consecutive semesters will be prevented from
registering for courses and may be Academically Dismissed at this point.

**Graduate School Policy on Academic Integrity**

The Graduate School and the Department of History hold academic integrity in the highest regard.
Students are responsible for being aware of and complying with University Regulations and Policies and
must conduct themselves accordingly.

Per USF Regulation 3-027 on Academic Integrity of Students. Refer to the regulation for complete
information and additional guidelines at: [http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-027](http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-027)

Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from
the receipt of:

- An “F” or “Zero” grade on the subject paper, lab report, etc.
- An “F” in the course or activity in which credit may be earned,
- An “FF” in the course (leading to expulsion from the University)
- Academic Dismissal for any violations of academic dishonesty policies or regulations
- Possible revocation of the degree or Graduate Certificate following a thorough investigation

Graduate students who are assigned an “FF” grade will be academically dismissed from the University
and will not be eligible to apply to any graduate program at USF.

**Academic Dismissal/Satisfactory Progress**

Students may be academically dismissed from their graduate degree program for a variety of reasons.
Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree
Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot
be retroactive. The effective date will be entered into the student's record by the Office of the Registrar
as the First Business Day after the end of the Semester, except in cases of academic dismissal due to
academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal
include:
• Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
• Receiving an "FF" grade
• Failure to maintain "good standing"
• Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

In order to maintain satisfactory progress:
• Students must complete at least 50% of their enrollment each term with a minimum grade of B-
• Students may not request an incomplete, or "I", grade for more than 50% of their enrollment each term
• Students must regularly attend scheduled course meetings and submit course assignments on time
• Exceptions may be made for extenuating circumstances, at the discretion of the Graduate Program Coordinator

**Staying In Contact With The Department After Graduation**

*Because the success of our graduates provides useful information to students who are enrolled or are deciding whether or not to enroll in our programs, the USF History Department encourages all of its former graduate students to keep in touch after they complete their degrees. Also, as teachers and professionals, we are interested in where our students go and how their careers progress. We would appreciate it if our former students would send the Graduate Program Assistant notification of address and employment as they move on from USF.*

We are also very interested in you sending us updates about your post-graduate career. We may also send out periodic surveys of former students, or we may call on you for assistance – perhaps to share your experience with a prospective student – so it is important for us to have up-to-date contact information.

You can keep up with news about the department through our facebook page at https://www.facebook.com/historyusf

**Chapter 2: Program Guidelines and Information for M.A. Students**

**Introduction**

The Department of History offers a Master of Arts degree organized around areas of specialization that cover a number of fields, including Colonial through Modern US; the Ancient, Medieval, and Early Modern Worlds; Modern Europe; and Latin America.

Across these fields, students can request, in consultation with their Major Professor, concentrations organized thematically or geographically (e.g. gender and sexuality, race and ethnicity, regional history, public history, science and medicine, and comparative empires, etc.).
Admission Requirements

The university’s application for admission is available online at http://www.grad.usf.edu/graduate-admissions.asp

For further information about USF Graduate programs see their website at http://www.grad.usf.edu.

Applications will only be accepted for admission in the fall term of each year. The application deadline is January 15.

The minimum requirements for consideration for admission to the M.A. program in history include a recent background in undergraduate history courses and all of the following:

1. **GPA** of at least 3.0.
2. **GRE scores** of at least 153 in verbal, 153 in quantitative, and 4.5 in writing. Only current scores (within the last 5 years) will be accepted. For information about GRE testing administered through the USF Division of Evaluation and Testing, see http://www.conted.usf.edu/testing/Details.asp?tcode=GRE
3. **Letters of Recommendation**: Two letters of recommendation on behalf of the applicant are required. These letters should come from academic sources familiar with the quality of the applicant’s college-level work and indicate his/her graduate program potential.
4. **Statement of Purpose**: A two-page statement is required that delineates historical and intellectual areas of interest, proposed fields of study, educational and professional goals, the faculty the applicant is potentially interested in working with, and why the applicant sees him/herself as a good fit with our program.
5. **A Writing Sample**: A sample of written work that indicates the applicant’s ability to write effectively and, preferably, to conduct historical research and analysis must be submitted. The sample should be approximately 15 pages in length. Appropriate examples include a term paper, research paper, or thesis chapter.

All application materials must be uploaded directly to the online application system found at http://www.grad.usf.edu/ under the Degree Programs tab, Apply to USF Now. Requests for letters of recommendations will be sent directly to the recommender and submitted electronically as well.

A B.A. with a major in History is preferred. The department will consider applicants without a recent background in undergraduate history but they may be required to complete Theory of History (HIS 4104) as well as several upper division and/or graduate level courses in relevant fields with a grade of “B” or higher. These should be chosen in consultation with the graduate coordinator or Major Professor.

Graduate Assistantships

Graduate Assistantships provide a stipend plus nine credits of tuition waiver per semester. All M.A. students receiving funding receive the same stipend. Graduate Assistantships for M.A. students are one-year awards, distributed on a competitive basis. Applications are available from the History Department. A PDF file of the G.A. application can also be found on the department webpage (http://history.usf.edu/grad/funding/). The deadline for applications is January 15th.

Students awarded Graduate Assistantships for one year must reapply if they wish to be considered for an appointment for the following year.
First-time applicants for Graduate Assistantships must include two letters of recommendation and a personal statement. Returning applicants (those already holding a Graduate Assistantship) must include a recommendation from their Major Professor, teaching evaluations, and a personal statement.

Complete instructions are included on the application. Please see http://www.grad.usf.edu/assistantships.php for full details regarding Graduate Assistantship positions.

**Plan of Study**

The University defines full-time status for graduate students as 9 credit hours. Since history courses are four credit hours each, a full-time student (without any other full-time commitment) usually takes two four credit hour courses and one credit hour of "Independent Study," normally with one of the professors with whom the student is studying that semester. Part-time students usually take only one four credit hour course each semester.

In addition to the general degree requirements of the University as explained in the USF Graduate School Catalog, a candidate is required to complete a total of 36 hours in the following distribution:

- 4 hours (1 course) in the core course, Analysis of Historical Knowledge (HIS 6112). Students are required to take this course during their first year in the program, except in special circumstances that must be approved in advance by the Graduate Coordinator.
- 16 hours (usually 4 courses) in a major field of history.
- 8 hours (usually 2 courses) in a minor field.
- 8 hours in either thesis credits, or additional coursework (usually two seminars) completed within the student’s major or minor fields.

Non-thesis degree students must complete 8 hours of their program (in lieu of thesis credits) in formal, regularly scheduled history courses at the 6000 level, or in graduate courses that would otherwise satisfy their major and minor requirements.

Of the 36 hours required for the Master of Arts, at least 20 must be in formal, regularly scheduled course work. A minimum of 16 hours must be at the 6000 level.

Subject to the satisfaction of the above requirements, courses at the 5000 level are acceptable as part of a planned degree program.

Students may take a maximum of 8 hours in "Colloquia" (HIS 6925). These are usually 4000 level courses taken for graduate credit.

Students may take a maximum of 8 hours in Directed Research and/or Independent Study. These courses are not considered “regularly scheduled” courses.

A maximum of 12 hours earned at USF Tampa as a non-degree seeking student may be transferred into the degree program. Additional credits will require a special petition and are normally discouraged.

**A reading proficiency in one foreign language most applicable to a student’s field of research (as determined by the major professor) must be demonstrated by all students in the M.A. program.**

A satisfactory performance in the core course, two fields, and the completion of a six-hour written
comprehensive examination are required of all M.A. students for graduation.

**Enrolling in Graduate Seminars**

All history graduate courses require a permit, which is granted only by the professor teaching the course. This necessitates students contacting instructors, usually initially by email, to explain their interest in the course and to request a permit to enroll. Since enrollments are limited, usually to fifteen students, this means beginning the process of requesting permits long before the actual registration process. A list of permitted students is kept by the department's office staff. They are notified by the professor once permission to enroll in a course is granted.

The schedule of classes is available online at [http://www.registrar.usf.edu/ssearch/search.php](http://www.registrar.usf.edu/ssearch/search.php). Faculty email addresses are available on the department's website at [www.history.usf.edu](http://www.history.usf.edu). Please note that you cannot rely on the number of "spaces available" in a course listed on OASIS because a course may well be filled with permitted students who have not yet registered. In addition, courses often have a waiting list.

**Major Professor and Supervisory Committee**

After beginning course work and within the first year in the program, M.A. students select an advisor in their major field of study. Students arrange their programs of study and select appropriate courses with the guidance of their advisor, referred to as their Major Professor.

Additionally, during the second year if not earlier, the student in consultation with the Major Professor asks two other members (normally one from the major and one from the minor fields) to serve on a supervisory committee. The student is required to have completed successfully at least 4 credits of course work with each member of his/her committee.

Under the direction of the Major Professor, this three-person committee will supervise coursework, prepare the comprehensive examination. The Major Professor and committee members must be members of the USF Tampa Faculty.

A student may choose to add additional members, either from within or outside the Department or University with the approval of their Major Professor; however, there must always be two History department faculty members on the committee.

Usually, the student makes the first contact with faculty who may be appropriate to serve on the committee, but it is usually helpful to discuss possible members with the Major Professor before approaching other faculty.

When inviting faculty members to serve on their committee, the student should apprise them in general terms about the nature of their research and disciplinary interests, so that the faculty member can make an informed decision.

**Comprehensive Examinations**

The examination questions and student answers will form part of the student's department file.

A student must have no "Incomplete" grades and be enrolled for a minimum of 2 hours during the term the comprehensive examination is taken.
Preparing for the exam: The student should prepare a bibliography of all reading completed in the major and minor fields. The bibliography should be logically organized by field, period and topic. The bibliographies should be presented to all committee members so that they can suggest any additional reading necessary in order to prepare the fields for the exam. Throughout the semester during which the exam is taken, the student is obliged to stay in contact with committee members to meet and discuss readings and prepare for the exam.

Scheduling the exam: In consultation with the Committee Chair, the student should select a range of dates for scheduling the exam, and the Committee Chair will then inform the other members of the committee and Graduate Program Assistant of a range of possible dates for the exam so that the student can schedule the exam with Graduate Program Assistant at least 60 days in advance. The exam must be administered before the week of final exams.

Taking the exam: Each examiner asks two questions and the student answers one of the two posed by each examiner. The student can use a department computer for the exam, which usually begins about 9 a.m. and ends six hours later with allowance for a short break or two.

Grading the exam: Committee members will grade each question on a pass or fail basis. If merited, the committee as a whole can award the grade “pass with distinction.” If any committee member requests it, an oral exam can be added to resolve any questions about a student’s answers. The time necessary to grade the exam will depend on how long it takes each committee member, but the results should be available within a week. Faculty members away from USF at the time of the exam or from outside departments are also expected to adhere to this schedule as closely as possible. The committee chair will notify the student of the results.

Language Requirement
A reading proficiency in one foreign language most applicable to a student’s field of research (as determined by the Major Professor) must be demonstrated by all students in the M.A. program.

The language requirement must be filled before taking the comprehensive examination. It can be satisfied in one of two ways:

1. A two-hour examination administered by the Department. The student will be expected to translate satisfactorily into English a 500-word passage from a foreign language appropriate to the student’s concentration, with the assistance of a dictionary. Students are responsible for providing themselves with dictionaries and other supplies (pens, paper) they may require on the day of the exam. It is the responsibility of the student to meet the scheduling deadline for the examination.

The History Department will administer two language exams per year. Fall term language examinations will be held on the last Friday of October: Students must submit a completed Language Examination Application Form, available on the Department’s website, to the Graduate Program Assistant by September 15. Spring term language examinations will be held on the last Friday of March. The application form must be submitted by February 15. The form will need to be signed by your Major Professor and approved by the Graduate Coordinator.

2. With the approval of the Major Professor, the student may take two semesters of an intermediate-
level foreign-language course. These courses may not be taken Pass/Fail or Audit. In order to fulfill the foreign language requirement, the student must receive a "B" or above in each semester's course. Those students who have met these requirements as an undergraduate may have the language requirement waived by petitioning the Graduate Committee.

Students with a major field in American History, and with a thesis topic that does not require use of a foreign or Native American language, may substitute quantitative methods for the language requirement. The quantitative methods option will be fulfilled by earning a grade of "B" or higher in one of the following courses: ANG 5486 (Quantitative Methods in Anthropology); EDF 6407 (Statistical Analysis for Education Research I); or POS 6736 (Political Research Methods). Only POS 6736 has an explicit prerequisite (POS 3713 or equivalent), but students with limited mathematical backgrounds may first want to take STA 2122 (Social Science Statistics) to provide a foundation for any of these classes. A graduate course in quantitative methods cannot be used to fulfill any part of the minor field.

Master's Thesis
After having completed their regular coursework and comprehensive exams, students will complete a minimum of eight thesis hours. Before a graduate student embarks on a thesis project, they are required to obtain approval from their Major Professor.

Thesis Supervisory Committees must be composed of at least three members, and thesis writing students must have their committees approved through submission of the Supervisory Committee Form prior to submission of the Thesis. Changes to a Supervisory Committee must be submitted on a Change of Committee form.

Students must enroll in a minimum of two M.A. thesis hours per semester unless they have been granted a Leave of Absence. During the student’s final semester in which he or she completes the thesis, the Graduate School requires the student to enroll in a minimum of two thesis hours.

Defining Student Research Interests
Major Professors and other faculty play a significant role in helping students define their interests and/or research plans. The Major Professor is not responsible for identifying and setting up the research project; the majority of the responsibility lies with each student. As students begin to develop research ideas, or when they find they are changing direction in interests, they should discuss these issues with the professor.

How does writing the thesis proceed?
Individual thesis projects vary. The way in which a thesis prospectus or outline is written, the processes through which research is conducted, and the sequence in which the chapters are written should be discussed and coordinated between the student and Major Professor. It is also essential that a timetable be established for the submission of draft chapters.

The involvement of committee members during the creation of the first draft will depend on various factors, but the Major Professor is responsible for monitoring the student’s progress and determining the point at which the draft thesis is ready to be circulated to the committee. Major Professors should provide timely feedback on drafts that are submitted and keep the other committee members informed about the student’s progress.

Once the Major Professor is satisfied that the thesis is ready for review by the entire committee, the
student should be instructed to provide copies to each of them. The Major Professor is encouraged to make sure the student provides copies to committee members in a timely fashion, allowing them sufficient time to read and review. The primary responsibility, however, lies with the student.

The final acceptance of the thesis occurs when all of the committee members have read and approved a complete draft, and the thesis has been formally defended. The thesis defense must be scheduled with the Graduate Program Assistant a minimum of one week prior to the final submission deadline, in order to allow time for emendations to be made.

The Department requires that a bound copy of the thesis, preferably on acid-free paper, be submitted for deposit in the department’s library.

Students are responsible for submitting everything to the Graduate School by the posted deadlines, but advisors should be aware of these deadlines as well, and assist where appropriate.

For specific details about the required format of the thesis see: http://www.grad.usf.edu/thesis.asp

**How is the final version submitted?**

Students must submit an Electronic Thesis and Dissertation registration to the Graduate School and an application for graduation to the Registrar by the end of the 4th week of the term in which they intend to graduate (https://www.grad.usf.edu/etd/).

All students submitting a thesis or dissertation must now attend an Electronic Thesis and Dissertation (ETD) workshop in the semester PRIOR to their graduation (http://www.grad.usf.edu/thesis.asp).

The Graduate School hosts several optional ‘ETD Boot Camps’ throughout each term to guide students through the submission process.

Students submitting a thesis or dissertation must be enrolled in a minimum of 2 hours of thesis or dissertation writing credit in the term in which they graduate.

Theses must be approved by your committee and submitted to the Graduate School by the 12th week of the semester (14th for dissertations), and FINAL submission of all revisions by the 16th week.

The final submission materials must be submitted by the posted deadline each semester. In order to finalize the submission, these steps must be completed:

- Manuscript is complete
- Dissertation/thesis is successfully defended/approved
- All changes required by the Major Professor and the Committee are complete and approved
- All changes needed to comply with University format requirements are done
- Certificate of Approval form is complete, with signatures of entire committee, as well as Graduate Director or Associate Dean for the committee verification line

The student must submit one hard-copy of the final version of the dissertation to the Department and one electronic copy, along with the required forms, etc., to the Graduate School utilizing the Electronic Thesis and Dissertation submission process by the posted final submission deadline. This document must be in conformity with Graduate School and disciplinary requirements regarding style and format, and it must bear the signatures of all committee members. This step is the responsibility of the student,
but the Major Professor should be aware of the deadline for that semester and the procedures, and should offer appropriate guidance to ensure that it all gets done.

**How long does it take to complete the composition of the thesis?**
Graduate students must allow plenty of time when planning to write the thesis. Hard deadlines for submission of a final copy are generally in early November or early April, not the end of the semester. There must be opportunities for significant feedback, revision, and so forth, prior to that final copy being submitted. In practice this means it is highly unlikely that a student can start writing a thesis at the beginning of the semester, and submit it that same semester.

The thesis must be read and approved by the entire committee, and all members must have the opportunity to read it thoroughly and request changes and revisions. Students should not assume that because the Major Professor has approved a draft, that the other members are "rubber stamps." They may suggest substantial revisions, and time is needed to respond.

Students should not plan on going through the entire writing/revision process during the summer, when committee members and chair might not be on academic contract and therefore unavailable for the thesis review and revision process.

**Graduation**
In order to graduate, a student must submit an "Application for Degree" to the Office of the Registrar by the deadline noted in the Academic Calendar for the term during which graduation is anticipated. Students selecting the thesis option must submit an Electronic Thesis and Dissertation registration to the Graduate School, attend an Electronic Thesis and Dissertation (ETD) workshop in the semester PRIOR to their graduation, and complete the final submission process in the Graduate School to be considered for graduation. Refer to the Graduate School website for complete information and deadlines.

Students may not participate in commencement unless all requirements have been satisfactorily completed.

All requirements for master’s degrees must be completed within five (5) calendar years from the student’s date of admission for graduate study.