

Graduate Student Handbook

Department of History and Philosophy
MA in History or Public History Programs

Updated September 2024

1. INTRODUCTION

The objective of the graduate handbook is to present the policies related to earning a Master of Arts (M.A.) degree in History or Public History from the Department of History and Philosophy at Fort Hays State University. Reading, understanding, and knowing the policies of this handbook are the responsibility of all graduate students. Graduate Students are also responsible for reading, understanding, and knowing the Graduate School Policies and Procedures.

Meeting deadlines for completion of the graduate degree program is the responsibility of the student. Carefully note sections of this handbook that include deadlines, checklists, and required forms. Students should consult the Graduate School website for their deadlines:

<https://www.fhsu.edu/academic/gradschl/current-students/deadlines/>

As a graduate student, you are held to higher standards than those applied to undergraduate students. In essence, graduate study is a transition from being a student to becoming a professional historian, and, as such, you will be held to professional standards in your conduct and your work.

- These policies are to serve as a reference for graduate students and faculty members.
- Thesis advisors may have other requirements of which students need to be aware.
- Graduate faculty are given broad latitude in adding requirements to those listed in these guidelines.
- It is the student's responsibility to be aware of and to follow the requirements and procedures of the Graduate School.

2. THE GRADUATE SCHOOL

The Department of History and Philosophy follows the deadlines, policies, and procedures of the Graduate School. If you have questions, please consult the pertinent websites:

- Information for Current Graduate Students: <https://www.fhsu.edu/academic/gradschl/> (scroll down in left sidebar for Current Student Index)
- Graduate Student Checklist: <https://www.fhsu.edu/academic/gradschl/documents/graduate-program-checklist.pdf>
- Graduate School Policies and Procedures: <https://www.fhsu.edu/academic/gradschl/documents/graduate-school-handbook.pdf>
- Each graduate student is assigned a Degree Analyst, who tracks your program and clears your degree. The Degree Analysts are incredibly important to your academic career, and it is advised that any correspondence be professional and courteous. You can find the

name and contact information for your Degree Analyst on the Graduate School Staff page: <https://www.fhsu.edu/academic/gradschl/staff-directory/>

3. HISTORY PROGRAM

The History Program has seven on-campus graduate faculty (Dr. Atkins, Dr. Macias, Dr. McClure, Dr. Nickell, Dr. Nienkamp, Dr. Perez, and Dr. Winchester) and three online adjuncts who are qualified graduate faculty (Dr. Bovee, Dr. Harvey, and Dr. Mack). All graduate faculty have a terminal degree in their area of expertise (PhD for History and MLIS/MLS for Public History).

The Program of History Graduate Co-Advisors are Dr. Perez and Dr. Winchester. Their duties include the following (*NOTE that these duties may periodically change, so check the latest copy of the Graduate Handbook OR contact one of the Graduate Advisors):

- Dr. Winchester: Advise students with the last name starting with A-K; Comprehensive Exams for students in the alphabet range
- Dr. Perez: Advise students with the last name starting with L-Z; Comprehensive Exams for students in the alphabet range, and Thesis Option Applications

The Program also has an invaluable Administrative Assistant, Jodie Wear-Leiker. Ms. Wear-Leiker runs the main office and can answer general questions about the program or refer you to someone who can.

You can learn more about the faculty and their areas of interest and their contact information on the History Department Faculty page: <https://www.fhsu.edu/history/faculty-and-staff/>

4. HISTORY GRADUATE PROGRAMS

History offers two programs, History and Public History, and a non-thesis and thesis option for each program. These options are available both on-campus and online. Each option has different requirements, so please be familiar with the requirements for the program/option that you have selected.

- MA in History without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-without-thesis.pdf>
- MA in History with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-with-thesis1.pdf>
- MA in Public History without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-without-thesis.pdf>
- MA in Public History with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-with-thesis.pdf>

If you choose to change between the History and Public History option after you have been accepted, please note that it is the policy of the Graduate School that you must reapply to the

new program.

5. **ADMISSION**

Application for admission to the Graduate School and application for assistantships must be made with the Graduate School via their Admission webpage (under Admissions in the left sidebar): <https://www.fhsu.edu/academic/gradschl/> After the applicant submits all necessary materials to the Graduate School, the materials are forwarded to the Department of History and Philosophy. Here they are reviewed, and admission recommendations are made to the Dean of the Graduate School.

Required Application Materials:

- A completed Graduate School application.
- Payment of application fees.
- Bachelor's degree transcripts and any additional transcript that will show undergraduate or graduate history credit that you want to be considered.
 - FHSU (and all American universities) require a World Education Service (WES) Course-by-Course transcript evaluation for any degree earned outside of the United States or Canada. Because your degree was earned outside of the US, you will need to have a WES course-by-course evaluation completed. WES converts your grades to US equivalencies while verifying that your degree is equivalent to a US bachelor's degree. They also include a copy of your original transcript with the evaluation. Here is the link that FHSU sends out to students so that they can complete the evaluation: <https://www.wes.org/evaluations-and-fees/education/graduate-admissions/>. There is a cost involved with this, and the requirement cannot be waived.
- Two letters of recommendation.
- A writing sample demonstrating research and documentation skills.
- A personal statement that includes a description of the student's research interests or reasons for pursuing graduate education.
- You must also meet the following requirements, or your application may be accepted conditionally or rejected:

Applicant has a bachelor's degree

1. A bachelor's degree of any concentration with satisfactory performance in a minimum of 18 hours of history courses. These 18 hours MUST include a course in the methodology of historical research.
2. Two letters of recommendation.
3. A writing sample demonstrating research, higher level writing, and documentation skills.
4. A personal statement.
5. A 3.00 GPA on a 4.00 scale on last 60 credit hours; or a 2.50-2.99 GPA for last 60 credit hours and applicant must attain a B or better in first 6 hours of coursework at FHSU.
6. Students who do not meet these basic requirements may be admitted to the graduate program, but they MUST remove any deficiencies in their undergraduate preparation as

soon as possible. All work to clear up deficiencies will not count toward the total hours for the M.A. degree.

7. Any exceptions require approval of the department Chair.

Applicant has an advanced degree (M.A., M.F.A., Ph.D., J.D. etc.)

1. A graduate degree in any concentration with satisfactory performance in a minimum of 9 hours of history courses in their bachelors and/or previous graduate coursework.
2. Two letters of recommendation.
3. A writing sample from the completed graduate program. Ideally, a research paper or similar document from a culminating experience that demonstrates research and writing abilities at the graduate student level.
4. A personal statement.
5. A 3.00 GPA on a 4.00 scale on the last 60 credit hours; or a 2.50-2.99 GPA for the last 60 credit hours and applicant must attain B or better in first 6 hours of coursework at FHSU.
6. Students who do not meet these advanced degree requirements may be admitted to the graduate program, but they MUST remove any deficiencies in their preparation as soon as possible. All work to clear up deficiencies will not count towards the total hours for the M.A. degree at FHSU.
7. Any exceptions require approval of the department chair.

Please consult the Application Tutorials if you have trouble with the application process:

<https://www.fhsu.edu/academic/gradschl/admission/tutorial-videos/>

6. GRADUATE TEACHING ASSISTANTS

The program usually has a few Graduate Teaching Assistants (GTAs). These are competitive and open to on-campus students, but there have been situations where assistantships were granted to online students; you would need to talk to the Department Chair to see if this is an option. To be considered for an assistantship, follow the application guidelines provided by the Graduate School: <https://www.fhsu.edu/academic/gradschl/admission/graduate-assistantships/>. Decisions regarding the upcoming year's GTAs will be made in early April, so please submit your application before that date.

If you are granted an assistantship, you must complete the following:

- All GTAs are required to attend an orientation meeting every semester.
- All GTAs are required to attend the FHSU mandatory workshop on sexual harassment each year.
- GTAs may be required to assist with the preparations for upcoming classes.
- You should contact the faculty that you are assigned to assist BEFORE the first class to discuss their expectations. You may be required to attend class regularly.
- GTAs should check their email regularly in case there is an important email or inquiry.
- All GTAs are required to work 19 hours a week. Your work hours may be divided between office hours and classroom attendance (if required by the faculty supervisor). You must serve these office hours in the GTA office in Rarick unless you have made arrangements with the supervising faculty member to serve them virtually.

- You are advised to attend the GTA training that the Graduate School provides, especially if you plan to continue in higher education. You should receive a notification via your FHSU email address.

7. **RESOURCES FOR PLANNING YOUR PROGRAM**

You are responsible for tracking your program and ensuring that you fulfill all the requirements for graduation. The Graduate Advisors and Degree Analysts are available to help with questions. Every course is not offered every semester; the program has established a rotation for leveling, Core, Capstone, and Public History courses to help you plan. We offer a variety of electives every semester. The rotations differ in the online and on-campus programs. You need to pay close attention to this rotation and plan accordingly. In this section, you will find links to PDFs of the Program Checklists, a guide to Workday language regarding the courses, and the course rotations for online, on-campus, and Public History.

A. Program Checklists

- MA in History without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-without-thesis.pdf>
- MA in History with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-with-thesis1.pdf>
- MA in Public History without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-without-thesis.pdf>
- MA in Public History with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-with-thesis.pdf>

- 💡 **HELPFUL TIP:** Print out the checklist for your program and track your progress. You can double-check it against your Program of Study and Academic Progress sections of Workday.

B. Workday Language

You are required to take History Master's Electives, Core, and Capstone courses. The following is a guide to help you understand how they are listed in Workday and the courses that fulfill those requirements:

Workday Language

History Non-Thesis

History Master's Electives
History Master's Core
History Master's Capstone

History Thesis

History Master's Electives
History Master's Core
History Master's Capstone

Public History Non-Thesis

History Master's Electives
Public History Master's Core

Public History Master's Electives

Public History Master's Capstone

Public History Thesis

History Master's Electives
Public History Master's Core

Public History Master's Electives

Public History Master's Capstone

History Courses

600-level History Courses
Graduate Historical Methods, Seminar, and Historiography
Seminar (for non-thesis option)

600-level History Courses
Graduate Historical Methods, Seminar, and Historiography
Thesis

600-level History Courses
Intro to PH, Museum Studies, Graduate Historical Methods
Historiography, Seminar
600-level Public History Courses, including 601 Topics
Courses and Apprenticeship
Seminar (for non-thesis option)

600-level History Courses
Intro to PH, Museum Studies, Graduate Historical Methods
Historiography, Seminar
600-level Public History Courses, including 601 Topics
Courses and Apprenticeship
Thesis

C. Course Rotation:

We offer courses on a rotation that ensures that students can finish in two years with the proper planning. Here are our current online and on-campus course rotations:

i. Online Course Rotation

Fall:
Graduate Historical Methods
Historiography
Seminar

Spring:
Graduate Historical Methods
Seminar

Summer:
Graduate Historical Methods
Historiography

A variety of History Electives will be offered every semester.

ii. Public History Rotation

For this rotation, you should contact the Graduate Advisor to find out when the course was last offered and that will help you know when it will be offered again.

Fall 1:
Intro to Archives (PH elective)
Museum Studies

Spring 1:
Local History (PH elective)
Intro to Public History

Fall 2:
Historic Preservation (PH elective)
Museum Studies

Spring 2:
Topics (PH elective)
Intro to Public History

A variety of History Electives will be offered every semester.

iii. On Campus Course Rotation

Fall:
Graduate Historical Methods (This class will likely only be taught virtually, so consult the Online Course Rotation above.)

Spring:
Seminar

Historiography is offered every 3rd semester. Take it the first time it becomes available.

A variety of History Electives will be offered every semester.

 **HELPFUL TIPS:**

- We require that students take HIST 889: Graduate Historical Methods and electives in their first semester to understand the workload and expectations. After the first semester, you can take Historiography and your Seminars when you choose.

- You can find the current history courses offered by going to the FHSU Public Semester Course Search site: <https://webapps.fhsu.edu/semestercoursesearch/>
- DO NOT wait until the last semester to take Historiography because you must complete this course before taking your comprehensive exams.
- Only one seminar will be offered in the abovementioned semesters, so make sure you plan to use two semesters to complete your seminar requirements.
- HIST 670, 672, 673, 674, and 676 require permission from the Department Chair and the Graduate Advisors. Further, they will require the consent of a supervising faculty member. Do not enroll in these courses until you have acquired all the permissions.
- Pay close attention to emails from the university, the Graduate School, or from the Graduate Advisors—all official correspondence will go to your FHSU account. You are responsible for knowing the information that is sent to you.

8. PROGRAM OF STUDY

A personalized Program of Study (POS) is created when you are accepted into the program and updated at the end of each semester. (NOTE: this is done by hand for all our active students, so it can take a few weeks.) You should consult your POS frequently to track your progress and ensure no errors. You can find your POS in Workday in the “Documents” section of your “Personal” tab. Each new POS is saved by semester.

9. ENROLLMENT AND WORKDAY

Fort Hays State University made the transition to Workday for advising and enrollment in fall 2021, and since it is a relatively new system, we are troubleshooting issues as we find them. We appreciate your patience with us as we learn more about the system.

A. Onboarding:

Your first step is to complete the onboarding process. Ensure you do not have any Action Items or Holds in Workday that will prevent you from enrolling before you proceed.

B. Academic Plan

Before you enroll, we are required to set up an Academic Plan. We will not create an individualized Academic Plan for each of you. There are too many variables, and they change frequently. The Academic Plan you’ll see in Workday is meant only for guidance, and it is best suited to students who are not as experienced with selecting classes and tracking a program. **Please note that you should essentially ignore this plan** and use the resources provided here to plan your program. You should track your program and progress using the checklists provided, your Program of Study, and the Academic Progress tool in Workday. You are welcome to update your Academic Plan in Workday if you choose, but please note that there are a lot of

issues with this tool and it may need to be changed frequently because of course availability; plus, it has no bearing on your program completion.

C. Overrides and Course Permissions

Courses that you might take repeatedly, like HIST 600 or HIST 601, require an override by the Department Chair. If Workday does not allow you to enroll in those or any other courses, please email the Chair for an override and copy the Graduate Advisor on that email.

D. Enrollment Planning and Deadlines

The date that you are eligible to enroll is posted in the Academic Calendar for the current semester: <https://www.fhsu.edu/registrar/academic-calendar/>. You should also receive an email notification from the University. We encourage you to enroll as soon as you are eligible because classes fill quickly. Pay special attention to courses that are offered on a rotation, like seminars and Historiography, and make sure you enroll as soon as you are eligible. Missing an enrollment window for one of these courses could set your graduation date back a semester.

HELPFUL TIPS:

- Bookmark the Student Workday Resources page: <https://www.fhsu.edu/workday/student-resources>. Faculty do not have access to the same portals that students do, so we can advise you on courses, but will be little help when it comes to the process.
- If you run into Workday issues, please contact TigerTech (785-628-3478) and they will direct you to the appropriate resource. TigerTech also has tutorials and a live chat on their webpage: <https://www.fhsu.edu/tigertech/>

10. THESIS OPTION

All History MA students interested in doing a thesis, Virtual and On-Campus, must apply for the Thesis Option. However, your application does not guarantee admittance. Your admittance to the Thesis Option will depend on the quality of your proposed project and on your writing and research skills.

A. Requirements

Students **MUST** meet the following requirements for consideration:


- Students can apply after completing at least 9 hours of graduate credit with a 3.25 GPA (on a 4.0 scale) or better.
- The applicant must provide a writing/research sample from their history coursework to the graduate faculty member they want to advise their thesis (Thesis Advisor).

- Students must have a letter from a graduate faculty member who is willing to supervise their thesis work. Please note that the following faculty are Graduate Faculty and can direct a thesis and serve on thesis committees: Dr. Atkins, Dr. Bovee, Dr. Harvey, Dr. Macias, Dr. Mack, Dr. McClure, Dr. Nickell, Dr. Nienkamp, Dr. Perez, and Dr. Winchester. You should consult with all faculty members about their participation on your thesis committee BEFORE you submit your application.
- Students must identify and confirm the consent of at least two committee members (selected from the Graduate Faculty listed above), in addition to their Thesis Advisor.
- Students must submit a thesis proposal to their Thesis Advisor, Graduate Advisor (if not a member of the committee), and committee members for approval before the application deadline. See below for more details on this step.
- Students must defend their thesis within four semesters (including summers) of their approval for the thesis option.
- Thesis proposals and applications are due by March 15 (to begin the thesis in the fall) OR October 15 (to begin the thesis in the spring) to the Graduate Advisor (Dr. Perez).
- The number of thesis students accepted will be determined by each individual graduate faculty member.
- Students will need to be continually enrolled in at least 1 credit hour of coursework (typically HIST 899) until they have completed their thesis unless they receive an exemption from the Graduate Advisor and the Chair of the Department. Please discuss your options with the Graduate Advisor.
- If a student withdraws from the thesis option and later wishes to return to the thesis option, they will need to reapply.
- Continuation of the thesis track will be at the discretion of your Thesis Advisor and the Graduate Advisors.
- Students cannot enroll in thesis credits before they have been approved for the thesis option.

B. Thesis Proposal

Your thesis proposal should contain the following:

- A preliminary title (this can change)
- A formal explanation of your project (pretend you are writing a paper for a course)
- Your research question or thesis statement if you have one
- The description of the primary sources you will use
- A historiographical essay detailing how your project fits into the historiography
- Timeline for submission of chapters and completion
- A preliminary bibliography with primary and secondary sources listed separately

 **HELPFUL TIP:** You should contact your proposed Thesis Advisor as soon as possible to ensure they will be available to supervise your thesis and begin working on the proposal.

C. Meetings with Advisor and Committee

Students are required to meet with their advisor and committee EVERY SEMESTER after being accepted into the option. Please contact the faculty in the third week of the semester to schedule a meeting.

D. Program Deadlines and Courtesies

It is Program policy that a student MUST defend their thesis at least TWO WEEKS before the Graduate School deadline to give the student time to make any required changes. It is also Program policy that a student MUST give the final draft of their thesis to their committee at least TWO WEEKS before the defense to ensure that committee members have enough time to review it. If you do not meet these deadlines, your graduation could be delayed by a semester. You can find the Graduate School Deadlines on their website:

<https://www.fhsu.edu/academic/gradschl/current-students/deadlines/>

E. Thesis Defense

All students in the Thesis Option are required to defend their thesis. A public presentation portion will begin the defense (typically a 40-minute presentation and 20 minutes for questions/discussion). Please work with your Thesis Advisor to set the defense time and place and send out invitations to all faculty and graduate students. After the public portion of the defense, you will go into the formal defense with your advisor and committee. Following their questioning, they will meet to decide if you have successfully defended your thesis. The advisor and committee may require additional changes before you are allowed to submit your thesis to the Graduate School. You should work with your Thesis Advisor on these changes.

F. Thesis Copies

Students are required to provide two bound copies of their thesis to their Thesis Advisor. One copy will remain with the Thesis Advisor, and one copy will be shelved in the Department of History and Philosophy Library. You can order bound copies to be sent to the Department office here: <https://fhsuguides.fhsu.edu/fhsuscholarsrepository/thesis#s-1g-box-21960252>

You can send the copies here: Thesis Advisor (insert name), Department of History and Philosophy, 711 Park Street, Rarick Hall 344, Hays, KS 67601.

HELPFUL TIPS:

- Be aware of the deadlines associated with completing a thesis:
<https://www.fhsu.edu/academic/gradschl/current-students/deadlines/>
- Keep the following guides bookmarked and consult them frequently:
 - Graduate School Thesis Guidelines:
<https://www.fhsu.edu/academic/gradschl/documents/thesis-guidelines.pdf>

- For help with general formatting, you can consult:
<https://askalibrarian.csuohio.edu/faq/43427#:~:text=One%20of%20the%20required%20page,of%20Chapter%20I%20of%20your>

11. SCHOLASTIC STANDARDS

It is the policy of the Graduate School that “only grades of A, B, or C are acceptable” in your graduate program. Further, “a graduate student must attain at least an average grade of B (3.00) in all graduate coursework on the degree program for graduation.”

12. COMPREHENSIVE EXAMINATIONS

A. Master of Arts in History with Thesis

1. The Comprehensive Exam shall be a 4-hour written exam taken when the student has finished the pertinent coursework and in the last semester of their program. The Graduate Advisor will work with the student to determine the date. Please consult the Graduate School website for deadlines for Comprehensive Exams.
2. A committee chosen from those faculty members from whom the student has taken graduate courses will determine the nature of the questions. The Graduate Advisor will serve as chair of the committee.
3. The student will answer 4 essay questions, each based on one of the graduate courses the student has taken at FHSU and the associated extended reading list for the course, for a total of 4 hours. The student can pick the courses over which the 4 questions will be asked, with the following stipulations: One of the courses must be Historiography; no more than 2 of the courses can be from the same instructor (exceptions will be allowed in certain situations and you must have the permission of the Graduate Advisor and the Department Chair), and the courses should not duplicate subject matter if possible. The student will receive the questions to study before the exam. Note, that you will not be allowed to take a comprehensive exam question on a course until you have completed that course, as mandated by the Graduate School, so plan accordingly.
4. Students are advised to notify the instructor at the beginning of the course that they want to use it for a comprehensive exam question. The faculty member will provide an extended reading list for the course that can be ideally completed during the course. The comprehensive question will be based on the in-class material and the extended reading.
5. If the student receives passing marks on a *majority* of the examination questions (3 out of 4), the Graduate Advisor will notify the Office of the Graduate School of successful completion. If not, the student must retake all of the failed questions.

B. Master of Arts in History without Thesis

1. The Comprehensive Exam shall be an 8-hour written exam taken when the student has finished the pertinent coursework and in the last semester of their program. The Graduate Advisor will work with the student to determine the date. Please consult the Graduate School website for deadlines for Comprehensive Exams.

2. A committee chosen by the student from those faculty members from whom they have taken graduate courses will determine the nature of the questions. The Graduate Advisor will serve as chair of the committee.
3. The student will answer 6 essay questions, each based on one of the graduate courses the student has taken at FHSU and the associated extended reading list for the course, for a total of 8 hours. The student can pick the courses over which the 6 questions will be asked, with the following stipulations: One of the courses must be Historiography; no more than 2 of the courses can be from the same instructor (exceptions will be allowed in certain situations and you must have the permission of the Graduate Advisor and the Department Chair), and the courses should not duplicate subject matter if possible. The student will receive the questions to study before the exam. Note that you will not be allowed to take a comprehensive exam question on a course until you have completed that course, as mandated by the Graduate School, so plan accordingly.
4. Students are advised to notify the instructor at the beginning of the course that they want to use it for a comprehensive exam question. The faculty member will provide an extended reading list for the course that can be ideally completed during the course. The comprehensive question will be based on the in-class material and the extended reading.
5. If the student receives passing marks on a *majority* of the examination questions (4 out of 6), the Graduate Advisor will notify the Office of the Graduate School of successful completion. If not, the student must retake all of the failed questions.

C. Scheduling your Comprehensive Exams:

In the first three weeks of the semester that you plan to complete your exams (your final semester), you need to contact your Graduate Advisor to coordinate dates (you can take the exams over two days) AND fill out the Graduate School form for Comprehensive Exams (<https://www.fhsu.edu/academic/gradschl/current-students/comps/>). If you are a virtual student, you must also arrange for the services of a proctor (see below).

Please be aware of the Comprehensive Examination Reporting Deadline set by the Graduate School each semester and schedule your exams to take place at least two weeks before that date.

D. Virtual Students:

It is the student's responsibility to contact a proctor to set up a time and place to take the exams. Many local colleges, universities, libraries, etc. have facilities for proctoring exams. The proctor **MUST** be approved by the Graduate Advisor before finalizing the dates. Once the student has made arrangements with the proctor, the student shall let the Graduate Advisor know the time(s), date(s), place, and name of the proctor. The student shall give the proctor the Graduate Advisor's email address and have the proctor contact the Graduate Advisor for questions and instructions. When the exams are completed, the proctor will send the completed questions to the Graduate Advisor. Please save each question as a separate file and name the file appropriately with the name of the instructor and course. Also, if you are taking Comps during the summer, you must confirm with the Graduate Advisor and all members of your

Comprehensive Exam Committee that they will be available to grade your questions in a timely manner.

E. Requesting Comprehensive Exam Questions:

Send a list of the courses you wish to be examined over to the Graduate Advisor in charge of Comprehensive Exams. Include the course number and name, the instructor, and the semester you took it (for example HIST 713, History of Nothing, Dr. Who, Fall 22). Once the Graduate Advisor has a complete list from you, they solicit the questions from the instructors. You should not contact the instructors individually for questions; this step **MUST** go through the Graduate Advisor. (You can, however, contact the faculty directly if you have questions about the questions they gave you.) About a month before your scheduled exams, the Graduate Advisor will send you the questions so you can study them.

F. Rules for Taking Comprehensive Exams:

- The student can use a computer provided by the proctor to write the exam, but no other materials nor internet access are allowed.
- Please save each question as a separate file and name the file appropriately with the name of instructor and course.
- The proctor should email the completed questions to the Graduate Advisor at the end of each testing day.
- You cannot revisit a question from the previous day's exam. Once it is submitted, you are done.
- If the student receives passing marks on a *majority* of the examination questions (3 out of 4 for thesis students and 4 out of 6 for non-thesis students), the Graduate Advisor will notify the Office of the Graduate School of successful completion.

*Students beginning their program (in other words, enrolling in their first graduate course) in Fall 2022 and after will be required to use the Comprehensive Examination system detailed above. Students who began their program before Fall 2022 need to discuss the procedure with the Graduate Advisors.

HELPFUL TIP:

- Save all your course reading materials and notes because they will be useful for studying.
- Also, as you are enrolling for classes, remember that you can only take **TWO** comp questions from one instructor. It is in your best interest to take classes from many different faculty.

13. GRADUATION

You should consult the Graduate School Checklist for instructions for applying for graduation: <https://www.fhsu.edu/academic/gradschl/documents/graduate-program-checklist.pdf>

The Application for Program Completion is located in Workday; to view the tutorial you will need your FHSU username and password:

<https://webapps.fhsu.edu/workdaydocumentation/default.aspx?category=STUDENT%20SELF-SERVICE&document=Student%20Self-Service-Apply%20for%20Program%20Completion.pdf>

Commencement details are found here: <https://www.fhsu.edu/commencement/> If you plan to attend the ceremony, please let the Graduate Advisors know so we can arrange for you to meet faculty and fellow students.

14. AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

A. Notice of Non-Discrimination:

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status.

B. Special Learning Conditions/Accommodations:

Fort Hays State University, in accordance with The Americans With Disabilities Act, provides assistance and resources for students with disabilities. The Student Accessibility Services office is located within Health and Wellness Services in the Fischli-Wills Center for Student Success, Room 301, 785-628-4401. This is the appropriate office for students, faculty or staff to contact to verify and notify the University of a student's documented disability. After verification of a documented disability, the Student Accessibility Services office will initiate a request for services. Students should contact the instructor within the first two weeks of class if they require special accommodations for test taking, carrying out assignments, or any other need for assistance.

15. ACADEMIC MISCONDUCT

A. University Policy:

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations. Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. More information

can be found at https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

B. History Program Policy:

The History Program adheres to Fort Hays State University's policy on academic honesty published in the Fort Hays State University handbook. Additionally, the History Program also has adopted policies pertaining to academic violations (see below). Continued enrollment after receipt of this policy signifies your understanding and acceptance of the definition and consequences of plagiarism and cheating. Please see the instructor if you are in any way uncertain of either the definition of these academic crimes and their consequences. Further, all written assignments, including exams, must be submitted to Safe Assignment in order to be graded.

History Program Policy on Plagiarism, Cheating, 'Cutting & Pasting,' and Acknowledgement of Sources (Rev. 1/31/2023)

1. The History Program adheres to Fort Hays State University's policy on academic honesty published in the Fort Hays State University handbook. To read more about this please visit the following web site:

https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

This policy gives the instructor and the academic department wide latitude in assigning penalties for plagiarism and cheating.

2. The History Program follows the American Historical Association's definition of plagiarism "as the appropriation of 'the exact wording of another author without attribution,' and the borrowing of 'distinctive and significant research findings or interpretations' without proper citation." (<https://www.historians.org/teaching-and-learning/teaching-resources-for-historians/plagiarism-curricular-materials-for-history-instructors/defining-plagiarism>)

-Additionally, the History Program recognizes text written by generative artificial intelligence software and presented as one's own as plagiarism.

--The advent of the Internet, on-line education, and generative A.I. software has created additional, and dangerous, dilemmas for students and teachers. Among the most problematic, and least tolerated, are "cutting and pasting" from an Internet or digital source and use of generative A.I. software. "Cutting and pasting" from a web page synopsis of a novel or any other source is only acceptable if you acknowledge the source, i.e., use of a footnote or endnote. You must indicate that the words or ideas you are using are not your own. Failure to do so constitutes plagiarism. Also, constructing a paper or exam response based solely on this source is completely unacceptable. Unless instructed by faculty, use of generative A.I. software is never acceptable on assignments for History Program courses.

-Similarly, using the exact words from any text (including the textbook) as an answer for an exam question without acknowledging the source is unacceptable. An exam question is designed to test your understanding of an issue or a concept. Simply "cutting and pasting" words from a text without any substantial, substantive original commentary is unacceptable.

3. The History Program considers plagiarism and cheating to be the most serious and heinous of transgressions within the academic realm. As a general rule, such transgressions are met with swift and exceptionally severe consequences.

-The first instance of plagiarism and cheating will result in a failing grade for the assignment. The instructor may decide to follow a more lenient course of action but is under absolutely no obligation to do so. A subsequent instance of plagiarism and cheating will result in a failing grade for the course. Again, the instructor may decide to follow a more lenient course of action but is under absolutely no obligation to do so.

-Additionally, any instance of plagiarism and cheating will result in notification of the student's advisor or Program supervisor that an instance of plagiarism and cheating has occurred.

-Finally, any instance of plagiarism and cheating will result in notification of the appropriate representative of the Office of Student Affairs so that a permanent record can be created as a basis for potential administrative sanction (suspension or expulsion from the university).

IF YOU DO NOT UNDERSTAND ANY ASPECT OF THIS POLICY, CONTACT YOUR INSTRUCTOR. YOUR CONTINUED ENROLLMENT IN THE COURSE INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND ACCEPTED THIS POLICY.

16. SOCIAL MEDIA

The History Program can be found on the following social media outlets. Please follow or like us for useful information:

- Facebook: FHSU History Dept
- Instagram: fhsu_history_dept
- Twitter: FHSU Dept of History (@FHSUhistory)

17. HELPFUL RESOURCES

- Forsyth Library offers services that you might find useful for your classroom and research needs including Research Databases, Ask-a-Librarian, Interlibrary Loan, and LibGuides: <https://www.fhsu.edu/library/>
- Forsyth also offers free online access to the Chicago Manual of Style through Forsyth Databases: <https://fhsuguides.fhsu.edu/az.php?a=c>