

## WSU History Graduate Program Flow Chart

**START:** Submit application to the Graduate School

Graduate School sends application to graduate coordinator. If accepted, Graduate School is notified and student is informed of their status.

If accepted, student may begin taking classes. If they have not taken Historiography, HIST 698, as an undergraduate, they should be planning to take it above the required hours. During this time, student should be deciding on which track they want to pursue among three of the following:

**Thesis Track:** Exam in one field and thesis. A foreign language reading exam is required. This may be taken at any point prior to the graduate comprehensive exam. This needs to be scheduled with appropriate MCLL faculty.

**Public History Track:** Specialty coursework, internship, an exam (two questions in one field and one question in public history), and thesis. There is no foreign language requirement.

**Non-Thesis Track:** Comprehensive exams covering two fields (American, European, Ancient/Medieval, Public). There is no foreign language requirement.

Students should be thinking about their graduate committee. A committee consists of a chair, another member of the history department, and, for thesis and public history options, an outside member who is faculty at the university and will represent the graduate school at the defense. The list of graduate faculty may be viewed on the Graduate School's web-page.

After 12 hours, the student schedules an appointment with the graduate coordinator to file a plan of study.

During last semester of coursework or first semester after, depending on level of preparation, student contacts chair of committee to schedule comprehensive exam time. All exams will take place either in the two weeks after fall break or the two weeks after spring break. If non-thesis, student files application to graduate with graduate school during that same semester (view the deadlines on the Graduate School webpage). Students **MUST** be enrolled in at least one credit hour the semester they plan on graduating.

If Non Thesis, submit an Application for Degree/ exit survey to the graduate school (form on line at the graduate school web site). The graduate school web site lists the deadline for submission (20<sup>th</sup> day of class in Spring and Fall, 10<sup>th</sup> day of class in summer). If Thesis, student should be signed up for at least one hour of HIST 801, Thesis Research.

Take exams (held the two weeks following spring or fall break)

**Pass:** Graduate coordinator submits confirmation of passing to graduate school. If student is on thesis and public history tracks, continue to next page.

**Fail:** Student must wait until the following semester to reschedule exams and repeat the application process. Students have three chances to pass the exams.

**For Thesis and Public History**

**students:** When ready to defend & graduate, submit an Application for Degree form and exit survey to the Graduate School (found on the Graduate School web page in “Forms and Publications”). The graduate school web site lists the submission deadlines. NOTE: A thesis student is required to be enrolled in at least one hour of HIST 802. If submission of your thesis is delayed, a new AFD/fee and another hr of thesis is required to be able to receive your degree

When adviser and student agree the student is ready to defend, they arrange time with committee members for a defense. The faculty advisor will submit a “Request to Schedule Oral Defense Form,” informing the graduate coordinator of this date. This form is due in the Graduate School two weeks before the selected defense date. When processed and approved, the Graduate School will return the Recommendation for Degree form to the committee

Have copies of thesis printed and distributed to committee members at least two weeks before the defense

**Conduct the defense:**

- Student gives short presentation on research.
- Committee asks questions of student.
- Student leaves the room and committee discusses the thesis and defense.
- When student returns, they are informed whether they passed. Outside member submits form (to be mailed to them by the grad school) about the conduct of the defense.

NOTE: In most cases, there will be revisions. It will be up to the committee to decide whether the revisions are substantial enough to merit a second look on the part of the whole committee or can be delegated to the chair.

Have all incompletes addressed. NOTE: HIST 801 is an incomplete each semester until the semester of graduation, in which case the instructor of record then changes the incompletes to Satisfactory.

Student schedules appointment with Denecia Angleton at the Graduate School to ensure standard format, (& pay the ETD fee)

Student gets final signatures on the RFD form. Denecia is not permitted to perform the format check until she has received the signed RFD form.

Once the formatting has been approved, student submits a PDF of their thesis via Blackboard, to Denecia in the Grad School. This final step must be completed by the “DEGREE COMPLETION DEADLINE”, listed on the graduate school deadline page.

**GRADUATION!**