The Graduate Study of History

San Francisco State University

THE M.A. IN HISTORY

The Department of History offers a Master of Arts degree with specialties in the history of the United States, Europe before 1500, Europe after 1500, Early Modern Europe, Latin America, World History, and Gender in History. It is one of the leading Master's programs in the United States, both in terms of total degrees granted and in the number of our Master's students who go on to PhD programs. In order to meet various students' needs, the program provides training for those preparing for further graduate work, for those interested in a teaching credential, and for those planning to terminate their training at the Master's level and seek employment in areas for which they are qualified. Thus the M.A. program is designed to accommodate students' varied interests and needs as they pursue a course of study under the direction of a committee of faculty members. Students choose their own committee, based on their interests and on those of the faculty. Together with their committee, students plan a program to give both breadth and depth to their understanding of the past.

The Setting

San Francisco State University is located in the heart of the Bay Area, the fifth largest metropolitan region in the nation. The City contains important cultural institutions, including world-class opera, ballet, and symphony companies. Its art museums have hosted important touring exhibitions in recent years and contain impressive collections of their own. The City has a diversity of social and ethnic groups and is known for its toleration of this diversity.

The Bay Area is rich in library and other academic resources. The campus library houses more than two million items. The Frank V. de Bellis Collection is a library-museum of classical and Italian authors and subjects representing the civilizations of ancient, Renaissance, and modern Italy. The Labor Archives houses important collections for the study of labor in the American west. The Sutro Library, a branch of the California State Library located on the campus, contains a wide range of materials from the fifteenth century to the present. Major repositories located within a half-hour's travel time from the San Francisco State campus include the University of California, Berkeley; Stanford University, Palo Alto; the California Historical Society, San Francisco; the National Archives, Pacific Sierra Branch, in San Bruno; the San Francisco Public Library; and several law libraries. The Bay Area also contains many historical agencies where students can obtain on-site experience through an internship; possibilities include archives, historical museums, and agencies for architectural preservation.
Application and Admission

Application Procedure
The application to the Master's Program consists of two separate parts, one of which must go to Graduate Studies and the other which must be sent directly to the History Department. It is the applicant's responsibility to ensure that Graduate Studies and the History Department have received every part of his or her application by the deadline dates (see below). You must complete both parts for your application to be reviewed. Once you begin the application process, you can check your admission status online.

Part I - Graduate Studies
Students can apply to SFSU online using the CSU Mentor

Online applications are uploaded to SFSU Student Systems in 24 hours. You do not need to respond on CSU Mentor to the question related to "Statement of Purpose." Just write in that space, "See attached". Additionally, all applicants need to send the following materials to:

San Francisco State University
Division of Graduate Studies, ADM 254
1600 Holloway Avenue
San Francisco, CA 94132

1. Application Fee: $55.00
2. An official copy of all transcripts. Applicants should request that all transcripts be sent to them. After receiving all transcripts, mail all the UNOPENED transcripts in a single envelope to the address above. Please note that Graduate Studies cannot process your application until they have ALL your college transcripts. The History Department cannot make a decision on your application until Graduate Studies has processed it.

Part II - History Department

All Applicants must also send the following materials to:

Graduate Coordinators
History Department
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

The applicant should gather the letters of recommendation, writing sample, and statement of purpose and send them all together in a single package if possible.
1. **Three letters of recommendation.** These should be in sealed envelopes with the recommender's signature across the back flap. There is no set form for these letters but the letter should include information about the student's abilities (research skills, reasoning and analytical ability, writing skills, maturity, etc.) and likelihood of success in a graduate program, written on official letterhead. Ideally, these letters should be written by professors who are familiar with the applicant's skills and potentials. Letters from employers and others who know you are acceptable, but they are not as useful to us in gauging your academic potential.

2. **Writing sample** (preferably a 10-20 page research paper, which includes footnotes and a bibliography).

3. **Statement of Purpose:** The statement of purpose (maximum of 1000 words) should tell us a little bit about you including why you are interested in history and your development and preparation as a historian to this point. Also describe your planned field(s) of study and career goals as you see them now. Finally, tell us why you think San Francisco State would be a good place for you to continue your intellectual development.

4. **GRE Scores** (The Institution Code for SFSU is R4684). Students must receive a score of 4.0 or higher on the written essay portion of the exam in order to be considered for admission to our program. Rare individual exceptions may be made, on a case-by-case basis, for students who do not score 4.0 on the written essay but who receive a score of at least 550 (out of 800) on the verbal portion of the exam or who can otherwise demonstrate strong writing abilities in their submitted writing sample. For more information on the GRE, please consult the ETS website (http://www.ets.org/gre).

### Application Deadlines

Applications for the Master's Program must be received by **February 15th for Fall Semester admission** or **October 15th for Spring Semester admission**. Please consult the University application for other University deadlines, such as for International students. Late applications will put the candidate at a disadvantage during the admissions process and may result in the applicant being placed on a wait list or not admitted at all. All supporting materials must also be received in time to meet the deadlines.

### Admission Into the Program

A prospective student must fulfill the general University requirements as stated in the section on “Graduate Studies: Requirements and Procedures ” of the San Francisco State University Bulletin. In addition to the general requirements, the History Department has established its own, more specialized requirements, which are described below.

An applicant may be admitted into the Graduate Program in history in one of two
categories, depending upon the applicant’s degree of preparation, grade point average, GRE scores, and academic promise.

**Admission Classification**

To be considered for admission all applicants must have a degree in history or the equivalent (8-9 upper division courses in history; 24-27 semester units; 32-36 quarter units); a 3.35 GPA in the final sixty units of coursework; and a GRE score of at least 4.0 on the essay section of the exam. If the student's undergraduate work meets the department’s criteria AND shows promise of a successful completion of the graduate program, he or she will be admitted to the program.

All applicants who are admitted will enter with Conditionally Classified Standing. For applicants with very strong applications, the condition is likely to be nothing more than making progress toward finishing the degree in a timely fashion. For students whose application is deemed by the department to have some weaknesses, other conditions may apply and students will be informed as to what those conditions are in their letter of admission.

If the student’s undergraduate record suggests the likelihood of a successful pursuit of graduate work, the Department may recommend that the student be admitted on a conditional basis, specifying the conditions to be met for advancement to classified standing. If the student's undergraduate record shows little promise of satisfactory work at the graduate level or insufficient training in history, the Department will recommend that admission be denied. Students who do not meet the requirements for classified standing or who are denied admission for classified conditional standing, may wish to apply to the University through Open University/College of Extended Learning in order to correct deficiencies in their record.

**Registering**

1. **Expressing your intent to register:** If you decide to attend San Francisco State once you are admitted you need to inform the university and the department of your intent to register. Within 2 weeks of receiving your letter of admission to the university, you must notify the university of your intent to register by going to http://www.sfsu.edu/admit and following the instructions. Your letter of admission from the department will have information on how to let the department know you intend to register.

2. **Register for Class:** Go to https://www.sfsu.edu/student, logon to MySFSU and click on Registration Time for your 24 hour priority registration.

There is more information on registration and signing up for classes in the SFSState Grad Guide (http://www.sfsu.edu/~gradstdy/forms/student-gradguide.pdf) (p. 3.)
Advising, Program Planning, and Registering for Classes

Advising

Graduate Coordinators:
Sarah Curtis e-mail: scurtis@sfsu.edu
Jessica Elkind e-mail: jelkind@sfsu.edu

Advising in the History Department is done on two levels. The first level is that of the Graduate Coordinators, Professors Jessica Elkind and Sarah Curtis, who act as liaisons between the student and the University administration (the Graduate Division, the Office of Admissions and Records, and Student Services). Questions regarding University rules and regulations, forms and petitions, as well as matters of an official nature on a departmental level—such as the Master’s Comprehensive Examination—should be directed to the Graduate Coordinators. Laura Lisy-Wagner is the coordinator for the teaching apprenticeships and Sarah Crabtree is the coordinator for graduate assistantships.

The second level of advising is provided by the instructors. Soon after admission to the graduate program the student should choose an academic adviser from among the faculty in her or his area of interest. The student should meet with this adviser to help plan a proper graduate program, and should then meet periodically with the adviser to keep him or her aware of how that program is progressing. Ultimately, each student will select a committee of academic advisers who will supervise the M.A. Comprehensive Examination or the Master’s Thesis. A list of instructors, with their fields, can be found on the History Department website (http://history.sfsu.edu).

Students are strongly urged to consult with their advisers and major instructors at least once each semester.

The following advising schedule should be kept by new and continuing graduate students:

For entering graduate students: In conference with the Graduate Coordinators, students will plan a complete program; that program will be recorded on a graduate record sheet that will be kept in the files of the Graduate Coordinators. Entering students are strongly encouraged to meet with the Graduate Coordinators as soon as possible after they are admitted and no later than the first regular week of school during their initial semester.

For continuing students: Students should meet with the Graduate Coordinators at the beginning of each semester in order to keep the graduate record sheet up to date. Students should also meet with their faculty adviser to report on their progress in the program.

All continuing students are required to submit an annual review of their activities for that year. The review should be a 1-2 page(s), typed and double-spaced statement about their progress in the program and their plans for the future. This statement should report such developments as:
A  the successful completion of any conditions attached to admission,
B  the completion of a language requirement or auxiliary skill,
C  list of courses undertaken in the past year and grades earned,
D  a list of the courses that you hope to take in the upcoming year,
E.  additional training that relates to the historical discipline (such as an internship or working on a credential),
F.  any special accomplishments or honors.
G.  Please also provide a brief statement concerning your plans after the completion of the M.A.

These reports will be kept in the student’s file. They will be due annually, on May 1, and they should be turned in to the Graduate Coordinators.

For students taking the Comprehensive Examination: You must submit your GAP (Graduate Approved program) and constitute your committee in the semester prior to your exam. To begin the process, students should meet with the Graduate Coordinators for instructions on how to complete the paperwork. In the semester when the exam is to take place, students will enroll in History 896 and meet periodically with their examining committee in order to discuss their current preparations for the examination.

For students who choose to write a Thesis: You must submit your GAP and constitute your committee in the semester prior to proposing to undertake a thesis. Please see the separate section on the thesis option in this website for additional regulations.

The History Department realizes that many graduate students have jobs and cannot, therefore, meet with faculty advisers or the Graduate Coordinators during regular daytime office hours. Such graduate students are strongly urged to contact their adviser or the Graduate Coordinators by telephone or e-mail in order to set up a special conference time.

Class Registration

Graduate students should register for all classes online. Information about registration (timing, fees, and procedures) can be accessed through “MySFSU” on the campus website. Enrollment material is available for most classes in time for your priority registration date; however, schedule information and permit numbers for courses like HIST 896, HIST 898, and HIST 899 will be made available during the first week of the semester.
Master’s Degree Requirements

Coursework

Major Fields
Europe Before 1500
Europe Since 1500
Europe - Early Modern
Gender
Latin America
World
United States

Minor Field

Research

Auxiliary Skills

Filing the ATC

The student must take a minimum of 30 units of upper division and graduate coursework. Of these units, at least 21 (18 for students who enrolled before the Fall 2013 semester) must be graduate level work (i.e. courses numbered 700 and above). In addition to coursework, the student must satisfy a Culminating Experience Requirement (either a comprehensive examination in the major field or a master's thesis and oral defense of thesis) and the Auxiliary Skills Requirement.

Coursework

Distribution of Courses for History Master's Degree

HIST 700: 3 units (3 graduate level)
HIST 896 or 898: 3 units (3 graduate level)
Major Field: 15 units (6-9 graduate level)
Minor Field: 9 units (3-6 graduate level)

Total: 30 units (21 graduate level)
1. Courses common to all history graduate students (6 units):

History 700: History as a Field of Knowledge

(This course must be taken in the first or second semester of study or in the semester immediately following the successful completion of any conditions attached to admission into the graduate program. Under normal circumstances, this course is a prerequisite for other graduate seminars.)

History 896: Directed Reading (the M.A. Comprehensive Examination)

or History 898: the Master’s Thesis

2. General Field and Research Requirements (24 units):

A candidate for the Master of Arts in History must be prepared in two fields: a major field (15 units) and a minor field (9 units). A slightly different set of requirements shapes the World History concentration; see its special requirements below. The candidate will be expected to demonstrate competence in the major field by passing a four-hour written comprehensive examination in that field. Under certain circumstances a student may be permitted to write a thesis and make an oral defense of the thesis in the major field of study.

Graduate coursework must include at least one research seminar, in which students complete research based on primary sources. The research seminar may be in either the major or minor fields of study. Usually, course descriptions will state explicitly if a seminar has been designed to be a reading or a research seminar. But, if you have doubts, be sure to ask the instructor or the Graduate Coordinators.

In addition to graduate seminars, graduate units may be earned if a student takes HIST 799 concurrently with an upper-division course in history. In consultation with the instructor, the student is expected to prepare a major historiographical review essay on an aspect of the course. If the essay is deemed satisfactory and the student fulfills all other requirements for the course, the student will earn 4 graduate units (the 3-unit course plus 1-unit for HIST 799).

Note that under university rules, students may list only six units of HIST 899 (Special Study) on their Graduate Approved Program, three in their major field and three in their minor field. Upon approval from the Graduate Coordinator students may substitute one required graduate seminar for another.

The Major Field (15 units)

The Major Fields consist of the history of the United States, World history, Europe before 1500, Europe after 1500, Early Modern Europe, Latin America, and Gender in History. Students should consult with the Graduate Coordinators and their adviser(s) to establish the necessary coursework for the major field. The major field consists of 2-3 graduate seminars and 2-3 undergraduate courses (total of 5 courses or 15 units.) Please note that graduate seminars may be taken more than once as long as they are on a different topics. Moreover, upon consultation and with consent of your adviser and the Graduate Coordinator, students may take up to three units of work in their major field outside of the department.
When consulting advisers and instructors in your major field, keep in mind that the purpose of the required and recommended upper-division courses is to fill in any gaps in your academic background and in anticipation of comprehensive examinations. Hence, it is important to consult with an adviser to see which courses are the most appropriate for you.

(1) Europe before 1500
Required graduate courses: History 710 (Seminar in Ancient History); History 720 (Seminar in Medieval History)

(In some cases, a graduate seminar in an ancient or medieval topic from another department may be substituted for either History 710 or History 720; depending on the topic, History 730 may satisfy the medieval requirement.)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s); courses should be chosen from both antiquity and the Middle Ages so as to provide a chronologically balanced program:

HIST 320, Archaic and Classical Greece
HIST 321, Hellenistic Greece
HIST 322, The Roman Republic
HIST 323, The Roman Empire
HIST 325, Late Antiquity
HIST 327, The Medieval Mediterranean
HIST 328, Early Christian Church to 313
HIST 329, Early Christian Church, 313-787
HIST 330, The Early Middle Ages
HIST 331, The High Middle Ages
HIST 334, The Renaissance
HIST 632, Jewish History to 1650

(2) Europe since 1500
Required graduate courses: History 730 (Seminar in Early Modern Europe); History 740 (Seminar in European History since 1815)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s); courses should be chosen from various time periods so as to provide a chronologically balanced program:
HIST 334, *The Renaissance*
HIST 336, *The Reformation*
HIST 337, *Knowing and Unknowing*
HIST 338, *Europe and the Wider World*
HIST 342, *Europe and the French Revolution*
HIST 344, *Nineteenth-Century Europe*
HIST 346, *Recent European History*
HIST 347, *Women in Modern Europe*
HIST 348, *Modern European Intellectual & Cultural History*
HIST 385, *The Russian Revolution*
HIST 386, *Soviet Russia, the West, and the Cold War*
HIST 387 *The Era of Globalization*
HIST 389, *European International History, 1848-1918*
HIST 390, *European International History, 1918-present*
HIST 400, *Modern European Imperialism*

(3) **Europe - Early Modern**
Required Graduate Courses: HIST 720 (*Seminar in Medieval History*); HIST 730 (*Seminar in Early Modern History*)

(Depending on the topic, HIST 740 may also be used)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s):

HIST 331, *The High Middle Ages*
HIST 334, *The Renaissance*
HIST 336, *The Reformation*
HIST 337, *Knowing and Unknowing*
HIST 338, *Europe and the Wider World*
HIST 342, *Europe and the French Revolution*
HIST 349, *Topics in European History* (Early Mod. Topics)
HIST 632, *Jewish History to 1650*
(4) Gender in History
Required graduate courses: History 805 (Seminar in the History of Women)

(This course may be taken twice, each time with a different topic; a second graduate seminar may be taken outside the department with the consent of a Graduate Coordinator. Or, other graduate seminars in the History Department on any topic may fulfill this requirement, if the research contains a significant gender component.)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s):

HIST 313, Comparative History of Love and Sexuality
HIST 314, Gay, Lesbian and Bisexual History
HIST 347, Women in Modern Europe
HIST 467, Women in the United States to 1890
HIST 468, Women in the United States 1890 to Present
HIST 469, Childhood: Past and Present
HIST 535, Women in Latin America
HIST 575, Women in China and Japan

(5) Latin America
Required graduate courses: History 830, (Seminar in Latin American History)

(This course may be taken twice, each time with a different topic; a second graduate seminar may be taken outside the department with the consent of the Graduate Coordinators.)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s):

HIST 500, Colonial Latin America
HIST 501, Latin America : National Period
HIST 520, Central American and the Caribbean
HIST 524, History of Mexico
HIST 528, History of Brazil
HIST 535, Women in Latin America
HIST 550, Social Change in Latin America
(6) World History

The World History concentration is structured differently than the other concentrations. Students must build their major fields along a transcultural and transregional theme (e.g. colonialism). Their minor fields must be rooted in a specific geographic area (e.g. the Middle East, the US, etc.)

Required graduate courses: HIST 701 (*The Historiography of World History*); HIST 850 (*Topics in World History since 1500*) or other appropriate graduate seminar.

The following classes have been selected for automatic inclusion in the World History concentration. Students must select from these classes to fulfill major field requirements. If you are interested in taking a class not on this list for your major field you must get prior approval from one of the graduate coordinators and be prepared to make a case for the importance of the class in your particular field.

HIST 313, *Comparative History of Love and Sexuality*

HIST 317, *Holocaust and Genocide*

HIST 323, *Imperial Rome*

HIST 325, *Late Antiquity*

HIST 326, *Byzantine Empire*

HIST 327, *Mediterranean World*

HIST 386, *Soviet Russia, the West, and the Cold War*

HIST 387, *The Era of Globalization*

HIST 389, *European International History, 1848-1918*

HIST 390, *European International History, 1918-1945*

HIST 400, *History of Modern European Imperialism*

HIST 405, *Atlantic World History*

HIST 460, *U.S. Foreign Relations to 1913*

HIST 461, *U.S. Foreign Relations, 1913-Present*

HIST 473, *Unfree Labor*

HIST 500, *Colonial Latin America*

HIST 550, *Social Change in Latin America*

HIST 569, *Ancient Chinese Civilization*

HIST 570, *Imperial China*
HIST 571, Modern China
HIST 584, History of Indian Subcontinent
HIST 588, History of Southeast Asia
HIST 604, Islamic World I: 500-1500
HIST 605, Islamic World II: 1500-Present
HIST 611, Modern Africa
HIST 619, Topics in World History
HIST 632, Jewish History: Beginnings to 1650
HIST 633, Jewish History: 1650-Present
HIST 640, Various Topics on Advisement
HIST 642, Various Topics on Advisement
HIST 644, Various Topics on Advisement
HIST 710, Various Topics on Advisement
HIST 720, Various Topics on Advisement
HIST 740, Various Topics on Advisement
HIST 790, Various Topics on Advisement
HIST 830, Various Topics on Advisement
HIST 840, Various Topics on Advisement
HIST 850, Various Topics on Advisement

(7) The United States
Required graduate courses: History 780 (Seminar in U.S. History to 1877); History 790 (Seminar in U.S. History since 1877)

In addition, students may also select up to three upper-division courses from the following list or upon consultation with adviser(s); courses should be selected so as to provide a chronological balance in the program:

HIST 420, American Colonial History
HIST 422, Founding of the American Nation
HIST 424, U.S. 1827-1877
HIST 426, *U.S. 1877-1916*

HIST 427, *U.S. 1916-1945*

HIST 428, *U.S. since 1945*

Other 400-level courses

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*Note:* History 450, *California History,* is the one 400-level course that will not fulfill the major field requirements in U.S. History.

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### The Minor Field (9 units)

The Minor Field consists of 1-2 graduate seminars and 1-2 undergraduate courses for a total of 3 courses (9 units). The Minor Fields are the United States, Europe before 1500, Europe since 1500, Early Modern Europe, Latin America, East Asia, Gender in History, World History, and, with the prior approval of the Graduate Coordinators, a special field designed by the student (e.g., urban history, labor history, historiography, or public history). Students should consult with instructors and the Graduate Coordinators before constructing a Minor Field. Three units of work in the minor field may be taken outside of the department.

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### Research

Within the student’s coursework, three graduate units must be devoted to research in either the major or minor field. If the student takes a research seminar, this requirement will be met by that course. If the student takes three reading seminars, a directed research course must be taken, preferably in the form of History 899, in conjunction with and directed by the instructor of one of the student's graduate reading seminars. This research must involve the use of primary sources and should ordinarily involve the utilization of the student's auxiliary skill.

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### Auxiliary Skills

Each M.A. candidate is expected to have one skill to aid in her or his historical study. In almost all cases, this skill will be a reading knowledge of a foreign language; but, upon advisement, a candidate may design a two semester course of study in another skill that is relevant to their research.

For the candidate offering a foreign language, evaluation may be by either examination or coursework. Proficiency in French, German, Russian, and Spanish may be demonstrated by either of two methods of examination:

1. a score of 500 or better on the Graduate School Foreign Language Test compiled by the Educational Testing Service and administered several times a year by the University Testing Office; or
2. a passing score on the reading examination administered by the faculty of
the History Department once a semester (typically during the first or second week of classes.)

Proficiency in any other language (Chinese or Italian, for example) must be demonstrated by the second examination method only. To complete the requirement through coursework, the student should take six units of advanced level courses (through at least the second semester of the second year) in a given language. Comprehension of the language needs to be current; the coursework must have been completed within the last seven years. The courses do not have to be completed at SFSU; community colleges offer the level of coursework that will satisfy the language requirement. It is also possible to demonstrate proficiency in a language by the successful translation of material for a research project; the Graduate Coordinators can discuss this option in more detail.

Students must file a Completion of Specified Graduate Requirements form when they have completed their auxiliary skill. The Graduate Coordinators must sign this form in all cases except one: the Foreign Language Department will submit this form for those students who pass the reading examination prepared by that department. It is the responsibility of each student to inform the Graduate Coordinators that he or she has satisfied this requirement.

**Filing the Advancement to Candidacy Form (ATC)**

Each student must prepare, in consultation with the Graduate Coordinators, an Advancement to Candidacy Form (ATC). The ATC form, [which can be obtained online from the Graduate Studies website](http://www.sfsu.edu/%7Egradstdy/atc-form.htm), should be filled out and filed in the penultimate semester of graduate work (with no more than six units remaining to be completed). Be sure to review the university requirements for the ATC.

The ATC lists the specific courses to be fulfilled by the graduate student before the degree is awarded; it includes all history classes (and approved non-departmental classes) taken for the degree, along with the classes still to be completed in the final semester. This form is to be downloaded, printed, and signed by a Graduate Coordinator (as the "Adviser") and the department chair (as the "School Committee"). After the ATC is signed and filed, the student should prepare and submit the Proposal for Culminating Experience in order to set up a formal committee either to take the Comprehensive Examination or write the Thesis. Students must possess a minimum grade point average of 3.0 when they enroll in the Culminating Experience and by departmental regulations, they may have no remaining Incompletes at that time.

In addition to the minimum thirty units of coursework for the Master's degree, the ATC also contains certification that the student has met the University's first level written English proficiency requirement, and indicates how the second level requirement will be met. In the History Department, the first level requirement is satisfied by a score of 4.0 or higher in the essay portion of the GRE and the second level by successfully completing the writing requirements of History 700.
If the ATC lists transfer classes (up to six units of transfer credit are permissible), then a Transfer Unit Evaluation Form must be submitted along with the ATC.

Exam and Thesis

The Comprehensive Examination in History

It is usual for the history M.A. candidate to take the Comprehensive Written Examination in his or her major field of history. This examination is given toward the end of each semester, the exact date varying according to the academic calendar. In the semester prior to taking the exam, the student will select an examining committee of at least two members of the permanent history faculty (those holding the ranks of professor, associate professor, or assistant professor). In the fields of U.S. History, World History, and Europe since 1500, the committee shall ordinarily include three members. The members of the Exam Committee will be selected from faculty in the student’s major field only. Ordinarily, the student will have completed coursework with the faculty who serve on the committee.

The committee will create, read, and evaluate the exam, assigning it to one of the following categories: Pass with Distinction, Pass, or Fail. The entire selection process is formalized by means of the Culminating Experience Form. Sample copies of previous examinations can be obtained from the Graduate Coordinators. At the beginning of the semester in which the exam is to be taken, the candidate must sign up for History 896; at this time, the student should confer with the Graduate Coordinators. Throughout the semester the student is obliged to meet periodically with her or his examining committee to discuss readings and preparations for the exam.

If the examination is initially failed, it may be repeated once and only once.

Thesis Option

Students wishing to write a thesis must first confer with a Graduate Coordinator. The purpose of this conference is to review the student’s academic record. Students will be asked to demonstrate their capacity and preparation for writing a thesis in two ways: (1) they must possess an excellent academic record with a pattern of coursework that demonstrates not only a breadth of training but also a background for doing the proposed work; (2) they must have completed a graduate research seminar with a grade of no lower than A-. The appropriateness of the general topic in terms of available faculty and potential library and archival resources will also be considered at this first meeting.

Students who successfully pass this initial screening must then submit a well-conceived research design to proposed members of the thesis committee. This prospectus must include the following items:
1. A clear identification of the problem to be studied; the student should indicate the significance and importance of the problem as well as the aims and objectives of the study; a brief review of the literature should also be appended;

2. As precise a description as possible of the materials to be used in the thesis; the student should indicate here why this body of material is potentially useful and what the difficulties in using this material might be;

3. A statement of the methodology or approach to be employed in the

4. A timetable for the completion of the project.

This research design will be the basis of a one-hour oral discussion, with all members of the committee present. If the committee formally approves the research design, they will then sign the Culminating Experience Form, which the student may then file. Remember, you must submit a GAP to the Graduate Division before you file your Culminating Experience form. After both forms have been filed, the Graduate Division will allow you to sign up for History 898.

Students must observe specific regulations in preparing and filing the thesis. Detailed format instructions are contained in the publication Guidelines for Preparation and Submission of Theses/Written Creative Works. Be sure to review these guidelines before you begin submitting draft chapters of your thesis to your committee.

Enrollment in Hist. 898 is good for a full year. At the end of the first semester, you will receive a grade of WP--“Work in Progress.” You will not need to pay an additional fee for the subsequent semester. Special forms, available from the Library or from the Graduate Coordinators, will allow you to request library privileges in the second semester of thesis work.

Different faculty members may have varying expectations about the process of mentoring a thesis candidate, so it is important for students to find out what their committee members require. Typically, the chair of the committee may want to approve drafts of individual chapters, while the second and third readers may prefer to wait until an overall draft is complete. At any rate, make sure that you get your final rough draft to your committee in plenty of time for them to read and evaluate the work before returning it to you for revisions. Students who wish to graduate in December MUST have a complete draft to their committee by October 15; students who plan to graduate in May MUST have their draft to their committee by March 15.
Other Regulations

Transfer of Credit
The university will generally accept, with the Graduate Coordinators' approval, up to six semester units of earned credit through a combination of SFSU Open University, any extension credit courses, and transfer work from other universities.

Graduate Standards
The Graduate Division requires a 3.0 (B) average in all post-baccalaureate work before the M.A. degree can be awarded. The History Department expects its M.A. candidates to earn an A or B in all courses taken as part of the Master's program. No course in which the grade fell below a B- can be included on the Graduate Approved Program. Only 30% of a student's units can be taken on the basis of Credit/No Credit.

Written English Proficiency Requirement
Level One: assessment of the writing sample based on graduate-level rubrics; completion of writing component of GRE with a score of 4.0 or better. Level Two: satisfactorily completing the writing requirements in History 700.

Deadline for Filing Documents
Students are responsible for informing themselves of and meeting the deadlines for the filing of all University documents and forms. These deadlines are listed in the University Calendar printed in the Bulletin. Graduate Studies also maintains a list of deadlines. The following forms or items must be submitted to the University before the granting of the degree--most, but not all, of these forms are to be filed with the Graduate Division office:

1. Advancement to Candidacy (ATC) form / formerly the Graduate Approved Program form (GAP);
2. Culminating Experience Requirement form;
3. Completion of Specified Graduate Requirements form for satisfactory completion the language requirement;
4. Completion of Specified Requirements form for the Comprehensive Written Examination or the Oral Defense of Thesis, whichever is appropriate;
5. Thesis, if appropriate;
6. Application for the Degree.
University policy specifies that students have **seven years** in which to complete a Master's degree. In the unlikely event that a student takes longer than seven years, then he or she becomes subject to the special conditions of California Administrative Code, *Title 5, Education*. Students who fall into this category should contact the Graduate Coordinators.

### New Graduate Program Policies and Procedures

#### Validity of Advancement to Candidacy Program

The Advancement to Candidacy form (ATC) on file with the Graduate Division will be valid only during the time a student is enrolled and retains continuing registration eligibility in the University [Students lose continuing registration ability when they are absent from the University for more than one term.] Students who lose their continuing registration eligibility will have their filed ATC program voided. Students wishing to renew their work toward the graduate degree will need to be readmitted to classified standing in the department and to file a new ATC that meets current requirements (or to file a Request to Activate Previously Filed Documents if no new curriculum requirements are in effect), and will be subject to any new policies and procedures implemented during their absence from the University. There is one exception. If the only degree requirement pending is the completion of the thesis, and it is within the seven year limit, you do not have to apply for readmission. You only have to complete the thesis and file for graduation.

#### Time Limitations for the M.A. Thesis

All students who select to write a thesis as their “Culminating Experience Requirement” must register for the 898 course (only once). If you do not complete the thesis at the end of the semester or summer session of registration, you will be issued a grade of WP (Work in Progress) or an NC (no credit) grade if progress has been unsatisfactory. When the thesis has been approved by the candidate’s committee and accepted by Graduate Division, the Graduate Coordinator will submit to the Registrar’s office a grade change from a “WP” to a “CR” (credit) for the units of course 898.

Remember that you have (only) seven years for the completion of all degree requirements, including the submission of the “Application for Graduate Degree.”