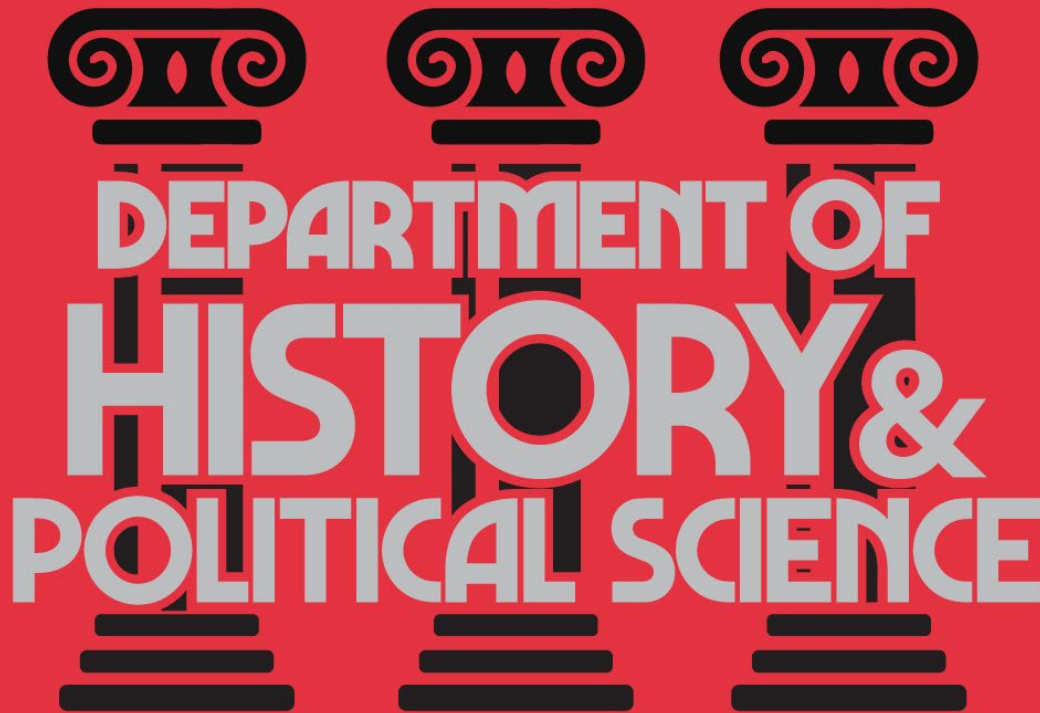


**UNIVERSITY OF
INDIANAPOLIS®**



**HISTORY
GRADUATE PROGRAM
HANDBOOK**

GRADUATE PROGRAM IN HISTORY – HANDBOOK

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GRADUATE PROGRAM IN HISTORY – HANDBOOK

Mission and Purpose

Mission of Graduate Arts and Sciences

The Graduate Arts and Sciences programs at the University of Indianapolis propose to educate students through course work in their chosen academic specializations; to promote professional development through professional practice opportunities; and to foster personal enrichment through participation in a community of learners. These programs recognize differing goals and needs of students, who engage in further learning at a pace that suits student needs. The broad liberal arts goal of continuing and developing an appreciation of diverse cultures and heritages undergirds each graduate program.

The Program in History

The Master's Degree in History is designed to serve a diverse audience with a variety of personal and career goals. Past and present students include secondary school teachers seeking to add to their expertise through further coursework, recent college graduates planning to go on to doctoral studies, and non-traditional students in search of personal enrichment.

In addition to serving students in the traditional Master of Arts in History, the program provides an 18-credit Certificate that may serve as a credential for teachers preparing to offer dual-credit courses at their high schools.

The History program at the University of Indianapolis offers small classes and individualized instruction. Students may pursue a degree on a part-time or full-time basis. To accommodate students attending part time, our grad-only seminars are offered in the evening.

Students need not have an undergraduate degree in History to enroll in the program.

Accreditation

The University of Indianapolis is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award master's degrees.

Admission Policies and Procedures

Regular Admission

For regular admission to the program, the applicant must:

1. submit a transcript showing a baccalaureate degree from a regionally accredited institution in the United States or submit a transcript showing the equivalent of a baccalaureate degree for students applying from outside the United States. All undergraduate course work must be documented by transcripts.
2. provide an official transcript for a completed undergraduate degree with a cumulative grade point average (GPA) of at least 2.5 on a scale of 4.0, along with official transcripts of other undergraduate work and previous graduate study.
3. submit an acceptable Graduate Record Examination (GRE) score (optional for applicants seeking to complete the Certificate only, required for applicants intending to proceed beyond 18 credits).
4. complete the application form provided by the program.
5. have three professors familiar with your academic work submit confidential letters of recommendation directly to the College of Arts and Sciences office.
6. submit an application fee of \$30.

Prospective students not meeting the above criteria may petition for provisional admission (*see below*).

Regular Admission for International Students

For regular admission to the History graduate program, an international student must complete the GRE and all of the admission requirements listed above. The program no longer requires the Test of English as a Foreign Language (TOEFL), but international students will not be admitted without having completed the GRE. Provisional Admission (*see below*) is not open to international students.

All graduate students, regardless of native language or country of origin, must be able to communicate effectively in spoken and written English. International students in need of remedial work may be required to take a designated course in the Department of English.

Provisional Admission

Prospective students wishing to take courses for credit but not pursue a degree may be provisionally admitted. At the discretion of the Program Director, Provisional Admission may also be offered to students who are seeking Regular Admission but are unable to complete all of the requirements for it before their intended date of enrollment.

A student may not attempt more than 12 credits of coursework while on provisional status. Credits earned while on provisional status are counted toward the degree or certificate requirements once the student has secured Regular Admission to the program.

Students enrolled at another accredited graduate school and wanting to transfer credits earned at the University of Indianapolis back to the home institution may be admitted by meeting the requirements for Provisional Admission.

In order to be accepted for Provisional Admission a student must:

1. complete an application form.
2. provide proof of a baccalaureate degree or a transcript indicating good standing in the graduate program at the parent institution, if applicable.

External Transfer Credit

Transfer credit from other institutions is normally limited to 12 hours. All transferred work must carry a minimum grade of B (3.0) and must have been completed within the five years prior to application for admission or during the five-year period allowed for completion of the graduate program. Permission to do graduate work at another institution must be approved in advance by the Program Director and the Dean. Transfer credit will not be accepted until the student has achieved degree candidacy. No credit will be given for courses taken on a pass/fail or satisfactory/unsatisfactory basis.

Credit may be given for courses taken in disciplines other than History, up to the limit of the two non-History courses that may be applied to the degree (*see below under "Internal Transfer Credit" and "Distribution of Courses"*).

Internal Transfer Credit

Students already enrolled in a University of Indianapolis Graduate program in another discipline may be admitted to the Graduate Program in History as internal transfer students. At the discretion of the Program Director, up to two courses taken in the other discipline may be counted toward the History MA. Any graduate History credits taken prior to the student's transfer into the program will be counted.

All transferred work must carry a minimum grade of B (3.0) and must have been completed within the five years prior to application for admission or during the five-year period allowed for completion of the graduate program.

For purposes of determining degree candidacy and standing in the program, the grade point average of internal transfer students shall include *only* those courses being counted toward the History MA.

Application Deadlines

Students may enter the Graduate Program in History at the start of either semester (August or January) or in the summer session (May). The application deadline for semester I is *July 15*. The application deadline for semester II is *November 1*. Late applicants may be admitted on a space-available basis. Applicants are encouraged to complete the admission process and register for courses well in advance of the start of the

semester in which they will begin their studies. Course schedules for the following academic year are usually available by March.

General Requirements and Program Options

General Requirements

At the time of their initial enrollment, all History MA students must possess the reading, writing, and critical thinking skills necessary to succeed in graduate-level coursework.

All written work submitted for a grade must conform to the latest edition of the Chicago Manual of Style or its popular abridgement, *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian.

The Master of Arts in History requires the completion of at least 36 credits, culminating in either comprehensive exams or a thesis (or both comprehensive exams and a thesis, for students intending to seek admission to a PhD program upon completion of the MA). For most students, completion of the program will require 37-39 credits.

Distribution of Courses

As a general rule, only History courses taken at UIndy (or History courses accepted for transfer credit from another program) will be counted toward the History MA. Students may petition the Program Director to count up to two graduate courses from other disciplines toward their degree requirements. Such courses must have a direct relationship to the student's interests (as reflected in the choice of thesis topic and/or comprehensive exam fields) and typically will be selected from among the course offerings in the International Relations MA program.

Exam Track

Students on the Exam Track receive 3 credits (HIST 595) upon passing comprehensive exams. Students pursuing this track will be tested in three fields based upon the background gained from the course work taken in their program. NOTE: The Exam Track is the default curriculum path for all students not admitted to the Thesis Track. (For further details see "Exam Track Requirements" section below).

Thesis Track

Students admitted to the Thesis Track receive 3 credits (HIST 589) upon completion of an acceptable thesis proposal and 3 credits (HIST 590) for their thesis. The thesis is submitted at the completion of the program. Students approved for this track are expected to develop a thesis topic based upon the background gained from the course work taken in their program. (For further details see "Thesis Track Requirements" section below).

Summary of Curriculum

Exam Track

36 hrs. course work
 3 hrs. HIST 595 Comprehensive Examinations
 = 39 total hrs.

Thesis Track

30.5-33 hrs. course work
 3 hrs. HIST 589 Thesis Proposal
 3 hrs. HIST 590 Thesis
 = 36.5-39 total hrs.

Thesis Track with Comprehensive Exams (recommended for students seeking admission to a PhD program upon completion of the MA)

27 hrs. course work (minimum)
 3 hrs. HIST 595 Comprehensive Examinations
 3 hrs. HIST 589 Thesis Proposal
 3 hrs. HIST 590 Thesis
 = 36 total hrs. (minimum)

Advising and Registration

Class schedules may be obtained in person in the Office of the Registrar or by contacting the College of Arts and Sciences, University of Indianapolis, 1400 East Hanna Avenue, Indianapolis, IN 46227, (317) 791-2565. The e-mail address is witcherj@uindy.edu. The web address is <https://www.uindy.edu/cas/graduate-history-international-relations/history>.

For scheduling purposes, the Program Director serves as academic advisor to all students in the History MA program. Students register for classes through the College of Arts and Sciences office after consultation with the Program Director. Students are encouraged to register for courses as soon as possible once semester schedules are determined and published (typically in March, for the following academic year). Students should not delay registration unnecessarily, as courses lacking sufficient enrollment may be cancelled well in advance of the start of the semester.

Courses Offered

Consult the Graduate Arts and Sciences catalog for descriptions of the following courses.

HIST 501	Colonial and Revolutionary America (4.5 credit hours)
HIST 502	Medieval Europe (4.5)
HIST 503	Early Modern Europe (4.5)
HIST 504	Early American Republic (4.5)
HIST 505	US Civil War and Reconstruction (4.5)

HIST 506	The United States, 1877-1945	(4.5)
HIST 510	History of African-Americans to 1910	(4.5)
HIST 511	The Civil Rights Movement	(4.5)
HIST 513	Indiana and the Midwest	(4.5)
HIST 516	The Third Reich: Rise, Fall, and Aftermath	(4.5)
HIST 519	Modern Imperialism	(4.5)
HIST 522	History of the British Isles to 1714	(4.5)
HIST 523	Modern Britain	(4.5)
HIST 527	Modern Russia	(4.5)
HIST 550	Graduate Internship	(1-3)
HIST 553	Modern Africa	(4.5)
HIST 560	War in the Modern World	(4.5)
HIST 564	US Diplomatic History to 1945	(4.5)
HIST 565	The US and the World since 1945	(4.5)
HIST 570	Strategic Culture and Ways of War	(4.5)
HIST 580-584	Special Topics in History (varies)	(1-4.5)
HIST 585	Directed Readings (topic varies)	(1-9)
HIST 589	Thesis Proposal	(3)
HIST 590	Thesis	(3)
HIST 595	Comprehensive Examinations	(3)
HIST 598	Thesis Extension	(.5)

Directed Readings

Students may sign up for independent readings with a faculty member under the HIST 585 (Directed Readings) number.

Directed Readings are provided for course work in an area in which the department otherwise offers no course, or for students desiring greater depth or a greater degree of specialization in an area in which the department offers a more general course. A course approximating one otherwise in the department's catalog may be offered as a Directed Readings course if the course is not available to the student during his/her time in the program.

The topic, reading load, and meeting schedule for HIST 585 is negotiated by the student and professor involved. In determining the reading load, student and professor should keep in mind the department's general guideline that a course should require at least 2,000 pages of reading.

HIST 585 may be repeated for credit. Although there is no limit to the number of hours that may be earned under the HIST 585 number, students should be aware that *the program values the classroom interaction of graduate students and encourages students to sign up for regularly-scheduled classes whenever possible*. Directed Readings are intended to supplement and enhance the student's graduate program and should not account for the main body of work.

[NOTE: Students are not required to take Directed Readings, nor are faculty required to offer Directed Readings. A student should not expect a professor to offer Directed Readings in an area outside the professor's fields of specialty.]

Exam Track Requirements

Students on the Exam Track register for HIST 595 (Comprehensive Examinations) as their capstone experience to complete the History MA program. HIST 595 carries an S/U (Satisfactory/Unsatisfactory) grade rather than a letter grade.

Students registered for HIST 595 typically sit for a written examination toward the end of the semester or session. Students prepare for the examination by reading in three subfields of History, based upon the background gained from the course work taken in their program. With permission of the Program Director, one of the three subfields may be based upon elective work done in a related discipline (e.g., a field encompassing some aspect of International Relations).

Examination Fields

The choice of fields is limited only by (1) the expertise available from our full-time History faculty, and (2) the rule that a student may not declare more than one of his/her fields with the same examiner. Each field will typically include a breadth of content equivalent to the readings in at least two courses.

In order for a student to have a field based upon elective work done in a related discipline, the Program Director must identify a faculty member in that discipline willing, able, and qualified to function as an examiner according to the standards of the History MA program.

NOTE: The Exam Track is the default curriculum path for all students not admitted to the Thesis Track.

Thesis Track Requirements

Students may pursue the Thesis Track under the following conditions:

1. Admission to the Thesis Track may be granted after the successful completion of at least 12 semester hours. A thesis supervisor is assigned from among the full-time History faculty in the department.
2. A topic must be approved by the thesis supervisor before the student is permitted to commence research. The thesis supervisor is the instructor of record for the student in HIST 589 (Thesis Proposal) and HIST 590 (Thesis).
3. While registered for HIST 589, the student will complete a research proposal including a thesis statement, outline, explanation of the relevance or importance of the study, and literature review. HIST 589 carries an S/U (Satisfactory/Unsatisfactory) grade rather than a letter grade. *Students must complete a minimum of 27 semester hours applicable to the degree before registering for HIST 589, and must be in good standing.*

[NOTE: A student earning a "U" in HIST 589 may still complete the program on the non-thesis track. A student earning an "S" in HIST 589 who subsequently opts not to complete a thesis may not count the three credits for HIST 589 toward the minimum of 36 credits required for the MA degree.]

4. Upon successful completion of HIST 589, a student may register for HIST 590 for the following semester. If the thesis is not completed during the initial semester of registration, the student will receive an IP (In Progress) grade. Following the initial semester of registration, the student must register for Thesis Extension (HIST 598 for 0.5 hours) during each of the regular semesters until the thesis is complete. *If the thesis is not complete one year after the initial registration, the student must re-register for Thesis (HIST 590) for 3 hours once during the academic year in which the thesis is completed.*

[NOTE: Under this requirement, the student may have to register for more than 3 hours of thesis, but the total credit for the thesis counted toward fulfilling the degree requirements will not exceed 3 hours.]

4. Upon successful completion of the thesis, the student will receive a grade of "Satisfactory" (S) and 3 hours credit.

5. The final draft of the thesis must be fully approved by faculty prior to the student's graduation. A copy of the thesis will be maintained in the University Archives and the department.

In the Graduate Program in History, every thesis must be read and approved by the student's thesis supervisor and two other readers from among the full-time faculty in the Department of History and Political Science, to be chosen in consultation with the Program Director. With the approval of the Program Director and thesis supervisor, the second or third reader (but not both) may be a full-time faculty member from another graduate program at the University of Indianapolis, or from the History department of another university. A defense of the thesis may be scheduled, at the discretion of the thesis supervisor and the Program Director.

A thesis must be at least fifty pages in length, typed double-spaced, including footnotes or endnotes and bibliography. (See the Program Director for title page and formatting specifications). In consultation with the thesis supervisor, the Program Director may make exceptions to the page-length rule.

The thesis must be grounded in the course work of the student's program, and must make meaningful use of primary sources.

Students are required to allow the readers a reasonable amount of time to read the thesis. Those planning to participate in commencement ceremonies at the end of a term must submit a final draft of the thesis to their thesis supervisor *at least two months before the graduation date*, and a revised draft *at least one month before the graduation date*.

U.S. History Dual Credit Teaching Certificate

The certificate requires 18 credits (four x 4.5-credit seminars) of graduate coursework in U.S. History.

The certificate is designed to provide persons *already holding a secondary education social studies teaching license* with a credential required to teach dual-credit college-level U.S. History survey courses to high school students. *The certificate is not a stand-alone credential* and is not considered a professional qualification for persons not holding a teaching license.

All courses taken for the certificate may also be applied toward the History MA; thus, the 18 credits required for the certificate may be embedded in the 36+ credits required for the MA degree.

Students seeking admission to the Graduate Program in History for the certificate (rather than the MA) are not required to take the GRE but must meet all other admissions requirements. Students in the certificate program opting to continue on for the full MA degree are allowed to take the GRE at a later date.

Academic Standing

In order to remain in good standing as a degree candidate, a student must maintain a GPA of 3.0 (B) in graduate courses taken at the University of Indianapolis which are fulfilling the requirements of the History MA. A student's status becomes probationary when he or she fails to maintain an average of at least 3.0 (B). A student on probation will be evaluated by a committee from the department and may be required to withdraw from the program. Credit hours carrying a grade of C+ or below will not count toward the total required for the degree, but will be counted for the purpose of calculating GPA until the course is repeated.

Repeating a Class

Students may repeat classes under the following guidelines:

1. In repeating a course in which a grade of C+ or below was earned, only the second grade is computed into the grade point average. The grade and the hours for the first class are no longer calculated, and the class cannot be used to fulfill any requirement, *even when the first grade is higher than the second.*
2. Students can earn credit only once for a course; they cannot earn duplicate credit for repeated courses. [NOTE: Exceptions to this policy are HIST 580-584 (Special Topics courses) and HIST 585 (Directed Readings), which may be repeated when offered with a course topic for which the student has not previously earned a grade.]

Incomplete and Deferred Grades

An IN (incomplete) grade may be submitted when a student has not completed all work required for a course. The remaining work must be completed within six months of the time the incomplete grade was submitted or within a time frame established by the instructor. If the work is not completed in the prescribed time, the registrar will record a grade of F for the course.

A DE (deferred) grade is submitted in courses having requirements that normally extend beyond the end of the semester.

Dismissal from the Program

Students on probation for failing to maintain a GPA of 3.0 (B) will have their status reviewed at the end of each probationary semester. Those failing to show progress may be dismissed from the program.

Students may be dismissed from the program for failing to attend classes regularly. Students should endeavor to notify an instructor, in advance, of potential absences. A student missing two consecutive weeks of a class without contacting the instructor may be withdrawn from the course by the instructor, with a grade of WN to appear on the transcript. [NOTE: At the University of Indianapolis, a withdrawal initiated by a student appears on the permanent record as a W, while a withdrawal initiated by an instructor appears as a WN.]

Students entering the program under Provisional Admission must be granted Regular Admission in order to be eligible to register for further coursework beyond the provisional maximum of 12 credit hours earned. At that point, denial of Regular Admission constitutes dismissal from the program.

Provisionally-admitted students reaching the 12-credit hour limit with a GPA of less than 3.0 (B) are ineligible for Regular Admission and will be dismissed from the program.

Students failing to conform to standards of academic integrity (*see below*) will be dismissed from the program.

Academic Integrity

University of Indianapolis students are expected to adhere to the ideal of academic integrity in all academic work. Academic honesty and respect for the work of others are considered inviolable tenets of an institution of higher education.

Plagiarism and cheating are contrary to the ideal of academic integrity and are not tolerated. Plagiarism is defined as presenting the work of someone else as one's own. Cheating is defined as dishonesty of any kind in connection with assignments of examinations; it applies to both giving and receiving unauthorized help. Students guilty of plagiarism or cheating are subject to disciplinary action that may include failure in the course involved or expulsion from the University. The disciplinary action is dependent upon the judgment of the instructor and the provost.

Some faculty members encourage collaborative work and make assignments that require cooperative effort. Authorized collaboration should not be confused with plagiarism or cheating.

Regulations concerning academic misconduct are described in detail in the *Student Handbook*, available from the Office for Student Affairs.

Graduation Requirements

Credits Earned and Grade-Point Average

1. Students must complete the total number of credit hours and requirements as specified by the degree program
2. A student must maintain a GPA of 3.0 (B).
3. No grade below a 2.7 (B-) will be accepted for graduate credit or will count toward graduation.

Time Limitations

Students are expected to complete degree requirements within five years unless extraordinary circumstances preclude completion. If such circumstances occur, the student must petition for an extension of the time period. For further information, contact the Dean.

Participation in Commencement

At the University of Indianapolis a commencement ceremony is held in May of each year. Students completing degree requirements during the Summer Session following the commencement may participate in the spring ceremony but will obtain their diplomas in August. Students completing graduation requirements in December may obtain their diplomas at that time but may wish to participate in the commencement ceremony the following May.

History graduate students on the Thesis Track wishing to be included in the May commencement ceremony must complete at least a full rough draft of their thesis by the end of the second semester of the academic year in order to be cleared to participate. The thesis supervisor will inform the Program Director if a student is eligible to participate in spring commencement.

Financial Information

The Department of History and Political Science employs a limited number of graduate students as research assistants for faculty members, departmental assistants reporting to the department secretary, and tutors serving undergraduates in the department's "History Lab." In some years, a small amount of scholarship money may also be available. Graduate students interested in employment opportunities with the department should contact the Program Director well in advance of the start of the academic year.

Tuition and fees are listed in current class schedules. Students should consult directly with the Office of Financial Aid, 1-800-232-8634 or (317) 788-3217, concerning student loans.

Graduate Faculty, Department of History and Political Science

Edward O. Frantz (PhD University of Wisconsin, Madison, 2002)
United States since 1877, African American, Midwest

A. James Fuller (PhD Miami University, Ohio, 1995)
Early American Republic, Civil War and Reconstruction

Chad A. Martin (PhD Stanford University, 2003)
Modern Britain, Imperialism, Modern Africa

Samantha A. Meigs (PhD Northwestern University, 1993)
Early Modern Europe

Jyotika Saksena (PhD University of Georgia, 2001)
International Relations, International Political Economy

Lawrence Sondhaus (PhD University of Virginia, 1986)
Modern Europe, Naval and Military, Strategy and Policy

Milind Thakar (PhD University of Georgia, 2001)
Comparative Politics, South Asia

James B. Williams (PhD Purdue University, 2009)
Medieval Europe

Laura Merrifield Wilson (PhD University of Alabama, 2015)
American politics and government

Douglas Woodwell (PhD Yale University, 2005)
International Relations; Terrorism, International Conflict

Notice of Nondiscriminatory Policies

The University of Indianapolis does not discriminate on the basis of race, color, gender, age, religion, creed, sexual orientation, marital status, or ethnic or national origin in any of its program offerings or employment practices. The University is committed to the spirit and letter of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access to all phases of University life and activity.