Financial Aid from the Program

In this department, all applicants are considered for financial aid unless they indicate otherwise. Announcements of awards are made no later than April 1. Applicants may compete for fellowships for entering students. Fellowships require departmental nomination. Interested students should consult with the director of graduate studies for further details.

The department provides qualified students the opportunity to gain college-level teaching experience as graders who grade exams and papers in American and European history. Pending administrative approval and availability of funding, they earn at least $8,000 an academic year and carry nine semester hours.

Each appointment is subject to annual review and may be renewed up to a maximum of two years.

Requirements for the Degree Residency

A minimum of two semesters of full-time enrollment (9 hours each semester) or three semesters of part-time enrollment (6 hours each semester). Enrollment in all graduate courses requires the consent of the student’s advisor and the instructor(s) of the class.

Hours

Thirty semester hours of graduate credit are required by the Office of Graduate Studies for the MA degree. The Office of Graduate Studies also mandates that at least fifteen of these hours be in courses numbered 8000 or above, and will not count more than twelve hours of individually directed studies toward the thirty hours necessary to earn the degree. The department requires that at least twenty of these hours be in history. For students of United States history, at least fifteen hours must be in formally constituted US history courses. For students in the non-United States history program, at least twelve hours must be in formally constituted non-US history courses. Independently directed work does not count toward fulfilling this requirement in either category.

Required Courses

A studies course in every semester in which as many as nine credit hours are carried, unless the student is granted an exemption by the director of graduate studies. Every master’s student must take HIST 8480 Historiography unless excused by the director of graduate studies. HIST 8480 is offered regularly.

Every student who is a non-thesis candidate must complete at least two research seminars before receiving the MA degree. No master’s candidates in US or non-US history are required by the department to demonstrate reading proficiency in any foreign languages or to develop research skills before receiving the MA degree. Individual advisors, however, can require MA candidates to become proficient in reading foreign languages and/or develop specific research skills if they determine such knowledge is essential for the successful completion of a student’s master’s program. As soon as any such determination is made, students will be informed by their advisors. The advisors will also discuss with them processes for achieving and demonstrating those proficiencies.

Master’s candidates in Ancient History must demonstrate proficiency in at least one ancient language (Greek or Latin) and at least one modern language (generally, either French or German) before they begin work on their theses, if they choose that alternative, or before they take the non-thesis MA examination, if they are seeking a terminal master’s degree. These students should also be aware that ancient history graduate
courses can include readings in Greek and Latin. For directions on how to demonstrate proficiency in these ancient and modern languages, students should talk with their advisors and obtain a written description of this process from them.

Special Note: No student will receive graduate credit for any course in which s/he earns a grade below B. The grade of C in a graduate class is the equivalent of an F in an undergraduate course.

**Satisfactory Progress and Annual Review**

At the beginning of every Spring semester, students must complete a “Progress Report” on the Office of Graduate Studies’ Graduate Student Progress System (sometimes referred to as “online assessment”). This report will be read by the student’s faculty advisor, who will then submit an “Advisor Response.” In addition, the student and advisor should meet to discuss the student’s progress, confirm expectations for the coming year, and address any concerns either may have regarding the report.

This is an extremely important process for two reasons. First, the advisor determines whether the student is making satisfactory progress toward a degree. If s/he is not, the advisor informs the student what needs to be done to rectify the situation. The student then usually has a year to return to making satisfactory progress. Failure to do so may result in loss of financial aid or dismissal from the program. Second, if the student is making satisfactory progress, the advisor and s/he decide together on what reasonable goals are for the next twelve months. These goals will define “satisfactory progress” at the next assessment meeting.

**Appeals**

The student may appeal any assessment to the director of graduate studies. If not satisfied, s/he may seek the remedies described in the Graduate School catalog.

**Effect of Progress Report Completion on Funding**

Completion of the Graduate Student Progress System forms by both student (Progress Report) and faculty (Advisor Response) is mandatory to maintain eligibility for any form of financial aid from the department. Receipt of financial aid requires confirmation by a student’s advisor that s/he is making satisfactory progress. No student in the program who applies for or who is seeking renewal of financial aid will be eligible for aid without a complete and up-to-date Graduate Student Progress System Report on file.

**Plans for MA Degrees: Thesis plan**

All students who wish to apply for admission to doctoral programs in history either at the University of Missouri or at other institutions must write a thesis. A thesis involves an original and extended analysis of an historical issue that requires substantial research. The topic of the thesis must be approved in advance by the student’s faculty director and the thesis committee, which is composed of the director, at least one other member of the history faculty, and one faculty member from outside the department.

The Office of Graduate Studies regulations require that there be an outside faculty person on each thesis committee. At the discretion of the director, additional faculty members may be added to the committee. The appropriate forms, signed by the advisor and the director of graduate studies, will be submitted to the Office of Graduate Studies.

Students will take HIST 8090, Thesis Research, during those semesters they are actually engaged in writing their thesis. N.B.: The Office of Graduate Studies only permits six hours of HIST 8090 to count toward the 30 hours necessary to earn a master’s degree. Students should also note that hours earned in HIST 8090 do count toward the maximum of 12 hours of independent study, i.e., HIST 8085 (Problems), HIST 8089 (Research), and HIST 8090 (Thesis Research), the Office of Graduate Studies will accept as credit for this degree.

**Plans for MA Degrees: Non-Thesis Plan**

Students may earn a master’s degree without writing a thesis. A non-thesis MA is a terminal degree. Those who receive it will not be considered for admission to the doctoral program. These students must successfully complete two research seminars in history. These seminars will count toward the thirty hours required for an MA degree. One of the seminar papers must be submitted to the department to fulfill the Office of Graduate Studies requirement for a substantial effort reflecting creativity or originality.

**Examination for the MA degree: For Thesis Plan**

The student must defend her/his thesis before a committee of at least three faculty members, one of whom must be the thesis director. Another must be from a department other than History. The committee is appointed by the Office of Graduate Studies upon recommendation from the Department of History. The examining committee decides:

1. whether to recommend the awarding of the MA degree to the student
2. for prospective doctoral candidates, whether the student shall be permitted to enter the doctoral program.

This latter action constitutes a decision on the qualifying examination required in the doctoral program. Afterwards, the appropriate form(s) will be signed by the advisor, committee members, and the director of graduate studies, then sent to the Office of Graduate Studies.

**Examination for the MA degree: For Non-Thesis Plan**

A comprehensive oral examination covering all work for the degree will be conducted by a committee of the advisor and at least two other faculty members, one of whom may be from a department other than history. The examining committee decides whether to recommend the awarding of the MA degree. Afterwards, the appropriate form(s) will be signed by the advisor, committee members, and the director of graduate studies, then sent to the Office of Graduate Studies.

**Graduate School Deadlines for receipt of the MA degree**

Students must meet the Office of Graduate Studies’ deadlines for the awarding of degrees and the submission of theses. The final form of the thesis must be in conformity with the Office of Graduate Studies requirements.