



**Joint M.A./Ph.D. Program
Graduate Student Handbook**

2011-2012

DEPARTMENT OF HISTORY

Joint Masters/Ph.D. Program

This handbook is provided by the Department of History as a helpful guide to graduate students in history. It does not alter or replace regulations listed in the *Graduate Bulletin*. The *Graduate Bulletin* can be found online at: <https://bulletins.cmich.edu/>. You should always consult The *Graduate Bulletin* first for any information pertaining to your program. Additional Graduate School requirements are available at : <http://www.cmich.edu/x27987.xml>

The Department of History offers a Joint Master of Arts degree and a Joint Ph.D. in History. The Joint Master of Arts degree and the Joint Ph.D. in History are offered in association with four partner institutions abroad: the University of Strathclyde in Glasgow, Scotland; Erasmus, University of Rotterdam, the Netherlands; Friedrich Schiller University, Jena, Germany; and Benemérita Universidad Autónoma de Puebla, Mexico.

Degree Requirements for the Joint M.A.

A minimum of 36 hours of graduate credit as follows:

1. From Central Michigan University: 18 hours of which 12 hours must be at the 600 level or above including 3 hours in research seminars at the 700 level.
2. From the partner institution: 18 hours (equivalent) including the General Essay Seminar and the Honours Dissertation or master's research project (7000-10,000 words).

History: Joint CMU/Partner Institution

This degree requires two years of study. Students will complete a year's study (at least 18 credits with a minimum 3.3, a B+, GPA) at Central Michigan University and a one-year diploma sequence of courses at a partner institution. Students entering the program at a partner institution will receive one year's credit towards the Joint M.A. for completion of a final post-baccalaureate program entirely in history at a partner institution with the equivalent of a 3.3 GPA. They will then complete the requirements for the Joint M.A. with a prescribed year of study at Central Michigan University.

Certain rules govern the combined two-year program:

1. No more than 50 percent of a student's coursework may be in a single national field.
2. All students must write at least two research papers (each of 7,000 – 10,000 words) suitable for filing as evidence of scholarly achievement: one completed in a research seminar at CMU and one completed at a partner institution.

It is strongly recommended that students develop a reading knowledge of at least one language other than English or an appropriate research tool such as statistics.

Year at Central Michigan University

As evidence of scholarship, students must submit a research paper for a permanent file. This paper must be prepared in connection with a research seminar, an independent research course, or a graduate-level course in the Department of History. The paper must receive a minimum grade of B. In addition, and normally after revision, the paper must be accepted by the professor responsible for the course as satisfactory for permanent filing. The papers must be well written and presented in a proper scholarly format. Its conclusions must rest on interpretation of a substantial body of primary sources. A minimum length of 7,000 words is suggested. Up to 3 hours of credit may be earned for a practicum course in teaching history at the college level.

At a partner institution abroad: 18 hours (equivalent) including major research paper/dissertation of 7,000 – 10,000 words or more (equivalent to a 700-level seminar requirement at CMU).

Required Courses II (18 Hours)

Year at Partner Institution

The student must complete courses based on the partner institution's post baccalaureate course requirements. General expectations include one course of study in historical methodology, if they have not taken such a course at CMU, (3-6 hours equivalent); one research seminar paper/dissertation of 7,000-10,000 words (3 hour equivalent); and 9-12 hours (equivalent) of additional course work or directed study.

Advisors

1. Your notification of admission letter will state the adviser who has been assigned to you. Their name, phone number and office number are provided in your admission letter.
2. You should meet with your assigned adviser as soon as possible so that your course selection will be appropriate to your degree.
3. No later than mid-term of your first semester, you must file a signed Program Authorization Form.
4. You may change advisers during the course of your studies simply by re-filing a signed Program Authorization Form with the new adviser. In fact, you may wish to select an adviser who shares your research interests.
5. Graduate advisers assigned at the time of admission to the program in history serve as the starting point for guidance through the graduate program, but students are free to seek out direction from others they find helpful. For students doing a thesis, it may be convenient if the formal adviser and thesis director is the same person.

Course Descriptions

More information about course content can be found online at: <https://bulletins.cmich.edu>

500 level classes: graduate students will be held to a higher standard of performance than undergraduates in the same courses. This higher standard may be encouraged by requiring additional work (reading and writing) of graduate students.

HST 590 (Readings in History): expect to cover six books per credit hour supervised by regularly scheduled discussion, book reviews or both. A **Contract for Readings/Research Class** (page 27) form is required. Graduate students should ordinarily register for HST 690 as a readings course.

600 level colloquia: readings and small group discussion courses designed to examine major recent scholarship in a field. Coverage is roughly a book a week with discussion, presentations and written work (reviews, bibliographies, comparative papers).

HST 690 (Advanced Readings): recommended readings course for graduate students for readings on a subject that is not likely to be offered in a colloquium and who need a 600 level course. A **Contract for Readings/Research Class** (page 27) form is required. HST 690 **does not** replace the colloquium requirement.

700 level research seminars: requires a major research paper making significant use of primary sources and presented in an appropriate scholarly format. Opportunities for discussion, oral presentations and peer critiques will be included. Early review of the appropriate resources and reference tools is essential for the successful completion of research papers.

HST 791 (Graduate Research): independent research course for graduate students. See your advisor to determine if this option is correct for you.

HST 798 (Thesis Hours): research class taken by those students completing a thesis. In most cases students take 3 credit hours in the fall semester and 3 additional credit hours in the spring.

800 level Doctoral Classes: these courses are reserved for Ph.D. students.

Items to watch for:

- Variable credit limitation—no more than 10 hours. It is probably best not to use these hours as you begin your program. You might need these later if you are unable to fit classes into your schedule or other courses are not available. Note: HST 798 (Thesis) is not counted toward variable credit).
- Only 3 hours of HST 700 may be applied to the Joint MA

Research

A number of policies govern graduate student research. Please consult the appendix in this Handbook for the **Graduate Academic Integrity Policy** and the Department of History's **Academic Integrity Policy for Graduate Students**. If your research requires oral history, interviews, or surveys you are required to follow the guidelines of the policy on **Human Subjects in Research**. This policy requires that you submit your research proposal and all explanatory information to either the departmental review committee (via the department chairperson) or the university Institutional Review Board. It is critical that you follow procedures for human subjects research or your research, thesis, plan B paper or dissertation may be disqualified for academic credit. Furthermore, you would never be able to publish any of your findings. Copies of the full **Human Subjects in Research** policy and forms are available at www.orsp.cmich.edu.

Research Funding:

Small grants for research, publication and presentation are available on a competitive basis from the College of Graduate Studies. Forms are available from the College of Graduate Studies, the Department of History, or www.grad.cmich.edu.

Graduate Student Research Grant: this grant provides up to \$800 to offset the costs associated with conducting research. Applications are reviewed twice each year. Fall semester applications must be submitted by early October; spring semester applications must be submitted by early February. Refer to website for exact due dates. Decisions are made by a subcommittee of the university Graduate Council.

http://www.orsp.cmich.edu/research/documents/pdf/Grad_ResearchGrant07-08.pdf

Graduate Student Publication and Presentation Grant: grants are awarded to assist graduate students whose research or creative endeavors are accepted for publication or presentation at the state or national level. Students may receive the award once during their M.A. work and once during their Ph.D. work as graduate students at CMU. The grant consists of reimbursement for up to \$350 of expenses associated with publication or presentation. There is no deadline for application. Applications are reviewed as they are received. Decisions are made by the Associate Dean of Graduate Studies and Research.

http://www.orsp.cmich.edu/research/documents/pdf/Grad_PP.pdf

CHSBS Graduate Student Presentation Grant: CHSBS has a travel allocation of \$250 for graduate students presenting papers at professional conferences.

Applications are available online at:

http://www.cmich.edu/chsbs/documents/CHSBS/Scholarships/Student_Presentation_Grant_Online.pdf

The Department of History: the department has a travel allocation available for graduate students presenting papers at professional conferences. Applications are available in the department office.

Suggested Schedule for Progress Toward the Joint M.A.

First Year

Obtaining an Adviser:

After you have received your notification of admission to the graduate program in history, contact the adviser who has been assigned to you. The name, phone number and office number are provided to you on your admission letter. You should meet with your assigned adviser as soon as possible so that your course selection will be appropriate to your degree. No later than mid-term of your first semester, you must file a signed Program Authorization Form. You may change advisers during the course of your studies simply by re-filing a signed Program Authorization Form with the new adviser. In fact, you may wish to select an adviser who shares your research interests.

Program Authorization Form:

You should decide quickly on your fields because the Joint M.A. requires that no more than 50% of your coursework be in a single national field. See the listing of M.A./Ph.D. fields included below. This program authorization form must be approved by your adviser and your potential adviser at your partner institution.

Making Satisfactory Progress during Your CMU Year

- You **must** complete 18 credit hours of approved coursework including a research seminar prior to your residency at the partner institution.
- If you are on a graduate assistantship, only 20 hours of tuition remission are covered by the University. Please remember also that 9 hours of coursework per semester are required to maintain the assistantship.
- Students on fellowships are required to carry 9 hours of coursework per semester. Twenty-four hours of tuition remission are provided by the university.
- It is recommended that you use your remaining balance of tuition remission by taking reading or research credits during the first summer session. These credits are a part of your funding and must be used during the fiscal year the tuition remission was awarded. Unused portions of the tuition remission do not carry over to the following year.
- You should begin the study of at least one of the two languages required for the Ph.D. Remember that candidacy for the Ph.D. requires competency in two languages or one language and an appropriate research tool such as statistics.

Measuring Satisfactory Progress toward the Joint M.A.

If you intend to complete your partner institution year as the second year of your Joint M.A. program of study, you must complete the following items:

- Application for Funding for the Year Abroad. Unless you have an independent source of funding, you must compete for a Department of History doctoral

fellowship. Slots for fellowships are competitive and limited. Deadline: **January 15th.**

- Research Project Proposal. This proposal must conform to thesis prospectus guidelines, be approved by your CMU adviser, and be part of your annual evaluation. This proposal will be forwarded to the partner institution for approval. Deadline: **January 15th.**
- GPA Requirements: You must earn at least a 3.3 GPA to continue in the Joint M.A. program. Your GPA must be at least 3.3 to be considered for and continue into the Ph.D. program.
- Permanent File. You must submit one research paper (completed following Plan B paper guidelines) for your permanent file.
- Letters of Reference. Whether or not you are seeking funding in the joint program, you will need to submit two letters of reference from faculty familiar with your work. Deadline: January 15th

Second Year

This is typically your year abroad. You should have already selected your program of study, and should have begun your preparatory reading during the summer.

Upon arrival at the partner university, you will go through a series of orientations and a period of several weeks in which no classes meet. During that time you will be expected to begin your research work. You are encouraged to have contacted your research project adviser prior to your arrival at the partner university.

Remember, universities abroad expect students to be much more self-directed than American universities. In essence, you will have few deadlines and minimal supervision. What matters is that you pace yourself and keep in mind the university expectations. You must complete the year with an equivalent of a 3.3 GPA.

While you are abroad, you will be evaluated for continuation into the Ph.D. program if you so choose. You must submit evidence of your progress at the partner university evaluation by your adviser abroad, a one-page progress report on your research project, and a list of courses being taken at the partner institution and applications for continued funding (fellowships, assistantships). Deadline for submission of these materials is January 15th. These materials may be faxed to the Department of History (989-774-1156), but official copies must be forwarded as well.

Conferring the Degree/Diploma

A student earning the Joint M.A. will receive a diploma that indicates that it was jointly earned at Central Michigan University and the partner institution. The transcript will reflect all coursework taken and note the awarding of a Master of Arts degree in the following program: "History: Joint CMU/[name of partner institution]."

According to Central Michigan University policy, a student who has already received an M.A. degree from CMU may not receive a Joint M.A. degree. In that case, after satisfactory completion of the year abroad a student's transcript will reflect all

coursework completed and carry the phrase: "This student has completed a combined program in historical studies with Central Michigan University and [name of you partner institution]. The student qualified for a diploma at the [name of you partner institution]." Courses at partner institution will be translated into CMU coursework and will be figured into the student's GPA.

A note on commencement ceremonies at CMU: Because the length of the partner school years go well beyond spring, a Joint M.A. can be conferred no earlier than August of the year in which it is completed. Students are responsible for applying for graduation and should make sure all documentation shows the "Joint M.A." designation.

Degree Requirements for the Ph.D.

(Your first two years will follow the outline for the Joint M.A. that is listed above.)

Admission to candidacy for the Ph.D. requires:

1. Demonstration of comprehensive knowledge of appropriate fields in history (defined below), either by committee assessment of the student's record in the case of students who choose to pursue a Ph.D. at a partner institution abroad or by comprehensive examinations in the case of students who choose to pursue the Ph.D. from Central Michigan University. Students must present two major fields or one major and two minor fields.
2. Approval of dissertation prospectus.
3. Completion of language requirements for one language other than English.

Working With Your Adviser

You should meet with your adviser as soon as possible as you begin your doctoral studies. No later than mid-term of your first semester as a doctoral student, you must file a signed program authorization form. Doctoral students typically find it appropriate for their major professor (future dissertation director) to be their adviser.

Degree Requirements

18 hours post-M.A. elective course work in preparation for field examinations, of which 9 hours must be at the 700 level or above excluding practicums.

1. Candidates for the Ph.D. in history must demonstrate reading knowledge to two languages other than English or reading knowledge of one language other than English plus an appropriate research tool such as statistics.
 - a. Completion of the language requirement is defined as reading proficiency at least at a level sufficient to conduct graduate-level research.
 - b. Completion of the language requirement may be fulfilled in one of the following ways:

- an examination in which the candidate with the aid of a dictionary will translate into idiomatically correct English, at least two passages totaling no less than 500 words within two hours
 - completion of CMU's 202 language course or its equivalent with a grade of at least a B
 - an alternative approved by the Graduate Studies Committee.
- c. The successful completion of one language requirement is required prior to admission to Ph.D. candidacy.
 - d. Where statistics is chosen as a second "non-English language," completion of the language requirement is defined as attainment of at least a B in an appropriate statistics course.
2. Candidates for the Central Michigan University Ph.D. must pass a comprehensive examination in two major fields or one major field and two minor fields.
 - a. The student will submit the membership of her/his examination committee to the Graduate Studies Committee for approval.
 - b. The examination committee will have a minimum of three members, at least two members per major field and one or two members per minor field. The examination committee will ordinarily provide the student with reading lists relevant to the examination fields, but the examination will not be limited to the lists.
 - c. Comprehensive examinations will be scheduled during the third year of graduate study, normally the year following the "study abroad year" except in extraordinary circumstances. Examinations will not be scheduled during summer months. The examination committee will schedule the dates of the major and minor field examinations.
 - d. A major field examination will not exceed eight hours and minor field examinations will not exceed four hours.
 - e. Comprehensive examinations will be taken on campus in a room selected by the Department of History between the hours of 8 a.m. and 12 noon, and 1 p.m. and 5 p.m. Candidates may use a department computer, or may write the examination by hand.
 - f. A candidate may retake any failed examination within a three-to-six month period.
 - g. Candidates may take an examination a maximum of two times, and failure to pass after two attempts will lead to dismissal from the program.
 - h. Comprehensive examinations will be assessed by the candidate's examination committee as either pass or fail.
 3. The Ph.D. from Central Michigan University will require a minimum of 54 hours (including 36 dissertation credits) of approved graduate-level study beyond the Joint M.A. (total of 90 beyond the B.A. at Central Michigan University). The Ph.D. from a partner institution will require three years of directed dissertation research beyond the Joint M.A.
 4. The Ph.D. from CMU requires completion of a doctoral dissertation that makes significant contribution to knowledge, contains a significant comparative element, and is successfully defended at a formal meeting of the student's examining committee.

- a. Upon admission to candidacy, the student and the chair of the history department of the university where the student is currently in residence will select a committee of three faculty members, at least one from each university, to advise the candidate and supervise the research and writing of the dissertation.
- b. The examining committee for the dissertation will consist of three faculty members from the university where the majority of research has been done, at least one faculty member from the other university, and at least one external examiner.
- c. The chair of the examining committee will serve as director of the candidate's dissertation.
- d. Dissertations grounded in two or more national histories will be encouraged.

Fields of Study

Candidates for the Central Michigan University Ph.D. must pass a comprehensive examination in two major fields or one major field and two minor fields. Comprehensive examinations in the two major fields chosen or one major and two minor fields will normally be administered during the year following completion of the Joint M.A. in History. The timing of the examination may vary depending upon the candidate's need for further preparation in particular fields, either by coursework or by directed reading.

Major Fields:

United States
 British Isles
 Early Modern Europe
 Modern Continental Europe
 The Atlantic World: Comparative North American, European, African, and Latin American History (because of its scope, this meets all field requirements)

Minor Fields:

United States
 British Isles
 minor. } If taken as a major, these cannot also be taken as a
 Modern Continental Europe

Ancient Near East and Mediterranean
 Medieval Europe
 Early Modern Europe
 Latin America
 East Asia
 India
 Topical Fields (must be transnational): e.g., Crime; Poverty and Social Welfare; Business; Women; Slavery; Ethnicity and Race; Minority Communities and Culture; Reform; Regionalism

Third and Subsequent Years in the Joint Program

Coursework

During your third year as you prepare for your comprehensive examinations you will want to select coursework to assist you in that preparation. You may take up to 6 credits in readings courses and up to 6 credits in "cognate" courses (in consultation with your adviser). Remember that your coursework should still reflect a transnational focus. Colloquia and lecture courses are always a good way to build factual knowledge and bibliography for use on your examinations or when you teach. You may also wish to schedule one independent research experience (in which to begin researching your dissertation topic and preparing your prospectus).

If you have not already done so, you must complete your second language or statistics before the Ph.D. can be conferred.

You may begin to earn dissertation credit while completing your prospectus by registering to take three hours of HST 898 before securing approval of your dissertation prospectus. Any further credit in HST 898 requires full (CMU and partner institution) approval of the doctoral dissertation prospectus. Prospectuses must be submitted to the committee members by May 1 for subsequent fall registration in HST 898 and by November 1 for spring semester registration.

You may earn up to 36 hours of credit in HST 898, but you may apply no more than 24 hours of dissertation credit to the requisite hours for the Ph.D. (The remaining hours of dissertation credit may be used to maintain funding.)

To remain in the Ph.D. program you must maintain a 3.3 GPA.

Teaching Experience

You will want to obtain teaching experience, particularly in areas related to your field of specialization. Begin looking for opportunities to teach your own classes, either as a graduate assistant, in summer school, or in community colleges.

Funding

Please remember that you must carry at least 9 hours of credit per semester (excluding summer) in order to retain an assistantship or fellowship granted by the department or university.

The History Department tries to provide most Joint M.A./Ph.D. students funding for up to three years of their graduate program. Some students may have won University funding (or outside funding) during their first two years, which may add to their three years of departmental funding. In any case, you should be thinking about raising money for dissertation research. During your third year, then, you should begin writing grants for dissertation support.

The Office of Research and Sponsored Programs in the CMU Graduate School has information on which agencies and foundations support doctoral research. Ask to be

placed on their e-mail grants listing or go to the office to consult their manuals on funding sources.

Grant-writing is increasingly considered as a category for hiring. Even if you don't need support for your research years, you should apply for travel grants. Please note that there are funds available from the College of Graduate Studies for travel to present papers at scholarly meetings and for research. These are competitive grants, and there are several deadlines during the year. Forms are available at www.grad.cmich.edu.

Other possibilities for outside scholarships, fellowships and monies may be found by consulting:

The Michigan Foundation Directory, which lists various sources of outside funding which may apply to your special circumstances. Copies may be obtained from the Development Office (Alumni House) or the Clarke Historical Library (HV 98.M5 M5 1983x)

Daniel Cassidy's *The Graduate Scholarship Book: The Complete Guide to Scholarships, Fellowships, Grants, and Loans for Graduate and Professional Study* (Englewood Cliffs, New Jersey: Prentice Hall).

Peterson's Grants for Graduate Students, (John H Wells and Amy J. Goldstein, eds., Princeton, New Jersey: Peterson's Guides) which provides a general introduction to the grant-seeking process and a description of 700 funding opportunities.

National Scholarship Research Service (NSRS) in Santa Rosa, California [(707) 546-6777] which operates a computerized service for locating scholarship opportunities.

H-net, www.h-net.org, is also a good source for funding opportunities; this website has e-mailing that list many various grants and fellowships in the history field.

Conferring the Ph.D. Degree

Because it is impossible to share the legal authority to award the Ph.D., it will be awarded to students by the university (Central Michigan University or the partner institution) under whose requirements they complete the degree and under whose auspices they receive funding.

For students receiving the degree from Central Michigan University, the diploma will read: "By Authority of the Board of Trustees and upon the Recommendation of the Faculty confers upon [name] the Degree of Doctor of Philosophy Earned Jointly at Central Michigan University and the [name of the partner institution]..."

In all cases the relevant documents will state clearly that the degree results from the shared program. Regulations governing residency requirements and time limitations for completion of degrees will be those of the university granting the degrees. Student work at either university will be treated as work in residence by both the partner university and Central Michigan University.

Time Limitations

In all instances, doctoral requirements must be met within eight years if the student had a relevant graduate degree when beginning the program and within ten years if the student began doctoral studies without a relevant prior graduate degree.

Other Questions?

If you have further questions regarding graduate study at Central Michigan University, please consult the History Department Graduate Studies Coordinator, Dr. Eric Johnson, or the *Graduate Handbook* produced by the Graduate School.

http://www.cmich.edu/Documents/Graduate_Studies/Graduate%20Student%20Handbook.pdf

Preparing for the Job Market

1. You will need three strong letters of recommendation. If you are an M.A. student, request that these be placed in your credentials file at the Office of Career Services. You will not see these letters (unless you explicitly request that you review them) and Career Services will send the letters at your request directly to job prospects.
2. Joint M.A./Ph.D. student, should contact Roxanne Jordan, the department's Administrative Secretary, concerning preparing a credentials file which will contain confidential references, course preparation, doctoral dissertation abstract, unofficial transcripts, and other relevant career materials.
3. Establish a record of scholarly achievement. By your second year of graduate school you should be giving papers at conferences and submitting papers to journals for publication. You will want at least one refereed journal article before you go on the job market. You may also want to solicit opportunities to do book reviews. One very useful resource for finding publication and presentation opportunities is the website www.h-net.org, which lists many different call for papers, funding opportunities, job openings, and other resources for historians and other academics.
4. During your first semester of graduate study you should begin to keep a résumé of your scholarly achievement; called a curriculum vitae (c.v.), this document should be kept up to date at all times.
5. Build a network of colleagues throughout the country. You should begin to introduce yourself to people in your field at conferences. It doesn't hurt to begin correspondence with someone whose work you admire—you may eventually want to ask a prominent person in your field to be your external examiner for your dissertation.
6. Join one or two professional organizations. Many of these organizations publish journals that review the latest scholarly works along with listing various conferences and job openings. While each organization caters to different fields of study, one organization to consider is the American Historical Association (AHA), which serves all historians studying, working, and researching within the United States, regardless of the historical period or region that they study.

Admission Requirements and Deadlines

1. Undergraduate degree from a recognized university
 - a. 3.0 overall GPS
 - b. Minimum 3.3 in 20 hours of history or 3.30 in 20 hours of history or related courses
2. Complete the self-managed application materials
 - a. College of graduate studies application found online, specify admission to the Joint M.A./Ph.D program in history
 - b. GRE Scores
 - c. Three letters of reference
 - d. Brief Essay describing graduate education goals
 - e. An example of a completed research paper
 - f. Complete the history department graduate funding application
3. Deadline for admission to the Joint M.A.: January 3 for fall semester admission. Admissions are approved by the College of Graduate Studies at CMU and jointly by partner institution and CMU. Admissions are also contingent upon the number of positions available at each university for graduate students pursuing the degree.
 - a. Note: the Joint M.A. permits graduate coursework taken in other degree programs if approved by the joint degree faculty.
4. Deadline for admission to the Joint Ph.D.: January 3 for fall semester admission. Admission to the Joint Ph.D. requires satisfactory progress through the Joint M.A. program and completion of the requirements for the Joint M.A. degree, including attainment of a minimum 3.3 GPA or equivalent GPA at a partner institution
 - a. Note: the Joint Ph.D. permits graduate coursework taken in other degree programs if approved by the joint degree faculty.

Students will be evaluated during spring semester of each year in which they are enrolled in the joint degree program. That evaluation includes consideration of GPA, proposals for Honors theses, faculty evaluations, submission of one seminar paper or the equivalent, and progress in the program.

Please be sure the department has your current contact information (address, phone, e-mail).

Graduate Admission/Assistantship/Fellowship

Applications Checklist

Students must reapply for funding on a yearly basis.

New Students:

1. Apply for admission to the College of Graduate Studies
2. Application information is available at:
www.cmich.edu/Graduate_Studies/New_and_Current_Students/Applications_and_Forms/Admissions.htm. Complete Application for Admission and submit to the College of Graduate Studies, Foust 100.
3. Students choosing to apply for funding from the History Department must have their paperwork submitted to the College of Graduate Studies by **January 3rd**
 - Submit application form
 - Submit statement of purpose
 - Submit academic transcripts
 - Pay application fee
4. Requests for Funding are submitted to the History Department, Powers 106 All paperwork is due by January 3rd.
 - Application for Funding
<http://www.chsbs.cmich.edu/ctch/pdfs/tradmafund.pdf>
 - Statement of Purpose
 - Writing Sample
 - GRE Test Scores
 - Letters of recommendations
<http://www.chsbs.cmich.edu/ctch/pdfs/tradmafund.pdf>

Continuing Students:

1. Continuation of funding (paperwork to submit to the History Department) All paperwork is due by January 15th .
 - Continuation of funding application
<http://www.chsbs.cmich.edu/ctch/pdfs/cont-funding.pdf>
 - Yearly Evaluation of Graduate Students for Continuation of Funding
 - Letters of recommendations
<http://www.chsbs.cmich.edu/ctch/pdfs/cont-funding.pdf>

Graduate Academic Integrity Policy

1. Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, graduate students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which a student submits must be the product of his/her own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes plagiarism, cheating and other forms of dishonest or unethical behavior is prohibited.
2. In cases involving academic dishonesty in a specific course, determination of the grade and of the student's status in the course are left solely to the discretion of the instructor. Students wishing to dispute a grade should follow the University's Grade Grievance Policy, stated elsewhere in the *Graduate Bulletin*.

The balance of this policy concerns the right of the academic department to assign sanctions in response to a student's academically dishonest or unethical behavior, and the right of the student to appeal departmental sanctions. These policies do not alter those stated in Step 2 above.

3. In cases where an instructor or supervisor judges a student culpable for academic dishonesty or professionally unethical behavior, the instructor or supervisor should report the incident to the chairperson of the department in which the student's program is housed.
4. Departments will follow their internal procedures for responding to academic dishonesty and unethical behavior, which may occur in conjunction with a specific course or in the program in general.
5. If the department determines that a sanction is warranted and the student accepts the department's sanction, the matter is closed. If the student wishes to appeal, the procedures of an Appeal Board apply as follows.
6. The student may appeal only the question of culpability.
7. A standing committee known as the Appeal Board will be appointed annually by the Graduate Dean. The group will include three graduate faculty members and two graduate students. One of the faculty members will be designated by the Graduate Dean to serve as a voting chair. When the student appealing is from an Appeal Board member's department or in other cases where conflict of interest may exist, a member will be temporarily replaced by an alternate to be appointed by the Dean.
8. A departmental advocate appointed by the Graduate Dean will assemble and present the evidence used by the department in making its decision and make this evidence available to the Appeal Board. If there is an involved faculty member who is not the Departmental Advocate, then every effort should be made for him or her to be present at the hearing to answer questions from the Appeal Board. When the faculty member is away from Mt. Pleasant, then a conference call can be used to include the faculty member at part of the hearing.
9. The student may bring an advisor to provide advice and make closing remarks. The student may provide written statements in lieu of attendance but may not be represented without attending. The Chair of the Appeal Board must be given one week's notice in writing if the student is to be

accompanied by an advisor and must be told if the advisor is an attorney. If the advisor is an attorney, University Counsel may advise the department advocate.

10. If the student who is appealing fails to attend a properly scheduled hearing, the hearing will proceed as scheduled.
11. The Chair of the Appeal Board may decide questions of procedures in any way that will fairly lead to a determination of the facts. The Appeal Board shall not be bound by Michigan or Federal Rules of Evidence. The Chair may limit any argumentative, discourteous, or harassing witness.
12. The Chair will open the hearing. All persons present shall establish their identities. The Chair shall identify the case being considered.
13. The burden of proof rests with the department, and only evidence presented at the hearing will be considered.
14. The Appeal Board will hold its hearing within six weeks of the appeal and communicate its findings to the Graduate Dean, the student, the faculty member, and the departmental representative with 15 days of the hearing. Appeals filed during the summer will be considered no later than one month after the start of Fall term.
15. Hearings shall be closed to the public and tape recorded. Tapes shall be stored in the College of Graduate Studies for a period of one year after the hearing.
16. If circumstances warrant a change in these procedures, the members of the Appeal Board may adjust them upon majority vote of the Appeal Board and the approval of the Graduate Dean, providing the changes do not deprive any of the parties of a fair hearing.
17. The Appeal Board's decision is by majority vote, and their decision is final. They may uphold or reverse the decision on culpability.
18. Because everyone in the community shares the responsibilities of upholding academic integrity and reporting violations, agreement to abide by this Policy as published in the *Graduate Bulletin* will be considered a condition of admission.

DEPARTMENT OF HISTORY

ACADEMIC INTEGRITY POLICY FOR GRADUATE STUDENTS

The Department of History expects the highest standards of academic integrity throughout the university community. The department will strive to enforce the standards of conduct and academic honesty for students as set out in various official university publications to wit: Under the heading of Academic Dishonesty in the current Graduate Bulletin under Policy and Procedure Relating to Student Rights and Responsibilities, in Academic Integrity Policy for Graduate Students in the current Graduate Bulletin.

In addition to the above, the Department of History has established the following procedures for dealing with questions of academic integrity in the graduate program.

1. The department will follow the established university Grade Grievance policy for handling disputes arising from the assignment of a student's grade or status in a specific course.
2. In other cases where a violation of academic integrity is alleged, the essentials of the case shall be reported first to the department chair.
3. If the chair agrees that a violation of academic integrity has occurred because of the conclusiveness of the evidence or because the student admitted to the violation, the chair shall authorize a letter to the student outlining the allegations and proposing a sanction. The letter shall also offer the student the option of a meeting on the matter before the Graduate Studies Committee of the department. If the student does not admit to the violation, the Graduate Studies Committee will schedule a meeting at which time the student will be present to discuss the allegation. The Committee will review all evidence and recommend an appropriate sanction.
4. The conclusions of the chair in the absence of a Graduate Studies Committee meeting or the conclusions of the Graduate Studies Committee's meeting, if such is required, shall be forwarded to the student complainant and to the College of Graduate Studies with the recommendation for appropriate sanctions.
5. If a decision and recommendation of the Graduate Studies Committee are unfavorable to a student complainant, the student shall be reminded of the further appeals process available in the College of Graduate Studies.

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