# TABLE OF CONTENTS

I. Academic Programs and Requirements .......................................................... 4

A. The M.A. in History .................................................................................. 4

   1. Program Advisement ........................................................................... 4
   2. Program Tracks ..................................................................................... 4
   3. Transfer Credits .................................................................................... 5
   4. Comprehensive Examinations for the M.A. ........................................... 5
   5. Thesis for the Master of Arts ................................................................. 7
   6. Statute of Limitations ........................................................................... 8

B. The B.A./M.A. Program in History ............................................................ 8

   1. Student Status ...................................................................................... 8
   2. Program Advisement .......................................................................... 8
   3. Program Requirements ....................................................................... 8

C. The M.A. in Social Studies ....................................................................... 9

   1. Program Advisement .......................................................................... 9
   2. Program Sequences ............................................................................. 9
      a. General Sequence ............................................................................ 9
         1. Disciplines Included in Sequence ................................................ 9
         2. Credit, Course, and Cumulative GPA Requirements ....................... 9
      b. Sequence Limited to Students with Provisional Certification in Social Studies ................................................................. 9
         1. Prerequisite Preparation ................................................................ 9
         2. Credit, Course, and Cumulative GPA Requirements ....................... 9

D. The M.A./M.S.I.S. in History and Information Science and Policy .......... 10

   1. Program Advisement .......................................................................... 10
   2. Program Concentrations in History ..................................................... 10
   3. Program Concentrations in Information Science .................................. 10
   4. Credit Requirements and Cumulative Grade Point Average ............... 10
   5. Research Seminars, Reading Seminars, and Required Courses .......... 10
   6. Comprehensive Examination .............................................................. 10

E. The M.A. in Public History with Certificate of Advanced Study .......... 10

   1. Program Advisement .......................................................................... 10
   2. Program Concentration ...................................................................... 11
   3. Credit, Course, and Cumulative GPA Requirements .......................... 11
   4. Comprehensive Examination .............................................................. 11

F. The Ph.D. Program in History ................................................................. 11

   1. Program Advisement .......................................................................... 11
2. Advanced Standing................................................................. 12
3. Program Concentrations....................................................... 12
4. Credit and Course Requirements.......................................... 12
5. Research Tool Requirement................................................... 13
6. Doctoral Qualifying Examinations........................................... 13
7. Admission to Candidacy....................................................... 15
8. Doctoral Dissertation.......................................................... 15
9. Continuous Registration, Full-Time Residence Requirements, and Statutes of Limitations.................................................... 16
10. Official Leaves of Absence................................................... 16
11. Schedule........................................................................... 16

II. Graduate Assistantships and Fellowships........................................ 17

A. Selection of Graduate Assistants and Fellows.......................... 17
B. Applying for Graduate Assistantships and Fellowships............. 17
C. Tuition Scholarship Awards.................................................... 17
D. Targeted Assistantships and Fellowships................................ 17
E. Assignments and Responsibilities of Graduate Assistants........ 17
   1. Graduate Assistantship Assignments................................... 17
   2. Responsibilities of Graduate Assistants................................ 18
F. Evaluation of Graduate Assistants........................................... 18
   1. Evaluation of Graduate Assistants Working with Individual Faculty...... 18
   2. Evaluation of Graduate Assistants as Instructors of Record........... 18
G. Graduate Student Employees Union and Graduate Assistants Health Insurance.................................................................. 18
H. Appointment Papers for Graduate Assistants and Fellows........... 18
I. Course Load Requirements for Graduate Assistants and Fellows......... 19

III. Applying for the Degree........................................................... 19

IV. College of Arts and Sciences Student Academic Grievance Procedure......... 19
I. ACADEMIC PROGRAMS AND REQUIREMENTS

A. The M.A. in History (30 credits: Geographic or Thematic track; 36 credits: Public History or History and Media track)

1. Program Advisement

   The Graduate Director or the Director of the Public History program (if in that track) will initially advise all incoming graduate students. Thereafter students may choose another advisor. Faculty remains free to accept whom they wish as advisees.

2. Program Tracks

   Students must choose a concentration from one of the four following areas: Thematic field; Geographic area; Public History; or History and Media

   a. Thematic or Geographic Track (30 credits)

      Thematic areas include: Social and Economic History; Public Policy History; International, Global, and Comparative History; Cultural History; and Gender History. Geographic areas include: U.S., European, Latin American, African, or Asian history.

      Credit, Course, and Cumulative GPA Requirements

      Students in the thematic or geographic track may choose from the array of academic courses in History. As part of their coursework, they must complete at least one research seminar in their major field and one reading class. The research seminar must be completed at UAlbany. With departmental approval, a thesis in history for 4-6 credits may be presented in place of the research seminar. These tracks are highly individualized, and coursework should be chosen in consultation with the student’s advisor.

      Students in the thematic or geographic track must complete 30 credits with a cumulative grade point average of 3.0. A minimum of 21 credits must be in history. Students wishing to apply non-history credits towards the M.A. degree should consult with their academic advisor or the Graduate Director in advance of taking the non-History credits to ensure that the courses are acceptable for their program.

   b. Public History Track (36 credits)

      Credit, Course, and Cumulative GPA Requirements

      Students must complete 36 credits with a cumulative grade point average of 3.0. A minimum of 21 credits must be in academic courses in History including Readings in Local and Regional History (HIS 621) or Readings in Public Policy (HIS 630) or a readings course from any of the other M.A. concentrations as advised. In addition, the 21 credits must also include a research seminar in history or a thesis (HIS 699). For information on theses, see section IV.A.5.

      Students must complete 9 credits of professional courses in history including HIS 501: Introduction to Public History. Students must complete HIS 798A: Internship in Public History (6 credits).

   c. History and Media Track (36 credits)

      Credit, Course, and Cumulative GPA Requirements

      Students in the History and Media track should take courses as advised by their advisor. These courses will include His607 and two courses from among His602, 604, 605, and 606 or approved equivalents. Students must also take one research seminar and one reading class with a thematic or geographic focus. Students must also complete His699 (Master's Thesis) or His698 (History and Media Masters Project).

      Students in the History and Media track must complete 36 credits with a cumulative grade point average of 3.0. Students wishing to apply non-history credits towards the M.A. degree should consult with their academic advisor or the Graduate Director in advance of taking the non-History credits to ensure that the courses are acceptable for their program.
3. **Transfer Credits**

For the M.A. program, up to six credits may be transferred to the University at Albany from another institution. Courses completed before entering graduate study at UAlbany for which transfer credit is desired must be presented with the application for admission to graduate study. Students wishing to take graduate courses at other institutions for transfer credits after they have matriculated at UAlbany should receive written approval from their academic advisor or the Graduate Director before registering for these courses at other institutions. Only coursework completed with grades of B or better are considered for transfer credits. In order for courses to be considered for transfer after the student has matriculated at UAlbany, students must complete a **Request for Transfer Credit Form.** This form can be obtained online at: [http://www.albany.edu/gradstudies/forms.php](http://www.albany.edu/gradstudies/forms.php). Students may also obtain the form from the Office of Graduate Studies, University Administration Building, Room 121. After completion of the course, an official transcript of the student’s record in the course should be sent to the Dean of Graduate Studies, University Administration Building 121, State University of New York at Albany, 1400 Washington Ave, Albany, NY 12222.

4. **Comprehensive Examinations for the M.A.** (Note: Students in the History and Media track are not required to complete a comprehensive examination. All other MA students must complete a comprehensive examination.)

For students who matriculated before Fall 2011: You may choose to do either a one-hour oral exam or a 3-hour written exam. Moreover, you may substitute a thesis for the comprehensive examination.

For students who matriculated in Fall 2011 or after: You must complete the comprehensive exam, and it must be a 3-hour written exam.

**Exam Procedures:**

<table>
<thead>
<tr>
<th>Date of completion</th>
<th>Create the Comprehensive Exam Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 months before exam</td>
<td>• Three faculty members make up the exam committee, normally faculty with whom the student has taken classes</td>
</tr>
<tr>
<td></td>
<td>• Student should identify a faculty member to serve as committee chair and meet with that faculty member to request this</td>
</tr>
<tr>
<td></td>
<td>• Student should discuss with the committee chair who will be the other two faculty members on the committee</td>
</tr>
<tr>
<td></td>
<td>• Student should meet with the other two faculty committee members and request that they serve on the committee</td>
</tr>
<tr>
<td></td>
<td>• In discussions with committee chair and members, student should identify exam fields (see discussion of tracks above for fields)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 months before exam</th>
<th>Create and get approval of book lists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Student should consult with each faculty committee member about the book list for that portion of the exam</td>
</tr>
</tbody>
</table>
- Each faculty book list will be 8-10 substantive works or their equivalent, which may or may not be drawn from coursework, at the discretion of the examiner
- Student should type up each of the book lists in full bibliographic format (Chicago style)

<table>
<thead>
<tr>
<th>Week before exam</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6 weeks before exam</strong></td>
<td><strong>Scheduling the Exam</strong></td>
</tr>
<tr>
<td></td>
<td>- Student should consult with committee chair about possible dates for the exam</td>
</tr>
<tr>
<td></td>
<td>- Student should consult with each committee member to get their approval for the selected exam date</td>
</tr>
<tr>
<td></td>
<td>- Committee chair should contact the department secretary and the rest of the exam committee to confirm the exam date and to schedule the exam room. At that time, Chair may remind the committee of the date by when they should send exam questions to the department secretary</td>
</tr>
<tr>
<td></td>
<td>- Committee chair should submit a copy of the final book list for all three examiners to the department secretary for inclusion in the student’s department file</td>
</tr>
<tr>
<td></td>
<td>- Committee chair must approve and sign the Master of Arts Comprehensive Examination Form for inclusion in the student’s department file</td>
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</tbody>
</table>

Note: In order for a student to graduate within a particular semester, the comprehensive exam must be passed by the last day of finals for that semester. It is not required that an M.A. student be registered during the semester in which the comprehensive exam is taken.

<table>
<thead>
<tr>
<th>Week before exam</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0-8 weeks before the exam</strong></td>
<td><strong>Preparing for the exam</strong></td>
</tr>
<tr>
<td></td>
<td>- Student should consult with each faculty examiner to inquire about that examiner’s expectations for exam preparation</td>
</tr>
<tr>
<td></td>
<td>- Student should review each book, identifying important arguments, evidence, and themes</td>
</tr>
<tr>
<td></td>
<td>- Student should be able to discuss the books in relationship to others on that section of the list</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week before exam</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 week before exam</strong></td>
<td><strong>Final preparations</strong></td>
</tr>
<tr>
<td></td>
<td>- Department secretary sends reminder to committee members to submit exam questions</td>
</tr>
<tr>
<td></td>
<td>- Faculty examiners submit exam questions to department secretary</td>
</tr>
<tr>
<td>Day of the Exam</td>
<td>Day of the exam</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>• Student should report to the department secretary in SS145 at the prearranged time</td>
<td>• Department secretary sends exam responses to committee members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-exam</th>
<th>After the exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Committee members report responses to Committee chair, normally within 3 days</td>
<td>• Committee chair informs student of exam results</td>
</tr>
<tr>
<td>• Committee chair files Registrar’s form with department secretary, reporting the results of the exam. The original is sent to the Registrar’s Office. A copy is placed in the student’s departmental file</td>
<td></td>
</tr>
</tbody>
</table>

University policy states: Students must take the major field exam within one calendar year of the completion of coursework in their program of studies. Students who fail a special field exam may, on the recommendation of their advisor and with the approval of the department chair or dean, take a second exam in an attempt to qualify. The second exam must be taken within a calendar year of the [first] attempt to pass the exam. A student may not take a third exam.

5. *Thesis for the Master of Arts*

Students may write a thesis, though it will not substitute for the M.A. comprehensive exam for those students admitted to the MA program for Fall 2011 or after. Thesis credit may range from 2 to 6 credits and can be taken in one semester or spread out over a longer period. Students register for these credits with their thesis supervisor. If the work is to be taken over two or more semesters, the student may register for thesis credits each semester. Students receive an automatic grade of I (Incomplete) for semesters in which they are registered for the thesis and do not complete it. These incompletes will be converted to a grade of S/U by the Dean of Graduate Studies once the thesis is completed and submitted. In order to be approved, the Master’s thesis must be recommended for acceptance by two faculty members (one being the thesis supervisor) and in addition requires a departmental recommendation for approval.

After the subject and scope of the research for the thesis have been determined, students formally apply to their advisor for approval of the project. This application is done on the **Approval of Subject of Thesis Form**, which can be found online at: [http://www.albany.edu/gradstudies/forms.php](http://www.albany.edu/gradstudies/forms.php). After completion, students submit this form to the Office of Graduate Studies, University Administration Building, Room 121. The Office of Graduate Studies files one copy of the approval form in the student’s official university file, and returns two copies of the form to the advisor along with the handout **Format and Procedures for a Thesis**. (This document can be found online at [http://www.albany.edu/graduate/pdfs/mastersthesisinstructions.pdf](http://www.albany.edu/graduate/pdfs/mastersthesisinstructions.pdf).) One copy of the returned Approval of Subject of Thesis form should be placed in the student’s departmental file, and one copy should be given to the student along with the handout on format and procedures. The Office of Graduate Studies has the authority to reject a thesis that is not in compliance with the formatting and procedural recommendations in the above document.

When the thesis has been accepted at the departmental level and is ready for transfer to the Office of Graduate Studies, the students should consult the Regulations and Guidelines for Master’s Thesis Submission, which explains the procedures for digital submission. These can be found at:
When approved, the Dean authorizes the Registrar to assign the appropriate grade and credits to the student’s record. The Dean then transmits the thesis to the University Library for binding, distribution, and filing.

A thesis that has been approved by the Department should be transmitted to the Dean of Graduate Studies by May 1 for degrees to be conferred in May, by December 1 for degrees conferred in December, and by August 1 for degrees conferred in August.

A note on the foreign language requirement: A student who chooses to write a thesis in an area that requires a foreign language competency must satisfy the foreign language requirement. Language requirements are satisfied by an exam administered by a language department with the approval of the History Department or by satisfactory completion of a graduate level language course approved by the History Department. Coursework taken to satisfy a foreign language requirement may not be used for credit towards the Master’s degree. In the event that a student fails a language exam, it may be taken a second time, but not more than two times for a particular language. When a student takes a qualifying foreign language exam, the results should be recorded on the Registrar’s Form (Form can be obtained in the History Department office in SS145). The original is sent to the Registrar’s office. A copy is placed in the student’s departmental file.

6. Statute of Limitations

The Graduate Bulletin for the University at Albany states: All requirements for a master’s degree must be completed within six calendar years unless the Graduate Academic Council grants an extension of time. This provision applies equally to students who enter with or without advanced standing or transfer credit.

B. The B.A./M.A. Program in History

1. Student Status

Qualified undergraduate students may apply to the B.A./M.A. program in history. This program allows the student to use up to twelve graduate credits in history towards the total 120 undergraduate credits required for the Bachelor’s Degree. These same twelve credits are applicable towards the Master’s Degree in History. The University considers students in the B.A/M.A. program as undergraduate students until they reach a total of 120 credits. A GPA of 3.2 or higher is required for consideration for admission. The department includes all B.A/M.A. students in activities designed for graduate students regardless of their total number of credits.

2. Program Advisement

Students in the B.A/M.A. program who have not yet reached 120 credits may seek advisement from the Undergraduate Director, a member of the Undergraduate Committee, or any member of the History faculty. If they prefer, students in the B.A/M.A. program may seek the Graduate Director for advisement. This may be particularly helpful when they are choosing graduate courses. When students in the B.A/M.A. program have completed their B.A., they may see any member of the faculty for Graduate advisement.

3. Program Requirements

To qualify for the M.A. degree, students in the B.A/M.A. program must meet all the requirements for the M.A. degree as described in Section IV.A.
C. The M.A. in Social Studies

1. Program Advisement

The Graduate Program Director in the Department of History is the Program Advisor for the Social Studies program in the College of Arts and Sciences. Since this program is interdisciplinary and students may have a limited background in specific disciplines, students who are unsure of their level of preparation for a course are encouraged to contact the professor. This may be particularly important for courses in Economics and Geography.

2. Program Sequences

a. General Sequence

1. Disciplines Included in the Sequence

In this sequence, social studies include the following disciplines: Africana Studies, anthropology, economics, geography, history, Latin America and Caribbean Studies, political science, public affairs, sociology, and women’s studies.

2. Credit, Course, and Cumulative GPA Requirements

Students must complete 30 credits of coursework with a cumulative grade point average of 3.0. A concentration of 12 to 15 credits in one of the social studies disciplines is required, including an approved research seminar of at least 3 credits. A thesis of from 4 to 6 credits may be presented in place of the research seminar with the approval of the Academic Program Advisor.

Nine to 18 additional credits of social studies outside the student’s area of concentration is required.

Supporting courses outside social studies (0-6 credits): courses as advised in academic fields outside social studies.

b. Sequence Limited to Students with Provisional Certification in Social Studies

1. Prerequisite Preparation

This sequence is open only to students who have completed initial preparation for a provisional certificate for secondary-school teaching, including required professional courses in education, and who plan to qualify for a permanent certificate.

2. Credit, Course, and Cumulative GPA Requirements

Students must complete 30 credits of coursework with a cumulative GPA of 3.0. A minimum of 18 and a maximum of 24 credits must be in Social Studies courses. As part of the social studies coursework, an approved research seminar of at least 3 credits is required in economics, geography, history, political science, or sociology. A thesis of from 4-6 credits may be presented in place of the research seminar with the approval of the Academic Advisor.

Students are required to take 6 credits in education coursework including E Phl 601. Students may opt to take up to 6 credits of their total 30 credits in disciplines other than education and Social Studies.
D. The M.A./M.S.I.S in History and Information Science and Policy

1. Program Advisement

Students should receive advisement in both the History Department and the Department of Information Studies to ensure satisfactory completion of both the M.A. and M.S.I.S degrees. Students may consult with the Graduate Director in History regarding their history program or they may choose another faculty mentor.

2. Program Concentrations in History

In selecting a program concentration and for more information on course requirements, students should consult Section IV.A of this Handbook.

3. Program Concentrations in Information Science

The M.S.I.S is fully accredited by the American Library Association. In the combined M.A./M.S.I.S., students select one of four M.S.I.S concentrations: Archives and Records Administration, Library and Information Services, Information Management and Policy, or Information Systems and Technology. (The fifth M.S.I.S. concentration, which prepares students for certification as a school media specialist, is not available with the combined program.) The concentration in Library and Information Services is identical to the former M.L.S. in respect to program and credit requirements.

4. Credit Requirements and Cumulative Grade Point Average

Students must meet the requirements for the M.A. in History as well as the requirements for the M.S.I.S in Information Science and Policy. Of the 30 credits required for the M.A. in history, at least 21 must be history credits. Six of the nine remaining credits must be from approved courses in Information Science and Policy. Of the 42 credits required for the M.S.I.S. in Information Science and Policy, at least seven credits must be from approved coursework in history. A cumulative grade point average of 3.0 is required for completion of the M.A. and the M.S.I.S. degrees.

5. Research Seminars, Reading Classes, and Required Courses

Students must complete at least one research seminar in their major field in history and one reading class in history. With departmental approval a thesis in history for 4-6 credits may be presented in place of the research seminar. Research seminars must be completed at this University. For information on the history thesis, see section IV.A.5.

Required core courses in Information Science and Policy include: IST 523 (for 6 credits), 601, 602, 603, 605, and 614. Required internship IST 668 or independent study IST 669 (3credits). Required research methods and statistics course: IST 608 (3 credits).

6. Comprehensive Examination

Students who matriculate in Fall 2011 or after must take a comprehensive exam to complete the M.A. degree in History. Those who matriculate before Fall 2011 will take the exam, or they may substitute a thesis for the exam. For information on the comprehensive exam requirement, see section IV.A.4

E. The M.A. in Public History with Certificate of Advanced Study

1. Program Advisement

Students in the M.A. in Public History with Certificate of Advanced Study should seek advisement from the Director of the Public History Program.
2. Program Concentration

Students enrolled in this program will be required to make their M.A. concentration public history and to take courses and an internship appropriate to one of the three areas of emphasis: Historical Agency Studies, Historical Records Administration, History and Public Policy.

3. Credit, Course and Cumulative GPA Requirements

Students must complete 25 credits in academic courses in history as advised including Readings in Local and Regional History (HIS 621) or Readings in History and Public Policy (HIS 630) or a readings course from any of the other M.A. concentrations as advised. In addition, the 25 credits must include a research seminar in history or a thesis (HIS 699). For information on the MA thesis, see section IV.A.5.

Students must complete 15 credits in professional courses including HIS 501. The remaining 12 credits must be chosen from among the following: HIS 503 (required of students emphasizing Historical Agency Studies), HIS 504, 505, 506, 507 (required of students emphasizing History and Public Policy), 508, ISP 501, 646, 611, 650, 655, 656 (required of students emphasizing Historical Records Administration), 658, 666, (with consent of the Director of Public History Program), PAD 500.

Students must complete HIS 798A and HIS 798B Internship in Public History (12 credits).

Students must complete HIS 797 Directed Readings in Public History (2 credits).

A cumulative grade point average of 3.0 is required for completion of the M.A. in Public History with Certificate of Advanced Study.

4. Comprehensive Examination

Students who matriculate in Fall 2011 or after must take a comprehensive exam to complete the M.A. degree. Those who matriculate before Fall 2011 will take the exam, or they may substitute a thesis for the exam. For information on the comprehensive exam see section IV.A.4. For information on the thesis, see section IV.A.5.

F. The Ph.D. Program in History (60 credits)

1. Program Advisement

Each incoming doctoral student will be assigned a first-year advisor in his/her area of study. In conjunction with the Graduate Director, who will serve as a co-advisor, the first-year advisor will mentor students on course selection and program requirements. The student is free to change advisors at any time.

One of the tasks of the mentor will be to ensure through periodic meetings that the student is preparing adequately for qualifying examinations (see below) and is fulfilling the other program requirements, such as the research tool (see below), as appropriate. Once the student has passed the qualifying examinations, the mentor will ensure that the doctoral candidate quickly formulates a dissertation proposal, puts together a dissertation committee, and proceeds to the formal acceptance of the dissertation proposal (see below). Thereafter, the mentor, who should by now have become the doctoral candidate’s first reader, will aid the student in preparing research grant proposals, advise on further coursework, language preparation, and such, and will assist the doctoral candidate in every reasonable way in completing the dissertation in a timely manner.

Starting with the entering class of 2010, each Ph.D. student must produce a yearly progress report, due in September, on progress towards the degree. This report must be endorsed by the student’s mentor and forwarded to the Graduate Committee of the History Department.
2. **Advanced Standing**

Students may apply for admission with advanced standing to the Ph.D. program. Such requests must be made prior to or during the first year of doctoral study. A maximum of 30 transfer credits may be applicable to the doctoral program in history. Students admitted with the maximum number of transfer credits for advanced standing must complete the remaining 30 credits of doctoral coursework at the University at Albany. Students should be aware that the decision to approve credits for advanced standing is made at the departmental level after careful review of the student’s academic record by the Graduate Committee.

Students applying for advanced standing must complete the Graduate Studies Application for Advanced Standing Credit, which can be found online at: [http://www.albany.edu/gradstudies/forms.php](http://www.albany.edu/gradstudies/forms.php). Students applying for advanced standing will be expected to provide such documentation as syllabi, reading lists, papers, or other appropriate course material. Normally, credit will not be given for courses taken more than eight years prior to admission. Waivers may be granted at the discretion of the Graduate Committee after a thorough review of the courses in question. The Graduate Director notifies the Registrar, by forwarding the application form, of his or her decision regarding credits for advanced standing.

3. **Program Concentrations**

At the earliest opportunity, students should consult with the Graduate Director and their faculty mentor regarding their choice of concentrations and geographic specializations. Students must choose a major concentration in history from the following areas: Social and Economic History; Public Policy History; International, Global and Comparative History; Cultural History; and Gender History. In addition, students must select a minor concentration from the following: Social and Economic History; Public Policy History; Public History; International, Global and Comparative History: Cultural History; and Gender History. One geographic specialization is required from the following choices: United States, Europe, Latin America, Africa and Asia.

Students are also required to choose either a second minor concentration within history or a cognate field outside of history. If a second minor concentration is chosen, all three concentrations (major, two minor) may not be selected from the same geographic specialization. A cognate field may be chosen from a broad range of options (e.g. anthropology, economics, art history, philosophy, literature).

4. **Credit and Course Requirements (Total of 60 credits, at least 30 of which must be completed at UAlbany)**

   a. **History courses (44-60 credits):** At least 44 credits of the doctoral degree must be in History courses. Of those, students must take:
      1. Teaching Practicum (2 credits) – **HIS 500**;
      2. Introductory Colloquium on State and Society (4 credits) – **HIS 600**;
      3. Courses as advised, including two **history** research seminars, one of which must be in the student’s area of geographic specialization, and two reading classes in the major concentration, and one reading class appropriate to the required minor field(s).

   b. **Cognate Discipline (0-16 credits):** If students choose to do a cognate field instead of a second minor field, they are required to demonstrate competence in its content and research methods.

5. **Research Tool Requirement**

A minimum of one research tool is required of doctoral students. The research tool requirement and the number of research tools required will be determined individually for each student by the Graduate Committee. The decision will reflect the student’s thematic field and/or dissertation proposal. The department has mechanisms in place for three research tools (Foreign Language, Quantitative Methods, and Multimedia Methods in Historical Research and Publishing). Other tools
can be approved by a petition to the Graduate Committee.

When a foreign language examination is required, it will be satisfied by a two-hour departmental exam or by an exam administered by a language department with the approval of the History Department or by satisfactory completion of a graduate level language course approved by the History Department. A language course taken to fulfill the research tool requirement cannot be used as part of the 60 credits of required coursework for the degree. In the event that a student fails a language exam, it may be taken a second time, but not more than two times for a particular language.

When Quantitative Methods is required it will be satisfied by completion of two courses, HIS 590 and another graduate level statistics course (for example, SOC 522, SOC 551). Other courses can fulfill the requirement when approved by the Graduate Committee. You should consult with the Graduate Director regarding equivalent alternatives.

The department recognizes a Multimedia Methods in Historical Research and Publishing tool, comprised of the skills necessary to collect, analyze, and disseminate historical data and research in various media formats: video, film, audio, and multimedia hypertext. This research tool may be fulfilled by passing two courses from the following list: Readings and Practicum in Oral and Video History, Historical Documentary Production for Broadcast and Internet Radio, Historical Documentary Production in Film and Video, History and Multimedia Publishing on the World Wide Web, and other courses both inside and outside the department that are be approved by the Graduate Committee.

When a student completes the requirements of a research tool or takes a qualifying exam for a research tool, the results must be recorded on the Registrar’s Form (Form can be obtained in the History Department office in SS145). The original is sent to the Registrar’s Office. A copy is placed in the student’s departmental file.

6. **Doctoral Qualifying Examinations**

**Exam preparation:** Students prepare for the qualifying exams by working closely with each of their two major field examiners, their minor field examiner and their cognate or second minor field examiner. Students should expect to be familiar with the major themes, developments, and debates in each of these four fields. Working in conjunction with each examiner, students will prepare to master the literature of their fields. Students should expect to consult a wide range of materials – monographs, synthetic works, articles, and reviews. Students, working under faculty guidance, will develop reading lists equivalent to 80 books in his or her major field (split between the two examiners) and the equivalent of 40 books each in his or her minor(s) and cognate fields. Each examiner will approve his or her portion of the list. Well in advance of the exam, students should also consult closely with each examiner about that examiner’s expectations for preparing for the exam. At least eight weeks before the written exam date, the chair of the committee will place a formal copy of all the lists in the student’s departmental file. Once filed, alterations to this list are not permitted.

**Exam committee composition:** There will be at least four examiners for the doctoral qualifying exams. If the student has chosen a cognate field, there will be two examiners for the major field, one examiner for the minor field, and one examiner from the cognate field. If the student has chosen two minor fields, there will be two examiners from the major field, one examiner for the first minor field and one examiner for the second minor field. A majority of the examiners must be regular full-time members of the History Department. Requests for exceptions to this policy should be addressed to the Graduate Director. The Graduate Committee must approve the composition of the doctoral exam committee and the specific fields in which candidates are examined. It is the student’s responsibility to complete the **Proposed Doctoral Qualifying Examination Form** (Form can be obtained in the History Department office in SS145) and obtain the signatures of the Chair of the Examining Committee and the signature of the Graduate Director. The Graduate Director’s signature indicates approval of the exam committee by the Graduate Committee. The Proposed Doctoral Qualifying Examination Form is placed in the student’s departmental file. A copy is provided to the Graduate Director.
Exam timing: Students taking doctoral qualifying exams in the fall or spring semester must be registered for a minimum course load of 3 credits. With the agreement of his or her committee members, students may take qualifying exams in the summer without being registered.

Exam format: The exam is comprised of a written and an oral section.

For students who matriculate before Fall 2013: Students who matriculate before Fall 2013 may choose to take an at-home written exam as described below for students matriculating in Fall 2013 and after, or they may choose to take the written exam at the department. For those who choose this second option, the written doctoral comprehensive exam will last twelve hours and will precede the oral exam. Two three-hour exams in the major field will be given on the first day. Exams in the minor and cognate fields or in the two minor fields of three hours each will be given on the second day. If a student chooses to take the written exam at the department, they may not take written materials in any form, including reading lists, into this portion of the qualifying exam. It is the responsibility of the Chair of the Examining Committee to arrange the days and times of the exam with the Department Secretary.

The doctoral oral comprehensive exam will last for two hours and will take place within one week of the written comprehensive exam. It is expected that all sections of the oral exam will be held at the same time. Students may not take written materials in any form, including reading lists, into the oral portion of the qualifying exams.

For students who matriculate in Fall 2013 and after: The doctoral qualifying exam is comprised of two parts: the written section and the oral section. The written section will always precede the oral section. The written section of the exam is an at-home, open book exam that will take place on four different days and is to be completed within a ten (10) day period. Each of the four sections of the written exam shall be completed in a period of no longer than 24 hours. Students will take the sections of the exam in their major field on the first two scheduled days of the exam. Exams in the minor and cognate field or in the two minor fields will take place on the third and fourth scheduled days of the exam. The page limit for each section of the exam is 12-15 double-spaced pages with 12 point font. Students should include relevant references (author/page number) from works on their exam lists. Plagiarism violates the University’s standards of academic integrity, and will result, at a minimum, in a failure of the exam. The doctoral oral qualifying exam will last for two hours and will take place within five (5) days of the end of the written qualifying exam and at a time chosen by the exam committee. It is expected that all sections of the oral exam will be held at the same time. Students may not take written materials in any form, including reading lists, into the oral portion of the qualifying exams.

A student will be judged to have passed or failed the doctoral qualifying exam on the basis of his/her performance in the written and oral exams considered together. After the oral exam, the committee will deliberate and notify the student of the results within a reasonable period of time. Faculty members will arrange their schedules so that there is sufficient time for discussion after the exam.

In the event of failure, a student may take the qualifying exam a second time, but not more than twice. In such cases, the Examining Board reserves the right to determine which sections of the exam must be retaken. If the oral exam in a cognate field has to be retaken, the student’s major advisor must be present during the exam.

Upon successful completion of the doctoral qualifying exam, the Chair of the Examining Committee will prepare and sign the Completed Doctoral Qualifying Examination Form (Form can be obtained in the History Department office in SS145). The completed form is then filed in the student’s departmental file. In addition, the Chair of the Examining Committee will prepare and sign the Registrar’s Form (Form can be obtained in the History Department office in SS145) and will obtain the signature of the Department Chair. The original of this form is sent to the Registrar’s Office. A copy is placed in the student’s departmental file.
7. Admission to Candidacy

Students will be recommended for admission to candidacy upon the successful completion of required coursework, the doctoral qualifying exams, the research tool requirement(s), and the residency requirements. University policy states that Admission to Candidacy is not automatic, and a graduate student becomes a candidate for a doctoral degree only with the approval of the Dean of Graduate Studies, acting on recommendations of both the Graduate Academic Council and the dean of the school or college directing the program. Students in doctoral programs must be admitted to candidacy at least one session (exclusive of a summer session) before the acceptance of their dissertation and the completion of all requirements of the degree. To recommend a student for admission to candidacy, the student’s advisor completes and signs the Nomination of Doctoral Student for Admission to Candidacy Form (Form can be obtained in the History Department office in SS145). The signature of the Department Chair is also required on this form. The form is then forwarded to the Dean of Graduate Studies and a copy is placed in the student's departmental file.

8. Doctoral Dissertation

A student’s dissertation committee is selected by the student and must be approved by the Graduate Committee. The dissertation committee consists of at least three readers, at least two of whom must be full-time, regular members of the History Department including the first reader. Requests for exceptions to this policy should be addressed to the Graduate Director. The student may reconstitute all or part of the dissertation committee at any time with the approval of the Graduate Committee.

Upon or soon after admittance to candidacy, the doctoral student will present to the department a dissertation proposal which has been approved by his/her dissertation committee. A copy of the proposal will be kept in the student’s file and will be made available to the faculty on request. Members of the department will be free to comment on the proposal in an informal forum (proposal defense) arranged by the dissertation committee.

Acceptance of a dissertation will occur after the student successfully completes an oral exam (dissertation defense) led by members of the dissertation committee. This exam session is open to members of the department and the University community. Successful completion of the dissertation is based on the approval of the first three ranked readers of the dissertation committee, at least two of whom must be full-time, regular members of the History Department.

Students should refer to the General Regulations Governing the Submission of a Dissertation when preparing final copies of the dissertation. These regulations can be found online at: http://www.albany.edu/gradstudies/doctoral_dissertation.php

The following materials should be submitted to the Office of Graduate Studies along with the dissertation: the Departmental Approval/Transmittal Form (Form can be obtained in the History Department office in SS145), the Recommendation for Conferral of the Doctoral Degree Form (Form can be obtained in the History Department office in SS145), a library receipt for the prepayment of binding and microfilming, the Doctoral Dissertation Agreement Form (Form can be obtained in the History Department office in SS145), the completed Survey of Earned Doctorates (available in the Office of Graduate Studies), and the Information/Checklist for Doctoral Students (Form can be obtained in the History Department office in SS145).

Dissertations which have been approved must be transmitted to the Dean of Graduate Studies by May 1 for degrees to be conferred in May, by August 1 for degrees to be conferred in August, and by December 1 for degrees to be conferred in December.

9. Continuous Registration, Full-Time Residence Requirements, and Statutes of Limitations

University policy states that all students enrolled in doctoral programs must maintain continuous registration for a minimum of 3 credits for each fall and spring session (except official leaves of
absence) until they have completed all course requirements and have begun registering for dissertation course load credits. When they are ready to register for 899 dissertation load credits, they may register for only 1 credit to maintain continuous registration requirement.

Students must engage in full-time study beyond the Master’s degree or its equivalent at the University in at least one session after admission to the advanced program. Full time study is defined as 12 credits in a semester. Students who are authorized to work on a dissertation may count 4 of their dissertation load credits towards the 12 credits. Graduate assistants holding a full assistantship may meet the residency requirement by completing one academic year in such a position, including the satisfactory completion of 9 registered credits each semester, plus satisfactory completion of assigned duties. Requests for a waiver of the residency requirement should be directed to the Graduate Director.

All requirements for a doctoral degree must be completed within eight calendar years from the date of initial registration in the program. These statutes apply equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission and study in one advanced program.

10. **Official Leaves of Absence**

Doctoral students may request a leave of absence for academic or personal reasons up to the point when they are admitted to candidacy and/or registering for 899 dissertation load credits. The University discourages these leaves except in cases that are compelling. Students requesting a leave of absence should complete the **Request for Leave of Absence Form** (Form can be obtained online at: http://www.albany.edu/gradstudies/forms.php) and submit it to the Graduate Director. The Graduate Director will add his or her recommendation regarding the requested leave of absence and forward the form for review and recommendation to the Dean of the College of Arts and Sciences. After the Dean reviews the request and offers a recommendation, the form is forwarded to the Dean of Graduate Studies for a final decision. A leave of absence may be granted for a period of one year and may be extended, with approval, for a second year. A leave of absence is not counted as part of the statute of limitations for completion of the degree. University facilities and services are not extended to the student during the leave of absence. When the student is admitted to candidacy and/or registering for 899 dissertation load credits, the student may no longer request a leave of absence. One credit of 899 load credits is acceptable for the continuous registration requirement and certifies the student as a full-time student.

11. **Schedule**

Full-time Ph.D. students entering with a History MA should take their qualifying examinations in their third semester and of necessity, unless excused for compelling reasons by the Graduate Committee, by the beginning of February of their fourth semester.

Full-time Ph.D. students entering with only a BA should take their qualifying examinations by their fifth semester and of necessity, unless excused for compelling reasons by the Graduate Committee, by the beginning of February of their sixth semester.

Full-time Ph.D. students should present a dissertation proposal by their seventh semester and of necessity, unless excused for compelling reasons by the Graduate Committee, by the beginning of February of their eighth semester.

Failure to meet these deadlines risks renewal of assistantship for funded students and continuing registration in the program for unfunded students.
II. GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

A. Selection of Graduate Assistants and Fellows

Each year the Department is able to offer a number of Graduate Assistantships and Fellowships. These are competitive awards based on previous academic performance. The Graduate Committee is responsible for evaluating and selecting graduate assistants and fellows. The majority of awards are assistantships which require students to make a contribution to the undergraduate academic program. The Graduate Committee has the option of providing a fellowship rather than an assistantship to a graduate student. A fellowship does not require any work-related responsibilities.

B. Applying for Graduate Assistantships and Fellowships

The majority of assistantships and fellowships are offered during April for the following fall and spring semesters. An Assistantship/Fellowship Application Form (Form can be obtained in the History Department office in SS145) is part of the application packet for all graduate programs in history. Students who are applying to our graduate programs should complete the Assistantship/Fellowship Application form as part of their application process. Assistantships and fellowships are usually offered for a one-year period. Students must reapply for their assistantships or fellowships each year. Applications for Renewal of Assistantships and Fellowships (Form can be obtained in the History Department office in SS145) are available in the History Department. These application forms are due to the Department by March 1.

Graduate students who are not currently receiving assistantships or fellowships are eligible to apply and compete for assistance. Department of History Graduate Assistantship/Fellowship Applications (Form can be obtained in the History Department office in SS145) are available in the History Office. These application forms are also due to the Department by January 15. The Department’s procedures for applying for assistantships and fellowships provide all students in our graduate programs the opportunity to compete for assistantships and fellowships each year.

C. Tuition Scholarship Awards

Students receiving graduate assistantships or fellowships are expected to apply for tuition scholarship awards. In most cases, students receiving assistantships or fellowships will be awarded tuition scholarships. For the 2014-2015 academic year, these scholarships provide up to 9 credits of graduate work each semester for a student on a full assistantship or fellowship and up to half of the registered credits for a half assistantship. The Department will make the Tuition Scholarship Award Application available to the student.

D. Targeted Assistantships and Fellowships

In its efforts to create a diverse academic community, the University at Albany makes available graduate assistantship and fellowship awards targeted at populations of students who are underrepresented on campus. Minority students are encouraged to take advantage of this opportunity to receive financial support as they pursue their graduate programs. The Graduate Committee is responsible for evaluating and awarding graduate assistantships and fellowships to minority students in the Department. Students interested in a targeted assistantship or fellowship follow the same application procedures described in V.B. Targeted assistants and fellows are expected to apply for Tuition Scholarship Awards. For the 2014-2015 academic years, these scholarships are for up to 9 credits of graduate work each semester for a student on a full Assistantship or Fellowship. The Department will make the Tuition Scholarship Award Application available to the student.

E. Assignments and Responsibilities of Graduate Assistants

1. Graduate Assistantship Assignments
The assignment of graduate assistants is the responsibility of the Graduate Director. The Graduate Director will make an effort to assign assistants to faculty and courses that are in the student’s area of interest. In addition, the Graduate Director will attempt to consider the student’s own academic schedule when making assignments. To this end, a Graduate Assistant Assignment Form (Form can be obtained in the History Department office in SS145) will be distributed to the graduate assistants in their mailboxes at the end of each semester in preparation for assignments for the following semester. Assignments may not be settled until just before classes begin or in the first week of classes. Assistants should be sure to check their mailboxes or call the Department for assignment information. It is the responsibility of the assistants to get in touch with faculty members with whom they are working as soon as they have been given their assignments.

2. Responsibilities of Graduate Assistants

Full-time graduate assistants are expected to work 20 hours per week. Students receiving half assistantships are expected to work 10 hours per week. In most cases, graduate assistants will attend undergraduate classes for a particular section to which they have been assigned, hold office hours, and assist with grading papers and exams. In most cases, assistants will also be asked to lead discussion sections. Graduate assistants should be available a minimum of three hours each week for student contact (office hours). Graduate assistants who have achieved candidacy for the Ph.D. may be requested to serve as the Instructor of Record for a particular section. Graduate assistants responsible for teaching their own section will be assigned a faculty mentor.

F. Evaluation of Graduate Assistants

1. Evaluation of Graduate Assistants Working with Individual Faculty

At the end of each semester, graduate assistants will be evaluated by the faculty with whom they worked. These evaluations will be reviewed by the Graduate Director and the Chair and then returned to the graduate assistants. A copy of the evaluation will be kept in the Department. Evaluations are intended to be helpful for assistants in defining both strengths and weaknesses. In addition, evaluations are important in reviewing graduate assistants renewal applications.

2. Evaluation of Graduate Assistants Serving as Instructor of Record

Graduate Assistants serving as Instructors of Record are assigned a faculty mentor by the Graduate Director at the beginning of the semester. This faculty member is responsible for guiding assistants through many of the administrative aspects of teaching a course, such as ordering books, preparing a syllabus and exams, and handling final grades, etc. In addition, this faculty member will be available for consultation on how to deal with behavioral issues in the classroom or issues related to academic integrity. The faculty mentor is expected to attend two or three lectures given by the graduate assistant in order to be able to evaluate the assistant’s effectiveness in the classroom. The faculty mentor will provide a written evaluation of the assistant to the Graduate Director.

G. Graduate Student Employees Union and Graduate Assistants Health Insurance

Graduate assistants are represented for purposes of collective bargaining by the Graduate Student Employees Union/Communications Workers of America Local 1188. As a member of the Graduate Student Employees Union, graduate assistants are eligible for a health insurance plan providing an annual coverage of $350,000 per year. The state provides a contribution of 90% for individual coverage and 75% for dependent coverage.

H. Appointment Papers for Graduate Assistants and Fellows

Graduate assistants and fellows will receive personnel paperwork and Tuition Scholarship Award Application forms prior to the beginning of the academic year in which they will be assisting. These forms must be returned as quickly as possible to the Department’s secretary so they can be reviewed and forwarded through
channels to Human Resources. Assistants will not be placed on the payroll until paperwork is completed and received by Human Resources.

I. **Course Load Requirements for Graduate Assistants and Fellows**

Graduate assistants who are receiving a full assistantship should register for at least 9 credits each semester.

Assistants who are receiving half-assistantships should register for 12 credits a semester in order to be considered a full-time student.

When graduate assistants reach the time when they are registering for dissertation credits (HIS 899), 1 credit of 899 will put them in full-time status.

III. **APPLYING FOR THE DEGREE**

Students wishing to complete the requirements for their degree at the end of a particular session must apply on-line through MyUAlbany (www.albany.edu/myualbany) by the specified deadlines. Students will be unable to apply on-line after the deadline; if applying after the deadline you will need to submit a **Graduate Degree Application Form** (Available at the Registrar’s Office in Campus Center B-25). If for some reason a degree is not awarded after application is made, it is necessary to file another Graduate Degree Application Form during the registration of the session when degree requirements are expected to be met.

IV. **COLLEGE OF ARTS AND SCIENCES STUDENT ACADEMIC GRIEVANCE PROCEDURE**

**Introduction:**

The following procedure has been established for students (undergraduate and graduate) who seek adjudication of an academic grievance claim against faculty in the College of Arts and Sciences. Students should realize, however, that a Grievance Committee does not have the power to enforce any of its findings. It can only recommend remedies to the appropriate person(s).

The petition for the hearing of a grievance must be presented to the Academic Programs Committee within one year from the end of the semester in which the grievance occurred. If for reasons beyond the student’s control, this deadline cannot be met, justification for the delay must be included in the petition.

**Step I:**

Any student, or group of students, who comes to the conclusion after careful appraisal that the academic performance of a faculty member or group of faculty, whether in regard to a specific act, set of acts, or continuing practice, provides grounds for grievance action, must first discuss the issue fully with the faculty member(s) involved, making every effort to achieve satisfactory resolution of the problem through such direct discussion. As evidence that this stage of the procedure has been completed a letter should be provided by the instructor involved to the grieving student to the effect that the instructor has been consulted by the student and that no resolution satisfactory to both parties has been achieved. A copy of this letter should be submitted as part of the documentation required in Step III. If the faculty member is unable or unwilling to write such a letter, the petition must include a statement explaining the omission.

**Step II:**

If, in the judgment of the student(s) making the grievance claim, all efforts to resolve the issue by the procedure outlined in Step I have failed, the student must discuss the matter fully with the department chairperson of the faculty member against whom the grievance claim is made unless the chair/administrator is him/herself an object of the grievance, in which case Step II shall be omitted. The student should follow up the consultation session with a written statement outlining the nature of the grievance and suggesting a remedy. The chairperson should make a thorough investigation of the case and make every effort to resolve the problem at this level. As evidence that this stage of the procedure has been completed, a letter should be
provided by the chair or other administrator of the department/program in which the course was taught to the grieving student to the effect that the chair/administrator has been consulted by the student concerning the grievance and that no resolution satisfactory to both parties has been achieved. A copy of this letter should be submitted as part of the documentation required in Step III together with the instructor’s statement and the student’s letter. If the chair/administrator is unable or unwilling to write such a letter, the petition must include a statement explaining the omission.

**Step III:**

If, in the judgment of the student(s) making the grievance claim, efforts at Step II fail to achieve a satisfactory resolution of the problem, s/he/they may then, within one year from the end of the semester in which the grievance occurred, petition the Academic Programs Committee to establish an *Ad Hoc* Grievance Sub-Committee hearing and finding. The petition should contain copies of all the letters referred to in Steps I and II. **The chair of the Academic Programs Committee should verify the authenticity of those letters.**

No action will be taken by the Academic Programs Committee to establish an *Ad Hoc* Grievance Sub-Committee until all documentation relating to the grievance-claim has been supplied in full. If the Committee adjudges that the petition and any or all accompanying materials are incomplete, the Committee shall return the petition to the student(s) who shall then resubmit the petition.

**Step IV:**

Upon receiving a completed petition for its review of the grievance claim, the Sub-Committee will first determine whether the petition provides adequate grounds for its action. If there is a majority vote of the Sub-committee that it does provide such grounds, the Sub-committee is to make every effort to conduct as thorough an investigation as the case warrants and arrive at a statement of findings within 30 days of receiving the statement of grievance and supporting materials.

**Step V:**

The Grievance Sub-committee shall prepare and send a written statement of its findings, together with its recommendation of resolution of the grievance claim to the Academic Programs Committee. Upon acceptance of the Sub-committee’s written report, copies of this report will be sent to: (1) the petitioner(s), (2) the respondent(s), (3) the chairperson of the respondent(s), and (4) the Dean of the College of Arts and Sciences.

Whenever the findings of the *Ad Hoc* Grievance Sub-committee fail to support the grievance claim, the petitioner may petition the Committee on Academic Standing of the Undergraduate Academic Council or the Graduate Academic Council to consider the grievance.

**Ad Hoc Grievance Committee Procedures**

Before beginning committee deliberations, the chairperson of the committee should determine that all necessary documents are in the case file and current addresses and phone numbers of the instructor and student are in that file. If the file is missing any of this information, it should be returned to the Dean’s office for completion.

Necessary documents include:

1. Letter from the student presenting the grievance in detail and recommendation(s) for satisfactory resolution;
2. Evidence (doctor’s notes, etc.) provided by the student to support the grievance;
3. Letter from the instructor to the student stating that their discussion of the grievance resulted in no resolution. Reasons for the failure of resolution are normally expected in this letter. If the
instructor refuses to write such a letter, then the student must write a letter to the Dean stating that fact and confirming the student’s attempt to meet with the instructor;

4. Letter from the instructor’s department chair stating that deliberation at the department level resulted in no resolution and describing the reasons for the lack of resolution;

5. Syllabus from the course in question;

6. The committee will then meet to discuss the grievance and attempt to reach consensus on a recommendation. If consensus is not possible, then a majority vote will determine the recommendation. The recommendation will be stated in a letter and transmitted, with all case documents, to the Dean. A copy of this letter will be sent to the student and the instructor.

Approval of departmental bylaws 11-30-94
Revised 4-17-96 Revised 10-23-02
Revised 9-24-98 Revised 4-23-03
Revised 3-5-04 Revised 2-25-04
Revised 7-20-06
Revised 9-7-10
Revised 8-29-11
Revised 07-22-14