

**University of New Mexico
Department of History
M.A. Program Requirements
(revised August 2006)**

This document outlines the minimum requirements for the M.A. in History at UNM. Students should understand that graduate study in history is not satisfied by course work alone, but by independent study and preparation for the Master's examination (and research and writing of the thesis under Plan I). It is the students' responsibility to seek guidance from appropriate faculty members in the preparation of their program.

The Department of History offers the M.A. degree under Plan I (with thesis) and Plan II (without thesis). Plan I may be undertaken only with the advance approval of a professor in the appropriate field.

I. UNIVERSITY REQUIREMENTS

The University Catalog states the general requirements for the Master's degree. In brief, these are as follows:

Plan I (Thesis)

1. Students must present at least 24 hours of graduate-level (500-level and above) course work beyond the bachelor's degree.
2. At least 50% of course credits must be completed after admission to the graduate program.
3. Students must enroll for at least 6 hours of thesis (History 599) credit. All theses must be written in English.

Plan II (No Thesis)

1. Students must present at least 32 hours of graduate-level (500-level and above) course work beyond the bachelor's degree.
2. At least 50% of course credits must be completed after admission to the graduate program.

Seven-Year Rule

All master's degree work, including applied non-degree hours, transferred credits, and thesis, must be completed within 7 years. Course work older than 7 years cannot be used to fulfill requirements for the master's degree.

For further details, consult the University Catalog.

II. HISTORY DEPARTMENT REQUIREMENTS:

In addition to the University Requirements (see Section I above), the program of studies for the M.A. degree requires the following:

1. Students entering the M.A. program must have completed a Bachelor's degree in History or its equivalent, including an advanced course in Historiography or a senior thesis in History, as determined by the History Department Graduate Evaluation Committee (GEC).
2. Graduate course in Historical Methods (History 665): Every History graduate student must take this course, normally in the first year of study.
3. Foreign language requirement: M.A. students must demonstrate a proficiency in one language other than English. This requirement may be fulfilled either by language examination or course work (see Section V below).
4. A Master's examination covering the Field of Concentration for Plan I students and Primary and Secondary Fields of Concentration for Plan II students (see Section VI below).
5. At least one graduate-level seminar (History 666 and higher) in each Field of Concentration (see Section III below).

Limit on problems courses: Problems courses (History 697-698) are individually arranged by the student and professor. Their purpose is to supplement and fill gaps in the Department's regular course offerings. Without specific authorization from both the department and the Office of Graduate Studies, no more than two Problems courses may count toward the Master's degree. Problems courses are not seminars and do not count as such.

Graduate seminars: Normally graduate students will be required to take at least one half of their required course hours (exclusive of Thesis hours) in seminars (History 666 and higher). A student may take a maximum of two seminars from one professor.

III. FIELDS OF CONCENTRATION

Students working under Plan I shall select one Field of Concentration from the following; students working under Plan II shall select a Primary Field of Concentration and Secondary Field of Concentration from the following:

The Western World to 1500
Europe 1500-1815
Europe 1815-present
United States
American West
Latin America
Asia

The M.A. Program of Study must include at least one graduate seminar in each Field of Concentration.

The M.A. examination(s) will be based on the Field(s) of Concentration selected by each student (see Section VI below).

IV. THE GRADUATE COORDINATOR AND THE COMMITTEE ON STUDIES

The Graduate Coordinator is familiar with all the rules and regulations concerning graduate students and is the authority on what they mean and how they should be interpreted, though appeals may be made to the History Department Graduate Advisory Committee (GAC). Students should meet with the Graduate Coordinator every semester and keep him/her apprised of their progress.

Each student shall, by the end of the second semester of study, establish a Committee on Studies in consultation with the Graduate Coordinator. The composition of the Committee may subsequently be altered with the Graduate Coordinator's approval. The Committee should have at least three members.

The Committee on Studies supervises the student's general program of study and guides the student's preparation for M.A. examinations. Students should consult with their Committees on Studies on a regular basis.

Students who fail to meet with their Committee on Studies through their own negligence shall, at the discretion of the Graduate Coordinator and with the approval of the Department Chair, not be permitted to continue their program until the problem has been rectified.

V. FOREIGN LANGUAGE REQUIREMENT

All M.A. students are required to demonstrate proficiency in a language other than English. This requirement may be fulfilled either by passing the Departmental language examination or by presenting 12 credit-hours of coursework in that language completed during their period of graduate study at UNM with grades of B or better.

Students are expected to demonstrate progress toward fulfilling the Language Requirement within the first two semesters of graduate study, either by attempting the language examination or beginning course work in the language. The language requirement must be completely fulfilled before taking the M.A. examination.

For details on the Language Requirement and the Departmental language examination, see the sheet on the "History Department Foreign Language Requirement."

VI. MASTER'S EXAMINATION

The Master's examination is a written, pass/fail examination of the student's Master's-level command of the discipline and the Field(s) of Concentration. Students under Plan I (Thesis) take a Master's examination in their one Field of Concentration, while students under Plan II take an examination in both the Primary and Secondary Fields of Concentration.

Master's examinations will be given in the fall and spring. Notice of the exact date will be posted well in advance and students should sign up with the Department Administrator at least four weeks before the scheduled time. Master's examinations will be offered in Summer sessions only in exceptional circumstances as approved by the GAC; for a Summer examination, students must petition the GAC, with support from their Committee on Studies, before April 1.

No student may take the Master's examination until all incompletes have been removed and the Language Requirement has been fulfilled. Before taking the examination, students must also file an Application for Candidacy (also known as the Program of Studies) with the Office of Graduate Studies (OGS), formally summarizing their program of studies; this form is available in the Department office. The Application for Candidacy must be approved by the Committee on Studies and the Graduate Coordinator before submission to OGS.

Faculty in the respective sections will prepare the examination questions and designate a committee of examiners in each Field of Concentration. All students being examined in the same Concentration will take the same examination.

For students under Plan II, both the Primary and Secondary Concentration examinations are three (3) hours in length. The Secondary Concentration examination will be comprehensive but the candidate will not be expected to show as much command of substantive detail or bibliographical knowledge as in the Primary Concentration.

A student who fails either the Primary or Secondary Concentration examination must repeat the entire exam at a subsequent regularly scheduled date. A second failure terminates the student's graduate study.

The Chair of the student's Committee on Studies chair shall report the examination results to the student. In the chair's absence, the Graduate Coordinator or Department Chair may report the results.

Examinations in absentia: A student may in exceptional circumstances take language and/or M.A. examinations in absentia. Exceptional circumstances will be determined by the Graduate Advisory Committee upon recommendation of the student's Committee on Studies. It shall be the responsibility of the Graduate Coordinator to make appropriate arrangements for all exams given in absentia.