

### Steps to Completing the M.A. in History

Plan II - 33 credit hours (Primary and Secondary Fields of Concentration)

Please also see [the Graduate School list of requirements for completion of the MA.](#)

(sample two-year degree plan)

| Semester   | Student actions   | Required forms   |
|------------|---|--|
| Semester 1 | <p>Plan course of study:</p> <ul style="list-style-type: none"> <li>• Consult with DGS</li> <li>• Form Committee on Studies</li> </ul> <p>Work toward completion of Language Requirement:</p> <ul style="list-style-type: none"> <li>• Take exam (offered September and November)</li> <li>• <u>Or</u> enroll in language courses</li> </ul> <p>Coursework:</p> <ul style="list-style-type: none"> <li>• HIST 664 in Fall (required course)</li> <li>• 6-12 credit hours/semester</li> </ul>  | <ul style="list-style-type: none"> <li>• <a href="#">Committee on Studies Form</a> due to department within first year of study</li> </ul>   |
| Semester 2 | <p>Work toward completion of Language Requirement:</p> <ul style="list-style-type: none"> <li>• Take exam (offered February and April)</li> <li>• <u>Or</u> enroll in language courses</li> </ul> <p>Plan primary and secondary fields of concentration:</p> <ul style="list-style-type: none"> <li>• Primary Field (total credits needed: 18)</li> <li>• Secondary Field (total credits needed: 12):</li> </ul> <p>Option A: Secondary Field of Concentration within department (total credits needed: 12)</p> <p>Option B: Transcribed Graduate Minor/Certificate (12-15 hours, depending on minor): register with minor department</p> <p>Option C: Creation of Secondary Field of Concentration (must be approved by advisor and GAC)</p> <p>Coursework:</p> <ul style="list-style-type: none"> <li>• 6-12 credit hours/semester</li> </ul> | <ul style="list-style-type: none"> <li>• Complete <a href="#">M.A. Individual Checklist</a> (due in January)</li> <li>• Committee on Studies Form (as needed)</li> <li>• For Plan II C students: Proposal of secondary field and capstone project must be submitted to Graduate Advisory Committee with letter of support from COS Chair.</li> </ul> |

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|------------|---|--|
| Semester 3 | <p>Coursework:</p> <ul style="list-style-type: none"> <li>• 6-12 credit hours/semester</li> </ul> <p>Complete Language Requirement (if needed):</p> <ul style="list-style-type: none"> <li>• Must be fulfilled (or on target to be fulfilled via coursework) in the semester prior to graduation</li> </ul>   | <ul style="list-style-type: none"> <li>• Complete <a href="#">M.A. Individual Checklist</a> (due in January)</li> <li>• <a href="#">Program of Studies</a> MUST be approved in the semester prior to exams/graduation: October 1 for Spring graduation, March 1 for Summer graduation, and July 1 for Fall graduation <ul style="list-style-type: none"> <li>• allow time for advisor, DGS, and OGS to approve the form</li> </ul> </li> <li>• Inform department of intention to graduate in the following semester</li> </ul> |
| Semester 4 | <p>Coursework:</p> <ul style="list-style-type: none"> <li>• 6-12 credit hours/semester (as needed)</li> </ul> <p>Take M.A. Exam in Primary Field and in Secondary Field (N.B. Both primary and secondary exams must be taken and completed in the same semester)</p> <p>Students pursuing Option B must ensure that they have fulfilled all of the requirements of the department of their minor or certificate program</p> <p>Students pursuing Option C must complete their Capstone project and have it approved by advisor by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation.</p> | <ul style="list-style-type: none"> <li>• <a href="#">Announcement of Examination</a> due November 1 for Fall graduation, April 1 for Spring graduation, or July 1 for Summer graduation</li> <li>• ALL graduation requirements must be completed by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation.</li> </ul>   |