

History Department
Graduate Handbook 2026-2027

Table of Contents

MA Program Requirements	2
Plan I	3
Road Map	4
Plan II	6
Road Map	8
Dual Degree Requirements	10
Expectations for Degree Completion	11
PhD Program	12
Degree Requirements Overview	13
Qualifying Examination	15
The Dissertation	17
Expectations for Degree Completion	18
Road Map	20
Appendices	23
Appendix A: Regional & Thematic Concentrations	23
Appendix B: Language Requirement	26
Appendix C: Graduate Funding from the History Department	28
Appendix D: Graduate Funding from the University	30
Appendix E: Grievance and Misconduct Policies and Resources	31
Appendix F: Academic Dishonesty	33
Appendix G: MA Plan I checklist	34
Appendix H: MA Plan II checklist	35
Appendix I: PhD checklist	36

Helpful documents, information, and links can be found on the History Department website under the [Graduate tab](#).

M.A. Program Requirements

M.A. students may choose either the thesis option (Plan I), in which students focus their work in one area of concentration and write a research thesis in that field, or the non-thesis option (Plan II), in which students choose a major and a minor field of concentration for coursework and exams. For all plans, students must complete at least 18 credit hours in their primary concentration and at least 18 credit hours in History.

Plan I: students will complete 30 credit hours, comprised of 24 hours of coursework and 6 hours of thesis credit (HIST 599).

Plan II: students will complete 33 hours of coursework credit. They will select one regional concentration as their major field (requiring a minimum of 18 hours of coursework) and one of the following options for their secondary field of concentration:

- a. By selecting a secondary regional field as their minor field of concentration (requiring a minimum of 12 hours of coursework).
- b. By completing a transcribed graduate minor in another department or program (requiring a minimum of 12 hours of credit in that unit) and fulfilling all the requirements of that graduate minor.
- c. By creating a secondary field of concentration that reflects the student's professional goals (must be approved by the Graduate Advisory Committee). Plan IIc students will select courses from various units on campus, both inside and outside of the History department (totaling at least 12 credit hours) and craft a capstone project that reflects deep engagement and proficiency in this secondary field of concentration.

The regional concentrations available in the department are:

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

M.A. Program Requirements Plan I (Thesis)

Credit hours: Students must present at least 30 hours of graduate-level (500-level and above) course work beyond the bachelor's degree. At least 50% of course credits must be completed after admission to the graduate program. Credits from an outside program or UNM Non-Degree course credits may be applied towards degree progress but cannot exceed 50% of the required coursework for the degree.

Required courses: Graduate course in Advanced Historiography (HIST 664). Every History graduate student must take this course, normally in the first year of study. Thesis students must enroll for at least 6 hours of thesis (History 599) credit.

Concentration: Select one Field of Concentration from the available regions of concentration (see above).

Language requirement: Proficiency in one language other than English. Fulfilled by one of the following:

1. Passing a departmental language examination offered four times a year, typically for Spanish, French, and German.
2. Four semesters (12 credit hours) of course work, completed during the period of graduate study at UNM with a grade of B or better.
3. Completion of one fourth-semester-level course at UNM with a grade of B or better. Completion of ENGL 551 when it is taught as "Medieval Latin" with a grade of B or better also fulfills the requirement.
4. Students can also petition to use a graduate degree in a language other than English, passing an examination in another department at UNM, or reading knowledge or intensive coursework, all in consultation with the Director of Graduate Studies (DGS).

Program of Studies form: Students should submit their Program of Studies at least 5 months prior to expected graduation (March 1 for Summer, July 1 for Fall, and October 1 for Spring). Graduate students will review their completed courses, future courses, and transferred courses with the DGS prior to completing the online form. The student and DGS will review the Program of Studies form to ensure all requirements of the graduate catalog and program are met.

Thesis: All theses should be between 80 and 120 pages and must be written in English. The thesis committee must be comprised of at least 3 faculty members. Theses must follow the Graduate School formatting regulations. Deadlines for submission to the thesis committee will be determined in consultation with the thesis committee chair. The final version of the thesis must be submitted to Graduate Studies by:

November 15 for Fall graduation
April 15 for Spring graduation
July 15 for Summer graduation

General Roadmap for Completing the M.A. in History

Plan I - 30 credit hours: 24 hours coursework, 6 hours Thesis (HIST 599) 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	Plan course of study: • Consult with DGS • Form Committee on Studies • Choose Thesis Advisor Work toward completion of Language Requirement: • Take exam (offered September and November) • <u>Or</u> enroll in language courses Coursework: • HIST 664 in Fall (required course) • 6-12 credit hours/semester Thesis: • Begin to formulate thesis topic in consultation with advisor	• <u>Committee on Studies Form</u> due to department within first year of study
Semester 2	Work toward completion of Language Requirement: • Take exam (offered February and April) • <u>Or</u> enroll in language courses Coursework: • 6-12 credit hours/semester Thesis: • Plan research, using summer to do research as needed • Form and meet with thesis committee • You must make significant progress on thesis prior to semester 3 (if you hope to graduate in 2 years)	• Complete <u>M.A. Individual Checklist</u> (due in January) • Committee on Studies Form (as needed) • <u>Thesis committee form</u> (due to department before enrolling in HIST 599)

Semester 3	Coursework: 6-12 credit hours/semester Complete Language Requirement (as needed): - Must be fulfilled (or on target to be fulfilled via coursework) in the semester prior to graduation Thesis: - Enroll in 3 thesis credits (HIST 599) (OR plan to enroll in 6 thesis credits in Semester 4) - Enrollment in HIST 599 must be continuous from the semester you first enroll in it until graduation - Begin writing thesis - Consult with committee about deadlines and plan to incorporate their feedback	- Complete <u>M.A. Individual Checklist</u> (due in January) <u>Program of Studies</u> 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 - allow time for advisor, DGS, and OGS to approve the form - Inform department of intention to graduate in the semester prior to graduation
Semester 4	Coursework: 6-12 credit hours/semester (as needed) Thesis: - Enroll in 3 or 6 thesis credit hours (HIST 599) - Finish writing thesis: must submit to department faculty committee by March 1 - Format thesis: attend graduate school formatting workshop - Fully formatted thesis due to graduate school by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation	<u>Announcement of Examination</u> - due November 1 for Fall graduation, April 1 for Spring graduation, or July 1 for Summer graduation - Submit correctly <u>formatted</u> thesis to graduate studies - Upload thesis to <u>digital repository</u>

M.A. Program Requirements Plan II

Non-thesis options: Students will take a comprehensive examination in their major field and choose an option below to complete concurrently.

- A. Secondary Field of Concentration: Complete 12 credit hours in another field.
- B. Transcribed Graduate minor/certificate in another department or program: Students must take at least 12 credit hours (but up to 15 hours) in that unit, depending on the requirements of the minor/certificate department or program. Even if the minor/certificate requires less than 12 hours, students must still complete 12 hours for it to be accepted by the Graduate School. Students should consider how many semesters are needed to complete a minor/certificate, as some may require internships.
- C. Creation of a Secondary Field of Concentration: Students can create a secondary field that reflects their professional goals. Students considering this plan should meet with the DGS in the first semester of the program to discuss options. Plan IIc students will select courses from various units on campus, both inside and outside of the History department (totaling at least 12 credit hours) and craft a capstone project that reflects deep engagement and proficiency in this secondary field of concentration.

Credit hours: Students must complete at least 33 hours of graduate-level (500-level and above) course work beyond the bachelor's degree. At least 18 credit hours in the Primary Field of concentration and at least 12 hours of graduate course work as described above (A or B or C). At least 50% of course credits must be completed after admission to the graduate program. Credits from an outside program or UNM Non-Degree course credits may be applied towards degree progress but cannot exceed 50% of the required coursework for the degree, and must have been completed within 7 years of starting the M.A.

Required course: Every History graduate student must take Advanced Historiography (HIST 664), normally in the first year of study.

Concentrations: Students select a Primary Field of Concentration from the available regions of concentration (see above). Plan IIa students will also select a Secondary Field of Concentration.

Language requirement: Proficiency in one language other than English. Fulfilled by one of the following:

- 1. Passing a departmental language examination offered four times a year, typically for Spanish, French, and German.
- 2. Four semesters (12 credit hours) of course work, completed during the period of graduate study at UNM with a grade of B or better.
- 3. Completion of one fourth-semester-level course at UNM with a grade of B or better. Completion of ENGL 551 when it is taught as "Medieval Latin" with a grade of B or better also fulfills the requirement.
- 4. Students can also petition to use a graduate degree in a language other than English, passing an examination in another department at UNM, or reading knowledge or intensive coursework, all in consultation with the DGS.

Program of Studies form: Students should submit their Program of Studies at least 5 months prior to expected graduation (March 1 for Summer, July 1 for Fall, and October 1 for Spring). Graduate students will review their completed courses, future courses, and transferred courses with the Director of Graduate Studies (DGS) prior to completing the online form. The student and DGS will review the Program of Studies form to ensure all requirements of the graduate catalog and program are met. A student's Program of Study will not be approved if the student has any outstanding incompletes or if the student has not fulfilled the Language Requirement

M.A. Examination: The M.A. examination is a 3-hour written, pass/fail examination of the student's command of the discipline and the Field(s) of Concentration. The semester before students take the M.A. exam, they must have their Program of Studies approved. Students will notify the Department Administrator of their intention to sit the exam in the first week of the semester. The exams typically are held midway through each semester. Previous M.A. exams are available in the main office upon request. A student who fails the examination must repeat the entire exam at a subsequent regularly scheduled date. A second failure terminates the student's graduate study.

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	Plan course of study: - Consult with DGS - Form Committee on Studies Work toward completion of Language Requirement: - Take exam (offered September and November) <u>Or</u> enroll in language courses Coursework: - HIST 664 in Fall (required course) 6-12 credit hours/semester	Committee on Studies Form due to department within first year of study
Semester 2	Work toward completion of Language Requirement: - Take exam (offered February and April) <u>Or</u> enroll in language courses Plan primary and secondary fields of concentration: - Primary Field (total credits needed: 18) Option A: Secondary Field of Concentration within department (total credits needed: 12) Option B: Transcribed Graduate Minor/Certificate (12-15 hours, depending on minor): register with minor department Option C: Creation of Secondary Field of Concentration (must be approved by advisor and GAC) Coursework: 6-12 credit hours/semester	- Complete M.A. Individual Checklist (due in January) - Committee on Studies Form (as needed) - 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.

Semester 3	Coursework: 6-12 credit hours/semester Complete Language Requirement (if needed): - Must be fulfilled (or on target to be fulfilled via coursework) in the semester prior to graduation	- Complete <u>M.A. Individual Checklist</u> (due in January) <u>Program of Studies</u> 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 - allow time for advisor, DGS, and OGS to approve the form - Inform department of intention to graduate in the following semester
Semester 4	Coursework: 6-12 credit hours/semester (as needed) 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) Students pursuing Option B must ensure that they have fulfilled all of the requirements of the department of their minor or certificate program 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.	<u>Announcement of Examination</u> due November 1 for Fall graduation, April 1 for Spring graduation, or July 1 for Summer graduation - ALL graduation requirements must be completed by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation.

M.A. Dual Degree Requirements

Some students elect to pursue two degrees simultaneously, one in History and one in another department. Students must be admitted to both programs and then craft an Individual Dual Degree program, which must be approved by both departments and by the graduate school (including a written rationale composed by the student). Six hours of coursework credit from each program may be shared toward completion of the dual degree requirements. All requirements for both degrees must be completed in the same semester.

Dual degree plan students who proposed programs have been approved and who are seeking to graduate will need to complete the graduate school forms in PDF form rather than via the online forms.

Dual degree University requirements:

1. The student must prepare a written rationale for the particular dual degree program, including a description of the objectives to be achieved. The student's rationale and proposed Program of Study must be approved and signed by each graduate unit Chairperson (or graduate unit advisor). The completed materials must be submitted to the Graduate Dean for final approval.
2. The student must work throughout the program with academic advisors from both graduate units, and the entire dual degree program should be constructed to fit the agreed-upon rationale.
3. The student must meet all requirements for both M.A. degrees, with the exception that a maximum of 6 credit hours from each major may be counted toward degree requirements in the other major. These must be agreed upon by the student and academic advisors from both graduate units.
4. Application process:
 - a. A new applicant wishing to pursue a dual degree program must submit an application, including application fee, to the second unit with his/her rationale for an individualized dual degree, and must identify each graduate unit to the other on both applications. The two departments may review the application together or sequentially. If accepted by both graduate units, the student is admitted to graduate study with two majors.
 - b. A student who is enrolled in one M.A. degree program and wishes to add a second M.A. must submit an application, including application fee to the second unit, together with his/her rationale statement (approved by both graduate units) to Graduate Studies (see #1 above) for an individualized dual degree. Submission of these materials must take place within three semesters of the student's acceptance to the first graduate program. Acceptance by the second graduate unit establishes the student's status in a dual degree program.
5. Both degrees must be completed in the same semester.

Expectations for M.A. Degree Completion

Students should maintain and update their **M.A. checklists** throughout their time in the program. See Appendices G and H for the checklists.

Expected **course load** is 9 graduate credit hours per semester (all History graduate courses are 3 credit hours) in order to graduate in two years. It is recommended that students enrolling in 12 credit hours in a semester use that fourth course for their language requirement. Students holding an assistantship must enroll in a minimum of 6 credit hours to maintain their funding and can enroll in 12 credits per semester.

Courses used to satisfy the **language requirement** do not count as graduate credit toward the M.A. degree. The language requirement must be completed before the student takes their M.A. examination in their Primary Field of Concentration. 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.

Graduate students are required to take at least half of their required course hours as **graduate seminars** (HIST 666 and higher). Problems courses (HIST 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 Graduate School, no more than two Problems courses may count toward the M.A. degree. Problems courses are not seminars and do not count as such.

Students should **meet with the DGS** at the beginning of every semester to review academic progress toward degree completion. For these meetings, make sure to bring an updated M.A. checklist.

Establish a **Committee of Studies**, made up of a chair and two other faculty members in the department, by the end of the second semester of study in consultation with the DGS. The Committee of Studies form should be completed, signed, and given to the department administrator by the end of the second semester.

Students who want to pursue a **secondary field/concentration or graduate minor** must consult with the History DGS, the DGS of the certificate/minor program, and their faculty chair.

Students can submit a petition to alter their path to degree completion. This might include a petition for an alternative form of fulfilling the language requirement, a petition for extended time to degree, or a petition for an alternative secondary field of concentration. All students need to consult with the DGS before submitting a petition. Petitions typically require a letter from the student, a letter of support from their faculty chair, and supporting documents. All petitions must be approved by the Graduate Advisement Committee and if it applies to a university policy then it must be approved by Graduate Studies.

Ph.D. Program

The Ph.D. program in History at the University of New Mexico prepares students for the challenges and opportunities of the historical profession. Students learn methods of historical analysis, a variety of historical interpretations, and practical applications of the field. Our Ph.D. students complete coursework and conduct historical research, while many also engage in public history, teach, and produce historical content for scholarly and popular venues. Many Ph.D. alums work in education, museums, academic publishing, public history, and the public and private sectors.

The Ph.D. program requires a total of 66 hours of coursework credit: a minimum of 48 hours of classwork and a minimum of 18 hours of dissertation credit hours (HIST 699). Of the 48 hours of coursework credit, 30 hours consist of core requirements and the remaining 18 hours are electives. No more than 2 courses of independent study, or “Problems” courses, (HIST 697, at 3 credit hours each) may count toward these requirements.

Students should also consult [Graduate Studies](#) for more information regarding general graduate resources, funding opportunities, and professional workshops.

Ph.D. students interested in graduate certificates, graduate minors and dual degrees should review the information on the History Department’s page [Graduate Certificates, Minors, and Dual Degrees](#).

Ph.D. Degree Requirements

Required courses: Ph.D. students must complete 48 credit hours of coursework and 18 credit hours of dissertation credits (HIST 699). All students are required to take HIST 664 (Advanced Historiography) and HIST 665 (Historical Research Methods). It is highly recommended that students take these courses in their first year (664 is offered in the fall, 665 is offered in the spring). Students with a primary specialization in Medieval Europe may substitute HIST 668 when it is taught as Medieval Research & Bibliography for HIST 665.

Regional Concentration: Students will choose a regional concentration, from the list below, in their first semester of the program. See Appendix A for more information on each regional concentration. Students are required to take at least 12 credit hours in the regional concentration, of which at least 6 credit hours should be seminars (HIST 666 and above). At least one of these seminars should be within the Regional Concentration but outside of the Area of Specialization. A student's Area of Specialization will be a chronological or geographic subfield within their primary concentration determined by the student in consultation with the Chair of their Committee on Studies.

- U.S./American West
- Latin America
- Europe

Thematic Concentration: Students will choose a thematic concentration, from the list below, typically in the first year of the program. See Appendix A for more information on each thematic concentration. Students are required to take at least 6 credit hours in the thematic concentration, at least one of which is outside the regional concentration.

- Gender and Sexuality
- Race and Ethnicity
- Frontiers and Borderlands
- War and Society
- Science, Medicine, and Environment
- Religion
- Politics and Economy

Every course can only count as either a regional or thematic course requirement; one course cannot be counted as both a regional and thematic requirement.

Outside Field: Students are required to take at least two graduate-level courses from another department outside of History. These classes need to be in the same department.

Language requirement: Proficiency in one language other than English for students with a regional concentration in U.S./American West; proficiency in two languages other than English for students with a regional concentration in Latin America or Europe. Fulfilled by one of the following:

1. Passing a departmental language examination offered four times a year, typically for Spanish, French, and German.

2. Four semesters (12 credit hours) of course work, completed during the period of graduate study at UNM with a grade of B or better.
3. Completion of one fourth-semester-level course at UNM with a grade of B or better. Completion of ENGL 551 when it is taught as “Medieval Latin” with a grade of B or better also fulfills the requirement.
4. Students can also petition to use a graduate degree in a language other than English, passing an examination in another department at UNM, or reading knowledge or intensive coursework, all in consultation with the DGS.

Qualifying Examination: Once students have completed their coursework, they must pass a qualifying examination before starting a dissertation. Students must form their Qualifying Exam Committee during their fourth semester of coursework and will compile a dossier before taking an oral exam followed by a public presentation. See below for more information.

Dissertation: Students complete their degree with the successful completion and defense of a dissertation. The dissertation is a long-form piece of academic writing that culminates from the student’s original research. It will serve as a significant, monograph-length contribution to historical scholarship and conform to the professional and intellectual standards of the discipline. See below for more information.

Ph.D. Qualifying Examination

Before taking the Ph.D. qualifying examination, students must have completed required courses in their regional concentration, their thematic concentration, and their outside field. Students must also have fulfilled their language requirement and cannot have any outstanding incompletes.

Students will form a Committee on the Qualifying Exam (CQE) comprised of 5 faculty members: 3 faculty representing the regional concentration and 2 representing the thematic concentration. One of the faculty members representing the thematic concentration must be outside the student's regional concentration. Committee members cannot hold multiple roles within the CQE. In most cases the committee should be comprised of faculty members from whom the student has taken courses. A former UNM faculty member who wishes to do so may chair or serve on the CQE of any advisee who takes the examination within one year of the faculty member's departure.

With the chair of the CQE and in consultation with the other committee members, the student will develop a reading list on the scholarly literature that he or she will be expected to have mastered at the time of the examination. These lists typically include 50-100 books (or the equivalent in a mix of books and scholarly articles) in each of the two concentrations (Regional and Thematic). These figures represent minimum standards and provide only a rough guide, the members of a student's CQE determine the scope and size of a particular reading list and some might exceed these standards.

The semester before taking the exam, the student will compile a dossier to be approved by members of the CQE. The dossier will include syllabi from courses relevant to the student's two concentrations and from the methods and historiography courses, the reading list described above, and a sample of the student's written work. This sample (not to exceed a total of 50 pages) will represent not only the best papers that the student has submitted, but also writing that the student may have continued to revise thereafter. Students should ask CQE members if they prefer their copy of the dossier in paper or digital form. At the committee's discretion, a student may be asked to add more material to the dossier. Once the CQE approves the dossier, the chair of the CQE can schedule the exam.

At the beginning of the semester in which the student will take the exam, the student must notify the Department Administrator of their intention. The CQE chair will then work with the committee and the student to determine a date and time for the 3-hour oral exam and the public presentation that must take place within 2 weeks after the oral exam. The student must also prepare an Application for Candidacy form and submit it for DGS review before taking the exam.

The oral examination is meant to allow the student to demonstrate their familiarity with the key information and historiographical trends and debates within their fields. Students will be examined via a three-hour oral discussion and evaluation by the entire exam committee. The dossier will serve as the foundation for evaluation by setting the basic expectations for the

material to be covered. The examination is evaluated on a pass-fail basis. Upon passing the oral exam, the student must alert the Department Administrator so they can submit an Announcement of Examination form.

Within two weeks of passing the oral examination, students will deliver an oral presentation on a topic that falls within their regional area of specialization. The presentation, similar in format and scope to an upper-division undergraduate course lecture or an equivalent public history oral presentation, may address several of the following issues or a combination thereof: a student's thematic concentration, an area of the oral exam that needed improvement, or the beginnings of dissertation research. Students should meet with their CQE chair in preparation for the presentation for guidance on content and style. The public presentation is evaluated on a pass-fail basis. Upon passing the public presentation, the student must alert the Department Administrator and the DGS.

Ph.D. Dissertation

Once a student has passed the Qualifying Examination, they should start putting together their Dissertation Committee. This committee is formed of at least four faculty members. The chair and two other members must hold regular full-time appointments at UNM. A fourth member must hold a regular full-time appointment outside of the UNM History Department, either at another UNM department or at another accredited institution. A former UNM faculty member may continue to direct the dissertation of a student who achieves doctoral candidacy, establishes a dissertation committee and submits an approved dissertation prospectus prior to the faculty member's departure; under such circumstances, a current faculty member must also serve as co-chair. Once the student finalizes the committee they must submit a "Dissertation Committee" form to the Department Administrator.

In the semester after passing the Qualifying Examination, students will be expected to write a dissertation prospectus and defend it before their Dissertation Committee. The dissertation prospectus should be a 10-40 page plan for the dissertation that should include: a literature review, a detailed plan for research, and a bibliography of pertinent materials. The student will then work with their chair to set up a prospectus defense. This is typically a 2-hour meeting for the members of the Dissertation Committee to ask the student questions and offer suggestions for possible revisions. If the prospectus is not approved within the first full semester after passing the qualifying examination, the student will receive a "No Progress" grade. Once the Dissertation Committee has approved the prospectus, the student must submit a "Dissertation Prospectus Approval" form to the Department Administrator.

Students must enroll for at least 18 total hours of dissertation (HIST 699) and may choose to enroll for 3, 6, 9, or 12 hours in any individual semester. Dissertation enrollment may begin in or after, but not before, the semester the student takes the Qualifying Examination. Once started the student must have continuous enrollment for at least 3 dissertation hours each semester until the degree is completed. Once started, students must complete all degree requirements within five years. Extensions of time will be granted only upon approval by the student's Dissertation Committee, the DGS, the History Graduate Advisory Committee, and Graduate Studies.

After completion of the dissertation, all candidates must complete an oral defense of the dissertation before the Dissertation Committee. In order to graduate in a given semester, the defense must be held at a time in the semester that still provides the candidate ample time for revisions before the final submission of the dissertation to Graduate Studies. At least three weeks prior to the dissertation defense, the candidate will inform department administrators of the date and time of the scheduled defense. At least two weeks prior, the candidate must submit a complete copy of the dissertation to each member of the Dissertation Committee. The chair of the Dissertation Committee will schedule and conduct the defense.

Dissertations must follow Graduate Studies formatting regulations. Graduate Studies typically offers one or more workshops each semester devoted to formatting theses and dissertations. Students must submit the very final, fully formatted version of the dissertation to Graduate Studies by November 14 for Fall graduation, April 15 for Spring graduate, and July 15 for Summer graduation.

Expectations for Ph.D. Degree Completion

Students should maintain and update their **Ph.D. checklists** throughout their time in the program. See Appendix I for the checklist.

Expected **course load** is 9 graduate credit hours per semester (all History graduate courses are 3 credit hours). It is recommended that students enrolling in 12 credit hours in a semester use that fourth course for their language requirement. Students holding an assistantship must enroll in a minimum of 6 credit hours to maintain their funding and can enroll in 12 credits per semester.

Courses used to satisfy the **language requirement** do not count as graduate credit toward the Ph.D. degree. The language requirement must be completed before the student takes their Ph.D. Qualifying Examination. 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.

Graduate students are required to take at least half of their required course hours as **graduate seminars** (HIST 666 and higher). Problems courses (HIST 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 Graduate School, no more than two Problems courses may count toward the Ph.D. degree. Problems courses are not seminars and do not count as such.

Students should **meet with the DGS** at the beginning of every semester to review academic progress toward degree completion. For these meetings, make sure to bring an updated Ph.D. checklist.

Establish a **Committee of Studies**, made up of a chair and three other faculty members in the department, by the end of the second semester of study in consultation with the DGS. The Committee of Studies form should be completed, signed, and given to the Department Administrator by the end of the second semester.

Students can submit a petition to alter their path to degree completion. This might include a petition for an alternative form of fulfilling the language requirement, a petition for extended time to degree, or a petition for an alternative secondary field of concentration. All students need to consult with the DGS before submitting a petition. Petitions typically require a letter from the student, a letter of support from their faculty chair, and supporting documents. All petitions must be approved by the Graduate Advisement Committee and if it applies to a university policy then it must be approved by Graduate Studies.

Students who completed the M.A. in History at UNM will have completed, either in full or in part, some of the above requirements needed for the Ph.D. Such Ph.D. students are not required to repeat HIST 664, 665, or 668 if taken during the M.A. program. Students are not required to redemonstrate language proficiency from the M.A. and may count ENGL 551 when it is taught as "Medieval Latin," towards the Ph.D. if passed during the M.A. with a grade of B or better.

Additionally, students are not asked to retake courses within their regional or thematic concentrations upon entry to the Ph.D. program.

General Roadmap for Completing the Ph.D. in History

60 credit hours: 42 hours coursework, 18 hours Dissertation Credit (HIST 699) Please
also consult the [Graduate School list of requirements for completing the Ph.D.](#)

Semester	Student actions	Required forms
Semester 1	Plan course of study: - Consult with DGS - Form Committee on Studies Work toward completion of Language Requirement: - Take exam (offered September and November) <u>Or</u> enroll in language courses Coursework: - HIST 664 Advanced Historiography (required course) typically offered every Fall semester 6-12 credit hours/semester	Committee on Studies Form due to department within first year of study
Semester 2	Work toward completion of Language Requirement: - Take exam (offered February and April) <u>Or</u> enroll in language courses Coursework: - HIST 665 Historical Research Methods (required course) typically offered every Spring semester 6-12 credit hours/semester	- Complete Ph.D. Individual Checklist (due in January of every year before successful completion of Qualifying Exam) Committee on Studies Form (as needed)
Semester 3	Coursework: 6-12 credit hours/semester Form Committee on Qualifying Exam (CQE) - This may be the same as the COS (Committee on Studies), but is not required to be.	- Complete Ph.D. Individual Checklist (due in January of every year before successful completion of Qualifying Exam) Committee for Qualifying Exam (CQE) form due to department in semester prior to exam.

Semester 4	Coursework: 6-12 credit hours/semester Prepare and submit examination <u>dossier</u>. - Must be distributed to the members of the CQE at least one semester prior to the scheduled exam. Complete Language Requirement (as needed): - Must be fulfilled (or on target to be fulfilled via coursework) in the semester prior to sitting for the Qualifying Exam	Prepare <u>Application for Candidacy</u> in consultation with DGS. <u>Do not yet submit it</u>. It will be submitted after successful passing of the exam, but you must have confirmed with DGS that you have fulfilled all requirements in the semester prior to taking the exam.
Semester 5	Take oral Qualifying Exam - Submit announcement of exam after passing oral exam, and at least two weeks prior to public presentation. Public presentation - Must be scheduled within two weeks of the successful passing of the oral portion of the exam. - Submit Application for Candidacy after successful passing of public presentation. Dissertation: - Enroll in dissertation credit hours (HIST 699) - Enrollment in HIST 699 must be continuous until graduation (except by petition).	<u>Announcement of Examination</u> - Submit immediately after successful passing of the oral exam. <u>Application for Candidacy</u> - If you need a leave of absence or extension of time to degree, file a <u>petition</u> with graduate school (via the DGS)
Semester 6	Establish Dissertation Committee Submit and Defend Dissertation Prospectus Within one year of passing the Qualifying Exam.	<u>Appointment of Dissertation Committee</u> <u>Approval of Dissertation Prospectus</u>

Semesters 7 and beyond	Research and write dissertation Time to degree: PhD students <u>must</u> have the dissertation approved within five calendar years of the semester in which they pass their qualifying exams. If you need a leave of absence or extension of time to degree, file a <u>petition</u> with graduate school (via the DGS)	Inform department one <u>semester prior</u> to semester of intended graduation.
Graduation semester	Finish writing dissertation - You must submit the complete dissertation to the committee by March 1 for Spring graduation and October 1 for Fall graduation in order to incorporate all suggestions and edits from the committee. Schedule Dissertation Defense - You must inform the department <u>and</u> submit an announcement of exam <u>at least</u> two weeks prior to the dissertation defense. - Dissertation defenses are public. Format dissertation and upload it to the digital repository - attend graduate school formatting workshop and consult the formatting <u>guidelines</u>	<u>Announcement of Exam</u> due at least two weeks before public dissertation defense. - Submit correctly <u>formatted</u> thesis to graduate studies - Upload thesis to <u>digital repository</u> - due by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation - Summer graduation is <u>only</u> possible if <u>all</u> committee members agree to schedule the defense during the Summer.

Appendix A

Regional & Thematic Concentrations

U.S./U.S. West (Ball, Garcia y Griego, Guise, Hutton, Jefferson, Leong, Massoth, Prior, Smith, Truett, Withycombe)

Our diverse, award-winning faculty members focus on numerous aspects of North American history, including histories of Asian Americans, capitalism, Chicana/os, gender and sexuality, health and medicine, material culture, the military, Native America, race and ethnicity, and western public lands. Our geographical expertise is expansive and extends to borderlands and transnational histories beyond North America, the history of the Pacific basin, and the history of the U.S. in the world. We focus not only on multi-archival and multilingual textual analysis, but also digital history, geospatial analysis, and oral history. We have an exceptionally strong record of training graduate students in the history of western North America. Our graduate program emphasizes small, seminar-style instruction and regularly places students in important roles with such university centers as the prize-winning *New Mexico Historical Review* and the Center for the Southwest, which hosts the annual C. Ruth and Calvin P. Horn Lecture. Faculty members have recently served as president of the Western History Association, organized a symposium on "Indigenous Borderlands" co-funded by the National Endowment for the Humanities, garnered New Mexico state cultural recognition, and received multiple national fellowships. We boast a strong, collegial community among our graduate students, who routinely distinguish themselves in teaching, research, and community engagement.

Latin America (Bieber, Gauderman, Garcia y Griego, Herrán Ávila, Hutchison, Truett)

The graduate program in Latin American History is among the country's most robust, with six faculty researching, teaching and advising on a wide variety of topics, periods, and subregions. The Latin American History program offers comprehensive historical coverage of the region, including the Southern Cone (Herrán Ávila, Hutchison), Brazil (Bieber), the Andes (Gauderman), Central America (Gauderman, Hutchison) and Mexico and the U.S.-Mexico borderlands (Garcia y Griego, Gauderman, Herrán Ávila, Truett). They cover the region's full chronological scope, from pre-Colombian and Early Spanish and Portuguese America through early National, twentieth century, and contemporary Latin American history. Faculty also specialize in gender and sexuality (Gauderman, Hutchison), race and ethnicity (Bieber, Gauderman, Truett), frontiers and borderlands (Bieber, Truett), Cold War (Herrán Ávila, Hutchison), and Latin American migration (Garcia y Griego, Gauderman). Latin Americanist faculty also contribute to the department's broad strength in Indigenous history (Bieber, Gauderman, Truett).

Europe (Bokovoy, Davis-Secord, Florvil, Gibbs, Graham, Monahan, Richardson, Ryan, Sanabria)

Students who select European History will benefit from faculty whose diverse research specializations encompass the Medieval, Early Modern, and Modern periods. Regional interests are Iberia, the Mediterranean, Germany, pre-modern Italy, the Balkans, the British Isles, Russia, and Central Europe. Topically our research and teaching interests complement the following thematic fields: Gender and Sexuality, Religion, Race and Ethnicity, War and Society, Frontiers and Borderlands, Environment, Politics and Economy.

Gender and Sexuality (Ball, Bokovoy, Davis-Secord, Florvil, Gauderman, Hutchison, Leong, Massoth, Ryan, Withycombe)

In all societies, people articulate and represent relations of power through gender and sexuality. Gender grows out of, and in turn structures institutions and material conditions. At a biological level, most human beings encounter the world through bodies that are similar in most regards, but different according to variations that make us male and female. But what those differences mean to us—culturally and materially—are questions we work out socially. Gender varies from place to place, and time to time, but gender is present in all societies. In order to understand how history is gendered, we need to know women's history. The field of women and gender history, in research, teaching and method, will engage historical topics including: sexuality, work, family, religion, education, law, art, politics, technology, and environment.

Race and Ethnicity (Bieber, Bokovoy, Davis-Secord, Florvil, Gauderman, Jefferson, Leong, Massoth, Richardson, Sanabria, Truett)

Understandings of race and ethnicity shape modern day social relations much as they have shaped the historical past. This field examines how notions of race and ethnicity are defined, sustained and transformed over time and explores how political, social and economic consequences that arise from competing ideas of racial and ethnic identity. We do not see race and ethnicity as discrete phenomena; instead we will examine the ways in which they overlap or merge both ideologically and in terms of identity-based political and social movements. Concepts of culture and cultural change will also be incorporated into this field.

Frontiers and Borderlands (Ball, Bieber, Bokovoy, Davis-Secord, Florvil, Gauderman, Hutton, Leong, Massoth, Monahan, Richardson, Ryan, Sanabria, Smith, Truett)

Envisioning a frontier as a “peripheral geographic area where economic and political incorporation is not assured, and where the outcome of cultural encounters remains in doubt” permits exploration of multiple forms of cross-cultural influence: power, trade, migration, ideas and identity. Conceiving of borderlands as geographical spaces that are both land- and sea-based also allows an exploration of imperial (and non-imperial) relations in the broadest possible context. This is a field that seeks to generate dialogue between diverse geographical regions such as the Atlantic, Pacific, and Indian Oceans, the Mediterranean, Central Asia, Africa, the Americas, and Europe.

War and Society (Ball, Bokovoy, Davis-Secord, Herrán Ávila, Hutchison, Hutton, Jefferson, Richardson, Smith)

War has been defined as “the violent clash of organized social units” and such clashes have taken place from the beginning of recorded time and in all parts of the world. It has shaped and reconfigured local, regional, national, and international borders, relationships, and systems, and prompted social, cultural, and political changes. Internal wars and revolutions profoundly impact civil society. War is capable of being studied from a wide variety of perspectives including traditional military history and political analysis of the role that war may play in state. More recently, historians of war have adopted methodologies from economic, social and cultural history. They have begun to look at the consumption of wartime propaganda and military culture and the material and emotional experience of the non-combatant, the effects of war on gender identities, and the dynamics of military regimes, paramilitary organizations, and the blurring of the historical distinctions between “war” and “peace.”

Science, Medicine, and Environment (Gibbs, Monahan, Ryan, Truett, Withycombe)

This thematic field focuses on the ways that science, the body, health, ecological systems, and human environments have shaped (and have been shaped by) cultural values, social interactions, political dynamics, economic exchange, and the biosphere. It seeks to better understand the intended and unintended environmental and health consequences human developments have wrought. It also explores the ways in which knowledge and society are mutually constitutive, especially how knowledge, health, and environments—as the meeting points of human and non-human worlds—both structure and respond to historical change.

Religion (Davis-Secord, Gauderman, Graham, Herrán Ávila, Hutchison, Sanabria, Ryan)

This field deals with the interplay of spiritual beliefs and secular power, an enduring and difficult historical theme. Religious belief and practice have helped to shape political, social, cultural, and intellectual forms over time. In some cases (ancient Europe, early Islamic Middle East) state and religious practice have been all but synonymous. In others such as medieval Europe, religion has simultaneously opposed secular government and provided the theoretical framework on which that government's legitimacy depended. At various times, religion has provided an ideology for conquest and colonization (the Crusades, the sixteenth-century European expansion) and doctrines of resistance and revolution (European reformation, modern liberation theology). Religious texts have provided the intellectual foundations for erudite and obscure theological speculation, while at the same time popular festivals and ceremonies for the same religions were helping to forge common cultural and state identities. Spiritual impulses continue to motivate mass social action and provide inspiration for intellectual and artistic endeavors. This thematic focus, therefore, highlights a historical theme of broad importance that will enrich most any future program of teaching and research.

Politics and Economy (Ball, Bieber, Bokovoy, Connell-Szasz, Florvil, Herrán Ávila, Hutchison, Hutton, Jefferson, Monahan, Prior, Ryan Sanabria, Smith, Truett)

This field deals with the many ways in which societies allocate resources, distribute power, and administer populations. Political decision making and economic restructuring have long been leading explanations for historical change, and we therefore focus on the particular dynamics of governance, law, state formation, production, trade, and consumption. Students will be trained to recognize politics as encompassing international diplomacy, public culture, the instrumentalities of dynastic and democratic states, and popular movements, as well as the exercise of small-scale, everyday authority through status, comportment, persuasion, violence, and resistance. The economic realm is likewise broadly defined to include everything from local subsistence and barter economies to national and imperial markets to capitalism and globalization.

Appendix B

Language Requirement

All graduate students in History should be able to use historical sources or literature in languages other than English. Consequently, all students in the M.A. and Ph.D. programs in History at UNM must fulfill the following language requirement:

M.A. students: one language other than English

Ph.D. students: on language other than English, and one additional language for Ph.D. students preparing a Primary Field or Concentration in Europe or Latin America.

The language requirement may be fulfilled in four ways:

1. Passing a departmental language examination. Language examinations are offered four times a year, normally in September, November, February, and April. Typically the department offers the exam in Spanish, French, and German, but this is subject to faculty availability. Each examination is a pass/fail translation exam consisting of an approximately 600-word selection from a modern scholarly text in the language; Latin examinations will consist of approximately 400 words. Students may use their own dictionary and the time limit is 2 hours. Students can only take the exam for a particular language two times.
2. Coursework through the fourth semester of a language attained either by taking 12 credit hours of the language during the period of graduate study at UNM with a grade of B or better, or by completion of one fourth-semester-level course with a grade of B or better. Enrollment in a course does not obstruct students from taking the department examination in that same semester.
3. M.A. and Ph.D. students with a primary concentration in Medieval and Early Modern Europe can fulfill the language requirement for Latin by completing ENGL 551 when taught as “Medieval Latin” with a grade of B or better. This course is not taught every year, and students who are interested in this option should contact Dr. Jonathan Davis-Secord in the English Department.
4. Students can petition to the Graduate Advisory Committee to fulfill the requirement with a graduate degree in a language other than English, an examination from a language department at UNM, or an intensive or reading knowledge course completion.

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

Students planning to take a language exam should sign up with the Department Administrator no later than three weeks before the examination date.

For language taught at UNM, the requirement may be fulfilled via the conventional 12-credit course option. Students can also elect to arrange a language examination in another department at UNM, in consultation with the DGS and by petition to the GAC, which must review and approve the petition. To the extent possible, the exam will adhere to the departmental language-

exam guidelines, which require the student to demonstrate an ability to translate approximately 600 words of modern, scholarly text into English within two hours. If the language is primarily oral or visual (such as ALS), then the instructor may examine the student orally or visually. The instructor will determine the proficiency of the student in the language on a pass/fail basis and inform the Department Administrator of the results in a timely manner.

Appendix C

Graduate Funding from the History Department

Graduate Assistants (GA)

Typically awarded to students as they enter the program, graduate assistantships are multi-year awards (up to two years for MA students, and up to three for PhD) that pay yearly stipends as per the current United Graduate Workers agreement, plus tuition and health benefits. GAs are assigned to work half-time (20 hours/week) with faculty instructors in large undergraduate courses, where their duties include grading, advising, and other duties specified by the instructor. To apply, prospective students simply submit to the department a Financial Aid Form along with their application for admission. Applicants for Spring admission who indicate financial need will be evaluated for funding only in the Spring semester, along with applicants for Fall admission. When possible, the department awards single-year graduate assistantships to continuing students who have not received departmental funding. Those students who have not received multi-year graduate assistantships upon admission may apply to the department at the start of the Spring semester. Multi-year awards must be renewed yearly. Continuing students who were not awarded funding upon admission may apply for a graduate assistantship when the call for funding renewals goes out.

Prior to the start of each semester, all students receiving a graduate assistantship will be asked to provide the following information to the main office: specific professors whose courses a student would prefer to assist; a list of the student's courses and course meeting times for the semester; and a description of obligations that prevent working during specific course times (for example, the days and times when a student may be unavailable due to other employment or childcare). Students may also indicate a preference for in-person or online courses. Professors may request to work with specific students, depending on research interests, previous experience working together, etc. This information is taken into consideration when matching GAs with professors and courses. While the Department endeavors to honor student requests, this is not always possible.

All GAs will attend an orientation session the week before fall courses start with the DGS to review GA expectations, responsibilities, University-required trainings for all employees, and questions.

Teaching Associates (TA)

Each semester, the department offers several sections of its undergraduate survey on-campus and online courses that are staffed by history doctoral students who have passed their qualifying exams (ABD). In addition, most semesters the department offers graduate students in this category the opportunity to design and teach a topics course at the undergraduate level. TAs receive compensation as per the current United Graduate Workers agreement, plus health benefits.

Travel to Conferences

The History Department Chair offers some support to graduate students participating in professional conferences. Please consult the Department Administrator for further information.

Refer to the Graduate funding opportunities page on the department website for further resources.

Frederick G. Bohme Memorial Prize

An award of \$600 to \$800 is given to the student who authors the best paper on the history of New Mexico and the Southwest. The paper must deal with some aspect of the history of the Southwest from early times to the present, preferably in a way that engages, but need not be exclusively centered on, New Mexico history.

The Foulk Medieval Studies Scholarship

The Institute for Medieval Studies also offers a yearly scholarship award of up to \$2,500 to support graduate students in one of the following ways: to conduct research; to attend a summer school or course of study; or to deliver a conference paper. Applicants may use the Foulk Scholarship for work in the U.S. or abroad. Graduate work should be related to the medieval world in some way, and the Institute invites graduate students from all disciplines to apply.

L. Dudley Phillips Dissertation Fellowship

The History Department offers \$8,000-\$11,000 in support of History dissertations

Dorothy Woodward Memorial Fellowship

The History Department offers \$8,000 to support dissertations on the Southwest and/or Mexican-American borderlands.

Ferenc M. Szasz and Margaret Connell-Szasz Fellowship

The History Department offers \$800-\$1,200 in support of dissertations on American social and intellectual history

Appendix D

Graduate Funding from the University

[The Graduate Dean's Dissertation Fellowship](#)

Candidates are only considered through nomination by the department and the fellowship provides \$8,000 to be split between two semesters. Candidates must be in the process of writing the dissertation and should anticipate completion of it by the end of the fellowship year.

For other fellowships awarded by units on campus (such as the Center for Regional Studies and the Latin American and Iberian Institute), see the Graduate Studies [page on fellowships](#).

Each spring, the College of Arts & Sciences accepts applications from graduate students wishing to serve as Graduate Assistants outside of their home departments in the subsequent academic year. Graduate students in History regularly teach in the English and the Spanish and Portuguese departments. Please contact the DGS for information about this program.

Graduate students may apply each semester for funding supporting field research and conference travel. Such funding is provided by the [Latin American and Iberian Institute](#), and others included in the Graduate Studies [page on research and travel grants](#).

Appendix E

Grievance and Misconduct Policies and Resources

The University of New Mexico and the Department of History are committed to promoting and protecting a respectful, safe, and welcoming community on campus. University Administrative [Policy 2240: Respectful Campus](#), and all related policies mentioned within, details both the rights and the responsibilities involved in maintaining such an atmosphere. As stated in the policy: “A respectful environment is a necessary condition for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of UNM’s mission and values.”

All students and faculty in the Department of History are expected to familiarize themselves with this policy and all related policies about professional behavior on campus (listed at the bottom of Policy 2240). It is expected that all members of the History community will hold themselves to the highest standards of professional behavior. This includes, but is not limited to, respectful dialogue both in and out of the classroom; communication that is open, honest, and free from bullying, threats, violence, or fear of reprisal; and a commitment to maintaining a safe and respectful approach to each other under all circumstances.

Some disputes can be resolved through mediation. Please see the [UNM Ombuds/Dispute Resolution Services](#). Students who need to report an incident of concern related to professional behavior or the Respectful Campus Policy should refer it to the Chair of the Department or the Director of Graduate Studies, who will then take the matter to the Chair. The Chair will then address the matter and determine a course of action, per University policy. Students who need to report an incident of sexual harassment or discrimination based on protected status may consult [LoboRespect](#).

Anyone found to be in violation of the Respectful Campus policy will be referred to Graduate Studies, the Dean of Students Office, and any other relevant authorities. As stated in Policy 2240: “Perpetrators of destructive actions can face disciplinary action, up to and including termination, suspension, or expulsion (see Section 5.3). In certain instances, a single incident of a destructive action may be sufficiently severe that it can lead to disciplinary action.”

If a student feels they have been treated unfairly by faculty, staff, or a fellow student, there are several modes of resolution. Section D: Teaching and Student Related Policies of the [Faculty Handbook](#) outlines general grievance policies under item D176: Graduate and Professional Student Conduct and Grievance Procedures. The policy covers issues related to academics, discrimination allegations or sexual harassment, student misconduct allegations, and student disciplinary issues.

Students who have experienced or have knowledge of incidents of discrimination, sexual harassment, sexual violence, or sexual misconduct, should report to the [Title IX Coordinator](#) in the Office of Compliance, Ethics, and Equal Opportunity, which investigates such allegations.

Students seeking anonymous or confidential reporting for sexual misconduct may do so at three locations on the UNM campus:

1. [LoboRESPECT Advocacy Center](#)
2. [LGBTQ Resource Center](#)
3. [Women's Resource Center](#)

Appendix F

Academic Dishonesty

UNM policy states that each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take any disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of the other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

The [Chicago Manual of Style](#) (the leading style guide of academic history) also provides guidelines to avoid dishonesty: With the reuse of others' materials, it is important to identify the original as the source. This not only bolsters the claim of fair use but also helps avoid any accusation of plagiarism. Nothing elaborate is required; a standard footnote will suffice, or (in the case of a graph or table, for example) a simple legend that says "Source: [author, title, and date of earlier work]." Note that such a legend is not always clear: Does it mean that the data are taken from the original but reformatted by the second author or that the graph or table has itself been copied? If the latter, it is preferable to say "Reprinted from [author, title, and date of earlier work]" rather than merely "Source."

Appendix G **MA Plan I (thesis option) checklist**

Name: _____
 Date: _____
 Year and semester of entry into program: _____

Primary Concentration: _____
 Thesis advisor: _____
 Year and semester that you hope to graduate: _____

Do you have any incompletes? If yes, identify them and provide your plan for completing them:

Language Requirement:

Language	Date Passed	Course/exam	Other
_____	_____	_____	_____

Students pursuing Plan I must take 24 credit hours of courses (of which at least half must be seminars) and 6 hours of thesis credit (HIST 599). No more than 2 courses of independent study, or “Problems” courses (HIST 697, at 3 credit hours each) may count toward these requirements.

Required course: HIST 664, Advanced Historiography
 Semester taken: _____
 Professor: _____

Courses to be counted toward the Primary Concentration

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

6 credit hours of electives

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

6 credit hours of thesis (HIST 599)

	Semester taken	Professor
1.	_____	_____
2.	_____	_____

Appendix H MA Plan II checklist

Name: _____

Date: _____

Year and semester of entry into program: _____

Primary Concentration: _____

Secondary Concentration, Graduate Minor, or Capstone project: _____

Year and semester that you hope to graduate: _____

Do you have any incompletes? If yes, identify them and provide your plan for completing them:

Language Requirement:

Language

Date Passed

Course/exam

Other

Students pursuing Plan II must select a primary concentration and a secondary concentration, or a transcribed graduate minor from another department, or an approved alternate minor with capstone project. Plan II students must take 18 credit hours in the Primary concentration and 12 in the secondary concentration (or 15 depending on the graduate minor/certificate program). No more than 2 courses of independent study, or “Problems” courses (HIST 697, at 3 credit hours each) may count toward these requirements.

Required course: HIST 664, Advanced Historiography

Semester taken: _____

Professor: _____

Courses to be counted toward the Primary Concentration

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Courses to be counted toward the Secondary concentration, graduate minor, or approved alternate concentration for capstone project.

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Appendix I PhD checklist

Name: _____
 Date: _____
 Year and semester of entry into program: _____

Regional Concentration: _____
 Thematic Concentration: _____
 Outside Field: _____

Do you have any incompletes? If yes, identify them and provide your plan for completing them:

Language Requirement (1 language for US/US West, 2 for Latin America and Europe):

Language	Date Passed	Course/exam	Other
_____	_____	_____	_____
_____	_____	_____	_____

PhD students must take a total of 48 hours of coursework, of which 30 are core requirements. Up to 24 hours of transfer credit from an MA program outside of UNM, or “applied” credit from an MA program or non-degree coursework taken at UNM, may be used to fulfill requirements. No more than 2 courses of independent study, or “Problems” courses (HIST 697, at 3 credit hours each) may count toward these requirements.

Required courses: HIST 664, Advanced Historiography and HIST 665 Historical Research Methods, or, for students with a concentration in the Middle Ages, HIST 668 when taught as Medieval Research and Bibliography

	Semester taken	Professor
664	_____	_____
665/668	_____	_____

Courses to be counted toward the Regional Concentration. At least 4 courses (12 credit hours) are required, of which at least 2 courses should be seminars. At least one of these seminars should be within the Regional Concentration but outside the area of Specialization.

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Courses to be counted toward the Thematic Concentration. At least 2 courses (6 credit hours) are required, at least one of which is outside the Regional Concentration.

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Courses to be counted toward the Outside Field. At least 2 graduate-level courses (6 credit hours) from the same department or program outside of History.

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

18 credit hours of electives

	Course number	Course name	Professor	Semester taken
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____