**NORTHERN ARIZONA UNIVERSITY**

**DEPARTMENT OF HISTORY**

**GRADUATE STUDENT HANDBOOK**

Revised, November 2024

1. INTRODUCTION

Our faculty and curricular offerings provide breadth and depth for graduate studies in a wide range of fields, while maintaining a traditional strength in the study of the American West, U.S.-Mexico borderlands, Indigenous, and Environmental History. Our courses provide the opportunity to study local and regional historical processes across disciplinary and geographic boundaries and to appreciate our increasingly interdependent and multicultural world. They are taught by historians who take a world and comparative historical approach to the study of regions and nations.

1. OBJECTIVES BY DEGREE PROGRAM

The History department at Northern Arizona University offers a Master of Arts degree in History. Normally, a student with an appropriate degree in a related discipline from a regionally accredited institution and a 3.0 grade point average is eligible to apply for admission to this program.

The M.A. in History offers a close professor-student relationship and is designed to prepare students to pursue a variety of academic, career, and personal interests. These may include preparation for doctoral or other post-graduate degrees, teaching, public history, and public service. While maintaining a strength in the American West and the U.S.-Mexico Borderlands, the M.A. in History encourages students to approach the study of history from a global and comparative context. Within the main Master’s of Arts program, there are four pathways to a degree: Thesis; Public History Project; Portfolio, and Portfolio with Public History. The History Department also offers an Accelerated Master’s Program (4+1) for outstanding undergraduates in which students can complete both a bachelor’s and Master’s degree in History in five years. All options require at least 36 credit hours to receive the M.A. degree. For more information, see section IV-d, below.

1. THE APPLICATION PROCESS
	1. Application for admission to the History MA
		1. To be considered for admission to the M.A. and Accelerated M.A. in History, prospective students must apply online. Application requirements and forms can be found at <http://nau.edu/apply-now/>.
		2. Prospective applicants to the Accelerated M.A. program are required to meet with their undergraduate advisor and the History Department Graduate Coordinator prior to applying to discuss the program and fill out a Plan of Study.
		3. Prospective M.A. students should be prepared to submit digital copies of the following:
			1. Unofficial transcripts of all previous academic work. Transcripts should show at least 18 hours of coursework in history (or a cognate field) at the undergraduate level and/or graduate level.
			2. The History Department program application form (available online).
			3. Recommendation letters and forms from three people with up-to-date familiarity with the applicant’s academic work and ability.
			4. A statement of intent from the applicant explaining his/her preparation for and objectives in pursuing the M.A. degree.
			5. A sample of writing, preferably an assigned historical essay containing critical analysis and research.
			6. Students interested in the Accelerated M.A. program must indicate their intent navigating to the “Additional Information” page and clicking the “I am applying for the accelerated bachelor’s/master’s program” box.

\* Please note that the application must be complete before you will be considered for admission. Application deadlines are February 15 for admission in the fall semester, and October 15 for the spring semester.

The Department of History through its graduate committee makes admission decisions on the basis of the materials you submit. We may turn away otherwise qualified applicants who wish to study topics for which faculty are not available or temporarily overcommitted.

* 1. Applicable University and Department Rules and Regulations

You should be sure to have a working knowledge of the University Catalog ([www.catalog.nau.edu](http://www.catalog.nau.edu)) as well as this student handbook. The rules and regulations contained in these publications will govern your studies here at the University. In instances where programmatic changes are enacted, and older, required coursework is no longer available, then every effort will be made to provide viable substitute coursework to allow you to finish your degree. You should consult with your advisor (program chair) concerning these situations, should they arise.

1. REQUIREMENTS OF THE M.A. PROGRAM
	1. Required Credit Hours

You must complete at least 36 hours of coursework approved by (a) a program committee for thesis and public history project tracks; or (b) an advisor for the portfolio and portfolio with public history tracks. (see IV-B below). For information on limitations regarding transfer credits from graduate courses taken at another institution, see NAU’s current Office of Graduate & Professional Studies policy available on-line:

* 1. Advisors and Program Committees

Initially, the Coordinator of Graduate Studies advises all new incoming students.

In consultation with the Coordinator, you should select a program track during or following your second semester of residence. Part of this process will be selecting an advisor. Thesis and public history project tracks students will also form a program committee. This committee will be made up of a program chair (advisor) and two additional members who, as much as is possible, represent your area(s) of interest. Students on the Public History Project track must have one committee member from outside NAU as a working public historian. We recommend that you (1) form your committee during your second, or at the beginning of your third semester in residence and (2) that you meet at least once an academic year with your committee and more frequently with your advisor.

To form your program committee, you should first consult with the Graduate Coordinator about choosing a committee chair, who will serve as your academic advisor. The rest of your committee should be chosen from among the history faculty or other graduate faculty you have had courses with, in consultation with your advisor. In some cases, faculty members of your choice may have assignments or other commitments that prevent them from serving on your committee. To prevent confusion, please ensure that you have the explicit consent of each faculty member on your committee.

* 1. Program of Study

It is your responsibility as a graduate student to file a program of study form, which has been approved by your program committee, with the Graduate Coordinator when you have completed 18 credit hours of coursework. Your program of study represents an agreement between you, your advisor, your program committee and ultimately the department concerning what courses you will be taking and how your studies with us will be organized. With the approval of advisor, students may take up to 9 hours of graduate course work outside of history that count toward their program. Course work transferred from another institution should be shown on this form. A separate petition, filed online, must be approved for any transfer credit.

* 1. M.A. History Tracks (for detailed descriptions of each track, see section V, below)

The Master of Arts in History requires the successful completion of one of four tracks, each of which is 36 hours of academic credit. All students must successfully complete the required four core courses: Historiography and Methodology (HIS 600), Graduate Research and Writing (HIS 602), Comparative or World History (HIS 550 or HIS 560), and Region (HIS 592 Borderlands or American West). In consultation with their advisor and graduate committee, students may create their own field of interest in which their coursework should be focused.

* + 1. Thesis Track (36 credit hours)
			1. 24 credit hours (coursework)
				1. 12 credit hours required courses (HIS 600, HIS 602, HIS 550/560, HIS 592)
				2. 12 credit hours in courses appropriate to your research topic
			2. 12 credit hours (research and writing)
				1. 3 credit hours prospectus class (HIS 603
				2. 9 credit hours thesis
		2. Public History Project Track (36 credit hours)
			1. 27 credit hours (coursework)
				1. 12 credit hours required courses (HIS 600, HIS 602, HIS 550/560, HIS 592)
				2. 9 credit hours in courses appropriate for your Project
				3. 9 credit hours of public history (HIS 502, HIS 686 (internship), and 3 credit hour course in public history elective
			2. 9 credit hours (research and project)
				1. 3 credit hours prospectus class (HIS 603)
				2. 6 credit hours public history project (HIS 689)
		3. Portfolio Track (36 credit hours)
			1. 33 credit hours (coursework)
				1. 12 credit hours required courses (HIS 600, HIS 602, HIS 550/560, HIS 592)
				2. 21 credit hours in courses appropriate to student’s interests
			2. 3 credit hours Portfolio Review (HIS 597)
		4. Portfolio with Public History Track (36 credit hours)
			1. 33 credit hours (coursework)
			2. 12 credit hours in courses appropriate to student’s interests
				1. 12 credit hours required courses (HIS 600, HIS 602, HIS 550/560, HIS 592)
				2. 9 credit hours of public history (HIS 502, HIS 686 (internship), and 3 credit hours in public history elective)
			3. 3 credit hours Portfolio Review
	1. Area of Interest

Students should, with their advisor, articulate their own area of interest and find courses appropriate to fulfilling it.

* 1. Prescribed Public History Coursework

Students choosing a Public History focus must take a prescribed emphasis of 9 credit units consisting of the following:

* + 1. HIS 502: Public History Seminar, 3 units

This class will be taught once a year.

* + 1. HIS 608 or 686: Fieldwork or Internship, 3 units

This can be taken for 1-6 hours though only 3 hours will count toward the degree. If the internship is completed in the summer, students often take 1 unit of HIS 686 the semester prior, 1 unit the semester of the internship, and 1 unit the semester after the internship. These should all be taken with the Public History director.

* + 1. Public History Elective: 3 units

Generally, students will be encouraged to take MUS 599: Introduction to Museum Studies or ANT 524: Cultural Resource Management. Alternatively, students could take a specialized course in documentary film, archives or a second internship. Whatever the choice, it must be approved by the Public History director.

* 1. Non-History courses

In consultation with your advisor, students may take courses appropriate to their field of study from other departments including Anthropology, Communications, Economics, Education, English, Sociology, Forestry, for example. Students make take up to 9 credit hours of non-history courses.

* 1. 400-level courses

In consultation with your advisor, students may petition to take one 400 level course that would count toward their degree. To petition, students must write to the professor teaching the 400-level course and explain why they’d like to take it and how it will benefit their program of study. If approved by the instructor and the student’s advisor, additional coursework is not expected for the course to count in their program of study.

* 1. Limits on Number of Co-convened, Independent Study and Graduate Research Coursework

The Office of Graduate & Professional Studies requires that 18 hours of your total 36 hours in the M.A. program be regular coursework; this excludes independent study (HIS 697) or graduate research (HIS 685). If you are doing the research track or research project with public history track, this means that no more than 6 hours of HIS 697 or 685 may count toward your degree.

Regardless of your plan, you can count no more than 9 hours toward your total coursework from the following categories: independent study (HIS 697), and graduate research (HIS 685). Only one 400-level course can count toward your degree.

* 1. Required core courses
		1. History 600: Historiography and Methodologies, is a three-unit course required of all graduate students. This course will introduce you to historiography and provide you with an overview of theoretical and methodological approaches to the study of history.
		2. HIS 602: Research and Writing, is a three-unit course required of all graduate students. This course will introduce you to organizing research questions and conducting primary research. It will also introduce students to graduate level writing and the oral presentation of their findings. If students choose a thesis or public history project option, this course is a good place to begin their work.
		3. HIS 550: Comparative History or HIS 560: World History. All graduate students are required to take either a comparative or world history course of their choosing.
		4. HIS 592: American West or Borderlands. All history graduate students are required to take either the American West or the Borderlands course.
	2. Grade Requirements

Graduate students must maintain a graduate grade point average of 3.0 or better to complete requirements for a degree. A grade of C can be counted toward graduate credit, but no more than 6 units of C may be counted as credit toward a degree. A student with 6 or more units of “C” may be placed on academic probation. A student who is on academic probation is required to meet with their advisor to discuss the steps necessary to remediate problems that led to probation and to devise a written actin plan. This written action plan must be submitted to the department chair/director and the Office of Graduate & Professional Studies for final approval.

If a student has not met the terms of the approved action plan or fails a second time to maintain Good Academic Standing, one or both of the following actions will be taken:

* + 1. The academic unit may initiate academic dismissal by notifying the student and the Office of Graduate & Professional Studies in writing of the program’s intent to recommend dismissal.
		2. The student will be blocked from future enrollments.
		3. For further clarification, please see the Office of Graduate & Professional Studies’ “Academic Continuation and Dismissal Policy”: <https://policy.nau.edu/policy/policy.aspx?num=100319>

If you are unable to complete work in a scheduled course within a semester for reasons beyond your control, you may petition the instructor to receive a grade of Incomplete (“I”). If the instructor agrees to give an “I”, you and the instructor will file the Incomplete graduate contract, indicating the exact work needed to finish the course. A template for this written agreement is available on the Registrar’s website (link to their forms site) and must indicate the date by which the work must be completed. This date cannot be longer than one calendar year from the end of the semester in which the student was enrolled in that course. By the end of the time agreed to in writing, the instructor must submit a permanent earned grade for the course or the grade. Please see Office of Graduate & Professional Studies policy 100406 for details regarding grading when work is not completed. The In Progress (“IP”) grade is used for courses that, by their content and requirements, normally require more time than the semester or summer session in which they are scheduled. The student must also be making satisfactory progress in the course to receive a grade of “IP”. We recognize the following courses as appropriate for this grade: thesis (HIS 699), graduate research (HIS 685), legislative internship (HIS 566), field work experience (HIS 608) and internship (HIS 796).

* 1. Independent Study (HIS 697), Graduate Research (HIS 685), and 400 level Courses

You may enhance your program through independent research and/or reading under a faculty member’s direction. The Independent Study (HIS 697) is a student-initiated/motivated course, intended for graduate students who wish to engage in a specific, faculty-guided/supervised study. This study must involve scholarly work that complements the MA history program through their selected track. Independent work may be appropriate where a subject or area of expertise enhances the student’s program of study and utilizes specific expertise with the faculty. Normally, MA students may include no more than 6 hours of independent study (HIS 697)/directed research (HIS 685) in their program of study. The topical outline and reading list for any independent study must be approved by the supervising professor and department chair prior to registration and, where included in the student’s program of study, by the student’s program advisor. Directed study cannot be used to substitute for regularly scheduled seminars. Independent study courses may be taken for either a letter grade or on a pass/fail basis. Students in the Accelerated M.A. program may count one 400-level class and HIS 498C toward their total graduate credit hours.

* 1. Transfer Credits

Transfer credits from other institutions may not exceed 9 credit hours (25 percent of the total minimum semester hours required for the MA degree). Transfer credit approval is now done online and must be accompanied by unofficial transcripts and syllabi or course descriptions from the schools where the credits were earned.

* 1. Application for Graduation

You must apply for graduation through the Office of the Registrar. Students are advised to consult the Office of Graduate & Professional Studies website for deadlines. A link to the graduation policies may be found on the Office of Graduate & Professional Studies website.

* 1. Policies Regarding English Proficiency

All international students must provide proof of English proficiency.  Your application will not be evaluated until your official proof of English proficiency has been received.

Submit your proof of English proficiency:

* IELTS – Send a copy of the scorecard with TRF to gradinternational@nau.edu for verification.
* Duolingo – Request scores to be sent directly to NAU from the Duolingo portal.
* TOEFL – Submit official scores through ETS to school code 4006.

 Proof of English proficiency may be waived if:

* Applicant’s passport is from one of these [English-speaking countries](https://nau.edu/center-international-education/english-speaking-countries/).
	+ Applicant provides official transcripts of a university degree from one of these [English-speaking countries](https://nau.edu/center-international-education/english-speaking-countries/).

During the first planning session for each graduate student’s program of study, the faculty advisor and/or the Graduate Coordinator should make a determination as to whether the student’s English language capability to do graduate level work in this department is adequate. The student’s TOEFL score and previous academic performance in English language institutions should be examined. Additional study in English may be required.

1. TRACK DESCRIPTIONS AND DETAILS
	1. Thesis/Public History Project Details

Under the research plans, you must, with the guidance of your program committee and particularly your committee chair (advisor), develop a thesis/ Public history project topic by the time you complete 24 credit hours of course work (for research track) or 27 credit hours (for research project with public history track). You must submit a prospectus to your committee for approval prior to commencing research.

The prospectus is typically about twenty pages in length plus a bibliography. It should lay out the basic historiography of the topic, the research questions, an explanation of the resources to be used, and a chapter breakdown for a thesis or a project plan for public history. The prospectus should be first submitted to the chair (advisor), who works with the student to sharpen its focus. Once it has been revised and approved by the chair, it should be submitted to the program committee which will then hold a prospectus defense meeting with the student to go over the prospectus and “sign off” on the project. In preparation of the prospectus, students must enroll in 3 hours of HIS 603 (Writing the Prospectus) with thesis advisor and conduct specialized historiographical reading and preparation of the prospectus. Students should have their prospectus approved by their program committee no later than the end of their third semester or they may be moved to the Portfolio track.

Thesis and public history project research at NAU is expected to be of the highest quality and provide evidence of your ability to move on to doctoral studies and/or careers in public history. Your thesis should present original research findings. Before you begin the writing process, we recommend that you visit the NAU Office of Graduate & Professional Studies website to learn the required formats for NAU theses. Using these formats from the beginning will save you considerable time later on in the writing process. During the research and writing of the thesis you must register for HIS 699. While you may require more than 9 credit hours of HIS 699 to complete the thesis, a maximum of 9 credit hours will count toward the 36 hours minimum for the program of study. You must be continually enrolled in at least one unit of HIS 699 (spring/fall) until the thesis/public history project is successfully defended.

Your thesis/ public history project is completed under the close supervision of your program committee chair (advisor) and appropriate experts if working with an external entity such as a museum or National Monument. You will consult with other members of your committee, but your advisor has primary responsibility. When you reach the point when your advisor and the committee believe that you are ready for the oral defense, you should provide a clean copy of your thesis/ public history project draft in essentially its final form to all members of your committee.

Be aware that early in the semester in which you expect to graduate, you must submit an electronic copy to the Office of Graduate & Professional Studies’ ETD coordinator who will check its format against that office’s requirements.

Upon completion of the thesis/ public history project, you are required to defend your thesis/project before your program committee and others in the university community and public who wish to attend. The scheduling of all defenses will be coordinated by the committee chair and is subject to the following:

* + 1. No defense may be held during finals or reading week.
		2. A completed draft must be turned in to the committee at least 2 weeks prior to any defense date.
		3. Please see the Office of Graduate & Professional Studies website for thesis defense deadlines.
		4. The date and time of the defense is should be publicly announced.
		5. The thesis/public history project is considered passed if no more than one negative vote is cast when it is formally defended.
		6. The final copy and the signed forms must be submitted to the Office of Graduate & Professional Studies at least three weeks prior to graduation. Each candidate is responsible for knowing all pertinent Office of Graduate & Professional Studies rules and regulations pertaining to thesis preparation, and format.
	1. Portfolio and Portfolio with Public History Details

Students opting for the Portfolio and Portfolio with Public History Tracks are required to enroll in HIS 597 under the direction of their advisor and complete a professional portfolio of their graduate work. Prior to the semester in which they plan to graduate, students in these tracks must meet with their program committees and establish their field of study.

The portfolio must be produced to professional standards, which may require revisions and editing of materials that you choose to include. All portfolios must include the following:

* + 1. Self-assessment of approximately 10-double spaced pages that explains how newly acquired historical skills fit into future professional goals.
		2. CV that includes skills acquired through the MA program.
		3. A paper from HIS 600 that demonstrates understanding of one or more theories and methods of the historical discipline.
		4. A historiography paper from a completed course that demonstrates understanding of key arguments and debates among historians in a field of study.
		5. A paper that demonstrates understanding of the connections between the local and the global in historical processes (such as from HIS 550 or 560).
		6. HIS 602-research paper.
		7. In addition to the above, students pursuing the Portfolio with Public History option must also include an 2-3 page summary of the knowledge gained from their public history coursework.

Once the portfolio is turned in to your advisor, it will be evaluated according to the rubric below. Please note that, at the discretion of your advisor, you may be asked to revise the portfolio. Portfolio Track students pass the portfolio assignment if they receive 12 points or higher on the rubric. Portfolio with Public History Track students pass the portfolio assignment if they receive 15 points or higher on the rubric.

**MA Portfolio Assessment Tool/Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Does not meet expectations (1 point) | Meets expectations (2 points) | Exceeds expectations(3 points) |
| Self-assessment of approximately 10 double-spaced pages that explains how newly acquired historical skills fit into future professional goals | Poorly written with grammatical mistakes and disorganization. Lack of genuine reflection and limited inability to connect historical skills and content to future career goals. | Well written with few grammar mistakes and clear organization. Shows understanding of how history skills and content relate to future career goals. | Writing meets professional standards. Has a clear, coherent argument and organization that makes persuasive connections between historical skills and content and future career goals. |
| CV that includes skills acquired through the MA program | Most sections are formatted inconsistently.Information is presented in an unorganized way and there are inconsistencies.Some grammatical errors.  | Most sections are consistently formatted with clear organization.No more than 1-2 grammatical errors.Skills and experience align with career goals. | Consistent formattingthroughout.Information is presented consistently and orderly inall sections.No grammatical errors.Clearly aligns with career goals. |
| A paper from HIS 600 that demonstrates understanding of one or more theories and methods of the historical discipline | Writing has some grammatical mistakes and disorganization. Shows some misunderstanding of theory or method discussed. | Writing is mostly clear and well organized with some room for improvement. Demonstrates an adequate understanding of theory or method discussed. | Writing is clear and well organized with minimal grammar errors.Demonstrates sophisticated understanding of theory or method with critical analysis. |
| A historiography paper from a completed course that demonstrates understanding of key arguments and debates among historians in a field of study | Has an unclear or weak thesis and shows a limited understanding of historiography. Writing includes grammatical errors and disorganization. Analysis lacks depth, with a weak compare/contrast between works under discussion. Does not clearly identify major themes and salient features; little or no discussion of scholarly worth of sources because criteria is incomplete, such as cogency, support of thesis, use of sources, identification of biases, etc. Citations contain errors. | Has a clear thesis statement but could be strengthened. Writing is generally clear and well-organized.Analysis connects the sources, illuminating the relationship between them and identifies most of the main ideas of each work. Some limitations in discerning the scholarly worth of sources; criteria is limited (may lack assessment of cogency, support of thesis, use of sources, or identification of biases, etc.) For the most part, evidence is cited properly. | Clear, compelling thesis statement that is effectively argued with thoughtfully organized paragraphs and clear writing.Insightful analysis that easily blends sources together, illuminates the relationship between them, and identifies the primary ideas and salient features of each work; discernment of scholarly worth of sources based on clear criteria, such as cogency, support of thesis, use of sources, identification of biases, etc. All evidence is properly cited. |
| A paper that demonstrates understanding of the connections between the local and the global in historical processes (such as from HIS 550 or 560) | Poorly written and disorganized. Does not persuasively connect the local and the global. | Generally well written and organized with minimal grammatical errors. Demonstrates ability to connect local to global but lacks analytical depth. | Excellent writing with minimal grammar mistakes and clear organization. Provides persuasive and insightful analysis of connection between local and the global. |
| HIS 602-research paper | Writing is sometimes unclear and disorganized. Thesis statement is vague, poorly stated, or unproven. Provides a limited discussion of the state of the field and is unable to persuasively locate their work within larger scholarly conversations. Retrieves and analyzes archival materials, yet research base is limited and there is a weak understanding of context. Citations need improvement. | Writing is generally clear and well organized with a clear argument yet does not fully meet professional standards for a conference presentation or academic publication.Provides a discussion of the state of the field and locates their work within larger scholarly conversations and relevant historiographies. Retrieves and analyzes archival materials, yet research base is limited, as is their understanding of context. Most evidence is properly cited. | Writing is clear and well organized with a persuasive, original argument that meets professional standards typical for a conference presentation or academic publication. Provides a thorough discussion of the state of the field and locates their work within larger scholarly conversations and relevant historiographies.Retrieves and analyzes substantial archival materials, interpreting them within their cultural, social, political, historical contexts.All evidence is properly cited. |
| *Public history students only*: public history artifact | Artifact shows some understanding of the methods involved in gathering, preserving, and disseminating historical knowledge in public settings, but raises ethical and critical questions. | Artifact demonstrates general understanding of the methods and ethics involved in gathering, preserving, and disseminating historical knowledge in public settings, but there is room for improvement. | Artifact demonstrates critical understanding and mastery of the methods and ethics involved in gathering, preserving, and disseminating historical knowledge in public settings. |
| **TOTAL POINTS** |

1. ACCELERATED M.A. PROGRAM
	1. The Accelerated MA program in History is a challenging program for outstanding students. We require interested students to fill out a prospective plan of study in conjunction with *both* their undergraduate advisor within the History Department and the History Graduate Coordinator prior to application.
	2. Application
		1. Students interested in the program should consider applying after they have completed (1) 60 credit hours towards their undergraduate degree, with at least 30 of those credit hours being at NAU and (2) Completed a minimum of 4 history classes, 2 of which must be upper-division.
	3. Progression within the Accelerated MA Program
		1. Students should apply for admission into the Accelerated MA Program in History in the Spring semester of their 2nd undergraduate year or Fall semester of their 3rd undergraduate year.
		2. Students should strive to take upper-level required courses at both the undergraduate and graduate level as early as possible.
			1. Undergraduate: HIS 300W, HIS 498C: during 3rd undergraduate year.
			2. Graduate: HIS 550/560, HIS 592 HIS 600, HIS 602: 1st graduate year.
		3. The Accelerated MA Program includes 12 units that are used to complete both the undergraduate and the graduate requirements: 6 at the undergraduate level and 6 at the graduate level. Students must receive a grade of “B” or higher in this coursework used towards both degrees.
			1. Students must take two graduate-level courses during their 4th undergraduate year.
			2. Students can include HIS 498c and one 400-level HIS class when compiling total credit hours at graduate level.
	4. Graduation “Tracks” and the Accelerated Program
		1. Completing two History degrees in five years requires a full schedule and leaves little room for electives or exploration. The History Department requires Accelerated M.A. program participants to select the Portfolio or Portfolio with Public History Tracks.
2. POLICIES AND ACADEMIC CONDUCT
	1. Changes in Student Committees

Any changes in a student's program or thesis/public history project committee, whether initiated by a student or faculty member, must be done through the following process:

* + 1. As a matter of courtesy, it is strongly recommended that the student or faculty member seeking the change have a candid conversation with the person in question, or at the very least, write simultaneous letters to the student's advisor and the person in question. If the requested change involves the student's advisor, then the Graduate Coordinator should step in to advise the student or faculty member.
		2. The student's advisor should then consult with the Graduate Coordinator. If both the student and faculty member involved would like a mediation session, the Graduate Coordinator will refer the case to the Department Chair.
		3. Should the student or faculty member requesting the change not be satisfied with the results of mediation, or not want mediation, the Graduate Coordinator will include the request in the agenda of the Graduate Studies Committee's next meeting. The Graduate Studies Committee may approve or advise against the requested change, and/or may ask both parties to appear before the Committee separately to discuss the matter.
		4. After discussion with both parties, the Graduate Studies Committee will make a recommendation to the student or faculty member and to the student's program committee.
		5. The student's program committee will then meet to help the student reorganize his/her committee, if appropriate or necessary. The student should attend this meeting having already thought about a suitable replacement.
		6. The student's program committee then makes a formal recommendation to the Graduate Coordinator. The Graduate Coordinator will then relate the recommendation to the Department Chair.
	1. Grievance and Appeal Procedures

A student who has a specific grievance should first discuss the issue with the faculty member involved; if the problem is not resolved to the student's satisfaction it should be brought to the attention of the student's advisor. With the latter's consent, the student may wish to involve the department's graduate coordinator and ultimately the department chair.

If these first several steps are unsuccessful, the department chair will appoint a grievance committee of three (3) department faculty members chaired by either the student's advisor; the graduate director or; another department member appointed by the chair depending on the nature of the grievance. Regardless of the verdict, the student will be informed in writing of the outcome.

If the student is not satisfied with the outcome of this committee, a meeting with the Associate Provost of the Graduate College may be requested.

* 1. Dismissal

See Academic Continuance and Dismissal Policy, Graduate: <https://policy.nau.edu/policy/policy.aspx?num=100319>

* 1. Student Handbook

The NAU student handbook is updated continuously and contains many policies pertaining to students, particularly the student code of conduct: <http://nau.edu/student-life/Student-Handbook/>

1. SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE
	1. Financial assistance is available to graduate students in various forms. You must apply for graduate assistantships and tuition waivers by the deadline for fall admission (February 15). There are a limited number of these scholarships, so competition is rigorous. Other departmental scholarships of varying amounts of money are also available. You must apply for these in the spring semester. The results of all scholarship decisions should be announced during March and April of each year. Please contact the Financial Aid Office for information about student loans.
	2. The History Department also offers a limited number of research scholarships geared towards completion of a thesis or public history project. Applications for these scholarships are generally considered in December.

1. POLICIES FOR GRADUATE ASSISTANTS

The following is intended as an outline of responsibilities, expectations, and benefits of being a graduate assistant in the Department of History at Northern Arizona University. It is presented with the purpose of acquainting graduate assistants with departmental, college, and university policies that are of immediate concern to their interests.

* 1. General
		1. As graduate assistants, you are expected to average 20 hours of work per week for the Department. This time will be spent working with one or more professors, mostly assisting them with their instructional duties. Assignments are normally made immediately prior to the beginning of each semester. This time also includes proctoring make-up exams and may also involve serving in the writing/computer lab. If you feel that your services are being over-utilized, you should first have a candid conversation with the faculty to whom you have been assigned; if you do not obtain satisfactory results, you should contact the Graduate Coordinator who will attempt to resolve the problem. While holding a full-time GA (20 hours per week), you are not permitted to work for any other University agency. In addition, the Department strongly encourages full-time GAs not to hold another job or work outside the University.
		2. You are expected to meet on a regularly scheduled basis with the professor(s) to whom you are assigned.
		3. As graduate assistants, you have a dual role. First, you are rendering valuable services to the day-to-day functioning of the University and are considered part-time employees of the institution. Because of this, you will need to conduct yourselves with the same professionalism as the faculty. Second, you will receive mentoring from the faculty that will benefit you in applying for future positions and in assuming professional responsibilities. Therefore, you should consider this experience as an important introduction to academic life.
		4. In order to provide the opportunity for you to perform your GA responsibilities without sacrificing the primary goal of working for a graduate degree, you are limited to a maximum of 12 credit hours per semester. You must be enrolled in at least 9 hours per semester.
		5. University policy does not usually permit faculty services and benefits to graduate students. Travel funds for research trips and paper presentations at conferences, however, are available through the Graduate Student Government (GSG) travel program and through the department when budgetary considerations permit.
		6. Office space for all graduate assistants is determined by the Graduate Coordinator in association with History Department Program Administrator. Although each office contains phones, long-distance calls must be made from the main office phone.
		7. You may use office supplies, secretarial services, office equipment, and postal services only for the instructional or research needs of your assigned professors.
	2. Graduate Teaching Assistants
		1. Normally, you will not be given the responsibility for teaching a course independently. However, under the direction and the discretion of the assigned professor, you may conduct up to five lectures in a semester. Such experiences under observation will help you to gain experience and confidence for future work.
		2. You may be called upon to conduct classes of other professors only in emergencies.
		3. Typically, graduate teaching assistants are assigned to lower division survey courses. At times, assistants may be assigned to upper division courses
		4. You will normally provide assistance to your assigned professors in the area of services that support their instructional role. Examples include:
			1. Preparing exams Grading exams
			2. Proctoring exams
			3. Conducting a lab or discussion section of a course
			4. Assisting with audiovisual equipment
			5. Preparing a class roster
			6. Providing tutoring services
			7. You do not have to perform regular clerical functions, such as typing, etc. for the assigned professor.
			8. You should hold regular office hours to facilitate availability.
	3. Graduate Research Assistants
		1. On very rare occasions, a GA may be assigned research duties. Specific duties and responsibilities of graduate research assistants are more difficult to delineate because they are so dependent on the individual needs and parameters established by each professor. Simply put, you are to perform whatever duties are needed in the pursuit of organized research projects conducted by professors in the department. These duties may include, but are not limited to, the following examples:
			1. Bibliographic research
			2. Preparing and writing abstracts
			3. Assisting in a manuscript for publication
			4. Assisting in the development of survey research instruments
			5. Coding data for computer input
			6. Assisting in data analysis
			7. Library searches for aggregate and other forms of available data
		2. Your work as a graduate research assistant should not entail routine clerical chores, such as typing a manuscript. You are obliged to maintain regular weekly contact with the professor(s) to whom you have been assigned. The requirement of weekly contact may be increased or decreased at the discretion of the professor concerned.
		3. You are obliged to maintain regular weekly contact with the professor(s) to whom you have been assigned. The requirement of weekly contact may be increased or decreased at the discretion of the professor concerned.
	4. Renewal of Graduate Assistantships
		1. Under normal circumstances, your graduate assistantship may be awarded again for an additional year (four semesters total) provided that your grades and work remain satisfactory. Students who have incompletes on their records at the time of application will not be considered except in extreme circumstances involving illness or family bereavement. You must apply to renew your GA each year by February 15. Your renewal request must include:
			1. An unofficial transcript.
			2. A letter of recommendation from a faculty member with whom you have worked.
	5. A letter of intent that includes a progress report made on your program of study.
1. HISTORY DEPARTMENT GRADUATE FACULTY
	* Sanjam Ahluwalia, Ph.D., Professor History of Gender: South Asia, and Feminist Theories (University of Cincinnati, 2000)
	* Michael Amundson, Ph.D., Professor, Public History Director: American West, Southwest U.S., Recent America, Public History (University of Nebraska, 1996)
	* Iuri Bauler Pereira, Ph.D. Assistant Professor: Countercultural History in 20th Century Latin America, Intellectual History of the Americas. (Columbia University, 2023)
	* Foster Chamberlain, Ph.D., Assistant Teaching Professor: European and History, 20th Century Spain (University of California, San Diego, 2017).
	* Leilah Danielson, Ph.D., Professor and Chair: U.S. Cultural and Intellectual, Social Movements, Race, Gender, and Class, U.S. Empire (University of Texas, Austin, 2003)
	* Thomas Finger, Ph.D., Associate Professor: U.S. and World Environmental History, History of Capitalism (University of Virginia, 2015)
	* Derek Heng, Ph.D., Professor: Maritime Southeast Asia and South China Sea (University of Hull, 2005)
	* Sanjay Joshi, Ph.D., Professor: South Asia, Colonialism, Nationalism (University of Pennsylvania, 1995)
	* Gregory Lella, Ph.D. Assistant Teaching Professor: Chicana/o History. Policing, Carceral, and Immigration History. US Southwest/Borderlands. (State University of New York at Stoney Brook, 2022)
	* Lauren Lefty, Ph.D., Assistant Professor: History/Social Studies Education, History of Education, Latinx History, Transnationalism, Social Movements (New York University, 2020)
	* Jeremy LaBuff, Ph.D., Associate Professor: Ancient Mediterranean, World, Indigeneity and Ethnicity (University of Pennsylvania, 2010)
	* Marcus Macktima, Ph.D., Assistant Professor: Native American History, Southwest History, Apache History (University of Oklahoma, 2023)
	* Heather E. Martel, Ph.D., Associate Professor: U.S. History, Women and Gender, Early Modern Atlantic and Colonial (University of California-Irvine, 2003)
	* Eric Meeks, Ph.D., Professor: Chicana/o History, Borderlands, Indigenous History, Race and Ethnicity (University of Texas, Austin, 2001)
	* Scott Reese, Ph.D., Professor: Islamic History, Africa, European Colonialism (University of Pennsylvania, 1996)
	* Elizabeth Schwall, Ph.D. Assistant Professor: Latin American History, Environmental History, Race, Class, and Gender, Cultural Studies (Columbia University, 2016)