Student Worksheet for M.A. in History
Exam and Thesis Tracks

This worksheet offers students the ability to track their progress through the History M.A. program. It is offered for the benefit of students who are responsible for their timely progress through the graduate program. It should be completed by the student, signed by their academic advisor and the graduate coordinator, and regularly updated (and initialed by the graduate coordinator and primary advisor).

Student Name  _________________________________________________
Phone #  _________________________________________________
E-mail   _________________________________________________
Primary Advisor _________________________________________________
Graduate Coordinator _________________________________________________

I.  BY THE END OF THE FIRST YEAR OR TWELVE (12) SEMESTER HOURS

Successfully complete EITHER HIST-5310 or HIST-5322  _____  _____
Identify and agree to primary graduate advisor  _____  _____
Complete up to three additional graduate courses  _____  _____

II.  BY THE END OF THE SECOND YEAR OR TWENTY-FOUR (24) SEMESTER HOURS

Successfully complete BOTH HIST-5310 and HIST-5322  _____  _____
Select either the exam or thesis track  _____  _____
With your primary advisor, select a graduate committee  _____  _____
Complete up to three additional History graduate courses  _____  _____
III. EXAM AND THESIS TRACK (AT OR NEAR THE END OF THE SECOND YEAR)

For the exam track:

- The student (in consultation with their primary advisor and with the approval of the Graduate Program Coordinator) must construct a committee of two additional full-time faculty members.
- The student (in consultation with their primary advisor, their graduate committee, and with the approval of the Graduate Program Coordinator) must develop a reading list divided into three examination fields (for example, fields might be described as “U.S. Civil War and Reconstruction,” “U.S. Women’s history, 1840-1920,” or “Colonial Mexico”)

For the thesis track:

- The student (in consultation with their primary advisor) must develop and propose a viable thesis using primary sources. Only with the approval of their primary advisor may thesis-track students then form a thesis committee.
- The student then (in consultation their primary advisor and with the approval of the Graduate Program Coordinator) must construct a committee of two additional full-time faculty members.
- The student then must formally propose their thesis to the committee. In consultation with the committee, the student, and their primary advisor, all expectations about thesis content, writing and editing, submission deadlines and timing, and the final completion of the degree must be discussed and agreed upon.

For both exam and thesis tracks, the student forms a graduate committee

For both exam and thesis tracks, the student completes and submits a proposal and a formal degree plan*

* The degree plan, signed by the student and graduate adviser, will become official when approved by the Dean. Students who wish to change their major field must secure a revised degree plan.
IV  BY THE END OF THE THIRD YEAR OR THIRTY-SIX (36) SEMESTER HOURS

All students must complete all course requirements

All students must meet with the History Area Graduate Advisor, Ms. Rachelle Stanley, to confirm graduation

For the exam track: Schedule and successfully complete comprehensive exams at least one month before graduation

For the thesis track: Students must complete their foreign language requirement

For the thesis track: Schedule and successfully defend thesis project at least one month before graduation

For the thesis track: Contact A&M-CC’s Bell Library for information and format required when submitting thesis to the University