

## **Graduate Program Guidelines, or What Every Student in the History MA Program Needs to Know**

### **I. MA Program Options**

Students choose between two options within the History MA Program (33 credit hours total). Each option has its benefits.

#### **A. Non-Thesis Option**

Most MA students choose this option. It makes sense if your current employer will pay for or otherwise reward your degree, without the toil of doing a thesis. The non-thesis option also makes sense if you do not predict that you will go on to more advanced study in history after finishing your degree.

- HIST-401 Historiography and Historical Methods (3cr.)
- Six graduate-level history electives (18cr.)
- Two electives in history or another relevant field (6cr.)
- Two graduate research seminars (6cr.)

#### **B. Thesis Option**

This option allows you to generate a lengthy paper, with extensive mentoring, that could result in a publication in a history journal. This credential impresses high schools, Ph.D. programs, and employers who otherwise value writing skills, such as in journalism or public history (museums, research libraries, historical societies, etc.).

- HIST-401 Historiography and Historical Methods (3cr.)
- Six graduate-level history electives (18cr.)
- Two graduate research seminars (6cr.)
- HIST-499 Thesis Seminar (6cr.)

### **II. Types of Coursework**

#### **A. Hist-401**

History 401 provides an essential introduction to graduate-level study in history. Please take 401 at your first opportunity as a history graduate student. Hist 401 is offered each fall semester, and only in the fall.

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Francesca Morgan, graduate advisor in 2019-2020 through Summer 2020  
Christina Bueno, longtime graduate advisor returning to the position in Fall 2020

## B. Research Seminars

The goal of seminars is for students to produce an article-length work (20-25 pages) of original historical research, emphasizing the use of primary sources. Research seminars are only offered in the spring term. Please schedule your spring classes with this in mind.

## C. Readings Classes, 400-level

Readings courses explore and analyze topics in history. Faculty offer graduate-level readings courses throughout the year, and typically including the summer.

## D. History 300\* Courses

1. All courses for graduate credit are at the 400 level or above, except for a limited number of 300 level courses that have been approved for graduate degree credit (referred to as “300-starred” (300\*) courses, or cross-listed courses).

Graduate students can apply up to three 300\* courses (to a maximum of ten credit hours) to fulfill program requirements. Graduate students participate in class meetings with undergraduate students, but complete additional assignments and have graduate-level grading expectations. Graduate students may only take 300\* courses at the graduate level to obtain graduate credit for them. It is imperative that you inform the professor who is teaching the 300\* course that you are a graduate student in order to make arrangements to do graduate work and receive graduate credit. This should be done before the class starts, or by the first week of class, at the latest.

2. How to identify 300-level courses that are starred, and eligible for graduate students to take for graduate credit?

300\* courses eligible for graduate credit typically will be indicated on the History Department's schedule for the semester. You can also identify 300\* courses through NEIUport. Go to NEIUport > Class/Course Lookup > Search Course Catalog. Specify the term> Subject: History (scroll downward) and Level: Graduate. The results of your search will show the 300\* courses as “Graduate, Undergraduate.” **So look for courses numbered in the 300s identified as “Graduate, Undergraduate.”**

Make sure to consult with the history graduate advisor if you have any questions about graduate degree credits for 300\*-level courses.

## E. Independent Studies

If students seek a course on a subject not offered for graduate credit, they may ask faculty with expertise in that area about the possibility of an independent study, or what the university calls “individualized instruction,” on that subject. Whether a faculty

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member agrees to do an independent study is up to them. Please note: arranging an independent study requires a form that the student and faculty member complete that describes the independent study and its purpose and specifies the assignments required. The deadline for independent study forms is typically about two weeks before the semester begins to allow time for them to be approved by the Department Chair, the College of Arts and Sciences, and the Provost's Office. Such approvals are usually not difficult to receive, but please allow sufficient time to develop a good plan for the independent study.

### **Grade benchmarks**

Please refer to the Academic Catalog (<http://catalog.neiu.edu/graduate-studies-research/graduate-policies/>) for the authoritative university graduate policies. Graduate Academic Standing policies can be found about 20% down that page.

Students need to maintain an overall minimum GPA of 3.0 to remain in good academic standing in the Graduate Program.

Up to two courses with grades of "C" can be used to satisfy program requirements. A third unsatisfactory grade risks the student's expulsion from the Graduate College. Course grades below "C" do not count toward satisfying program requirements.

### **Coursework taken outside of Northeastern**

Graduate transfer credits can be earned either before admission to the student's program or after admission to the program, provided that the total number of transfer credits does not exceed 9 hours. All transfer credits earned after the student has been admitted to the program must be approved by the program advisor and the Dean of the College of Graduate Studies and Research, prior to enrollment at the other institution.

### **Applying for Graduation**

Please note that the due date to file the Application for Graduation for Master's Student occurs about 7 months before you plan to graduate. Make sure to do this by the published deadline for your graduation date. Submit the form by email to [graduate-records@neiu.edu](mailto:graduate-records@neiu.edu), or bring the completed form to the Graduate Records Office (D 101D), or mail the completed form to:

Northeastern Illinois University  
Graduate Records Office  
5500 N. St. Louis Ave.  
Chicago, IL 60625

### **Important Resources**

- Graduate Student Academic Policies: This site has information as well as the forms you will need as a grad student. [Graduate Student Academic Policies link](#)
- Master of Arts in History: [Academic Catalog- click here](#)
- History Department > Masters Degree: [Department Website link](#)

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