

**Handbook
for the Graduate
Program in History
at Boston College**

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About the Program

Boston College's History Department attracts talented graduate students from around the nation and around the world. We offer M.A. and Ph.D. degrees with training in a number of regional and thematic specialties. The success of our Preparing Future Faculty program has positioned us among the leaders in restructuring graduate education in history.

The department has long had particular strength in British & Irish history, medieval history, U.S. history, and modern European history. Emerging areas of faculty expertise and graduate student interest include South Asian history, East Asian history, and Latin American history. In addition, the department trains in a range of comparative and transnational areas, with particular interest in the history of religion, international and global history, and the Atlantic world.

The History Department matriculates a small class of new graduate students each September; our program's size ensures individualized attention and considerable flexibility in designing one's plan of study. All PhD students are guaranteed funding through their fifth year in the program assuming successful completion of requirements. Graduate students gain experience teaching in the university's two-semester core history sequence, first as teaching assistants and later as teaching fellows in charge of their own classes. Faculty and graduate students come together regularly for conversations about the craft of teaching history.

Historians at Boston College benefit from our location in one of the world's great centers of academic life. A range of neighboring universities, libraries, and cultural institutions enrich all of our work. In particular, ongoing collaboration with graduate programs at Boston University, Brandeis University, and Tufts University allows our graduate students to tap into a remarkable network of world-class scholars. Several students and faculty also take part in the Center for European Studies, the Fairbank Center for East Asian Research, the Reischauer Institute of Japanese Studies, and the South Asia Initiative at Harvard, as well as the Graduate Consortium in Women's Studies at M.I.T.

Ongoing seminars and lecture series at the Massachusetts Historical Society, the Boston Public Library, and the Museum of Fine Arts bring together lively communities of scholars interested in a range of subfields and other disciplines. Historians at Boston College have access to the collections of the Boston Library Consortium, a network of 19 academic and research libraries around New England. In all, Boston offers an unparalleled site for pursuing advanced study in history.

General Information

Program Administrators

The Director of Graduate Studies

The DGS is chair of the Graduate Committee. She or he oversees admissions, financial aid applications, TA/TF placement, advises students prior to their admission to doctoral candidacy, and is the liaison between graduate students and the department and university.

Graduate Programs Assistant

The GPA is the administrative coordinator for the graduate program. She or he maintains all student records, processes all student applications and forms, proctors language exams, processes tuition remission and all fellowships, and assists the DGS in all administrative matters.

Academic Policies

The History Department adheres to and enforces all GSAS policies and procedures as outlined on their webpage: <http://www.bc.edu/schools/gsas/policies.html>.

Academic Standing

As part of their regular departmental evaluations, students in the BA/MA and MA programs are expected to maintain a minimum cumulative grade point average of 3.5. Students in the Ph.D. program are expected to maintain a 3.7. Students are also expected to make timely progress towards fulfilling all program requirements. The DGS will review all students' records with respect to good standing each semester; students who are not in good standing will be asked to meet with the DGS and may be asked to take remedial action or leave the program.

If at any point, academic advisors have reason to be concerned about a student's academic progress (whether MA or PhD), they should bring this to the attention of the DGS. Additionally, each May, the DGS will send all doctoral faculty a report on their students' academic progress. Faculty are expected to review these reports and address any concerns that arise. In instances where either a master's student's or doctoral student's academic standing is in jeopardy, the case will be reviewed by the Graduate Committee, which will make a recommendation as to the proper course of action. Please go to this website to view the GSAS policy on academic standing: <http://www.bc.edu/schools/gsas/policies.html#academic%20standing>.

Grievance Procedure

Any student who believes he or she has a grievance should communicate with the faculty member(s)

immediately involved as soon as possible after the action being grieved, but by no later than the close of the fall or spring semester immediately following the term in which the action giving rise to the complaint occurred. If communication results in a mutually acceptable solution, the matter shall be considered closed. If either party wishes to have a written statement of the outcome, the parties shall put the solution in writing, sign it, and each retain a copy.

If, however, a mutually acceptable solution cannot be reached, the student may present the matter in writing in a timely manner to the chairperson of the department. The written statement must clearly specify: (a) the nature of the complaint and (b) the remedy requested. The chairperson will then proceed in accordance with Graduate School of Arts & Sciences procedures (<http://www.bc.edu/schools/gsas/policies.html#academic%20grievances>).

Leave of Absence

Graduate students who do not register for course work or Interim Study in any given semester must request a leave of absence for that semester. Leaves of absence are not usually granted for more than two semesters at a time. Students may obtain the Leave of Absence Form online at www.bc.edu/student-services and submit it for the Associate Dean's approval. Leave time will normally be considered a portion of the total time limit for the degree unless the contrary is decided upon initially between the student and the Associate Dean.

Students must file the re-admission form with the Associate Dean's Office at least six weeks prior to the semester in which they expect to reenroll. The appropriate Associate Dean's Office will make the decision on the readmission application. The decision will be based on a consideration of the best interests of both the student and the University. Please see also <http://www.bc.edu/offices/stserv/academic/resources/policy.html#leavegrad> to view Student Service's policy on taking a leave of absence.

Academic Integrity

Students in the Graduate School of Arts and Sciences are expected to have high standards of integrity and abide by the University's Academic Integrity Policy (<http://www.bc.edu/offices/stserv/academic/resources/policy.html#integrity>). Any student who cheats or plagiarizes on examinations or assignments is subject to dismissal from GSAS. Cases involving academic integrity will be referred to the dean for adjudication.

Graduate History Alliance

The Graduate History Alliance is a student-run organization at BC which helps organize a multitude of academic and social events. From monthly writing groups to social gatherings at local pubs or catered events on campus to help students unwind, the GHA is busy year round. All the resources are posted online at the GHA website, including various tips about being a graduate student at BC and in Boston more broadly.

PhD Program

Course Requirements

Students entering directly into the Ph.D. program are required to complete 39 credits (or 13 courses), 36 of which are taken prior to comprehensive exams. All students in the Ph.D. program are required to pursue two semesters of full-time study during the first year and must, in the course of their studies, complete at least two seminars and at least three colloquia (the Introduction to Doctoral Studies, one in a major area, and one in a minor area).

All classes need to be numbered above 300 in order to be counted towards a student's degree. During the first year of study, students should take 3 courses per semester. During the second year of study, students will need to take two courses per semester. In their third year, students take two courses in the fall, complete their oral comprehensive exam, and then take the Dissertation Seminar in the spring. By the time that they complete the Dissertation Seminar, PhD students should have completed all 39 credits. Once their Dissertation Proposal is signed and filed, the student officially enters into doctoral candidacy (informally known as All But Dissertation or ABD). Appendix A has a year-by-year breakdown along with a checklist of requirements.

Readings and Research Courses

While students are encouraged to take advantage of the departments regular course offerings, situations may arise in which students would benefit from course work beyond what is scheduled. In such cases, students may arrange a Readings and Research (R&R) course with a faculty member. Such courses may count as colloquia or as seminars. In order for an R&R to count as a seminar, the student should complete a substantial work of original research during the course. Students need to work out details (e.g. readings, writing assignments, meeting schedule etc.) ahead of time with the professor in question. They should fill out an R&R form (refer to Appendix B) and have it approved by the faculty member with whom they are working and the DGS. The form should then be brought to the GPA who will add it to the student's file.

Cross-Registering

Students can take up to three courses outside of the department. If taking courses within another department at Boston College, students typically will take courses in another program within the College of Arts and Sciences. If a student wishes to take courses outside A&S (e.g. the Lynch School of Education or the School of Theology and Ministry), then s/he will need to obtain written permission from administrators of that program, as well as the DGS. All courses must be numbered over 300 in order to be counted towards the graduate degree.

BC is also part of the Boston-Area Consortium which includes Boston University, Tufts University, and Brandeis University. Students can take one course per semester at one of these universities at no additional expense. Students are encouraged to explore graduate level course offerings at these universities. This allows them to seek out a greater range of courses than would be possible at any one

university. In order to register for one of these courses, students should contact the professor teaching the course and consult with their advisor or the DGS. They will then go to the Students Services Office (Lyons 101) to fill out the appropriate paperwork.

Transferring Credits

In the event that a PhD student has completed prior graduate coursework, it is possible for the student to transfer up to two courses towards their BC degree. However, this is not entirely advisable to do because the coursework helps the students to build up reading lists for their oral comprehensive examinations and helps them to more fully develop ideas for dissertation topics. Therefore, students must receive permission from the DGS, the chair of the department, as well as his/her advisor in order to transfer graduate credits.

Advising

The DGS will help advise all students until they are admitted to doctoral candidacy. In addition, after the end of their first year, students will select an academic advisor within their field. Until the student enters doctoral candidacy, s/he must meet with the DGS for an advising session at the beginning of every year. The DGS will help the student to devise a Plan of Study (see Appendix C) outlining the classes the student will take as well as to develop a timeline for the student to complete their language examinations. After meeting, the student will need to have his/her advisor sign off on the Plan of Study and then drop the form off with the Graduate Programs Assistant so this document can be added to his/her file.

Students need to select an advisor within the first two weeks of their second year of the program. Both the student and the advisor must sign off on a Declaration of Advisor form (see Appendix E) which the GPA will then place in the student's file. The student may change advisors with the permission of the DGS up until they reach ABD. The role of the advisor is to meet regularly to go over academic progress within the program. They will typically chair the oral comprehensive examination committee and will also frequently chair the dissertation committee. They also monitor the student's progress towards the degree.

Plan of Study

At the start of each academic year, students will meet with the DGS to go over their plan of study leading to the comprehensive examination. This plan of study consists of four areas of concentration: typically two major and two minor areas.

Usually faculty require that students take at least some formal coursework in each field and expect students to develop and master a reading list of important books and articles. With the approval of the advisor and the Director of Graduate Studies, students may offer, as one of the two minor areas, a discipline related to history or a topic within that cuts across traditional geographical or chronological boundaries. When considered necessary to a student's program, the department may require

advanced-level work in a related discipline, either as a minor field or as supplemental work. This plan of study may be reviewed, evaluated and revised whenever necessary. However, changes must be approved by the faculty advisor and the Director of Graduate Studies. Please see Appendix D to view the Plan of Study form.

Fields of Study

US History

- * U.S. to 1877
- * U.S. since 1860
- * Intellectual and Cultural
- * Social, Economic, and Labor
- * Urban
- * Race and Ethnicity
- * Religion
- * Diplomatic
- * Gender and Women

Medieval

- * Social and Economic
- * Religious and Cultural
- * Anglo-Saxon and Anglo-Norman
- * Early medieval France and Flanders
- * Byzantine

Early Modern European

- * Religion
- * Intellectual and Cultural
- * Social and Economic
- * Gender and Women
- * Early Modern France

Modern European

- * Europe, 1789-1914
- * Europe, 1870-1945
- * Contemporary Europe
- * Intellectual and Cultural
- * Social, Economic, and Labor
- * Diplomatic
- * Religious
- * Imperialism
- * Modern Britain
- * Modern France
- * Modern Germany
- * Modern Ireland

Latin American

- * Colonial Latin America
- * Modern Latin America
- * Central America/Caribbean

Asia

- * China
- * Japan
- * Middle East
- * India and South Asia
- * East Asia

Transnational

- *International
- *Global
- *Comparative
- *Religion
- *Atlantic World

Foreign Language Exams

Ph.D. candidates, with the exception of medievalists, must pass two language exams prior to taking the oral comprehensive examination. Students concentrating in US History may substitute competency in a field of particular methodological or theoretical relevance to their program of study for competency in a second foreign language. To do so, students must petition the Graduate Committee for the substitution and explain the nature of the field and its importance to the plan of study, particularly the dissertation. The student's faculty advisor certifies that the student has acquired the appropriate skills and knowledge. Medievalists must pass three language exams, one of which must be Latin or Greek.

On the first non-holiday Monday of every month, the History Department will hold language exams. Students should contact the Graduate Assistant at least a week in advance if they plan to participate in the next exam session. If a student is not available on Mondays, s/he should contact the Graduate Assistant to schedule a language exam at a different time.

The exams themselves consist of a few pages of text in another language. Students will have two hours to translate the text to English, and they can use a language dictionary. If they fail an exam the first time, students are welcome to retake the exam until they do pass.

Oral Comprehensive Exams

An oral comprehensive examination for PhD students is conducted by an examining board composed of four faculty members, two from the student's major area and one each from the two minor

areas. A written examination may be substituted for an oral exam at the joint discretion of the student and the student's committee.

Students need to take their oral comprehensive exam sometime between the fall and winter of their third year of study. It needs to be completed by the beginning of classes in the spring so that they can take the Dissertation Seminar course. During the first 2 ½ years of study, students should select four fields and complete the necessary coursework in those fields. They need to ask four different professors who specialize in those fields to take part in the oral comps. The student then needs to compile a book list for each field in consultation with their examiners. Students should constitute their orals committee by the end of their second year in the program so that they can prepare for orals during the summer between their second and third year. After setting a date and time for the exam with the professors, the student should contact the Graduate Assistant who will reserve a room and fill out the necessary paperwork. The exam itself will last two hours, and each professor will have a chance to ask several questions regarding their field.

On the department's website, students can find sample booklists that other PhD students used for their oral comps.

Interim Masters Degree

Upon completion of all requirements for doctoral candidacy save the dissertation proposal, students are eligible to receive an MA degree. This degree may be either terminal, for students who choose not to complete the Ph.D., or supplemental for those who do continue. Interested students should contact the GPA for relevant paperwork (also see Appendix D).

MA Students Entering the PhD Program

Students who completed their MA degree at Boston College prior to entering the Ph.D. program will enter the program as third year students. They will take two courses (six credits) in the fall, prior to taking their oral comprehensive exams. One of these courses will be Introduction to Doctoral Studies. Although these students will have taken MA exams previously, they must nonetheless take doctoral exams in four fields with four examining professors. This will be done prior to the start of the second semester. They will also need to complete a second language exam sometime during the fall semester. In the spring, they will take the dissertation seminar and submit their dissertation proposal.

The Dissertation Proposal

In the spring semester of their third year, students will enroll in the dissertation seminar, during which they will draft their dissertation proposal. This will outline their dissertation topic, research agenda, methodology, likely source base, relevant historiography, and any other necessary components of the dissertation. The proposal will be graded by the professor teaching the dissertation seminar. In this semester, students should also assemble a dissertation committee. This will consist

of their academic adviser, serving as chair, as well as at least two other faculty members. With the permission of their adviser and the DGS, students may add readers from outside the department. The proposal must also be signed off by the student's dissertation committee (See Appendix E). Once all signatures are obtained, the student must bring it to the GPA so it can be added to his or her file.

Doctoral Candidacy

Once a doctoral student has completed all academic requirements (coursework, language exams, and oral comprehensive examination) and has a signed dissertation proposal on file, the student will then be admitted to doctoral candidacy. From here on in, every semester s/he will register for interim study in order to maintain full-time student status. There are two options for interim study. The first is the History Workshop, and all ABD students in the Boston area must register for this. Attendance is required at the 4 or 5 workshops held each semester. The second option is to register for Doctoral Continuation, and this is specifically for those students who are not in the Boston area. It is up to the discretion of the department to decide how long a student may remain at this stage.

The Dissertation

Once admitted to doctoral candidacy, students will research and write their dissertation. This should be an original contribution to knowledge in their field, based on extensive primary and secondary research. The completed dissertation must be approved by a committee of three readers - the faculty advisor and two other faculty members - and approved by the Director of Graduate Studies. It must also be defended at a public oral defense. Please refer to Appendix F to view the Dissertation Signature Page.

Graduation Deadlines

Boston College offers three different graduation dates for graduate students – August, December, and May. If planning on finishing in August, all requirements must be fulfilled by August 1st. If graduating in December, everything must be completed by December 1st. May graduates must complete everything by April 1st. The Graduate School of Arts and Sciences will grant extensions in rare occurrences, but typically if a student is unable to fulfill all requirements by the deadline, then their graduation date will be pushed back.

The History Workshop

Four or five times per semester, the department will hold a History Workshop, which all ABD students are required to attend. This will consist of presentations of work in progress by current doctoral candidates, Boston College Faculty, and outside historians. Students will serve as commentators on the presentations. The purpose of this workshop is threefold. First, it provides BC graduate

students with the opportunity to present their doctoral research in a public forum, second, it gives them the opportunity to see working historians at work, and third, by serving as commentators, it gives them the opportunity to practice a major subgenre of academic engagement. For the workshop to achieve these goals, it is necessary that student attend, that they are attentive and engaged in serious scholarly examination of the presentations.

Teaching

One of the strengths of Boston College's graduate program is the emphasis on teaching and its commitment to preparing future faculty. The department's program is designed in conjunction with the American Historical Association's Preparing Future Faculty program. In addition to extensive teaching experience, students are invited to participate in workshops arranged by the Core Moderator on teaching and curriculum design. Doctoral candidates also participate in the History Workshop, which allows them to present and read work in progress by their fellow students, departmental faculty, and visiting historians. Finally, the department's Placement Coordinator runs workshops and programs to prepare students for the academic job market as they near the completion of their degree.

Teaching Assistants

Teaching Assistants lead small discussion groups for undergraduate students who are enrolled in large core curriculum courses. TAs have grading responsibilities and also must hold office hours for their students. TAs are responsible for staying in regular contact with their students and with the faculty with whom they are working. TAs are required to abide by all university policies and procedures, including FERPA, A&S disciplinary procedures etc. (see appendix G).

PhD students start to TA during their second year in the program. Towards the end of the first year, the Graduate Assistant will ask everyone to fill out a financial aid application form (See Appendix J). Students need to fill out this form in order to be considered for a teaching position. Typically, students TA for 3 or 4 years, and then they are welcome to apply to become a Teaching Fellow.

The History Department's Core Coordinator will regularly hold workshops and events throughout the year that TAs and TFs are required to attend.

Teaching Fellows

Teaching Fellows lead their own small core curriculum courses. They are responsible for the development of the syllabus, all lectures and discussions, and all grading. TFs must hold office hours and maintain regular contact with their students. TFs must also follow all university policies and procedures.

Students are eligible to apply for TF positions after they have served as a TA for three years. To apply, students should submit a letter of application, two letters of recommendation, two sample syllabi (one for each semester), and a curriculum vitae.

Funding

PhD students receive funding for five years, so long as they maintain good academic standing and acceptable teaching. After that, students are welcome to apply for Teaching Fellowships from the department. Below are the different types of fellowship that Boston College offers.

Non-Service Stipends

University Fellowship

This fellowship is awarded to first-year Ph.D. students. It is a non-service stipend, meaning that the students are not required to perform a service for the department in order to receive the funding. This fellowship enables first-year students to take courses on a full-time basis without having any teaching responsibilities. This fellowship is distributed twice a year – in September and in January. Checks will be available to be picked up from the Accounts Payable Office in More Hall.

Diversity Fellowship

The Dissertation Fellowship is given to students who help to diversify Boston College's student body. Recipients of this award receive it for a total of five years. During the first year, students take a full load of courses (3 per semester). Students will work as TAs for the department during their second, third, and fourth years in the program. During their fourth or fifth year, they have the option to take a research year. This fellowship is distributed twice a year – in September and January. Checks will be available to be picked up from the Accounts Payable Office in More Hall.

Irish Fellowship

This fellowship may be given to one student per year who focuses on Irish Studies. Recipients of this award receive it for a total of five years. During the first year, students take a full load of courses (3 per semester). Students will work as TAs for the department during their second, third, and fourth years in the program. During their fourth or fifth year, they have the option to take a research year. This fellowship is distributed twice a year – in September and January. Checks will be available to be picked up from the Accounts Payable Office in More Hall.

Summer Fellowship

The GSAS provides a limited number of summer fellowships in support of student research. Typically, these are awarded to students who have been admitted to doctoral candidacy. Fellows are awarded a stipend of \$4000, which they will receive at the beginning of the summer. To apply, students must check the appropriate box on the financial aid application form and submit a research proposal to the GPA.

Dissertation Fellowship

The GSAS provides a limited number of full year fellowships in support of student research. To be eligible, students must have been admitted to doctoral candidacy. The amount of the fellowship changes from year to year, but is typically close to that of a TA stipend. Checks will be disbursed twice a year, in September and January. To apply, students check the appropriate box on the financial aid form, submit a research proposal, and two letters of recommendation to the GPA. Please see Appendix H to view the Financial Aid Application form.

Dalsimer Fellowship

The Irish Studies Program at Boston College offers a limited number of full year fellowships in support of student research. Students should apply directly to Irish Studies.

Service Stipends

Teaching Assistantship

This financial award is given to those students who serve as Teaching Assistants in the department. It is qualified as a service stipend, as students perform a specific service for the department in return for funding. Please see the teaching section of the handbook on page 11 for the responsibilities of TAs. Students apply for this position in the spring (see Appendix H to view the financial application form). The stipend is paid in eight monthly installments via direct deposit throughout the year starting in September and ending in May. Students do not receive a stipend in January. In order to get paid, students must fill out mandatory forms and bring proof of identification to the Office of the Graduate School of Arts and Sciences.

Teaching Fellowships

This award is given to students who serve as Teaching Fellows in the department. Please see page 11 in the handbook for TF responsibilities. Students must apply for this position in the spring (see Appendix I to view the financial application form). The stipend is paid in eight monthly installments via direct deposit throughout the year starting in September and ending in May. Students do not receive a stipend in January.

Other Stipends

Presidential Fellowship

This fellowship may be given to one incoming PhD student each year who possesses a superior academic record. It is awarded at the discretion of the Graduate School of Arts and Sciences. Recipients of this award receive it for a total of five years. During the first year, students take a full load of courses (3 per semester). Students will work as TAs for the department for three years. During their fourth or fifth year, they may take a research year. This fellowship is distributed twice a year while the student is in his/her first year in the program (the same as the University Fellowship). In subsequent years, the student receives a TA stipend (see above for the payment schedule) as well as a small non-service stipend which is distributed twice a year.

Job Placement

A faculty member from the department serves as job placement coordinator. Students who anticipate going on the academic job market are advised to consult with the placement coordinator well in advance. The coordinator also arranges job workshops, mock interviews, and consults with students on their cover letters and applications. Students should arrange to have their letters of recommendation submitted to the placement coordinator, who will assemble them into a placement dossier.

MA Program

The M.A. degree in history offers students an opportunity for sustained study and research in select areas of history. The Boston College M.A. is a “taught” degree, meaning that while students will take at least one research seminar, and have the opportunity to write a Master’s Thesis, the degree is largely based on course work. The M.A. is a terminal degree, but many students will use it as an opportunity to strengthen their application to Ph.D. programs. Others will find employment in education, public history, archives and the private sector.

Course Requirements

MA students are required to take a total of 30 credits, or 10 courses. Among those courses, they will need to take one colloquium and one seminar, although those who are considering continuing their graduate education should consider taking more than this minimum. All classes must be numbered above 300 in order to be counted towards their degree. Students are not allowed to complete the M.A. program by attending only summer sessions, but are required to take a total of at least four courses (12 credits) during the regular academic year. Appendix I has a Plan of Study form which includes a checklist of requirements.

All candidates for the M.A. in history are encouraged to pursue an individual course of study developed in conjunction with their faculty advisor and selected by the student during the first year in the program. In making their selection of courses and seminars, students are urged to widen their chronological and cultural horizons while deepening and specifying one special area of concentration.

Students must choose a major and minor field. As many as seven courses (twenty-one hours) can be taken in the major field. Major fields for the M.A. are:

- * US history
- * Medieval history
- * Early Modern European history
- * Modern European history
- * British and Irish
- * Asian history
- * Latin American history
- * Middle Eastern history
- * International and Global history

The minor field is made up of a minimum of three courses (nine hours), at least one of which must be at the 800 level or above. Minor fields can be chosen from the same list of major fields or can be more conceptual or historiographical. Such fields, for example, could include a field in economic, social or labor history; or could concern race, gender or world history. Minor fields must be approved by the Director of Graduate Studies.

Readings and Research Courses

While students are encouraged to take advantage of the departments regular course offerings, situations may arise in which students would benefit from course work beyond what is scheduled. In such cases, students may arrange a Readings and Research (R&R) course with a faculty member. Such courses may count as colloquia or as seminars. In order for an R&R to count as a seminar, the student should complete a substantial work of original research during the course. Students need to work out details (e.g. readings, writing assignments, meeting schedule etc.) ahead of time with the professor in question. They should fill out an R&R form (refer to Appendix B) and have it approved by the faculty member with whom they are working and the DGS. The form should then be brought to the GPA who will add it to the student's file.

Cross-Registering

Students can take up to three courses outside of the department. If taking courses within another department at Boston College, students typically will take courses in another program within the College of Arts and Sciences. If a student wishes to take courses outside A&S (e.g. the Lynch School of Education or the School of Theology and Ministry), then s/he will need to obtain written permission from administrators of that program, as well as the Director of Graduate Studies. All courses must be numbered over 300 in order to be counted towards the graduate degree.

BC is also part of the Boston-Area Consortium which includes Boston University, Tufts University, and Brandeis University. Students can take one course per semester at one of these universities at no additional expense. Students are encouraged to explore graduate level course offerings at these universities. This allows them to seek out a greater range of courses than would be possible at any one university. In order to register for one of these courses, students should contact the professor teaching the course and consult with their adviser or the DGS. They will then go to the Students Services Office (Lyons 101) to fill out the appropriate paperwork.

Advising

By the end of their first year, students will need to select an academic adviser. The role of the MA adviser is to meet periodically with the student to go over their academic progress in the program. The adviser will also typically chair the student's comprehensive exam or thesis committee. During their first year in the program, the DGS will serve as the student's adviser. Appendix C has a sample advisor declaration form.

Foreign Language Exams

MA candidates are required to pass 1 language exam before they graduate. Students who are concentrating in Medieval Studies must take the Latin exam.

On the first non-holiday Monday of every month, the History Department will hold language exams.

Students should contact the Graduate Programs Assistant at least a week in advance if they plan to participate in the next exam session. If a student is not available on Mondays, s/he should contact the Graduate Assistant to schedule a language exam at a different time.

The exams themselves consist of a few pages of text in another language. Students will have two hours to translate the text to English, and they can use a language dictionary. If they fail an exam the first time, students are welcome to retake the exam until they do pass.

Comprehensive Exercises

Students must complete one of the following comprehensive exercises:

- (1) they can sit for an oral comprehensive exam administered by the student's advisor and a faculty member from the minor area;
- (2) they can prepare a portfolio of lessons plans, course materials, selected primary source readings, that could be used in teaching at the secondary level; they would sit for an oral exam on this material with two faculty members, one from the major and one from the minor area;
- (3) they may complete a six-credit thesis in their final year in the program, culminating in an oral defense of the thesis before a committee of two faculty members.

Oral Comprehensive Exams

Graduate students who choose to take the oral comprehensive examination will need to find two professors to serve on their committee. The first professor should be the student's advisor and the second professor should be someone knowledgeable about the student's minor area of interest. The student then needs to compile book lists for both fields in consultation with their examiners. After setting a date and time for the exam with the professors, the student should contact the Graduate Assistant who will reserve a room and fill out the necessary paperwork. The exam itself will last one hour, and both professors will have a chance to ask several questions regarding his/her field. If a student does not pass the first time s/he takes his/her comps, s/he will have a month to further prepare and can then sit for his/her comps again.

Thesis

Students who decide to write a thesis must complete 6 credits of independent study with their advisor. Once the thesis is complete, the MA candidate will defend his/her dissertation before a committee of two faculty members. This option is not advisable for BA/MA students because typically more time is needed to develop an idea and write a thorough paper. The Graduate School of Arts and Sciences maintains a website with a checklist of requirements for those students completing a thesis. Students are advised to take a look at this site early on in order to make sure that they are completing all necessary requirements. Please see Appendix J in order to view the Thesis Signature Page.

Portfolio

Students who decide to take a portfolio exam will need to find two examining professors, one from

the major area and one from the minor area. They will assemble their portfolio, which will typically consist of reading lists and sample syllabi, as well as perhaps curriculum or unit lesson plans, in both the major and minor areas. They will sit an oral exam based on their portfolio with the two examining professors. This option is best suited for students who are considering careers in secondary education.

Graduation Deadlines

Boston College offers three different graduation dates for graduate students – August, December, and May. If planning on finishing in August, all requirements must be fulfilled by August 1st. If graduating in December, everything must be completed by December 1st. May graduates must complete everything by April 1st. The Graduate School of Arts and Sciences will grant extensions in rare occurrences, but typically if a student is unable to fulfill all requirements by the deadline, then his or her graduation date will be pushed back.

BA/MA Program

The History Department at Boston College has devised a BA/MA Program that is designed to allow selected students to earn both a BA and an MA in History in five years. Undergraduate history majors may apply to continue their studies beyond the BA and to earn an MA with the equivalent of an additional year of full-time study.

Undergraduates should submit an application during the second semester of their junior year, and certainly no later than the first semester of senior year. Admission to the program normally requires an overall GPA of 3.33 and a GPA of 3.5 in History. Students may apply four courses taken as an undergraduate toward their MA degree: any two upper-division undergraduate courses, plus two more courses taken for graduate credit during their senior year by arrangement with the Director of Graduate Studies.

The purpose of the program is to allow students a greater opportunity for concentrated study and research training without requiring a commitment to the Ph.D. Students in the BA/MA program must meet all the specific course requirements for the undergraduate major as well as the formal requirements for the MA, including the completion of a research seminar, demonstrated proficiency in a foreign language, and completion of the comprehensive exercise.

Students interested in the program will apply for admission to the Graduate School of Arts and Sciences. They should first consult the Director of Undergraduate Studies, who will review the student's academic record and, if appropriate, initiate and facilitate the application process.

Special Students

Students not seeking a degree but who are interested in pursuing coursework at the graduate level may apply for admission as Special Students. Many individuals enter departments of the Graduate School in this status, either to explore the seriousness of their interest in studying for an advanced degree or to strengthen their credentials for possible later application for degree study.

Special Student applicants should submit the following:

- * Application Form
- * Application Fee (non-refundable \$75)
- * Official Transcripts
- * Statement of Purpose (optional, indicating the intended course)

Special Students may only take courses in the department. They may only take courses for one semester, unless granted special permission by the department's DGS.

Applicants are not eligible for University financial aid or any financial aid that requires matriculation in a degree program.

Admission does not guarantee subsequent admission for degree candidacy. Individuals admitted as Special Students, who subsequently wish to apply for degree study, must file additional application documents and be accepted for degree study. Six credits may be applied toward a subsequent degree program within the department (MA or PhD).

MAT Program

The MAT is jointly administered by the Lynch School of Education and the History Department. In addition to their Lynch School requirements, students will take five courses in the history department. They will also take a comprehensive exercise. This typically consists of a portfolio of lesson plans and course materials. It is submitted to the DGS in the spring of the year in which the student intends to graduate for evaluation.

Appendix A

PhD Requirements

Year 1					
Fall Semester Courses			Spring Semester Courses		
	Professor	Grade		Professor	Grade
1. _____	_____	___	1. _____	_____	___
2. _____	_____	___	2. _____	_____	___
3. _____	_____	___	3. _____	_____	___

Year 2					
Fall Semester Courses			Spring Semester Courses		
	Professor	Grade		Professor	Grade
1. _____	_____	___	1. _____	_____	___
2. _____	_____	___	2. _____	_____	___

Year 3					
Fall Semester Courses			Spring Semester Courses		
	Professor	Grade		Professor	Grade
1. _____	_____	___	1. <u>HS-997 Dissertation Workshop</u>	<u>Department</u>	<u>n/a</u>
2. _____	_____	___	2. <u>HS-992 Dissertation Seminar</u>	_____	___

Language Exams		
Languages	Date Completed or Anticipated	Completed (Yes / No)
1. _____	_____	_____
2. _____	_____	_____

Checklist

___ ___ Completed 2 colloquia courses

___ Completed 13 courses (or 39 credits)

___ ___ Completed 2 seminars

___ Passed oral comps

___ ___ Passed 2 language exams (3 for Medievalists)

___ Dissertation proposal is signed off on



Boston College

Graduate Program in History

Declaring an Advisor Form

Declaring an Advisor for the first time Changing Advisors

Student Name (please print): _____

Student Signature: _____ Date: _____

Advisor's Name (please print): _____

Advisor's Signature: _____ Date: _____

DGS's Signature: _____ Date: _____

Appendix D



BOSTON COLLEGE
GRADUATE SCHOOL OF ARTS & SCIENCES

Master's Degree Option Form

Please confirm completion of all Master's Degree requirements before submitting this form.

NAME: _____

EAGLE #: _____ DEPARTMENT: _____

I request approval to receive the Master's Degree with a graduation term of:

___ May ___ August ___ December 20 ___

Name exactly as you want it to appear on your diploma

If all requirements have been satisfied as determined by the Graduate Program and the GSAS Dean this request will be honored.

For Use by Department/Dean

___ This candidate will continue in the doctoral program after completing the Master's Degree.

___ This candidate will not continue and should be withdrawn from the doctoral program.

Departmental Approval Signature

Date

Dean's Signature

Date

Appendix E

**BOSTON COLLEGE
DEPARTMENT OF HISTORY**

DISSERTATION PROPOSAL

Candidate's Name _____

Proposed Title _____

Signatures:

Supervisor _____

Second Reader _____

Third Reader _____

Candidate _____

Director of Graduate Studies _____

Date _____

Appendix F

BOSTON COLLEGE
Graduate School of Arts & Sciences

The Dissertation of: _____
(Student's Name)

Title: _____

Submitted to the Department of: _____

In partial fulfillment of the requirements for the degree of:

In the Graduate School of Arts & Sciences has been read and approved by the Committee:

Chair

Member

Member

Member

Date

Appendix G

FERPA: What faculty and staff members need to know

July 2010

It's the Law

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- to see the records that the institution is keeping on the student.
- to seek amendment to those records and in certain cases append a statement to the record.
- to withhold the disclosure of a student's educational records except for situations involving legitimate educational interest or as may be required by law.
- to file a complaint with the FERPA Office in Washington.

FERPA applies to all educational agencies or institutions, including Boston College, that receive funds under any program administered by the Secretary of Education.

FERPA governs **what** may be released, but does not require that any information be released.

It's Your Responsibility

You may not disclose personally identifiable information from educational records to persons other than the student in question and University officials who have legitimate educational interest. A University official has a **legitimate educational interest** in access to information when that information is appropriate for use in connection with: performing a task that is related to the student's education; providing a service or benefit relating to the student or student's family, such as housing, health care, counseling, job placement, or financial aid; performing a task related to the discipline of a student; maintaining the safety and security of the campus; or otherwise performing a task related to the effective functioning of the University. As a general principle, you may not disclose student information in oral, written, or electronic form to anyone except BC staff and faculty who need the information to perform their university functions.

You have a legal responsibility under FERPA to protect the confidentiality of the student educational records in your possession. You may not access educational records for personal reasons.

Student information stored in an electronic format must be secure and available only to those entitled to access that information.

You may not release lists or files with student information to any third party outside your college or departmental unit.

Confidential data should not be stored on laptops or home computers unless it is encrypted. Personal digital assistants used to read confidential data should be password protected.

Confidential data in paper format must be shredded before disposal or placed in a locked disposal bin.

Student Information Types

Student educational records include records directly related to a student and maintained by the institution or by a party acting for the institution. Examples include exams, papers, advising notes, applications, and financial documents. FERPA requires institutions to allow students to review educational records upon request. Personal notes maintained by and for a sole individual as a memory aid and not made available to any other faculty or staff members are exempted from this requirement under FERPA. Nevertheless, such “sole possession notes” could be subject to discovery through a court subpoena. **Exclusions** to student educational records include law enforcement records, certain treatment records, non-matriculant records, employment records, and post-graduation alumni records.

Directory Information

“Directory information is... information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.” (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

Information designated by the university as directory information such as email addresses, local and home addresses, telephone numbers, and enrollment status is considered public and can be released without the student’s written permission. *However, the student may opt to keep this information confidential.* Directory information **does not include:**

- ethnicity or race
- gender
- nationality
- social security number
- student identification number
- religious affiliation
- grades or GPA
- course enrollment or schedule

How can a student withhold release of directory information?

A student who so wishes has the right to prevent the release of all directory information including verification of enrollment, or of suppressing selected directory information either to the Boston College community or to the general public. In order to do this, students must enter their [Agora Portal](#) account by the end of their first week of enrollment to suppress the release of all or selected directory information. Suppression is available by selecting [Privacy Preferences](#).

Can student directory or public information always be released?

Student directory information should not be released to third parties. All inquirers should be referred to the online directory. Students have set their Privacy Preferences identifying the information that can be released to both internal (via authenticated [Agora Portal](#) logon) and external audiences. Directing inquiries to the online directory will ensure that the information released is based on students’ current preferences.

Can student non-directory information ever be released?

All non-directory information is considered confidential and will not be released to outside inquiries without the

express written consent of the student.

What should I do if I'm concerned about a student's health or safety, or the health or safety of those around the student?

You should speak with your department chair, dean, director, or Counseling Services anytime you have a health or safety concern. FERPA allows you to make disclosures of education records to others within the University who have legitimate educational interests in the information, which interests include the performance of services to students, the effective functioning of the University, and the safety and security of the campus.

FERPA also permits disclosures of information in a health or safety emergency, if in light of the circumstances and information available at the time, that knowledge of the information is necessary to protect the health or safety of a student or other individuals. Your own personal observations of a student's behavior or condition are not educational records and thus are not regulated by FERPA. Federal and state rules limit what may be disclosed from a student's health or counseling records, to you or to others, but these rules also contain exceptions for community health and safety emergencies. So, if you have a concern about a student, first and foremost, report it.

What if someone needs to reach the student because of an emergency?

All such inquirers should be directed to Campus Police.

What are parental rights under FERPA?

When a student reaches the age of 18 or begins attending a post-secondary institution regardless of age, FERPA rights transfer to the student. Parents may obtain directory information at the discretion of the institution. Parents may obtain non-directory information (grades, GPA, etc.) at the discretion of the institution AND after it has been determined that their student is legally their dependent. Parents may also obtain non-directory information by obtaining a signed consent from the student. It is generally the University's practice not to make disclosures from a student's educational records involving academic matters to parents without the student's written consent.

What must I do if I receive a subpoena concerning student educational records?

A fax of the subpoena should be sent immediately to the Office of the General Counsel. The fax number is 617-552-0961. The Office of the General Counsel will determine whether and how to comply with the subpoena and will determine whether student notification of compliance with the subpoena is required.

For more information?

See the Student Educational Records Policy on the BC Policies and Procedures website or contact Louise Lonabocker, Kathy McGuinness, or Ursula Della Porta in the Office of Student Services.

DO NOT!

- disclose information to a student or University official before authenticating the identity of the person.
- link a student's name with his/her social security number, BC student ID number, or any portion of these numbers in any manner.
- send confidential information such as grades in an email.
- leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- include confidential information such as grades or GPA in a recommendation without the written consent

of the student.

- discuss the progress of any student with anyone other than the student or the student's advisor without the consent of the student. Refer inquiries from any other parties including the student's parents to the student's academic Dean.
- provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus. Refer such inquiries to Campus Police.
- access the records of any student for personal reasons.
- release your password for ANY reason.

Appendix H

Financial Aid Application Form
Boston College – History Graduate Program
Application Deadline: Monday, March 14, 2011

I. Name and Address:

Phone: _____

E-mail: _____

II. Please indicate the types of aid for which you wish to be considered:

Teaching

1. Teaching Assistant _____
2. Teaching Fellow _____
3. Post-Doc _____

Research

1. Summer Fellowship _____
2. Dissertation Fellowship _____

****A special note to ALL financial aid applicants:** In order to apply for any type of financial aid, you must have a current “Plan of Study” form on file.

Teaching Assistant applicants need only check off the TA option and turn this form into Rebecca Rea. The department will make TA assignments at a later date. If you are a ***returning*** TA and you would like to work with a ***different*** professor next year, please indicate this on your application by writing this on the application form next to the TA line.

Teaching Fellow applicants should provide two letters of recommendation, two sample syllabi (one for each semester), and a curriculum vitae. **Please note** that you **MUST** serve as a TA for **3 years** before you can apply for a Teaching Fellow position.

Post-Doctoral Fellowship applicants should provide a formal letter of application, your career dossier (letters of recommendation and a CV), a statement about your teaching experience/philosophy of teaching, and a dissertation abstract.

Summer Fellowship applicants should include a curriculum vitae and a research proposal.

Dissertation Fellowship applicants should include two letters of recommendation, a dissertation proposal, a curriculum vitae, and proof that you applied for outside grants.

Appendix I

MA Requirements

Plan of Study

Major Field (please write in field; needs 7 courses): _____

Course Name:	Professor:	Grade:	Term Completed:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

Minor Field (please write in field; needs 3 courses): _____

Course Name:	Professor:	Grade:	Term Completed:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Checklist

___ Completed colloquium

___ Passed foreign language exam

___ Completed seminar

___ Passed oral comps or completed thesis

___ Completed 10 courses (30 credits)

Appendix J

BOSTON COLLEGE
Graduate School of Arts & Sciences

The Thesis of: _____
(Student's Name)

Title: _____

Submitted to the Department of: _____

In partial fulfillment of the requirements for the degree of:

In the Graduate School of Arts & Sciences has been read and approved by the Committee:

Chair

Member

Member

Member

Date