

November 16, 2016

Amendment of the History Department's Graduate Policies, Section #8

At a department faculty meeting held on November 11, 2016, the History Department approved the following amendment of Section #8 in the department's Graduate Policies, as indicated below. The amendment will be effective starting in Fall 2017.

The department's Graduate Policies can be viewed online at <http://history.colostate.edu/grad/graduate-policies/>

Amended Section #8:

8. Only 3 credits of HIST 695 / Independent Study or HIST 697 / Group Study may be counted toward the M.A. degree in history. The Department subscribes to the University policy that a student's graduate program consist primarily of "regular course work" - that is, courses other than independent or group studies, open seminars, thesis credits, U.S. travel or study abroad, supervised college teaching, practicum/internship, etc. At present, history regular courses include: 501, 502, 503, 504, 511, 512, 515, 520, 521, 530, 531, 532, 533, 534, 539, 540, 611, 621, and 640.

New Section #9 (all new language):

9. Students who wish to substitute HIST 695 or HIST 697 for a regular graduate course that fulfills degree requirements other than electives must have the substitution approved by the Graduate Studies Committee, according to the following procedure:

1. The student must present a written request to the Graduate Studies Committee, explaining the specific arrangements of the proposed substitution and reasons for the request. The student must demonstrate that a regular faculty member in the Department of History has agreed to provide the HIST 695 or HIST 697 that is indicated in the student's substitution request.
2. The student's written request must be accompanied by a memo from the student's faculty advisor, indicating his/her support for the proposed substitution and rationale(s).
3. The Graduate Studies Committee will review the student's request and render a decision, taking into consideration the following criteria:
 - The reason(s) for the student's request for a substitution.
 - Support from the student's faculty advisor for the requested substitution.
 - Evidence that a regular faculty member in History has agreed to provide the HIST 695 or HIST 697 if the substitution is approved.
 - Impact on enrollments in regular graduate courses in History if the substitution is approved or denied.
 - Impact on the regular faculty member's workload and effort distribution to provide the HIST 695 or HIST 697 if the request is approved or denied.
 - Impact on the student's timely progress toward degree completion if the substitution is approved or denied.

4. The Graduate Studies Committee's decisions about substitutions will be given in writing to the student and the student's faculty advisor, along with the rationale(s) for the committee's decision. A copy of the written decision will also be placed in the student's file in the department's main office.

It will be the responsibility of the student's faculty advisor to assure that the HIST 695 or HIST 697 will be comparable in workload and content to the regular graduate course in History for which the HIST 695 or HIST 697 is being substituted. Faculty advisors are encouraged to consult other department faculty as appropriate for assistance in accomplishing this.

It is expected that a substitution approved by the Graduate Studies Committee will be completed according to the terms of the request. Any changes in the specific arrangements for a substitution after it has been approved should be communicated to the Graduate Studies Committee as soon as possible for the committee's further review.

New Section #10 (all new language):

10. Students who wish to substitute a regular graduate course in History or another discipline for a regular graduate course in History to fulfill degree requirements other than electives must have the substitution approved by the Graduate Studies Committee according to the procedure outlined in #9 above.

Renumbering: Subsequent sections of the Graduate Policies to be renumbered, as follows:

<u>Current #</u>	<u>New #</u>	<u>Topic</u>
9	11	HIST 684 and HIST 699 credits
10	12	Continuous registration
11	13	Ten-year limit to degree completion
12	14	Incompletes
13	15	GS 25
14	16	Written and oral exams
15	17	GS 24