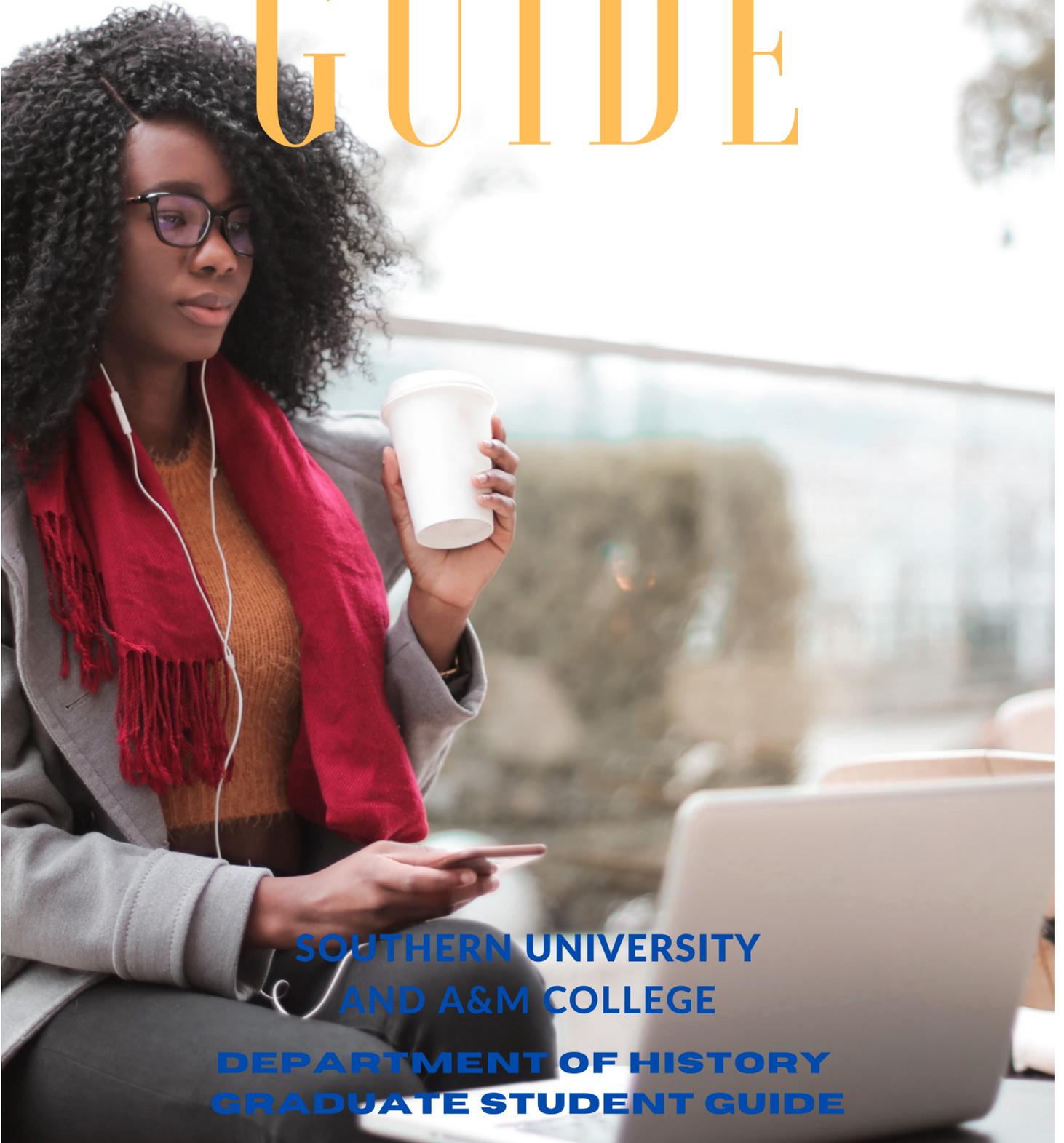


# GRADUATE GUIDE



**SOUTHERN UNIVERSITY  
AND A&M COLLEGE**

**DEPARTMENT OF HISTORY  
GRADUATE STUDENT GUIDE**

## Master of Arts in Social Sciences History Concentration

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### **Graduate School Admission Requirements**

#### **Mission**

The mission of the Graduate School at Southern University Baton Rouge is to serve the University, its faculty and students, the nation, and the world by producing intellectually stimulated individuals who possess advanced knowledge in their fields and are prepared to excel in their future careers. To achieve its mission, the Graduate School at Southern University Baton Rouge will:

- Seek, attract and maintain Graduate faculty of the highest caliber
- Attract and retain a highly qualified and culturally diversified graduate student population
- Enhance and maintain the highest standards of excellence in all graduate programs, scholarly activities (teaching, research publications) and professional practice
- Develop and strengthen the use of technology in graduate education • Stimulate faculty development and research
- Maximize resources to their fullest potential to meet current and future needs of students and graduate faculty more effectively
- Enhance sensitivity to ethical issues and promote an atmosphere of the highest ethical standards

#### **Vision:**

The vision of the Graduate School at Southern University Baton Rouge is to become nationally and internationally recognized for the high quality of its graduate programs, graduate faculty and scholarly achievement, while producing competitive and intellectually stimulated individuals who can provide bold leadership in new directions and excel in their respective future careers. We believe that: Graduate education is an integral component of any research university and has an impact on education at all levels. The Graduate School represents Southern University's best expression of its major purposes of existence—teaching, research, and public service,—and, therefore, must be a prime center of excellence. The Graduate School should assume an effective leadership role in the University's current initiative to transform itself from a comprehensive teaching institution to a Doctoral Research University.

## **OBJECTIVES:**

The objectives of the Graduate School Office are to:

- Enforce policies and standards set forth by the Graduate School • Maintain graduate student records
- Represent the interests of graduate students and graduate faculty
- Develop, publish, and disseminate publications pertaining to graduate degree programs, and Graduate Sc policies and standards
- Formulate general academic policies, standards, and procedures pertaining to graduate education
- Provide appropriate support in the implementation of new graduate degree programs
- Encourage and support research activities as a component of graduate education
- Maintain standards of academic quality in all graduate programs
- Facilitate the Graduate School admission and registration process for students
- Serve graduate students, the faculty University, and the public in a pro efficient, and courteous manner.

## **GENERAL ADMISSION REQUIREMENTS**

Minimum requirements for admission to the Graduate School at Southern University include the following:

- For doctoral students, official transcripts showing all graduate work pursued. If you are applying to a doctoral program that accepts students with a bachelor's degree, then you must provide official transcripts of all undergraduate work
- For master's students, official transcripts showing all undergraduate work (and graduate work pursued, if any). APPLICATIONS WILL NOT BE PROCESSED WITHOUT TRANSCRIPTS
- For international students, credential evaluation statement.
- Acceptable scores on the general test of the Graduate Record Examination (GRE).
- Three letters of recommendation sent directly to the Director of Admissions
- A Statement of Purpose
- For international students, a minimum score of 525 (computer based) or 77 (Internet based) on the Test of English as a Foreign language (TOEFL) as evidence of proficiency in English and an Affidavit of Support (U.S. Department of Justice form I-134)

With the exception of international students, applicants who do not meet all the criteria for admission may be granted admission with conditional or provisional status. The student must receive the recommendation of the appropriate academic department. International applicants are not eligible for conditional or provisional admission status. The circumstances under which applicants may be considered for conditional or provisional admission are described below.

## **CONDITIONAL ADMISSION**

Applicants who do not meet all admission criteria, may be admitted for up to one academic year on a conditional basis, upon recommendation of the applicant's department of interest, provided additional evidence of capacity to do satisfactory work is presented. By the end of one academic year of such conditional admission, the department must evaluate the student's performance and notify the

graduate school and the student of the final action to be taken on the student's admission status as either fully accepting the student or recommending the student be dropped from degree-seeking status.

### **PROVISIONAL ADMISSION**

Students who have applied for admission to the Graduate School, but whose credentials were not completed by the admissions deadline, may be admitted provisionally, for one semester, upon recommendation of the department to which they have applied. Final action on such applications will be reserved until all credentials and any required documents have been received and evaluated by the academic department selected by the student. One semester only is allowed for students who are admitted provisionally to have their credentials completed. Provisional admission has a limitation of one semester, therefore it cannot be extended or granted for the second time to the same student.

### **Application for Admission**

Admission forms and information concerning admission procedures should be obtained from the Graduate School. Prospective students are urged to apply for admission as early as possible. Applications, which meet minimum standards, are referred to the graduate selection committees of the department of interest for approval or disapproval.

### **The Graduate School Admissions Application Deadlines**

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<b>SEMESTER/TERM</b>	<b>APPLICATION FEE</b>	<b>DEADLINE</b>	<b>LATE FEE</b>
Fall	\$25.00	April 15	\$10.00
Spring	\$25.00	November 1	\$10.00
Summer	\$25.00	March 30	\$10.00

### **ADMISSION OF SPECIAL NEEDS STUDENTS**

Southern University does not discriminate on the basis of disability in the recruitment and admission of students, in the recruitment and employment of faculty and staff, or in the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is the Coordinator of Student Services, 246 Augustus C. Blanks Hall, (225) 771-3950. Students who have been officially admitted into a graduate program of study who have special needs which qualify for accommodations under the Rehabilitation Act of 1973, particularly Section 504 and the Americans with Disabilities Act, must report their disability to the Office for Services to Students with Disabilities located in Augustus C. Blanks Hall, Room 246. Information on making a request for services and accommodations on how to report a disability can be secured by writing to: Southern University and A&M College Office for Services to Students with Disabilities 246 Augustus C. Blanks Hall Southern University Baton Rouge, LA 70813.

## **READMISSION**

Any student previously enrolled in graduate study at Southern University with regular status, who has not been in attendance for two consecutive semesters should apply for readmission to the Graduate School at least four weeks prior to the first day of registration for the term in which the student expects to resume studies. Admission forms may be obtained from the Graduate Office and returned to that office when completed. They should be returned 30 days prior to the beginning of the semester or term that the student wishes to re-enter.

## **GENERAL REGULATIONS**

### **STUDENT CONDUCT**

Graduate students are subject to the same rules of behavior that govern undergraduates. Administrative regulations governing the conduct of students enrolled at Southern University are contained in the Code of Student Conduct. Included in that publication are rules and regulations governing student rights and responsibilities, the University Judicial System, disciplinary sanctions, penalties, violations, and types of offenses. A copy of the Code of Student Conduct may be obtained from the Office for Students Affairs.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 513, amending the General Education Provisions Act, Section 438) students enrolled at Southern University are hereby informed of their right of access to their official records as described in the Act. For additional information, contact the Office of the Registrar.

The Family Educational Rights and Privacy Act defines the term “directory information” as the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. The University will make public information about each student limited to these categories in ways such as those described above. Information from all these categories, however, is not made public in every listing.

Students who do not wish to have any or all of such directory information made public without prior consent must notify the Office of the Registrar in a signed and dated statement specifying the information that they do not wish to be published. The notice must be received by the Office of the Registrar by the end of the registration period of the semester or summer term of first enrollments, or after an absence and re-enrollment, and by the end of each fall registration period thereafter.

### **ACADEMIC STANDARDS**

The minimum standard for graduate work is a letter grade of “B” applied to the plan of study used to meet degree requirements. However, in the overall grade point average only (2) two grades of C shall count toward the degree requirements. Any graduate student may be denied further registration in a graduate program if the grade point average falls below a 3.0. Disciplinary actions will be taken against students with unsatisfactory scholarship. Such actions may include probation or suspension. The

following are the conditions for the respective disciplinary actions: Probation A student whose cumulative GPA, in either graduate or undergraduate course work while enrolled in Graduate School, falls below 3.0 for the first time. Suspension A student who is placed on probation for two consecutive periods, will be suspended if a GPA of 3.0 is not achieved at the end of the second probationary period. Summer is excluded.

### **ACADEMIC APPEALS PROCESS FOR SUSPENSION**

A student may appeal a suspension only if it is the first one for the student and the student is able to provide strong supporting documentation as well as compelling reasons for reconsideration. All appeals should be directed to Graduate School' by certified mail. The hearing schedule will be determined by Graduate School's Committee or by the dean. A student who is placed on suspension must remain out of school (and not allowed to register) for the semester or summer session immediately following such suspension, unless there is/are extenuating circumstance(s) that are documentable. A suspended student shall follow the steps listed below:

- (a) The student submits a written appeal with supporting documentation to the Graduate School by certified mail
- (b) If the student is successful with the appeal the suspension is removed and submitted to the Registrar for posting and the department notified. If the appeal is not successful the student may appeal to Academic Affairs.

### **Expulsion**

A student who fails to earn a cumulative 3.0 GPA after readmission following a suspension will be expelled from the Graduate School. The student may submit an appeal to the Office of Academic Affairs, if they have compelling reasons or documentation to support extenuating circumstances that affected their academic performance. A student who is expelled from a program is ineligible for readmission to the program from which they were expelled.

### **Plagiarism**

Plagiarism is using someone else's work without giving proper credit, a failure to cite adequately. (Council of Writing Program Administrators, 2003) Citing sources allows writers to give credit to their sources for the original author's work and ideas; and, provides a roadmap for readers who are interested in learning more about the topic. In an academic environment, if you fail to cite your sources adequately, you are guilty of plagiarism, which is taken very seriously. Plagiarism is considered academic dishonesty. Academic dishonesty can result in a failing grade in the paper, failing grade in the course, academic probation, expulsion from the university, or recreating the research process.

### **ACADEMIC GRIEVANCE PROCEDURE**

A special conference between the teacher and the student should be arranged under optimum conditions. If conditions do not allow for this to occur or the matter remains unresolved the student can submit a grievance as outlined below:

1. The student shall submit a grievance, in writing, to the teacher's department chair or director where the incident occurred. The completed form, with all supporting documents, shall be

submitted within 10 working days subsequent to the occurrence of the incident precipitating the grievance. Grievances must be filed at the departmental within the academic area where the incident occurred.

2. The department chair or director will acknowledge receipt of the grievance in writing, within three (3) working days of receiving the grievance. The written acknowledgement will be provided to the student in person or by mail or through the official university email or through the student's email.

3. The department chair or director will respond expeditiously, in writing, to the grievance submitted, but no later than 10 working days after the acknowledgment of receipt of the grievance. The department chair or director may appoint a committee to review and submit recommendations regarding the grievance. The department chair or director will review findings and make a ruling on the grievance. The response to the grievance will be provided to the student in person. The student, upon receipt, must state on the grievance form whether he/she is satisfied or unsatisfied with the ruling. If the student is satisfied the matter is closed but if the student is unsatisfied with the ruling the department, the student has three days to take the grievance to the Dean & the Graduate School.

4. The student must file the appeal to the Graduate School within three (3) working days of being notified of the Dean's ruling. The Office of The Graduate School will acknowledge the receipt of the appeal, in writing, within three (3) working days of receiving the appeal. The written acknowledgement will be provided to the student in person or mail or by university email or the by the student's email.

5. The Office of the Graduate School will respond expeditiously, in writing, to the appeal submitted, but no later than 21 working days after acknowledgement of receipt of the appeal. The Graduate School Dean may appoint a committee to review the grievance or act independently. The Graduate School Dean will review the findings and make a ruling on the appeal. The Graduate School Dean will communicate the ruling to the student in person or by mail or by the student's email. If the student is satisfied the matter is closed. If the student is unsatisfied with the ruling, the student can file an appeal to the office of the Provost & Academic Affairs.

6. The student must file the appeal to the Office of the Provost within three (3) working days of being notified of the Graduate School ruling. The office of the Chancellor will acknowledge the receipt of the appeal, in writing, within three (3) working days of receiving the appeal. The written acknowledgement will be provided to the student in person, by mail, through the official university email, or the email provided by the student. The office of Academic Affairs has 7 working days from the date of acknowledgement to render a decision. If the student is not satisfied, the student may appeal with the Chancellor within 3 days.

7. The office of the Chancellor will respond expeditiously, in writing, to the appeal submitted, but no later than 7 working days after receipt of the appeal. The Chancellor will communicate the ruling to the student in person, by certified mail, through the official university email, or the email provided by the student and the Chancellor's ruling is final.

**CHANGE OF MAJOR OR PROGRAM**

A graduate student who wishes to change his/her major or program must submit a formal application through the Office of Graduate Studies and receive approval of the appropriate department chairpersons (the student’s current department and desired new department). Approval must be obtained prior to making the change. Upon approval, a student may enroll in courses in the chosen new program toward a graduate degree. However, students who change program/major should note the following:

Requests for all changes (including curriculum, program, degree, etc.) must be submitted to the dean of the Graduate School at least one semester prior to the date of graduation

A maximum of six credit hours of course work pursued before the change of major/program may be used to satisfy the requirements for the new program, only if those hours are applicable to the new plan of study

For graduation and other purposes, students who change major/program, will be evaluated using the Graduate School Catalog and University policies and regulations that are in force at the time of the change

Master of Arts in Social Sciences History Concentration

**Introduction:**

The Master of Arts in Social Sciences is an interdisciplinary degree encompassing the areas of history, political science and sociology, with a concentration in one of the three areas. The program is designed to meet the needs of rural and metropolitan area teachers, junior and middle level social service and personnel administrators, and beginning graduate students who plan to pursue doctoral studies in one of the disciplines. Thesis and non-thesis options are offered.

**GRADUATE DEGREE OFFERED**

M.A. Social Science (History Concentration)

**ADMISSION REQUIREMENTS:**

Admission to the Graduate School at Southern University with a minimum 2.7 G.P.A. Completion of a minimum of fifteen (15) hours of undergraduate courses in history Course deficiencies must be eliminated by completing the necessary undergraduate courses

**Thesis Option:**

**GRADUATION REQUIREMENTS:**

The Master of Arts in Social Sciences (Thesis option) consists of thirty (30) hours—fifteen (15) hours of history courses (500 level) selected in consultation with the graduate advisor, including a research course in the area of concentration, and six (6) hours in each of the two related fields:

HISTORY 500 Social Science Seminar. ....3 Hrs.

HISTORY Electives .....	(500 Level) 12 Hrs.
POLITICAL SCIENCE Electives .....	(500 Level) 6 Hrs.
SOCIOLOGY Electives .....	(500 Level) 6 Hrs.
<u>HISTORY 600 Thesis .....</u>	<u>3 Hrs.</u>
	30 Hrs.

In addition to the above requirements, students must meet general Graduate School requirements and maintain an overall average of “B” in all work credited toward the degree with not more than six (6) semester hours of “C”. Students interested in teaching on the college level are strongly encouraged to take eighteen (18) hours of history courses.

**Thesis and Examination:**

All students must pass an oral examination on the thesis. A Thesis Advisory Committee of not less than three (3) members, representing at least two (3) disciplines, should be selected by the student by the end of the first year in the program. This committee serves as the student’s thesis chairperson of the committee serves as the student’s major thesis advisor. All graduate work, including the thesis, must be completed within six (6) years preceding the granting of the degree.

**Non-Thesis Option:**

**GRADUATION REQUIREMENTS:**

The Master of Arts in Social Sciences (Non-thesis option) for students’ concentration in history consists of thirty-six (26) credit hours of graduate level courses (500 Level). Students must also pass a six (6) hour written comprehensive examination (History, 4 Hours; Political Science, and Sociology 1 hour each), based on their plan of study/course work. The exam will test the student’s competence in each discipline. The student is expected to demonstrate a high level of mastery of the subject matter and historiography in history. In the outside disciplines the student is expected to demonstrate a substantial degree of mastery of the subject matter. The exam will be administered during the course of one week. An advisory committee, selected by the student in consultation with the graduate advisor by the end of the first year in the program and comprised of three (3) members of the graduate faculty, representing the disciplines of history, political science and sociology, will evaluate parts of exams in their respective areas and award a grade of “pass” or “fail.” Each professor is responsible for making sure that the student is adequately prepared for the exam, for example, providing students with information in reference to potential essay questions and areas to be covered. Students must pass all three parts of the exam within six months of the date the degree is to be awarded and may take the exam twice.

## Master of Arts in Social Sciences History Concentration Course Descriptions

HISTORY HIST 548. AFRICAN AMERICAN CIVILIZATIONS OF LATIN AMERICA (Credit, 3 hours). An examination of the culture politics, economy, and other social aspects of the Black man in Latin America from the voyages of Columbus to the present.

HIST 494/545. AFRICAN HISTORY (Credit, 3 hours). A study of the history of Africa from prehistoric times to circa 1800.

HIST 546. AFRICAN HISTORY (Credit, 3 hours). A continuation of HIST 494 with emphasis on African History from 1800 to present.

HIST 500. SEMINAR IN SOCIAL SCIENCE (Credit, 3 hours).

HIST 504. AMERICAN HISTORY TO 1861 (Credit, 3 hours). A study of the various interpretations of major developments in the United States to 1861.

HIST 505. AMERICAN HISTORY FROM 1861 (Credit, 3 hours). A study of the new interpretations of the consequences of the Civil War, Reconstruction, urbanization and imperialism.

HIST 506. METHODS AND MATERIALS IN ETHNIC STUDIES (Credit, 3 hours). The design, development and analysis of instructional materials for Ethnic Studies. The course will involve the study and formulation of behavioral objectives, content structures, consideration of materials, devices for evaluation, and various methodologies.

HIST 507. PROBLEMS AND READINGS IN ETHNIC AND MINORITY STUDIES (Credit, 1 6 hours). An interdisciplinary course designed to focus attention on the problems, history and culture of various ethnic groups.

HIST 508. SEMINAR IN AMERICAN SLAVERY (Credit, 3 hours). An examination of contemporary writings on American slavery. Emphasis on comparative viewpoints of authorities and their relevance to current values and interpretations.

HIST 510. THE ELDERLY IN AMERICA (Credit, 3 hours). A study of the provisions made to assist the elderly in adapting to new lifestyles.

HIST 530. SEMINAR ON LOUISIANA (Credit, 3 hours). Louisiana Historiography, emphasis on the Black experience.

HIST 550. WEST AFRICAN HISTORY (Credit, 3 hours). A survey of West African History from 1000 A.D. to the present.

HIST 547. HISTORY OF SOUTH AFRICA (Credit, 3 hours). An examination of the social economic and political development in the cape region after the European intrusion and their repercussion to the modern era.

HIST 562. TOPICS IN AFRICAN HISTORY AND CULTURE (Credit, 3 hours). An examination of the history and culture of selected African groups.

HIST 584. SEMINAR IN 20TH CENTURY AMERICA (Credit, 3 hours). Individual and group research of selected issues of problems for analyzing and discussion of Twentieth Century America.

HIST 586. SEMINAR IN THE HISTORY OF AFRICAN AMERICAN IN THE TWENTIETH CENTURY (Credit, 3 hours). Individual and group study of selected topics relating to Blacks since 1900.

HIST 588. SEMINAR IN URBAN HISTORY (Credit, 3 hours). An examination of urban development in the U.S. from early colonial towns to the twentieth century megalopolis.

HIST 593. SEMINAR IN LATIN AMERICA HISTORY (Credit, 3 hours). An examination of the political social, and economic conditions of Latin Americans from the voyages of Columbus to the present.

HIST 598. HISTORY OF THE LABOR MOVEMENT (Credit, 3 hours). This course presents an overview of the history, development, principles, and theory of the trade union movement in the United States, the impact of the trade union movement in the United States, and the impact of the trade unions on the political, social, and economic life of the country.

HIST 599. SUPERVISED RESEARCH (Credit, 3-15 hours).

HIST 600. RESEARCH AND THESIS (Credit, 3 hours).

HIST 601. Comprehensive Exam (Credit, 0 hours).

QUESTIONS?

Contact Information:

**Southern University Graduate School  
Office of Graduate and Professional Studies**

P.O. Box 9860  
Baton Rouge, Louisiana 70813-9860

Phone Number

(225) 771-5390

Email Address

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