Master of Arts in History
Frequently Asked Questions

What should I do now that I have been accepted into the Master’s program in History?
1) Plan to attend your orientation session organized by the Department of History. Attendance is mandatory for all incoming grad students.
2) Explore the campus: Battle your way to a parking spot, stroll through the Arboretum, visit the Pollak Library, grab some food and go bowling at the Titan Student Union, cheer on the Titans at a sport event (entry is free for current students).
3) Enroll in courses. We typically recommend no more than two courses each semester. A good balance would be one 400 level history course that intrigues you and either HIST501 (Theory and Methods) or a readings seminar (HIST 521T, HIST 541, HIST 551T, or HIST 571T).

Who are the M.A. in History graduate advisors?
For the 2019/2020 academic year, Dr. Allison Varzally and Dr. Stephen Neufeld are the advisors.

When do I make an appointment to meet with a graduate advisor?
1) During your first semester or second semester in the program.
2) Before you complete 9 units of coursework.
3) To change your M.A. option (i.e. thesis, comp exams, project, public history).
4) Before you file for a graduation check.
5) Any time you have a question, concern, or just need guidance.

How do I make an appointment to meet with a graduate advisor?
Contact the History department graduate coordinator at (657) 278-3475 or email at raamaro@fullerton.edu to make an appointment. Appointments are scheduled in twenty- minute intervals and are available in person or via phone.

Where can I get information on graduate forms, documents, deadlines, etc.?
For information on graduate forms, documents, and scheduled deadlines, please visit the Graduate Studies website at http://www.fullerton.edu/graduate/.

What does classified standing mean?
Before you complete 13 units of coursework, the History department will submit a study plan for you to the Graduate Studies office for review. Once approved by the Graduate Studies office you will be granted classified standing.

How do I become a classified student?
Schedule an appointment with a graduate advisor to complete a “working” study plan, select a field of history in which you are interested, and choose the thesis, project, or comprehensive exams option. (continued on next page)
For the comprehensive exams option in two fields, select two faculty examiners for each field.

For the thesis or project option, invite a Chair who will help you choose two additional committee members.

The graduate advisor can help you select faculty members who specialize in your particular field(s) of interest.

**What forms do I need to complete and what process must I follow when choosing an exit option?**

Pick up the committee forms from the History department and complete the requested information on each form. Then ask the faculty member who will Chair your committee and the two other committee members, or the faculty members who will administer your comprehensive exams, to sign and date the requested forms. Once signed, return the forms to the History department. Committee forms must be filed before a study plan is submitted to the Graduate Studies office.

**As a classified student can I change my option and/or make other changes to my study plan?**

If you absolutely need to change your exit option, you must meet with a graduate advisor to revise your study plan. Obtain a Request for Change in Study Plan for the Masters Degree form from the Graduate Studies office (MH-112) or access it online. Complete the form, obtain the signature of the graduate advisor, and return the form to the Graduate Studies Office (MH-112).

**As a classified student can I substitute a course for another on my study plan?**

If you have already received a grade in the course, it may not be removed from your study plan. If you have not yet taken the course, you may substitute it for another.

**What are the requirements for the thesis option?**

You must have at least a 3.4 graduate GPA (excluding HIST 596 internship), defend your thesis proposal successfully and complete at least 18 units of coursework.

**Are there guidelines for writing and defending my thesis proposal?**

There is a document titled General Guidelines for Writing a Thesis Proposal, which you can request from the department or access online.

**How do I register for thesis units?**

You must have successfully defended your thesis proposal before registering for thesis units. Pick up the Authorization for Thesis Units form from the History department, obtain the signatures of both the Chair of your committee and the graduate advisor, and return the form to the History department. You will then be issued a permit to add the course online.
Is there any written information which has guidelines for writing a thesis?
You may pick up a handbook from the Graduate Studies Office (MH-112). Deadlines for submitting the thesis to the Graduate Studies office and the Titan Bookstore, and online Thesis Manual and Templates/Tutorial are at http://www.fullerton.edu/graduate/current_students/thesis.php

What is Public and Oral History and what are its requirements?
Public history is the practice of History in areas of teaching and academic research. Study in Public history at CSUF prepares students for archival work, historic preservation, museum education, exhibition research and curatorial work, and service in parks, historic sites and government agencies. Oral history is the study and training in gathering oral historical sources and their application in historical interpretation. CSUF’s Center for Oral and Public History combines these related fields to prepare students for careers as historians outside the classroom. Internships include work on local projects on campus and in Orange County as well as regional and national positions. Public history students have recently completed internships with the National Baseball Hall of Fame and Museum, Harpers Ferry National Historic Park, Ulysses S. Grant National Historic Site, San Diego Historical Society, and the Museum of the Holocaust in Los Angeles, and many others.

Who do I contact in regards to Public and Oral History?
You may contact one of the Directors of the Center for Oral and Public History
Dr. Natalie Fousekis (657) 278-2763; nfousekis@fullerton.edu
Dr. Cora Granata (657) 278-3568; cgranata@fullerton.edu
Dr. Benjamin Cawthra (657) 278-4932; bcawthra@fullerton.edu

If the instructor gives me an Incomplete (“I”) grade in a course how long do I have to complete it?
An Incomplete (“I”) grade must be made up within one year. Otherwise it will turn to an “IC” which is equivalent to an “F”.

What if I do not complete a thesis (HIST 598), project (HIST 597), or graduate independent study (HIST 599) course within one year?
The instructor will assign you a grade of “RP” (Report in Progress), which will be changed after you complete the course requirements.

What do I do if I need to take a break from the program?
You may request a Leave of Absence for one semester by completing a form which can be accessed on the Graduate Studies website. If you are experiencing medical or health issues, work hardships, participating in activities that would enhance your career, active duty in the armed forces of the United States, or other documented reason, you can request a second semester leave. Whatever the situation, it is imperative that you file this form. Otherwise, you will have to reapply to the program and university should you simply stop attending.

If I change my name or address, do I need to notify the History department as well as the Office of Admissions and Records?
You may notify the History department directly and file a Change of Name or Address form with the Office of Admissions and Records in LH-114.
When do I apply for a graduation check?
You may apply for a graduation check online during any semester before you plan to graduate.

To apply for a graduation check:
1. Log onto your student portal (www.fullerton.edu)
2. Click on the “Titan Online” tab
3. Go to Student Center
4. Find the drop menu for “other academics…”
5. Click on “Apply for Graduation”

Once you have applied for a grad check, you will receive an email within 24 hours to pay the fee at the cashier’s office on campus. The fee must be paid in 5 days.

To verify the status of your grad check:
1. Log in on the Student Portal (www.fullerton.edu)
2. Click on the “Titan Online” tab
3. Click on “Student Center”
4. Click on the “My Academics” tab
5. Approximately 24 hours after you have applied AND paid for your grad check, the “Graduation Status” should show as “Candidate”.

What if I am unable to graduate in the semester indicated on my grad check?
You may file a Request to Change the Graduation Date form to update your graduation date. This form is not available online and cannot be completed via your campus portal. This form may be obtained from the Graduate Studies Office (MH-112). Complete the form and pay the fee at Student Financial Services. If you have any questions, please contact the Graduate Studies office at 657-278-2618.

What if I don’t complete my program within 5 years?
You may extend your program for two more years (4 more semesters). Pick up the Petition for Extending the Time Limit form from the Graduate Studies Office in MH-112 or access it online. It is better to extend the time limit than to file a form for outdated coursework.

When would a form for outdated coursework be required?
Courses “expire” seven years after being completed. If you have remained enrolled in the program for seven years, you may request up to 9 units be reinstated. This form is available in the Graduate Studies Office (MH-112) or may be accessed online.

What is GRAD 700?
GRAD 700 (Graduate Studies 700) is continuous enrollment offered through Extended Education. It costs less than regular registration through the university. You may register for GRAD 700 after you have enrolled in all 30 units. Basically, it holds your place in the graduate program while you work on your thesis, project, or comprehensive exams. You must register for GRAD 700 each semester (excluding summer) until you have completed and received a grade for all the courses on your study plan.
How do I qualify for GRAD 700?
GRAD 700 is offered via University Extended Education at a reduced rate. A student must meet certain criteria to be permitted to enroll. The criteria are:
1. You have already filed a graduation check
2. You have already enrolled in your thesis or project or comprehensive exam class (if your program has such) and have an RP grade or Incomplete grade
3. You have no other Study Plan courses to enroll in for your degree
4. You are not on academic probation
5. If you are an international student, you have permission from International Office, UH 244 and have completed EWP (if required)

How do I register for GRAD 700?
Enrollment and payment is online and the permission process is streamlined. For students who meet the criteria stated above (How do I qualify for GRAD 700?), a permit to enroll will be automatically applied to your record. You will receive a separate email to your campus email address when the permit has been applied and it is time for you to enroll. That email will also contain enrollment instructions. If you have any questions, please contact the Graduate Studies office at 657-278-2618.

If I need to exit the program, who do I notify in particular? What form do I need?
Please notify the History department graduate coordinator, the graduate advisor(s), your committee Chair and committee members or faculty examiners. No form is required to exit the program. However, if you are already enrolled in courses and choose to withdraw, you need to pick up one or more Withdrawal Form(s) from Admissions and Records (LH-114).

If you have further questions or need assistance in any way, please contact the History department graduate coordinator at (657) 278-3475 or at raamaro@fullerton.edu. Department office hours are Monday through Friday 8:00am to 5:00pm.