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 orientation sessions organized by the university and led by the department’s graduate advisors. Feel free to bring family and friends.
2) Explore the campus: Battle your way to a parking spot, stroll through the botanical gardens, visit the library, grab some food and go bowling at the brand new Titan Center (entry to games is free for students), cheer on the Titans.
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 (HIST521, HIST541, HIST551 or HIST571).

Who are the M.A. in History graduate advisors?
Dr. Robert McLain and Dr. Allison Varzally are your graduate advisors.

When do I make an appointment to meet with a graduate advisor?
1) When you are admitted into the program and did not attend the new student orientation.
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 advisement.

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.

For the thesis or project option, invite a Chair who will help you choose two additional committee members.
For the comprehensive exams option in two fields, select two faculty examiners for each field.

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?**

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 the 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).

To change your cultural skills requirement, inform the graduate advisor and they will make the change on your study plan. No form required to change the cultural skills option.

**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.

**Can the cultural skills requirement be waived?**

If you are fluent in a foreign language and choose to test out in that language, or have taken two college-level courses in a foreign language, you may ask the graduate advisor to waive your cultural skills requirement. *NOTE: The cultural skills requirement is under revision to reflect job acquisition skills. Incoming graduate students will be notified as those changes are implemented.*

**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 are General Guidelines for Writing a Thesis Proposal, written by Dr. Cora Granata, which you can request from the department. When you are ready to defend your thesis proposal, you need to schedule a date and time with the Chair of your committee and the committee members. The Chair of your committee will reserve the History department conference room for the date agreed upon and bring the Thesis or Project Prospectus Approval form to the meeting. Upon completion of defending your thesis or project proposal, the Chair of your committee, the committee members, and yourself will each sign the form. It is then returned to the History department and placed in your file.

**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/currentstudents/thesis.php](http://www.fullerton.edu/graduate/currentstudents/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.

If I need to drop out of the program for a short time, is there a form to complete, or do I have to reapply to the program?
You may request a Leave of Absence for up to one year for medical or health reasons, work hardships, activities that would enhance your career, active duty in the armed forces of the United States, or other reasons at the discretion of the Director of Graduate Studies. You may access the Leave of Absence form online, or pick it up from the Graduate Studies Office (MH-112) or from Admissions and Records (LH114). It is imperative that you file this form. Otherwise, you will have to reapply to the program.

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.
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 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?
It will be required when you have exceeded the seven-year time limit. This form is available in the Graduate Studies Office or may be accessed online. Complete the form and give it to the instructor who taught the “outdated” course. The instructor will indicate what is required to update the course and sign the form. You must then return the signed form to the Graduate Studies Office. It is highly advisable you complete the program before you exceed the time limit.

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. Enrollment opens around July 25th. You must enroll and pay for the course between July 25th and September 1st. 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. 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 a withdrawal form from Admissions and Records (LH-114) so that courses do not turn into “IC”’s on your record.

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.