

A USER'S GUIDE TO THE HISTORY DEPARTMENT CLAREMONT GRADUATE UNIVERSITY

The official source of this information is the Claremont Graduate University *Bulletin*. The rules governing your program are those in the *Bulletin* of the year in which you first registered.

The information and policies in this user's guide reflect History Department policies. This guide is an informal document and does not replace the *Bulletin*. For now, in most respects, this guide should be useful to you.

Please consult the World Wide Web at www.cgu.edu/hum for additional information.

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INTRODUCTION

Welcome to the History Department at Claremont Graduate University (CGU). This guidebook contains information about degree requirements for the M.A. and Ph.D. programs in History. Please take time to read the guide carefully, and consult your program advisor about any requirements you do not understand.

You should also consult the *Bulletin* of Claremont Graduate University for explanations of CGU policies and procedures. You can obtain a copy of the *Bulletin* from the Registrar's office, in Harper East, 160 E. 10th St. 909/621-8285, or 909/607-3370) or through Arts and Humanities.

This edition of the CGU History Department User's Guide supersedes all previous editions.

Further inquiries may be addressed to:

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MAILBOXES

Students may request a student mailbox. If you are interested in having a mailbox please contact Holly Domingo and she will let you know where to check your mail.

It is extremely important to have access to electronic mail. Many courses require work done by e-mail, and professors distribute course information by this medium. The department office and faculty use e-mail extensively; it is often the only effective way for a student to reach a particular professor quickly. At CGU, e-mail accounts are free to registered students. To establish an e-mail account, go to Room 111 in the Academic Computing Building. It is important to have your home or work email accounts to your CGU email address. **We send all email to you via your CGU account.**

Important written communications may be sent to you at home. Be sure to give your local address and telephone number to Holly Domingo as soon as you have them. Please keep us informed whenever you move or change telephone numbers by completing a "Change of Name or Address" form (available from the Art and Humanities office and the Registrar's office).

The History Department assumes that students receive e-mail through their CGU account. If you do not use e-mail at all, it is your responsibility to notify the Holly Domingo. We will contact you by telephone if necessary, but it is your responsibility to keep the Arts and Humanities informed of how best to reach you and of any changes in your addresses or telephone numbers. Unless you notify us, we will send email to your CGU account.

ADVISORS

When you first enter the History Department, the department chair is your advisor. You may change your advisor at any time, selecting from among the members of the core faculty or active consortium faculty. This faculty member must agree to be your new advisor. Once an agreement has been made, notify Holly Domingo so that she can update your records. Your advisor will continue to oversee your progress through your graduate career even after you have selected faculty to serve on the M.A. thesis, qualifying exam, or Ph.D. dissertation committee.

COURSES

1. Where to Find Courses

History students generally take courses offered by the History Department, but they are also encouraged to take courses offered by other CGU departments, the Claremont School of Theology, and (**with permission**) upper division courses in the Claremont Colleges. In addition to courses offered by professors, students may organize independent studies, although this requires permission of your advisor and the History Department chair. The department strongly encourages students to audit undergraduate courses, especially the survey courses offered each semester in the Claremont Colleges. This is an excellent way to refresh your historical knowledge and to catch up on new books and interpretations.

About four to six weeks before classes begin each semester the Arts and Humanities provides a list of departmental courses to be offered that semester and their times. Students may pick up this information from the office or they can access this information from the Arts and Humanities web site: www.cgu.edu/hum. Students may also find information about other graduate courses from this web site. The Claremont Colleges together publish a comprehensive schedule of courses for each new semester with information about the time, location, and instructor. The Arts and Humanities will attempt to obtain copies of all published catalogues and course lists. CGU and the colleges send their catalogues and schedules to each other. However, each college has its own policy regarding making materials from other colleges available to students. Do not be surprised if you have to visit several Registrar's Offices to track down the courses you want. You can also check each school's web page.

It is not unusual for courses to be added after catalogues and schedules have been published. Be sure to check for supplemental announcements of new courses from each schools Registrar's office and on web sites.

2. Course Numbering

See the CGU *Bulletin* for course numbering at the graduate level. If you are taking undergraduate courses at the Claremont Colleges for graduate credit, be aware that professors add extra work--reading, writing, and/or leading class--for graduate students. **Please fill out the department form, signed by your CC professor, detailing the added work.**

As a rule, courses numbered below 100 are lower level courses and are not appropriate for graduate credit. If you are interested in a course numbered below 100, it may be possible to register for a tutorial reading (397 or 497) and receive graduate credit for attending the course and completing substantial additional work. You must secure the approval of your department advisor as well as the professor before registering for such a course.

3. Registration

Registration is handled through the Arts and Humanities Office and in consultation with your advisor.

After consulting, fill out the official registration form, accessed from CGU's homepage: www.cgu.edu/Registrar. New and continuing students should mail the registration form to the Arts and Humanities office. Holly Domingo will register you. Please refer to the on-line academic calendar for all deadline dates pertaining to registration and adding and dropping classes.

SATISFACTORY ACADEMIC PROGRESS

The phrase refers to maintaining an appropriate (as distinct from minimally acceptable) academic record and reaching the various stages of progress in the department at or near the time expected of the majority of students. The cases of students not maintaining satisfactory academic progress will be reviewed by the department advisor and department chair, and referred, if necessary, to the core faculty for appropriate action.

Grades of “B” and “B-“ indicate poor performance in graduate courses.

The Department takes satisfactory academic progress into account in awarding financial support. CGU also maintains a policy of satisfactory progress for recipients of CGU fellowships, assistantships, and federal aid (information concerning SAP is available in the Office of Student Financing).

INCOMPLETES

The History Department discourages students from taking incompletes. Incompletes (failure to complete required coursework within the duration of the course) may be considered signs of unsatisfactory performance. They may handicap students in fellowship competitions and in being eligible for financial aid. In addition, note that the CGU *Bulletin* establishes time limitations of one year for completing courses. Professors may choose to extend the time limitation; however, it is the student’s responsibility to petition for such an extension.

TIME LIMIT TO COMPLETE DEGREE

CGU rules state that master’s students must complete all requirements for the M.A. within five years (including Master’s Thesis research and/or Continuous Registration), and doctoral students must complete all requirements for the Ph.D. (including M.A. requirements) within seven years (including Dissertation Research and/or Doctoral Study) . Many students, however, are not enrolled full-time in courses and the department readily grants time extensions to such students.

STANDARDS OF ACADEMIC HONESTY

Modern scholarship, like the modern educational system generally, depends on academic honesty for its integrity. Plagiarism, when detected, is an offense that the academy cannot afford to ignore. Graduate students in History, typically headed for teaching careers, are not habitually given to deliberate acts of plagiarism. However, you should take care to avoid the more subtle, second-hand, or unintentional forms of intellectual theft that can afflict careless academic prose. If you owe a thought, a phrase, etc., to a specific source, acknowledge that source in a footnote.

CGU states its policies on academic integrity in the *Bulletin*. Be aware that concerns about academic integrity apply as well to the multiple submission of written work for

courses. It is improper to submit the work done for one class or project to a second class or as a second project, without first getting the informed permission of both instructors. Some instructors allow or even encourage overlapping work with another course. In such cases, the History Department requires that you obtain the agreement of both instructors.

TRANSFERRING CREDITS

CGU allows a maximum of 24 credit hours of graduate credit to be transferred toward the Ph.D. for graduate courses taken in the last ten years at other institutions. These credits are for course work only and may not include credits for MA thesis research, directed readings, independent studies, or generic untitled offerings. The History Department generally accepts only titled courses in history or the humanities for transfer (e.g., Victorian literature would be eligible, but beginning fencing would not). Only courses in which the student earned a B+ or better will be considered for transfer credit.

You must complete a minimum of 24 units within the History Department before transferring outside credits.

To transfer credit, obtain the appropriate form from the Arts and Humanities Office and submit it along with a written request to the department chair. Your letter should explain why the courses you wish to transfer are appropriate for history credit. Your petition must include a copy of an official transcript of the courses you wish to transfer. You may submit your petition as early as the end of your first full year in the department (that is, when you are on the verge of having successfully completed 24 units). The department will review all requests for transfers and notify the student in writing of faculty decisions.

GUIDELINES FOR M.A. STUDENTS

When you have completed the required 36 units of courses (including History 300), written one substantive research paper judged as acceptable for this requirement by the history faculty, and passed a language exam, your final requirement is to demonstrate competence in historical research by presenting a thesis.

During the second semester or early in the third semester of coursework, you should discuss your ideas about a thesis with your advisor and, with your advisor's approval and the approval of the two faculty involved, select an M.A. thesis committee. The committee should include as chair one faculty member who is part of the graduate faculty (meaning a CGU history faculty member or an historian at one of the Claremont Colleges who is included on the list of CGU's plenary faculty.) The second committee member may be part of the graduate history faculty, undergraduate faculty, and graduate faculty in a related discipline, or, with special permission from your advisor and the department chair, a faculty member from another institution. When you have a committee, list their names and local addresses on the Arts and Humanities M.A. form so that we have a formal record for our files.

It is up to you and your committee to work out an agreement about the actual thesis: its scope, the types, variety, and number of primary sources you are expected to use, the overall methodology, a consistent footnote or endnote style, its final length. The length will vary depending on your topic and your committee's expectations, but forty to sixty pages is common. Committee members vary, too, in how they prefer to work with a student on the thesis. On some committees both the chair and second reader want to see multiple drafts. On other committees, only the chair works with the student on multiple drafts and the second reader comments on later, more polished versions or a penultimate version.

The CGU Registrar's Office has its own rules and strict deadlines for submission of the approved thesis. It is the student's responsibility to know and to meet these. It is not the responsibility of the thesis committee, the History Department, or the Arts and Humanities.

Please turn in a copy of your thesis to the Arts and Humanities Office for our files.

PROCEDURE FOR REQUESTING ADVANCEMENT FROM M.A. TO Ph.D.

If you were admitted to the M.A. program and wish to earn a Ph.D. in history, you may request transfer into the U.S History, American Studies, or European Studies Ph.D. program. Your application should include a copy of a seminar paper from a CGU history course, a transcript of courses taken at CGU, a five to seven page statement outlining the areas of study you plan to pursue through future work in the history department, names of faculty with whom you hope to work, and whether these faculty have agreed to work with you. Include, as well, three (sealed) letters of evaluation from faculty (at CGU, CST, or the Claremont Colleges) with whom you have taken graduate courses. Submit your application and the letters to the department chair or the student support secretary.

Faculty bear the responsibility for assessing the likelihood that you will be able to complete a dissertation in light of your abilities and the academic resources available in Claremont.

Please provide a copy of these guidelines to the faculty from whom you request letters.

FUNDING

In addition to financial aid, CGU provides a number of merit fellowships. These and other institutional funds are listed in the CGU Bulletin. The Bulletin also provides information about California State Graduate Fellowships and Federal Aid. We encourage you to seek external grants and fellowships for graduate study. The majority of funding sources is not granted specifically for History, but instead support research in a discipline, or more generally in the humanities or social sciences. Watch for posted information on Arts and Humanities bulletin boards about fellowships and the CGU email.

Honnold-Mudd library is a good place to begin the search for such funds. The library stocks guides to fellowships and grants. You will discover that general guides will invariably lead you to other, perhaps more productive references. Consult a reference librarian to find the guides most relevant to you. Also, history websites post information about fellowships, especially the American Historical Association, the Organization of American Historians, the H-Net, and other groups (the Pacific Coast Branch of the AHA, Environmental History Association, the Western Association of Women Historians, the American Association of University Women and others).

Many grants have a lengthy application process, with application deadlines in early fall for funding which begins the following fall. In addition to writing the application, you will have to gather faculty recommendations. Plan ahead: allow your faculty ample time to write references, and yourself the time to write a carefully considered application.

PEDAGOGICAL TRAINING

When you have nearly completed coursework we encourage you to seek opportunities to be a teaching assistant for a professor and to teach courses of your own at the many colleges and universities in our area. Such experience is particularly important if you plan to seek a permanent academic position after you complete your degree. As a rule, the Claremont colleges do not allow teaching assistants in their undergraduate courses but some will allow you to participate as a "teaching intern."

1. Teaching Internship

The student bears the responsibility for making all the arrangements for the internship. The arrangements must be made in the semester before the internship is to occur.

With the help of your advisors, find a professor who is willing to take you on as an apprentice teacher and allow you to participate in the teaching of one undergraduate course.

Work with that professor to develop a syllabus for the course, or to understand the principles of organization in an existing syllabus.

Do preparatory reading in the field, depending on your current level of expertise in the subject to be taught. This and all following requirements should be determined in consultation with the professor.

Meet periodically with the professor to review previous class sessions, plan upcoming classes, and evaluate student performance.

Lead some class sessions.

Participate in grading written work.

Attend weekly or bi-weekly meetings of the pedagogy seminar.

PROFESSIONAL TRAINING

You are encouraged to work with professors as a research assistant, to present your work publicly at professional conferences, and to seek other opportunities to become an active member of the profession.

1. Conferences

We encourage students to present papers at conferences, but because you represent CGU at such conferences, we also encourage you to work with your professors, colleagues, and the Writing Center before you give public presentations. The Arts and Humanities posts calls for papers for forthcoming conferences. CGU provides limited travel funds for students presenting at professional events. Check early with the Graduate Student Council for these funds.

2. Research Assistantships

Many faculty, both in Claremont and in the surrounding area, have funds to hire research assistants. From time to time, the History Department can offer assistantships to its students. If you are interested in being a research assistant, make your interest known to the Department chair and to the faculty with whom you work.

3. Academic Job Search

The Arts and Humanities provide professional development workshops every semester to help you revise your academic resume, write cover letters for job applications, and understand the job process. The CGU Writing Center also offers workshops. We send notices about academic positions through the CGU email--another reason to read your email regularly.

LANGUAGE REQUIREMENTS

The student satisfies the language requirement by qualifying in one or two languages depending upon the degree sought. M.A. students must qualify in one foreign language, and Ph.D. students must qualify in two languages or in one foreign language and an acceptable research tool. The student should have a good reading knowledge of the chosen one or two languages. *Special exception: M.A. European Studies students must be proficient in either French or German. Ph.D. European Studies students must be proficient in French and German, although, at the discretion of the supervisory committee, an alternative language may be substituted if particularly pertinent to a student's area of interest.*

WAYS TO QUALIFY

With the approval of the advisor, a student majoring in American history or American studies may substitute a research tool for the second language, but no degree credit can be given for courses taken as substitute research tools.

Ways to qualify:

- Successfully pass the language examination administered by the Arts and Humanities Office generally three times a semester. This method should be used only if the student feels that he or she already has the necessary knowledge to pass the examination without further study.
- Take one of the language seminars offered during the summer semester, and then complete the examination at the end of the seminar. This method should be used if the student feels that he or she needs further study before attempting to pass the examination.
- Students must petition the department if they want credit for a language other than French, Spanish, or German.

Do not leave the language requirements until the end of your program!

OVERVIEW OF REQUIREMENTS FOR Ph.D. STUDENTS

1. Units: 72 units in CGU courses (which may include up to 24 units of transfer credit).
2. Two languages or one language and one research tool.
3. Qualifying exams
4. Dissertation proposal
At this stage a student becomes "ABD"---a candidate for the Ph.D. degree with all requirements met except the dissertation (All But Dissertation).
5. Dissertation

Ph.D. Qualifying Exams

Students are eligible to take qualifying exams upon completion of the required units of coursework and completion of language requirements. Before a student can take the qualifying examinations, he/she must complete two substantive research papers, which come out of CGU research seminars, graduate reading courses, or tutorials. Submit the two papers to your advisor or the Department Chair for review by all the History faculty. Ph.D. students are expected to complete one substantive research paper by the end of their third semester. Check with the Doctoral Support Secretary to make sure that your file is complete and reflects your eligibility for the qualifying exams.

Preparing for the Qualifying Exam

Select a committee. A qualifying exam committee and dissertation committee ordinarily must have at least one CGU member or a closely associated faculty member from the colleges. The department chair must approve the composition of the committee before a student proceeds with qualifying exams or the dissertation. Work with your faculty committee on the required reading lists, required subjects, or a required timetable for taking the qualifying exams. The department may provide you with a "template" list of important books in the most commonly chosen exam fields. Some students take the exams promptly upon meeting the eligibility requirements, while others prefer to read intensively for a semester or longer. Discuss with your advisor and your committee the timetable and arrangements that are best for you. One schedule that has worked well in the past is for a student to define fields, secure a committee, and prepare reading lists the last semester of coursework, then to study intensively during the summer and take exams in the fall semester.

Some students and faculty like the idea that the student works from a reading list (prepared by the student and approved by the committee member) of the most important classic and new works in the particular field. Such lists are not a "contract," however, limiting the questions and subjects that may be covered in a particular field. Sometimes faculty and students work out a set of questions, some of which will be asked on the written exam, but, again, there is no routine procedure. Students and individual faculty

committee members work out their own arrangements regarding the amount of reading and the form, type, and number of questions for each exam. As a general guide, a student can expect to have a choice of questions for the written exam and should be prepared to discuss books and ideas in both specific detail and generalized overviews. Your answers must demonstrate familiarity with the specifics so important to history but also knowledge of the larger issues in which those details are embedded.

NOTE: Please contact Michele Emmert for Qualifying Examination preparation instructions.

Taking the exam

The major field exam is four hours, each minor field exam is three hours. Students are expected to take all three exams within the same week and to take the one-hour oral exam (attended by all three committee members) within two weeks of having completed and passed the written exams. Scheduling exams takes time and energy, so plan ahead and be flexible. Include the Doctoral Support Secretary in your scheduling discussions with committee members because she reserves your room and computer and oversees the paperwork. You may not take any notes, books, or computer disks into the exam room unless by prior written permission of the professor giving the exam.

Students who fail a written exam may take it again with the permission of the professor.

Important Advice: The very first step in preparing for these exams is to check with the Doctoral Support Secretary to make sure that you have met the requirements and that your file is up to date. Do not leave this to the last minute. Discuss possible exam dates well in advance with your committee and check about the availability of a room and a word processor. The student is responsible for letting the secretary know her/his intentions about taking the exam well in advance. At least one month before the scheduled exams the secretary is required to secure the signatures of the Arts and Humanities Dean and committee chair. Students may review their written answers in the Arts and Humanities office before the oral, but not keep them.

GUIDELINES FOR DISSERTATION PROPOSAL

Dissertation Proposal

After passing qualifying exams, the final step in the degree process is to write a doctoral dissertation: a book-length study of a historical problem or issue based on original research in primary sources and a thorough understanding of the secondary sources. The initial steps in this process are listed below.

Secure a committee of three faculty members: a chair (generally but not always a historian from the active History Department faculty), a second and a third committee member (who are usually but not always faculty affiliated with the Claremont Colleges).

The duties of the second and third committee members vary considerably by department and individual. Sometimes such committee members read and comment on multiple drafts of the dissertation and sometimes they read and edit only the penultimate and final drafts. Students are responsible for clarifying what they expect of their committee members. Once three faculty have agreed to be on a student's dissertation committee, the student must complete the department's form, obtaining signatures from all committee members and the department chair.

Write a proposal (8-10 pages are usually adequate) in which you identify the problem, issue, or subject of your dissertation, its potential significance, and its niche in the secondary literature, what primary sources you will consult (and where they are). Students are encouraged to consult Wayne C. Booth, et. al. The Craft of Research (Chicago: University of Chicago Press, 1995) for assistance in drafting their proposals. The distinction between "research problems" and "dissertation topics" is discussed in chapters 3-4.

Once your dissertation advisor approves your proposal (and this approval process may well entail several drafts), you should circulate it among the other two members of the committee.

When all three committee members have approved the written proposal, the student schedules a meeting with the committee, the purpose of which is to make sure that the faculty members and the student agree about the proposal, its feasibility, its significance, and the timetable for research and writing. The meeting usually lasts about an hour. This is the student's most important opportunity for strengthening the conceptual approaches of the dissertation, for gaining advice about sources and overcoming problems. This meeting also creates an informal agreement between the faculty members on the committee and the student, lessening the possibility of serious misunderstanding in the time that it takes to complete the dissertation. Upon faculty and departmental approval of the proposal, the secretary will circulate Form Two (Advancement to Candidacy) for signatures and submit it to the registrar's office.

Dissertations in history frequently take several years to complete, during which time it may become increasingly difficult to keep in close communication with the faculty on your committee. Try to maintain contact, though, and always make sure that the department has your latest address and telephone number. Students who remain known to the department staff and to their committee are more likely to be notified about unexpected jobs, fellowship and scholarship opportunities than are those students who become complete strangers. Do not become one of the students in the department's "lost sheep" file—working on your dissertation in solitary isolation away from all departmental contact.

The final stages of dissertation approval require careful attention to timing, CGU rules and regulations, and your committee's schedules. Be courteous to your committee by giving them plenty of advance notice before you send drafts of your manuscript,

especially the final draft when time is probably short and you are undoubtedly frenzied. Leave enough time to incorporate final revisions. Follow with care the style and binding requirements established by CGU for dissertations; students have had to reprint lengthy dissertations because of incorrect margins or pagination. (These rules can be obtained from the Registrar's website: www.cgu.edu/registrar.) In addition to the bound copies of your dissertation required by CGU, the Arts and Humanities requests a bound copy for our archive.

RECEIVING AN M.A. WHILE WORKING TOWARD A Ph.D.

Students admitted to the Ph.D. program with a B.A. program are eligible to apply for a Master's degree. If you already have an M.A. you are not eligible to apply for another M.A. at CGU.

A student who wants to receive an M.A. while working toward the Ph.D. should write a letter to the history faculty stating this. They should have completed 36 units of graduate courses at CGU, passed the foreign language exam, and have written two research papers in CGU history courses using primary historical resources. The student should include the two research papers with the letter and attach it to the Master's Program Outline and Final Approval of Master's Degree form (you can pick one up from the Registrar or from the department secretary). If the student has met the three requirements cited above, the department will send official notice to the CGU Registrar and the student will be granted an M.A. at the next convocation. In the meantime, since CGU has only three convocations a year, the student may request from the Registrar a standard letter attesting that the student has met the requirements for the M.A. degree.

INTERNATIONAL STUDENTS

Students with F1 and J1 visas should be aware of a number of new regulations that may affect their studies at CGU. We strongly urge you to consult the Office of Student Affairs and refer to Marsha Habib , International Student Coordinator, for complete guidelines on compliance with our visa requirements. Marsha can be reached at international@cgu.edu.

The SEVIS guidelines are as follows:

NEW STUDENTS:

Student Financial Information- by a 12-month academic term, students must show proof of the following before arrival at CGU: *Tuition, other expenses, living, and dependent expenses (and explanations)*

International students can only receive one I-20, so CGU needs to complete the admission process as quickly as possible to be the issuing school.

Reporting the student's date of arrival- students cannot arrive more than 30 days prior to the time CGU designates as the day they are required to be on campus. (i.e. the date of international student orientation)

-Religion students only- will be contingent admits upon summer language coursework (non-degree related)

First Registration- must be complete and at a minimum of 8 units at the end of add/drop period, if not, that information is uploaded to SEVIS, and the student is considered out of status.

New Student no shows- any new student that has not registered by the end of add/drop will be considered a no show, withdrawn from CGU and considered out of status.

New students entering in Module 2 cannot be international because the start date for module 2 is later than the start date of the term.

UNLESS: the student registers during add/drop at the beginning of module 1.

Summer International Fellows will be treated as Summer Admits with their start date equal to the date that IF courses begin.

CONTINUING STUDENTS:

Registration Issues:

A student with an F-1 or J-1 visa you **MUST** be enrolled for a minimum of 8 units *each* semester until you complete the degree program (unless you are in doctoral study or continuous registration). Audit units do not count as units towards the 8 units for registration.

Less Than Minimum -The exception to this rule: you can be excused ONCE for a total of ONE SEMESTER in your degree program if you meet at least one of the requirements on the “Less Than Minimum Load Form.” Therefore, all the other past semesters that you submitted this form will not count against you, since it was prior to SEVIS.

- “Less Than Minimum Load Form” (provided by Jill) must be completed by the academic department and submitted to Jill for permission. If you and your department do not submit this form, you will be considered out of status.
- Summer does not count towards the less than minimum rule (for returning students only).
- If you are a continuing student that is registered for less than minimum (except doctoral study or continuous registration) that information is sent to SEVIS, and you will be considered out of status.
- If you are a continuing student and are not registered at the end of add/drop period, you will be administratively withdrawn, that information is sent to SEVIS, and you will be considered out of status.

The Solution? All F1 & J1 students/scholars MUST be enrolled in at least 8 units at the end of add/drop period. You must also stay in 8 units from that day until the end of the semester or you will be considered out of status.

For departments: If you are reprocessing a change to the student’s registration, ALWAYS add classes before dropping any classes to ensure that the student never drops below 8 units.

Change of Degree or Field Form (the change in degree takes effect the semester following submission) **Form # CF502 06/02 (available on the Registrar’s web page)**

The form must have Jill Arnold’ signature BEFORE the department submits it to Data Services to make the changes in PeopleSoft...including:

- Switching degree programs from one to another
- Same level & department (MA dep’t to another MA in same dep’t)
- Same level; different departments (MA to Ma diff dep’t)
- Same department; different level (MA the PhD same dep’t)
- Adding a second degree to make the student dual degree
- Dropping the second degree to remove them from being considered a duel degree

Dual degrees;

Solution in progress (Currently there are 19 international dual degree students)

- Basically, International students will be required to complete both programs before they will receive either degree
- More details to come

Program extension

- Masters degree students are originally given 2 years for program completion.
 - o Dual master are given 3 years
- PhD student are given 6 years for program completion
 - o Dual PhD students are given 7 years
 - o The student can request a program extension from the INS
 - o The program extension form is available from Jill Arnold to be completed by the student and academic advisor. Then, it is resubmitted to Jill accompanied by a new affidavit of support and bank statements or sponsorship proof for that extension.
 - o Extensions are granted by the INS one year at a time and are not guaranteed.

Graduation – from the last day of classes, the student only has 60 days to:

- leave the country
 - transfer to another university
 - apply for/be granted Optional Practical Training (OPT)
 - apply for/ be granted a change of visa status (ex: F-1 or J-1 Student to an H-1B working visa)
 - add another program at your current school (back-to-back semesters)
- if more than 60 days pass between the changes of program, you must leave the US to return on a new I-20 by your current school

*If you will be graduating in fall, and will be participating in graduation in spring, you have the above options. If you leave the country, you must return in Spring on a B-1/2 Visitor's visa, or any other valid visa that is not your original F-1/J-1 visa since you will have completed your studies with us.

Leaves of Absence - only medical leaves (of the student) are granted. Any other leave, you will be considered out of status. The only exception is if you leave the country during this time, you will not be considered out of status since you do not have a U.S. visa status at that time.

Medical leave – on a semester-by-semester basis, for a total of 1 year
 - first approved by the Dean's Office, then you must inform Jill to input this into SEVIS

Transfer –**Both** schools involved have to be reported onto SEVIS

- Dates of departure and arrival from & to the schools are reported by both schools
- Permission has to pass from the departing school to the receiving school in order for the receiving school to begin student tracking in SEVIS
- The school you are transferring into has to complete reporting on a received transfer within 15 days of the 1st day of classes.
- When you state your intention to transfer from your school to another school and your school begins the process, the release date is non-negotiable...meaning:

if you change your mind, you have until that date to make the correction in SEVIS (through Jill) or you will fall out of status and need reinstatement.

At the end of Add/Drop the music stops & a report is sent to SEVIS. It will report any discrepancies in the above-mentioned categories. Discrepancies lead to a student falling out of status

Dependent (spouse & children) Information – any changes to the dependent’s personal information **MUST** be reported to Jill immediately.

OTHER Reporting to SEVIS:

PAST DUE BALANCES

ALL past due balances must be cleared through the Student Accounts Office by the end of Add/Drop.

Reminder - - you cannot register with a Past Due Balance. If you are not registered for at least 8 units by the last day of Add/Drop, you will fall out of status.

Help is available- student should:

- Contact the Student Accounts Office- to work out a payment plan
- Contact Jill to talk about working options
- Financial Aide Office- to see about an alternative loan that may be an option.

Optional Practical Training (OPT)– 1 year of working off-campus, following graduation – you will continue to get the application materials from Jill and work with her to apply for OPT to the INS.

Curricular Practical Training (CPT) – working off-campus during the student’s coursework. The department is still involved in providing approval (Jill will provide the form).

Economic Hardship – if you fall upon financial hardship, please come talk to Jill for options. Although you will only be eligible for Economic Hardship if you’ve been in the US for at least 9 months, there are other options.

When you fall Out of Status

- You can be arrested and/or deported by the BCIS (formerly INS)
- You will need to apply for reinstatement **IN PERSON** to the BCIS (formerly INS).
- Depending on the length of time that you have been out of status, it can take up to 10 years to be legally admitted back into the US.

PLEASE REMEMBER THAT THESE ARE LAWS REQUIRED BY BCIS (FORMERLY INS) AND THERE ARE NO EXCEPTIONS!