

## **FORMS GRADUATE STUDENTS MUST COMPLETE FOR MA DEGREE IN HISTORY**

All graduate students must fill out several forms during the course of their degree program. These forms can be accessed online through the Graduate School webpage at <http://www.umsl.edu/divisions/graduate/formsregs/gradforms.html>

Forms should be filled out online, then printed, signed, and submitted to Mary Fran Pasek, History Department Office Assistant, in Lucas 484. Note: you may NOT fill out the form in pen and pencil; all information except signatures must be typewritten.

It is recommended that students pursuing the Thesis option make an appointment with Betsy Sampson (516-5700; [sampson@umsl.edu](mailto:sampson@umsl.edu)) in the Graduate Office at the beginning of their final semester to ensure proper procedures are followed.

Deadlines for the forms are on the Graduate School homepage:  
<http://www.umsl.edu/divisions/graduate/index.html>

**M1** – This form requires students to list all the courses they will take for the completion of their Master’s Degree. It must be a complete proposal for the degree program, including courses already taken in addition to those that will be taken in the future. The M1 form must be submitted by the 8<sup>th</sup> week of the semester in which the student is expected to complete 2/3 of the required credit hours for graduation.

Please note that for students taking the Research Track, the required minimum total is 36 credit hours. For students taking the Thesis Track, the required minimum total hours is 32 (including 6 credits for Thesis Seminar). For students taking the Research Track, 2/3 of the program will be completed with the 24<sup>th</sup> credit hour. For students taking the Thesis Track, 2/3 of the program will be completed with the 22<sup>nd</sup> credit hour.

While there is only one version of the M-1 form, Research Track and Thesis Track students will fill out the form slightly differently. It may be easier for you to use the attached forms sent along with this message, one of which one is edited for Research Track students and one of which is edited for Thesis Track students. The courses in each History Field should be listed chronologically by the semester/year of registration, for the sake of clarity and accuracy in the accounting of your course/credits accumulation. In view of the numerous precedents of wrong calculations and inaccurate entries, the candidate ought to send by email a draft M1 for the graduate advisor’s review/correction, before submitting the final version to the department office assistant.

**M2** – *For students pursuing the Thesis Track only.* The proposed appointment of Thesis Committee members is to be submitted for the approval of both the History Department and the Graduate School. The name of Committee members should be typewritten, not handwritten or signed. The M2 should be submitted after the official approval of the M1 form and no later than the beginning of the last semester of enrollment. Students do not have to fill out the bottom half of the M2 form. That portion of the form will be filled out

at a subsequent date by faculty members of the Thesis committee.

**M3** - *For students pursuing the Thesis Track only.* Preliminary approval of Master's Thesis is due 5 weeks before the end of final semester and must be signed by all members of the Thesis Committee and then submitted to the History Department.

**M4** – The application for a Master's Degree is due by the end of the 4th week of classes in the final enrolled semester. This form is for the standard “exit-checking” of each candidate’s academic records. Following submission, the candidate will be notified only in the case of deficiencies or problems in the records.

**M5** – *For students pursuing the Thesis Track only.* Final Approval of Master's Thesis is due the last Friday of the final semester. This document goes directly from the thesis director to the Graduate dean's desk, along with the required copies/electronic disks of the final version of thesis manuscript. The form does not go to the History Department. Please make sure your thesis director is aware of this procedure. The Graduate School will then forward the approved M5 with the accompanying thesis manuscript to the Archives and History Department in the following semester.

**Sample M-1 Forms**  
**Sample M-1 Form for Students Pursuing Thesis Option**

**PROGRAM FOR MASTER'S DEGREE/GRADUATE CERTIFICATE (M-1)**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

Current Degree and Major Field \_\_\_\_\_

Graduate Certificate (if applicable) \_\_\_\_\_

Degree and Major Field of last degree \_\_\_\_\_

College(s) where transfer work done  
(only applies to this degree) \_\_\_\_\_

Dept.	No.	Title	Hours	Semester/Yr	Grade	Special
		<i>The 1st and principal History field</i>				
<b>History</b>						
<b>History</b>						
<b>History</b>						
<b>History</b>						
		<i>The 2nd History field</i>				
<b>History</b>						
<b>History</b>						
		<i>The 3rd History field</i>				
<b>History</b>						
<b>History</b>						
		<i>M. A. Thesis</i>				
<b>History</b>	<b>6123</b>	<b>Thesis seminar</b>	<b>3</b>			
<b>History</b>	<b>6123</b>	<b>Thesis seminar</b>	<b>3</b>			

Total credit hours in program \_\_\_\_\_  
 Foreign language proficiency required \_\_\_\_\_  
 Thesis \_\_\_\_\_  
 Scholarly Paper \_\_\_\_\_

Hours above 5000 \_\_\_\_\_  
 Comprehensive Exam \_\_\_\_\_  
 Exit course \_\_\_\_\_  
 Exit project \_\_\_\_\_

Candidate \_\_\_\_\_ Date \_\_\_\_\_  
 Chair/Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_



# Sample M-1 For Students Pursuing Research Option

## PROGRAM FOR MASTER'S DEGREE/GRADUATE CERTIFICATE (M-1)

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

Current Degree and Major Field \_\_\_\_\_

Graduate Certificate (if applicable) \_\_\_\_\_

Degree and Major Field of last degree \_\_\_\_\_

College(s) where transfer work done \_\_\_\_\_  
(only applies to this degree)

Dept.	No.	Title	Hours	Semester/Yr	Grade	Special
		(For the Research Papers Option)				
		<i>The 1st and principal History field</i>				
History						
History						
History						
History						
		<i>The 2nd History field</i>				
History						
History						
		<i>The 3rd History field</i>				
History						
History						

Total credit hours in program \_\_\_\_\_ Hours above 5000 \_\_\_\_\_  
 Foreign language proficiency required \_\_\_\_\_ Comprehensive Exam \_\_\_\_\_  
 Thesis \_\_\_\_\_ Scholarly Paper \_\_\_\_\_ Exit course \_\_\_\_\_ Exit project \_\_\_\_\_

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Chair/Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

