Program Contact Information
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Program Website (http://www.unomaha.edu/history/)

Admissions
General Application Requirements and Admission Criteria (http://catalog.unomaha.edu/graduate/admission/)

Program-Specific Requirements
Application Deadlines (Spring 2022, Summer 2022, and Fall 2022)
- Fall: May 15
- Spring: November 15

Other Requirements
- Complete 21 semester hours of undergraduate work in history, including a course on historical research, with a 3.0 grade point average (on a 4.0 scale).
- **English Language Proficiency**: Applicants are required to have a command of oral and written English. Those who do not hold a baccalaureate or other advanced degree from the United States, OR a baccalaureate or other advanced degree from a predetermined country on the waiver list (https://www.unomaha.edu/graduate-studies/prospective-students/Proof%20of%20English%20Proficiency-%20International.pdf), must meet the minimum language proficiency score requirement in order to be considered for admission.
- **Statement of Purpose**: Submit an essay of 250-500 words describing the applicant’s interests in history and why he or she wishes to earn a MA degree in History
- **Writing Sample**: 10-12 pages in length from an upper-division history (or cognate) course, or equivalent-length history-related article published in a peer-reviewed publication
- **Letters of Recommendation**: Two letters of recommendation are required.
  - Because we seek to determine your potential as a historian, letters of recommendation should be solicited primarily from historians with whom you have worked during your academic career. If you did not major in history and therefore cannot get letters from historians, then the best remaining option is to obtain letters from professors in the field in which you majored.
- The History graduate program committee may choose, in rare cases, to admit provisionally any student who does not meet all of the above requirements, with the understanding that all conditions for unconditional admission must be met before HIST 8010 or HIST 9100 courses may be taken.
- Students who have no undergraduate course in historical research and methodology must successfully complete HIST 2980 during one of the first two semesters of their enrollment. This course, required of all undergraduate history majors at UNO, seeks to develop two skills essential to all historians: the ability to write clearly and the ability to conduct critical and thorough research. Students who lack these skills may anticipate serious problems in their studies.
  - Interpretation of this requirement rests with the History graduate program committee. Students who believe that they have taken a comparable course may be asked to submit examples of their work, which will enable the graduate program committee to assess their proficiency.
- **Applicants with International Transcripts**: Any applicant to this program who has completed undergraduate or graduate coursework at an international higher education institution outside of the United States may submit transcripts and degree certificates (with an English translation) in lieu of a course-by-course transcript evaluation from World Education Services (https://www.wes.org/) (WES), Educational Credential Evaluators (https://www.ece.org/) (ECE), or Educational Perspectives (https://www.edperspective.org/). This graduate program will conduct an in-house credential evaluation of your transcript(s).
  - UNO reserves the right to require a course-by-course evaluation from WES, ECE, or Educational Perspectives if the program is unable to complete an evaluation or should there be any questions or concerns about the documentation that is received. The applicant will be notified by the individual program if an external course-by-course evaluation is required.
  - “Note: If admitted, official transcripts and degree certificates (with an English translation)/official course-by-course transcript evaluation, and any applicable official exam scores are required.

Degree Requirements
Thesis Option (36 hours)
The 36-hour thesis program includes six (6) hours of thesis credit, plus 30 credit hours in graduate coursework. This program is especially recommended for students who wish to continue work toward a PhD, but is open to any student.

Students who intend to write a thesis should bear in mind that this is a substantial undertaking and one that normally takes at least a year of focused research, background reading, writing, and revision to complete, in addition to previous coursework. An MA thesis must present original research and provide evidence of both extensive work in primary sources and engagement with the current scholarship on the subject matter in question. Students should develop some idea of a topic well before they complete their coursework and, in conjunction with the GPC, identify the
The basic model for such a contract will be available to students on the committee, may ask the student in question to sign a MA Thesis Contract. The faculty member in question may choose to modify this basic model if they think appropriate.

All candidates should carefully review the Graduate College requirements for forming a supervisory committee, Thesis/Thesis Equivalent Proposal Approval forms and final approval and submission of a thesis.

Non-thesis Option
Comprehensive Examination

Successfully pass comprehensive exams which may only be taken after the candidate has successfully completed all other requirements for the MA. Full details on comprehensive examinations will be provided during advising and/or new student orientation.

Exams will be offered in each semester of the academic year i.e. fall, spring, summer. Students generally may not take their exams until they have completed all the required coursework for their MA program. Rare expectations may be considered at the discretion of the GPC.

As comps are not a course, they are graded only as pass/fail – with a B-being the minimum grade to pass. The three questions will be graded separately – students must pass all questions in order to earn their MA. Retaking all or part of a comprehensive exam should be scheduled within two semesters (including summer) of the original exam, except in extraordinary circumstances and with the special permission of the graduate committee. Failure of one question will require a rewrite of that question (new or revised to be determined by the committee); failure of two or more questions will require a retake of the entire exam (new or revised, again to be determined by the committee). Retakes will be limited to one attempt. Further details on comprehensive exams will be provided during advising and/or new student orientation.

As is the case with regular courses, students may appeal comprehensive exam grades ONLY IF they believe such grading was “prejudiced or capricious” (see Bylaws of the Board of Regents of the University of Nebraska. Details here (http://www.unomaha.edu/policies/)). The process of appeal will follow that provided in the Department of History Grade Appeal outlined here (http://www.unomaha.edu/cas/gradeappeal.php), with the GPC standing as Instructor of Record.

Course Attendance Requirement and Withdrawal Policy

- All Department of History faculty may, at their own discretion, remove from any class any graduate student who misses three or more classes during a single semester.
- The Department of History graduate program committee may remove from the program any student who withdraws from three or more courses.

Academic Progress

- Each candidate must complete his or her MA degree within eight (8) years of starting the program. A candidate who, owing to extenuating circumstances, is unable to meet this requirement may appeal in writing to the Graduate Program Chair (GPC) and/or the Department of History graduate committee for an extension of time. Such extensions will normally be granted only in cases of serious illness or military deployment.
- In addition to conforming to all requirements for academic progress laid down by the Office of Graduate Studies, the Department of History notes the following: pursuant to the section "Automatic Dismissal," wherein is noted "Departments/Schools may have additional and more stringent criteria for evaluating a student’s performance and may demand a higher level of performance than that demanded by the Graduate College," please note:
  - The Department of History at UNO will automatically dismiss from the program any student who is awarded any grade below B- in two
(or more) classes, regardless of whether or not they have complied with other requirements of satisfactory progress.