

The Graduate Student Handbook
for
The Department of History

Stephen F. Austin State University

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INTRODUCTION

Your decision to enter graduate school is clearly one of the most important decisions of your professional and personal life. Graduate students are a vital component of the teaching and research mission of Stephen F. Austin State University as well as apprentices to a profession. Indeed, if they also serve as graduate assistants, their practical experience may involve lecturing, leading discussion groups, proctoring for examinations, monitoring for films and audiovisual projects and writing classes, as well as conducting review or honor sessions. Thus, the role of a graduate student frequently reflects the diversity and challenges of the entire university.

The faculty, staff, and students of the Department of History at Stephen F. Austin State University welcome and encourage you as you begin an important intellectual endeavor. This guidebook is designed to assist you and to facilitate your integration into the academic community. The guide is, however, just that. It does not purport to be inclusive. **All history graduate students are expected to have a thorough familiarity with this guide but also to make themselves thoroughly familiar with departmental materials, rules, regulations, and responsibilities through other sources and through the Graduate Advisor.**

The Stephen F. Austin State University Graduate Bulletin, published every two years, is the single most valuable official administrative document regulating graduate school policies, procedures, regulations, programs, and curricula. **All graduate students must assume full responsibility for familiarity with its provisions as well as full responsibility for the requirements of their chosen degree program.** Students should bear in mind that information and changes might be announced through official administrative notices, Graduate Office newsletters, and/or minutes of the Graduate Council. Moreover, graduate students can find the University Graduate Student Handbook online at the Graduate Office's homepage: (<http://www2.sfasu.edu/graduate/>).

It is crucial to note, however, that the Department of History may and often does have requirements beyond those established by the Graduate School or those listed in the Graduate Bulletin. The diversity of academic studies within departments and colleges means that each departmental unit within the university will have many unique features and requirements as well as an understanding of the educational needs of its particular discipline. Flexibility, vigilance, and cooperation are necessary on the part of history graduate students to ensure smooth progression to a higher degree.

The Department of History is justifiably proud of its role in graduate education. Solid departmental commitment to the sound professional growth of the program as well as the continuing development of graduate enrollment in recent years has ensured a place for history graduate students in the East Texas region as well as in the state and nation. Moreover, the continuing involvement of the entire faculty in the program has provided for beneficial changes

in the discipline, indicating the entering graduate student finds a creative and dynamic atmosphere conducive to learning and the development of professional skills.

Graduate work is by necessity, and rightly so, a very different arena from that experienced as an undergraduate. An entering graduate student voluntarily embarks on a stringent training program designed to prepare not only for a profound intellectual adventure within a chosen discipline but also for direct professional career advancement in the future. Graduate students are expected, indeed required, to function under highly professional standards of independent study and research. Yet at the same time, it is also necessary for them to work cooperatively and sensitively with others.

Throughout a graduate program, the student may need, from time to time, information on resources, personnel, organizational structure, problem resolution, and other materials to aid in successful completion of this period of training. This departmental guide offers an outline to help the graduate student embark on this period of growth. It presents some essential information that will enable the student to begin and continue a career in history efficiently and professionally.

ORGANIZATIONAL STRUCTURE

The Graduate School at Stephen F. Austin State University functions legislatively under a nine-member Board of Regents appointed by the Governor of the State of Texas and confirmed by the State Senate. While the Board sets general policies for the entire university, the daily tasks of management rest directly upon university administrative teams and departmental faculty and staff.

The Associate Vice President for Graduate Studies and Research is responsible for the academic program of all graduate students, for supervision of admissions, academic documentation, thesis registration and completion, as well as for carrying out the assigned policies and standards recommended by the Graduate Council and approved by the administration and the Board of Regents. The Graduate Office is open Monday – Friday from 8:00 a.m. until 5:00 p.m. It is located in Dugas Liberal Arts North, Room 423, (936) 468-2807. The staff can and does assist graduate students in many areas and is a most valuable asset in implementing and completing a program.

The Graduate Council is composed of ten elected and appointed graduate faculty members, providing each college with at least one faculty representative on the council and includes one graduate student as an active member representing a constituency of the graduate student body. Additionally, there are three appointed ex officio members, including the registrar, the director of the Ralph W. Steen Library, and a representative of the faculty Senate. The council constitutes the primary advisory body for graduate education at the university and makes recommendations on all aspects of graduate education throughout the university. These faculty members represent not only their individual departments and colleges but also serve as important contacts and sources of information for both faculty and graduate students. Members of the council serve a

three-year term. The Graduate Office or the Office of the Dean for each college can provide the name and office numbers of the current members of the Council.

At the department level, the department Chair coordinates and facilitates the work and activities of the professional faculty, promotes the educational needs and goals of the students, directs the departmental links with the local, regional, and state communities and maintains the academic services crucial to the profession. Under the Chair, appointed committees and individual faculty members carry out the work of the department. For graduate students, a Graduate Advisor works closely in structuring and monitoring their progress through the program. The Graduate Advisor is assisted by an elected Graduate Program Committee.

Thus, when a graduate student arrives on campus, it may be necessary to finalize necessary paperwork and financial documentation as well as contact those who can provide useful advice and practical assistance. For in-depth information on departmental degrees and programs, admissions, examinations, deadlines and time constraints, transfer of credits, thesis preparation and defense, grades and general requirements, the official Graduate Bulletin is vital and required reading. Application forms for admission to the Graduate Program may be obtained from the Graduate Office. University and department deadlines are posted on the department webpage (<http://www.sfasu.edu/history/graduate/index.asp>).

A student must be admitted to the Graduate School in order to be admitted into the Graduate Program of the Department of History and to enroll in any course taken for graduate credit.

TUITION AND FEES

It is imperative, however, that entering graduate students make certain that all required financial and academic paperwork is completed as soon as possible. Tuition, fees, and deposits are due and payable prior to the time of registration. Indeed, **students are not registered until all current fees and bills have been paid in full. Payments through cash, check, credit card or money order are acceptable. Failure to pay correctly within the time schedules mandated by the university cancels all expressed or implied commitments for classes.** A student seeking reinstatement after a cancellation of classes is subject to a reinstatement charge. An installment payment program encompassing tuition, fees, deposits, and room and board is available for students who are financially unable to cope with full cost at the beginning of a semester. In addition, short-term loans may be available through the Office of Financial Aid. This plan is fully detailed in the Graduate Bulletin.

Students receive bills or invoices for tuition, fees, etc., several weeks in advance of each semester. A student who has pre-registered but who has not returned an invoice, or did not in fact receive an invoice, should immediately take care of all financial responsibilities or arrangements by going to the Business Office, Austin Building, Room 204, (936) 468-2301.

Students with assistantships, loans, etc., may also need to check their financial status through the Financial Aid Office in the Austin Building, Room 104, (936) 468-2403. Following the instructions provided and returning all paperwork expeditiously and correctly will help the student and the Financial Aid Office make appropriate decisions in a timely fashion. An online registration system implemented through MySFA should ensure prompt and accurate financial and curriculum records.

State law provides that a Student Service Fee and General Use Fee be charged to all students based upon the number of semester hours enrolled. The fees are an important asset to the university and the community. Student Service Fees fund, completely or partially, the services provided by the Baker Pattillo Student Center, the Student Health Clinic, as well as a host of crucial services such as Student Government Program, various student publications, tutorial programs, and intramural activities. General Use Fees are based upon the number of credit hours of enrollment. Much of the funding is designated for building use. It is utilized to retire revenue bonds issued for construction of new facilities or for renovation of existing structures to enhance the living and working conditions of the campus.

THE PROGRAM

The Graduate Program of the Department of History is designed to:

Train candidates to be effective as well as productive scholars and teachers,

To introduce students to critical methodology in the writing and the teaching of history,

To familiarize students with diverse interpretations of history and with analytical thought,
and

To provide students with the essential and academic tools for a lifelong career.

Today's history graduate students enter fields that range from traditional approaches of teaching, research, and writing to public administration, museum curatorship, historic preservation, law, and business. Indeed, there is no aspect of modern professional or personal life which the knowledge of and the technical skills of the historian cannot enrich and dignify.

To enter the history graduate program, students must meet the general university requirements and have eighteen hours of undergraduate credit with a preferred 3.0 GPA in history or history-related disciplines. The preferred applicants will have at least six hours of upper-level course work in addition to the U.S. Surveys and the Western Civilization or World Surveys. The department reviews each applicant's undergraduate transcript carefully and permits "stem work" in basic undergraduate courses to bring students up to the departmental requirements. In addition, the department may require an extra course where a student has perceived weakness or seeks to transfer work from another university which does not satisfy departmental standards.

The department offers graduate students two degree options: thesis track and non-thesis track. The thesis track, both traditional and public history, requires 30 hours. The non-thesis track requires 36 hours, and a comprehensive examination at the conclusion of the graduate work.

All students are expected to build a strong foundation and real competency in required or “core” fields of history. The graduate student is expected to, and directed to, do more rather than less in these core fields since they are professional level. Most graduate courses in the program are divided into four broad fields: Europe and World to 1815, Europe and World since 1815, The United States to 1865, and the United States since 1865. Non-thesis students are required to take two courses in each field and Teaching of History 580; traditional thesis students take a minimum of one core course in each field and generally, by the nature of the program, will take additional core courses as well as thesis research courses. Public history students take twelve hours of public history courses, six hours of American history, and Introduction to Public History 535. **ALL graduate students are required to take Historiography 530 and should take it as soon as possible after entering the program.**

THE NON-THESIS PROGRAM

The 30 hour non-thesis program is designed for the student who is committed to, or seriously considering, a teaching career in the public school or junior college system. It is also useful to students who may want to teach for a few years before moving into other opportunities for the current public school teacher seeking to improve teaching or administrative skills. With the approval of the Graduate Advisor, the program may include a limited number of teaching workshops, apprenticeship experiences, teaching internships, or educational courses. **The department is continually concerned with the quality of education and works cooperatively with the College of Education on areas such as certification, graduate degrees in either or both fields, and the doctoral program in Education.**

THE THESIS PROGRAM

The thesis program is designed for the student who is committed to teaching, research at a university level, or practice in public history and intends to complete a doctoral program or to develop further professionally. Such a student should decide upon a thesis topic as early as possible after consulting with the Graduate Advisor; certainly a topic should be reached *by the end of a second semester*. Once a topic is selected, faculty members have agreed to serve on the committee, a written proposal is required from the student. When it is completed, the Thesis Advisor submits the proposal to a Thesis Advisory Committee which approves or recommends that the proposal go forward to the Office of the Graduate School for final approval. If the Thesis Advisory Committee rejects the proposal, the student may re-submit their thesis proposal. When completed, a thesis must be defended in an oral examination before the Thesis Examination Committee approved by the Office of the Graduate School.

It is important that all graduate students recognize that a thesis is not the work of a student alone. Rather, it requires intense prolonged cooperation with faculty members and considerable sacrifice of faculty personal time. At times, a thesis topic may be rejected because the faculty member in the field is not available, feels the student does not requisite the knowledge to go forward in that topic, or is committed to other projects. Even more importantly, **a thesis represents significant original research, interpretation, and writing and must stand up to the scrutiny of an international community of scholars.**

The Department of History bears a strong responsibility in maintaining the originality, integrity, and importance of such a project. It retains, therefore, the sole right to judge, accepting or rejecting, the worthiness of the original proposal, to supervise the advancement of the project, and to make final judgments on the merit and acceptability of the thesis. To research and write a thesis in the Department of History is a commitment that often extends graduate work by at least one year. Often more. Students should undertake such a commitment only with deep reflection, maturity and, above all, discipline.

In addition to the two tracks, the department also offers a Master's Degree in History and International Commerce. It involves work drawn from political science, business, and Spanish. It is tailored individually to meet the needs of students with interest and backgrounds in international business who are moving towards careers with multi-national corporations. Students seeking this degree must be accepted by the department and their progress monitored by the Graduate Advisor and the Chair.

Whether on a non-thesis or a thesis track, graduate students must meet a series of deadlines in moving towards their degree and fill out, at appropriate time, a series of forms. **Each graduate student is responsible for knowing important deadlines, filling out all necessary forms and presenting them to the appropriate authorities at the appropriate times.** It is not the responsibility of the staff or faculty to send reminders, do the forms, etc. The Graduate Advisor, faculty or staff will advise on such matters, but graduate students should not wait until the last minute or miss deadlines.

GETTING STARTED IN THE DEPARTMENT

Upon entering a degree program, each graduate student in the Department of History is placed under the direction of the Graduate Advisor who helps structure the student's entire program, adjusts and facilitates transitions and changes in program direction, supervises or administers required examinations, assists in maintaining developmental momentum, and advises the student throughout his or her career at the university.

Upon arrival, a new graduate student in the Department of History should contact the departmental Chair and Graduate Advisor as soon as feasible. To establish early and strong lines of communication is sensible, and newcomers to graduate work will find a faculty that is helpful, knowledgeable, and eager to promote outstanding professional growth.

When meeting with the Graduate Advisor, an entering student will file a Semester Degree Plan. This SDP form allows the department to monitor individual progress towards the degree plan, track campus and state requirements, maintain efficient records, and resolve any problems or concerns that occur during the semester.

DEGREE PLANS

Each graduate student must meet with the Graduate Advisor and, after consultation, update the Semester Degree Plan for that term. The SDP form must be renewed each semester thereafter as long as the student continues in the program. (See Appendix A: Departmental and SFASU Forms for Graduate Students.) Students without degree plans will be deleted from class rolls during the second week of the term and will need to pay required fees in order to be reinstated.

FINANCIAL SUPPORT

The university provides financial support to graduate students through student loans, scholarships, and employment. Certainly a student's financial status may change during the course of the graduate experience. If, after arrival on campus, a student decides to seek financial aid, filing a Need Analysis through the Financial Aid Office is required. Inquiries and form application requests should be addressed to the Director of Financial Aid, Box 13052, Stephen F. Austin State University, Nacogdoches, Texas, 75962-3052, (936) 468-2403. Such applications for assistance normally require filing at least three months before registration or before the start of a work period.

GRADUATE ASSISTANTS

The Department of History awards a number of Graduate Assistantships for each term. At present, the usual entry-level stipend is \$4,612.50 per long semester. However, the department may decide to award partial assistantships in certain cases. A limited and reduced amount of funding is occasionally available for the summer term.

In addition to the stipend, a graduate assistant will receive full medical coverage equal to any part time university employee if granted a four and a half month assignment. Graduate assistants will pay tuition at the rate equal to Texas residents even if they are a resident of another state or are an international student.

Because of state and university budgets, however, no stipend levels are, or can be presumed, constant in amount. Moreover, the department reserves the right to reduce or terminate stipends for unsatisfactory work performance or due to budgetary reductions.

The department has worked hard to raise its assistantships to a statewide competitive level and will continue to do so, but students should recognize that stipends carry significant responsibilities.

Receipt of such an award reflects highly upon those students selected and indicates confidence in the individual's basic ability, integrity, and work ethic.

A Graduate Assistantship may be awarded upon entry into a program or may be sought in later semesters after a student develops some graduate experience. Such awards are generally demanding, and workloads often involve specific time commitments to departmental service and research.

Students who undertake assistantship duties must not be tempted to neglect their own program of intellectual development, fall below required minimum course loads, or shirk assigned responsibilities.

Graduate students on scholastic probation are not eligible for Graduate Assistantships, and a student who drops below the six-hour load in any one long semester is not eligible for an assistantship during the subsequent semester. Thus, students seeking a departmental recognition should at the same time carefully assess their own schedules, maturity, and discipline before undertaking the special academic responsibilities of Graduate Assistantships.

Without doubt, however, many students will at some point in a graduate career be ready for such an experience. A student who is interested in a Graduate Assistantship should contact the Graduate Advisor in advance of the semester for which an assistantship is sought and should be prepared to submit required documentation, including three letters of reference, academic certifications, and other required materials in a timely fashion.

Graduate Assistantships require that students be registered for a six-hour academic course load and work a scheduled twenty hours in departmental service each week. This is a state-mandated commitment and means that the Graduate Assistant is not only an employee of the university but also an employee of the state.

Duties basically depend upon the needs of the department at any given time. Such duties include many areas of academic work from grading tests, proctoring classes and examinations, taking class rolls, showing or utilizing audiovisual materials, preparing lectures or tests, assisting with faculty research, and working with the departmental film library, to assisting the Administrative Assistant and the office staff and answering the telephone. It also includes work with *The East Texas Historical Journal*, The East Texas Research Center, *Clio's Eye*, *A Film and Audiovisual Magazine for the Historian*, and Phi Alpha Theta History Fraternity, as well as with various community projects supported by the department. In other words, it is truly departmental service that helps train students for realities of professional life after the university experience.

In all such assignments, in person or on the telephone or via fax, students should remember that they represent the department and the university. Although there is often a sense of camaraderie and humor, even high spirits, in the department, graduate students and assistants should retain at

all times, but in particular when dealing with the public, parents, and other students as well as faculty and staff members, a high standard of dignity, confidentiality, and decorum.

All Graduate Assistants must remember that department service is not student research or study time. It is time in which students must be available for specific assignments and duties. Thus, students should not count on their work-schedule time to complete classroom assignments or projects, nor should their work time be used as an excuse for belated academic assignments. **Moreover, students with families or additional outside employment must be very certain to fulfill their departmental work in timely, courteous, and professional manner.** Graduate work is a professional decision and must be a first professional priority with each student entering the program.

Work schedules are posted after consultations with the Graduate Advisor at the start of each term and students are expected to, indeed, must honor this commitment. If an illness, accident, or other sudden situation arises, it is the responsibility of a student to notify the departmental Administrative Assistant and the Graduate Advisor and immediately make arrangements for duties to be completed. This is absolutely essential if a student has responsibilities that particular day for classroom work such as test giving.

Moreover, in any assignments or duties involving examinations, short tests, recording grades or delivering them to a responsible authority, the Graduate Assistant must be meticulous and behave with scrupulous probity.

There can be no information given out in advance to students regarding tests or grades. Moreover, it is illegal to give grade information out over the telephone or by fax. Indeed, no information of this nature should ever be discussed without the specific authorization of a faculty member.

Prolonged or continued failure to perform scheduled service is not only irresponsible, but it also constitutes a fraud on the taxpayers who fund higher education. It will be grounds for termination of assistantships or dismissal from the program.

In addition to Graduate Assistantships, two other programs are available for graduate students:

WORK STUDY AND WORK ASSISTANTS

Of significant financial interest to many students is the Federal Work-Study Program. In order to qualify for the program, students must maintain satisfactory performance in their studies and meet varied time and work load requirements in departments and divisions across the campus. Both the Financial Aid Office of the Rusk Building can provide initial information about the program.

Another possibility for financial help is the work studies program maintained by the Student Employment Center. Students must be enrolled for a minimum of six hours during regular semesters as well as both summer sessions to qualify. Information concerning a large number of jobs available across campus as well as employment in the community is maintained in the Student Employment Center, the Rusk Building and Room 301, (936) 468-6637.

In whatever program or capacity hired, all student employees must fill out a data sheet and I-9 Form and Verification and file a W-4A form. If you intend to seek employment, bring basic information, such as social security number and a resume, will expedite the process.

Graduate Assistants must attend a mandatory Human Resources training session before their first semester and will need to make sure their PAR (Personnel Action Forms) are renewed through the department from semester to semester.

PAYROLL INFORMATION

If you are receiving an official salary from the university as a Graduate Assistant, or student worker, it is very important that you sign all of the necessary payroll papers. Necessary information and forms for payroll and insurance must be completed and forwarded to the Personnel and Business Offices in timely fashion to insure payment on schedule. **The Internal Revenue Service treats work-study salaries granted to students as wages, and the university is required to withhold all appropriate income and Social Security taxes.** Students are usually paid at the end of each month.

If a student expects to receive loan or scholarship money from the university, the staff of the Financial Aid Office, the Student Employment Center, and the Placement Office all will be invaluable assets for information and deadline schedules. Electronic transfers can be made to a local banking institution or checks may be picked up at the Business Office for assistantships, work-study, or other employment positions. The Business Office requires presentation of a valid identification such as a driver's license and may require additional verification of identity.

THE GRADUATE STUDENT
IN
THE ACADEMIC COMMUNITY

It is essential that graduate students recognize and prepare for the new academic milieu they are entering. Effective communication, professional cooperation, and efficient time management are vital components of success. Many new graduate students are overwhelmed by the time and effort that are required in graduate education, which is significantly different from the undergraduate experience. As with all endeavors, careful preparation, knowledge of the courses and issues you will be studying, and a plan of attack will make assigned tasks much easier. There are, in fact, some specific suggestions that will ease the transition into the graduate world:

COMMUNICATE WITH YOUR DEPARTMENTAL CHAIR AND THE FACULTY MEMBERS WITH WHOM YOU WILL BE WORKING. Introduce yourself and explain that you have entered the graduate program and want to be an effective part of the department. Explain your goals and expectations. The beginning of a new term is a busy time for faculty and administrators as well as for students, so keep your initial meetings brief, unless invited to stay longer. Nevertheless, use the time wisely to set the professional tone and reputation which will mark your whole program.

MEET WITH THE ADMINISTRATIVE ASSISTANT AND DEPARTMENTAL STAFF. Much of your work in the department will be of necessity linked with staff operations. In a department as large and diverse as the Department of History, it is important for the student to establish rapport early, to learn the location and efficient use of equipment and supplies, as well as volunteer assistance when it is needed.

MEET FELLOW GRADUATE STUDENTS AS SOON AS POSSIBLE. Talk to the Graduate Assistants and graduate students in your department. They can advise you on many departmental requirements and procedures. Moreover, graduate education should be at its best cooperative rather than a competitive intellectual environment. Collegiality, professionalism, and academic freedom are integral foundations of the graduate education process, as truly as the actual attainment of specific knowledge. Start to develop immediately a mature and professional attitude towards colleagues as well as the skills of your discipline.

FAMILIARIZE YOURSELF WITH COURSE EXPECTATIONS. Review before the first class meeting any assigned text, materials, and types of examinations for the courses in which you have enrolled. If it is available, examine the syllabus, and benefit from an advance start on the work for the term.

IN THE OFFICE AND IN THE CLASSROOM

BE ON TIME! BE PREPARED! Accept responsibility and make the effort to undertake duties cooperatively. Anything less is unprofessional behavior.

PREPARE WORK THOROUGHLY AND IN TIMELY FASHION. If a student has a specific assignment or responsibility for a particular class and fails to prepare, it wastes the time of not only fellow students but also the faculty member. Moreover, it may destroy or harm the structured approach of the class.

For any graduate student **TO COME UNPREPARED TO A GRADUATE CLASS IS NOT ACCEPTABLE OR HONORABLE INTELLECTUAL CONDUCT.** Whether preparing for a formal class or an individual study meeting with faculty or other students, be ready, willing, and prepared to discuss the assignment, explore any questions that arise, examine problem areas, and know your own areas of strength and weakness. Always do more than the minimum; do your best.

BE ON TIME. It is also necessary for students to be on time for class. To continually arrive late distracts both the other students and the faculty member and interrupts the thread of discourse. Moreover, graduate students who are constantly late, unprepared, or fail to attend class on a regular basis, need to reassess their priorities and resolve the problems immediately.

COMPLETE AND TURN IN ASSIGNMENTS ON TIME. When a faculty member gives a student or class a deadline, it is not a suggestion. It is a responsibility. Completing work on time, even turning it in early, indicates a maturity and a discipline that will promote professional recognition in the department.

Moreover, the end of term is always the most demanding time of the semester for everyone. In each course, a graduate student should learn early and competently to schedule time for academic work, pace and monitor the progress of such work, meet all of the course requirements, and Finish On Time! It is not acceptable to wait until finals week to write, much less research, an assignment, nor is it acceptable to use Withheld Grades carelessly or improperly.

DO NOT DEPEND UPON WITHHELD GRADES. Be very aware, particularly at the end of a term, that **the Department of History has a stringent policy regarding Withheld Grades for graduate students.** A Withheld Grade or WH is assigned “only when the completion of the work is not possible because of circumstances beyond the control of the student.”

In general, the department does not give graduate students Withheld Grades except under truly exceptional circumstances. Moreover, some faculty, even when granting such a time extension, do so at the cost of a lower letter grade primarily on the basis that such a student, no matter what the nature of the problem, received additional and flexible time to complete the course which was not granted to his or her peers in the same class.

Any graduate student requesting a Withheld Grade needs to explain to the faculty member and to the Graduate Advisor immediately the problem and the need for a Withheld Grade. The Chair will be kept advised each term of any extension granted to a student.

If a graduate student does receive the benefit of such an extension, the Department of History requires, except under extraordinary circumstances such as prolonged and serious illness, that the course work for which the Withheld Grade was given must be completed and turned in by the end of the first week of the next university term. Students will not be permitted to enroll, or will be deleted from the rolls, until these academic deficiencies are cleared. If continuing and serious problems prevent completion of the work in the interval, the student may receive a further extension on the advice of the Graduate Advisor and with the approval of the Chair. Nevertheless, the student remains responsible for keeping the department aware of the situation and providing any documentation, medical or otherwise, required to maintain current status as a graduate student.

MANAGE TIME. One of the major differences between undergraduate and graduate work is time management and personal discipline. Even part-time graduate work can require an extraordinary time effort. This may be particularly true during the first and second semesters of graduate work. National university guidelines generally indicate a minimum of two or three hours of preparation for each hour of classroom contact. A class of three hours a week might take, for example, six to nine hours of preparation. Although some disciplines may require considerably more preparation than other, recent surveys indicate that few disciplines require less concentrated time management. One of your initial assignments, demand placed upon yourself, should be a commitment to budget your time wisely.

REMEMBER THAT YOU ARE A FULL PARTNER IN YOUR EDUCATION. You share the burden in each class with the faculty member and with fellow students for the successful completion of the work of the term. Although in large measure a faculty member will structure and direct a graduate class, students bear much of the responsibility for the course work undertaken. Resolve to be an active participant, as well as a thoroughly courteous and professional one. Consider, for example, arriving early for your classes and seminars so that you can meet or talk informally with other students. Discuss with others your expectations and level of preparation for the assignment. You would not be admitted to a professional graduate program unless others saw intellectual potential, but to that premise, bring enthusiasm, creativity, and diligence. Remember that everyone is nervous, even shy, at the beginning of a new venture, but that willingness and experience will eventually build professional competence and ability.

SHARED AUTHORITY:

FACULTY AND GRADUATE STUDENTS

The status of history graduate students at Stephen F. Austin State University reflects the unique role such students hold in the campus community. They are still students, but they are also apprentices and colleagues who are preparing to become college or university teachers, advanced researchers, or highly trained and skilled professionals in governmental, corporate, or institutional realms. In a sense, however, they are in a difficult middle transition. No longer undergraduates with generalized scholastic goals and schedules, graduate students are not yet fully prepared for what they intend to become.

Out of necessity, transitions of their nature often raise questions about divisions of responsibility. In particular, those students who become classroom assistants may work closely with faculty and undergraduates. Students may feel, indeed, they are in a difficult middle. **At all times, a cooperative and collegial relationship between you and your faculty is imperative for the goals and the missions of the department to be fulfilled.** Realistically, however, you may find yourself in a situation where a faculty member, a departmental head, a supervisor, or a fellow student is not as understanding, supportive, or clear about details as you would prefer. **As in any strong relationship, effort, determination, courtesy, and communication will enable you to work well with others.**

If there is a problem, set aside time to resolve the matter. Never substitute talking or complaining to other graduate students for a sincere and frank discussion with the faculty or student concerned. Unfortunately, on occasion, you may hear of a potentially serious problem, explicit or perceived racial or sexual bias, or a threat of physical danger, for example, in which you may have a responsibility to act quickly. Talking immediately to the Graduate Advisor or the Chair in a balanced way, avoiding personalities, and honoring confidences necessary and may prevent more serious difficulties. There is, of course, a defined hierarchy within the academic community. Understanding its existence and utilizing it effectively in a dignified manner to resolve problems and disputes will maintain a healthy and stimulating academic climate. Moreover, such an approach will rightly earn you the respect of peers and signal an emotional maturity that is admirable.

In addition to such everyday aspects of the educational experience, the department has professional areas of concern that may be new or viewed differently as students enter a professional apprenticeship. A few of these, although certainly not inclusive, are so important in their nature to the individual and the academic community, that the Department of History urges, indeed requires, every entering and returning graduate student to review and think about them on continuing professional basis. Some of these areas include cheating, plagiarism, dishonesty, cultural diversity, disabled students, and personal conduct.

Students entering graduate programs accept an ethical and moral code that is demanding and integral to their future societal roles as leaders. **It is important that graduate students understand and maintain standards of intellectual honor that reflect well upon their own conduct and upon their profession. Cheating and plagiarism, indeed any type of dishonorable conduct, is morally degrading and ethically reprehensible.** Moreover, such conduct seriously impedes true intellectual growth. It is the responsibility of all graduate students, as indeed of all faculty, to uphold and inspire respect for the integrity of honest academic work.

CHEATING

It is the responsibility of a graduate student to refrain from cheating. Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, un-permitted submission of duplicate papers for multiple classes, or unauthorized use of keys to examinations is considered cheating. Moreover, as a graduate student and Graduate Assistant you have a duty to prevent cheating and/or to report its occurrence to the faculty member concerned, to the Graduate Advisor, or to the Chair. If called upon to do so, **you must behave discreetly and circumspectly until, and even after, the issue is resolved.**

PLAGIARISM

Materials, even ideas, borrowed from others necessitate full and complete acknowledgement. **Offering the work of another as one's own is plagiarism and is unacceptable in the academic community.** A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audiovisual materials, or, indeed, even the writing of the fellow students. In addition, the presentation of material gathered, assembled, or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, a copy of the student code on plagiarism and cheating is available online (http://www.sfasu.edu/policies/academic_integrity.asp). In particular; because of the prevalence of, often the overuse of photocopied materials, questionable internet sources, students do not have or take the time to absorb, interpret and integrate intellectually difficult source materials. Nevertheless, you must start immediately and work diligently to do so. **It is your absolute responsibility as well as an honor to be scrupulous, fair and honest recognizing the debt you owe to other scholars.**

DISHONESTY

For most graduate students, the department will be an elemental focus of their life for several semesters, even years, as they complete their professional training. In a sense, the campus becomes “a home away from home” and understandably familiarity may breed carelessness regarding the use of state property.

The thoughtful student will be meticulous in the proper and honest use of university equipment or resources such as computers, internet access, telephones, photocopiers, facsimile machines, mail services, and university records or files.

It should be noted that it is illegal to remove equipment from the campus for use at home or in the field without proper approval. Wrongful use of such materials can, in fact, incur legal liabilities.

SEXUAL HARRASMENT

Stephen F. Austin State University is committed to creating and maintaining an intellectual atmosphere in which students, faculty, and staff may work productively and free from harassment, retaliation, or intimidation. This is crucial for any learning environment. Sexual misconduct or harassment is not accepted or tolerated within the academic community.

Sexual harassment is any unwanted sexual attention which makes another person feel uncomfortable or threatened, or which disrupts the individual or the workplace. It encompasses many areas. It can be verbal innuendo, offensive, pejorative or derogatory comments, sexual jokes, remarks about clothing or bodily features requests for sexual favors, or improper advances or physical contact. Unfortunately, sexual harassment can and does go further.

Sexual harassment also can be non-verbal. Whistling, suggestive or provocative sounds, vulgar gestures, or use of offensive sexual images are unacceptable. Sexual harassment can be physical, ranging from unnecessary touching, pinching, holding, or detaining to assault or coerced sexual activity.

All types of harassment are degrading and contrary to the mission of the university. Graduate students, male and female, need to know and be sensitive to issues of sexual misconduct. For that reason, a copy of the Sexual Harassment Policy is available online (http://www.sfasu.edu/policies/discrim_complaints_sexual_hrsmnt.asp).

CULTURAL DIVERSITY

Graduate and undergraduate education at Stephen F. Austin State University encompasses many cultures. Your educational experience affords wonderful opportunity to know faculty, staff, and fellow students as individuals and to treat them fairly and free of conscious assumptions.

The department, as well as the university, has a strong, continuing commitment to ethnic and cultural diversity in every aspect of university life and encourages the full participation of minority students, students with disabilities, and international students in all disciplines and programs.

Students from non-traditional groups may need extra consideration, encouragement, and friendship. Your experience in the department will include a wide range of individuals and cultures. Do not, for example, make the mistake of expecting African Americans, Native American, Hispanic, international, or disabled students to always represent a “minority” perspective or to comment on exclusively on particular issues. There is no such collective things as the African-American, Latino/a, or Asian-American viewpoint on most issues. **Sensitivity to the individual will enrich your time at the university and enrich the intellectual community of educated men and women.**

STUDENTS WITH PHYSICAL DISABILITIES

In a broad sense, any impairment of one or several of life’s major physical activities, such as seeing, hearing, walking etc., constitutes a physical disability. The severity of such conditions may vary greatly, but all students with physical disabilities have equal access to the educational and extracurricular programs of the university by right and by law. **Stephen F. Austin State University and the Department of History do not discriminate on the basis of disabilities in admission to, access to, or operations of its programs, services, or activities, or in its hiring or employment practices. This notice is provided as required by Title II of the Americans With Disabilities Act of 1990 and is available in large print, on audiotape, and in Braille.** Moreover, individuals needing auxiliary aids are invited to make their need and preferences known to the Graduate Advisor and the ADA Compliance Coordinator. In addition, students with disabilities or special needs should meet with faculty to facilitate their progress in individual classroom situations.

Any graduate student who becomes aware of problems or areas where services can be rendered or assistance can be provided for students with disabilities within the department, college, or university should bring them to the attention immediately of the Graduate Advisor or the Chair.

Upon admission, if you are a graduate student with a disability, plan to contact the Director of Disability Services for needed assistance to make the transition to the campus and community as convenient and pleasant as possible. Further information, inquiries, or complaints are available through the Office of Americans with Disabilities Act Compliance Coordinator, Chuck Lopez, Director of Disability Services, P.O. Box 6130, SFA Station, Nacogdoches, Texas, 75962-6130, (936) 468-3004 – Voice/TDD, Fax (936) 468-1368.

PERSONAL CONDUCT

In addition to these areas of professional concern, the graduate student should be analytical and conservative in repeating hurtful comments or injudicious remarks. Moreover, graduate students should remember that for many, particularly undergraduates, they serve as role models and will continue to do so fairly or not, a basis for judgments made by others. Personal and professional

conduct should be structured so as to reflect the student's most admirable personal and professional traits.

In setting your goals and reviewing your conduct, there is a simple, clear standard: The sensible rule of thumb as always is to treat others, and to deal with the property of others, as carefully, thoughtfully, and considerately as you would want to be treated.

GRADUATE RESOURCES

The Department of History has a number of resources that all graduate students should be familiar with and utilize when appropriate. Such resources can promote professional development as well as the discipline.

PHI ALPHA THETA HONORARY NATIONAL HISTORY FRATERNITY

The department strongly supports the Phi Alpha Theta Honorary National History Fraternity and its local chapter Eta-Sigma which was established in 1960. Graduate students are expected to be or become members and will find it an asset on their professional resumes. Moreover, the department sponsors several events each academic year ranging from guest speakers and dinners to projects and regional conferences. In 1993, the local chapter won the national award for outstanding chapter with its Air Show project. In addition, the fraternity often participates in national programs. Dr. Dana Cooper is the sponsor for the chapter.

***THE EAST TEXAS HISTORICAL JOURNAL* AND THE EAST TEXAS HISTORICAL ASSOCIATION**

The East Texas Historical Association and the *East Texas Historical Journal* are closely associated with the graduate program and the department. Founded in 1962, the association now numbers remain steady at about six hundred members from all over East Texas as well as the state and region. It provides a forum for historical writing of quality and provides some graduate opportunities for experience in research, writing, and publishing for a solid professional journal. In addition, the fall meeting of the East Texas Historical Association is traditionally held in Nacogdoches. Graduate students participate in arranging the meetings, serve as docents and staff workers and, on some occasions, have an opportunity to present papers on panels.

THE CENTER FOR EAST TEXAS STUDIES

The Center for East Texas Studies was created in 1996, after many years of planning. It serves as a central coordination site for the preservation of resources and materials dealing with the history, cultural heritage, and diversity of East Texas. In addition, the center has been very active in creating and preserving an oral history of the region, particularly in the lumber and railroad industries. Many graduate students gain experience in both the value of preserving oral history

and the techniques for recording it from classroom exercises and projects. A history of Stephen F. Austin State University by Dr. Jere Jackson and a number of regionally oriented publications have also appeared under the auspice of the Center. Dr. Jere Jackson is Director of the Center for East Texas Studies.

CLIO'S EYE: A FILM AND AUDIO VISUAL MAGAZINE FOR THE HISTORIAN

In 1999, after more than a year of preparation, the graduate students launched their first issue of *Clio's Eye: A Film and Audio Visual Magazine for the Historian*. (<http://clioseye.sfasu.edu>). Featuring guest essays by national writers and historians, the journal also publishes articles and reviews by graduate and undergraduate students as well as by alumni on films, audiovisual, and literary materials dealing with historical themes or topics. *Clio's Eye* is designed to educate and interest the general public and community and contains additional articles on historical films and games for children and for the classroom. The graduate students produce each monthly issue as well as structure and evaluate the contents. All graduate students are welcome to write for and help produce the magazine online. Dr. E. Deanne Malpass is Director for the project; Mary Devine is the Editorial Coordinator.

THE LIBRARIES

The Department of History maintains two libraries with which graduate students work closely. There is a small library of books, mostly reference works and contemporary history materials. The nucleus of this library came from donations by the Robert Maxwell Family and the family of Kenneth Watterston. Dr. Kenneth Watterston was a member of the School of Forestry for many years. Dr. Robert Maxwell served as Chair of the Department of History from 1969-1977. His family also established The Robert Maxwell Lecture in his honor. The Maxwell Lectureship has brought internationally renowned scholars such as Robin Winks, Jeremy Black, and Forrest McDonald to campus.

In addition, the department maintains an outstanding audiovisual library of films, documentaries, games, series, interviews, etc. for use in and outside of the classroom, with *Clio's Eye* projects, and for service in the various community programs. The graduate students maintain and run the audiovisual library as well as make recommendations for its development and expansion.

The university's Ralph W. Steen Library is also essential to the research required of all graduate students. It has excellent facilities, both traditional and electronic. Of particular interest to graduate students are the curriculum collection, which serves as a laboratory for students in teacher education programs, and the East Texas Research Center, which is designated as an official Forest History Repository and Regional Historical Resources Depository.

All graduate students should become thoroughly and quickly familiar with the potential and necessity of using the Interlibrary Loan Services for accessing older historical materials.

There are two-hundred assignable carrels within the library, and faculty and graduate students conducting research receive first priority. The carrels are open, but have limited locker space for securing books and papers. Graduate students should apply at the circulation desk early each semester for carrel assignment.

THE GRADUATE STUDENT

IN

UNIVERSITY AFFAIRS

Graduate students are an integral part of the higher education system throughout the university, and there are many ways in which history graduate students are represented and participate in the life of the university. The Graduate Council, for example, includes one graduate student as an active member representing a constituency of the graduate student body. Moreover, the university occasionally appoints graduate students to various committees.

The Chair of the Department of History, as chief administrative officer, is responsible for the overall supervision of Graduate Assistants as well as for the well-being of the entire graduate program within the department.

In this department, the Chair commonly delegates some of these duties to a Graduate Advisor. The Graduate Advisor generally has primary contact with graduate students, assists with graduate registration, course changes, degree plans, work schedules, course schedules, and the maintenance of records of graduate student progress. In addition, the Graduate Advisor frequently serves as a mentor and advisor and often represents graduate student interests and concerns to the Chair or to departmental and college committees. Thus a student should be aware that a Graduate Advisor often plays a key role not only in program development but also in career and professional advancement.

Graduate Students should recognize that every member of the Department of History is deeply involved with graduate education and cognizant of its importance to the individual and the community. In addition, graduate students need to see themselves not only from the perspective of their own discipline but also as important of campus life and faculty governance.

CONCLUSION

Obviously, no handbook or guide, no matter how well intentioned, can provide all of the assistance that a student may need in the semesters, even years, required to complete a graduate degree. This is designed to give you, as quickly and as clearly as possible, practical information that will assist you as you enter an entirely new and creative period of your life. It is aimed at giving you a sense of direction on where to go for help, how to find what you initially, and how to meet professionally the challenges that will arise.

Your own common sense, intelligence, courtesy, and kindness will be your best manual on how to face challenges and even problems that inevitably will occur. If it does anything, this handbook should remind you constantly that you are not in the graduate program alone. The administration, the faculty, the staff, and your fellow students are all available to make your years as a graduate student not only excellent educationally but also dynamic and creative personally. We place great confidence in you and your future. Wherever you go in life, Stephen F. Austin State University will be a part of you and your career. That is a bond that you share with every member of this university. It is a bond that we honor as we welcome you into the Stephen F. Austin State University community of scholars.

APPENDICES

A. Departmental and SFASU Forms for Graduate Students

1. (History Department) Semester Degree Plan
 - a. Thesis
 - b. Thesis-Public History
 - c. Non-Thesis
2. [\(SFASU\) Degree Plan](#)
3. [\(SFASU\) Petition to change Degree Plan](#)
4. [\(SFASU\) Thesis Proposal Approval Form](#)
5. [\(SFASU\) Application for Thesis Examination](#) – must be submitted (1) after Graduate School approval of thesis draft, (2) at least one week before examination, and (3) at least three weeks prior to commencement
6. (SFASU) Report Thesis Examination
7. [\(SFASU\) Graduation Application](#)

B. Cheating and Plagiarism

Papers, Profits, and Pedagogy: Plagiarism in the Age of the Internet:

<http://www.historians.org/perspectives/issues/2001/0105/0105new3.cfm>

C. Violations of University Policy

D. Maps: Campus & Ferguson Building

E. Other Sources of Information

Stephen F. Austin State University
Department of History

Semester Degree Plan

M.A. in History
Thesis Track (30 hours)

Semester/Year – Course

Required Courses (12 hours)

___/___ HIS530 – Historiography (3 hours)

___/___ HIS531 – Historical Research, Writing & Editing (3 hours)

___/___ HIS590 – Thesis Writing (6 hours)

Europe and the World to 1815 (3 hours)

___/___ HIS _____

Europe and the World since 1815 (3 hours)

___/___ HIS _____

United States to 1865 (3 hours)

___/___ HIS _____

United States since 1865 (3 hours)

___/___ HIS _____

Electives (6 hours)

___/___ HIS _____

___/___ HIS _____

*No more than six hours of public history may be used to satisfy the requirements

Remedial or Additional Coursework

___/___ [] _____

___/___ [] _____

___/___ [] _____

___/___ [] _____

Stephen F. Austin State University
Department of History

Semester Degree Plan

M.A. in History, Emphasis in Public History
Thesis Track (30 hours)

Semester/Year – Course

Required Courses (12 hours)

___/___ HIS530 – Historiography

___/___ HIS535 – Introduction to Public History

___/___ HIS590 – Thesis Writing (6 hours)

Public History (12 hours)

___/___ HIS _____

___/___ HIS _____

___/___ HIS _____

___/___ HIS _____

United States to 1865 (3 hours)

___/___ HIS _____

United States since 1865 (3 hours)

___/___ HIS _____

Remedial or Additional Coursework

___/___ [] _____

___/___ [] _____

___/___ [] _____

___/___ [] _____

Stephen F. Austin State University
Department of History

Semester Degree Plan

M.A. in History
Non-Thesis, Teaching Track (36 hours)

Semester/Year – Course

____/____ HIS530 – Historiography

____/____ HIS580 – The Teaching of History

Europe and the World to 1815

____/____ HIS _____

____/____ HIS _____

Europe and the World since 1815

____/____ HIS _____

____/____ HIS _____

United States to 1865

____/____ HIS _____

____/____ HIS _____

United States since 1865

____/____ HIS _____

____/____ HIS _____

Electives

____/____ HIS _____

____/____ HIS _____

*No more than six hours of public history may used to satisfy the requirements

Remedial or Additional Coursework

____/____ [] _____

____/____ [] _____

____/____ [] _____

____/____ [] _____

STEPHEN F. AUSTIN STATE UNIVERSITY
THESIS PROPOSAL APPROVAL FORM

This form is to be used as the cover sheet for the proposal. It should be executed by the student and filed in the Graduate Office before beginning the thesis research. When approved by the Department Chair, copies of this form will be returned to the student and the thesis director. The original proposal and form will be retained by the major academic department or program chair.

Student Name Student ID #

Graduate Major: _____

Title of Thesis: _____

Type Names:

Thesis Director Signature Date Approved

Committee Member Signature Date Approved

Committee Member Signature Date Approved

Committee Member Signature Date Approved

Department Chair Signature Date Approved

Appendix C: Violations of University Policy

Definition of Minor Rule Violations

Rule Violations of a minor nature may have little or no effect on the continuity, efficiency, and safety of University work, but will not be tolerated. The following are a few examples of minor rule violations, which may result in either oral or written warnings for entry into an employee's record. Continuation of an offense may result in stronger disciplinary action. This list is not all inclusive.

1. Unauthorized, unexplained, or inexcusable absence or tardiness.
2. Failure to notify supervisor of absence at the earliest practical time.
3. Failure to observe assigned work schedules (starting time, quitting time, rest and meal periods).
4. Soliciting or collecting contributions for any purpose, or selling or offering for sale any goods or services, on University premises in violation of University policy.
5. Unsatisfactory work performance.
6. Loafing or other abuse of time during assigned working hours.
7. Interfering with any employee's work performance or duties by talking or by other distractions.
8. Circulating or distributing written or printed matter on University premises in violation of the University policy on petitions and handbills.
9. Leaving regularly assigned work location without notifying immediate supervisor.
10. Performing unauthorized personal work on University time.
11. Defacing bulletin boards or notices posted thereon.
12. Minor violations of safety rules.
13. Failure to punch time card or record card as instructed.
14. Discourteous treatment of the public or of other employees.
15. Improper political activity of a minor nature.
16. Minor violation of internal department work rules.

17. Engaging in excessive visiting, personal conversations, or use of the telephone for personal use.
18. Failure to follow any reasonable instructions issued by supervisor related to performing job tasks and/or job duties.
19. Abusive or Unruly conduct of a minor nature.

Definitions of Major Rule Violations

Major offenses are any act or omissions in violation of University policies or rules to such a degree that further employment of the offending individual may not be desirable for the University. The following are examples of some offenses which subject an employee to a written warning, suspension, or discharge. This list is not all inclusive.

1. Any act which might endanger the safety or lives of others.
2. Refusal to perform work properly assigned by a supervisor.
3. Violation of University safety rules.
4. Falsifying any University records.
5. Leaving University premises during work hours without permission from the supervisor.
6. Abusing, destroying, damaging, or defacing University property, tools, equipment, or the property of others on University premises.
7. Gambling on University premises.
8. Delaying or restricting work, or inciting others to delay or restrict work.
9. Fighting on University premises.
10. Carrying firearms or other dangerous weapons on University premises.
11. Failure to return to work on expiration of vacation or leave of absence, or when called back after a layoff.
12. Disclosure of confidential University information to authorized persons.

13. Theft, misappropriation or unauthorized use of University funds or property, or other dishonest actions.
14. Continued unsatisfactory work performance.
15. Unauthorized, unexplained, or inexcusable leave for more than three days.
16. Excessive absences or tardiness.
17. Physical, mental, or emotional inability to perform the job satisfactorily.
18. Major violation of internal department work rules.
19. Insubordination.
20. Abusive and unruly conduct.
21. Indecent or obscene conduct.
22. Conviction of a felony or of a misdemeanor involving moral turpitude by a trial court.
23. Flagrant or repeated minor rule violations.
24. Sexual harassment of any person by an employee during working hours or on University premises.
25. Unlawful discrimination.
26. Bringing or consuming liquor, marijuana, or narcotics (applies to any habit forming or disabling substance not prescribed by a physician).
27. Accepting any gifts or favors, which influence or tend to influence the performance of duties or the granting of services or favors to other University personnel, applicants, clients, or other persons.

Appendix D: Maps

Campus Map:

http://www.sfasu.edu/common/docs/sfasu_campus_map.pdf

Ferguson Liberal Arts Map:

Appendix E: Other Sources of Information

RULES AND REGULATIONS

BOARD OF REGENTS

OF

STEPHEN F. AUSTIN STATE UNIVERSITY

1. Council and Committee Handbook
2. Faculty Bulletin
3. General Bulletin
4. Graduate Bulletin
5. Non-Academic Employees Handbook
6. Policy and Procedure Manual, I & II
7. Rules and Regulations
8. Student Handbook and Activities Calendar

The above sources may be found in the East Texas Research Center, Ralph W. Steen Library; some are also available through the offices of College Deans or individual departments.