

Graduate Student Handbook

History Program

FHSU Department of History and Philosophy

1. INTRODUCTION

The objective of the graduate handbook is to present the policies related to earning a Master of Arts (M.A.) degree in History or Public History from the History Program at Fort Hays State University. Reading, understanding, and knowing the policies of this handbook are the responsibility of all graduate students. Graduate Students are also responsible for reading, understanding, and knowing the Graduate School Policies and Procedures.

Meeting deadlines for completion of the graduate degree program is the responsibility of the student. Carefully note sections of this handbook that include deadlines, checklists, and required forms. Students should consult the Graduate School website for their deadlines as well as forms and other instructions. You can find them by following this link; in the call-out box on the left of the screen, choose “Current Students” and there will be a drop-down menu with choices. <https://www.fhsu.edu/academic/gradschl/>

Please note that the Graduate Student Handbook on the Graduate School website is an entirely different and separate document from this one (the History Program’s Handbook).

As a graduate student, you are held to higher standards than those applied to undergraduate students. In essence, graduate study is a transition from being a student to becoming a professional historian, and, as such, you will be held to professional standards in your conduct and your work.

- These policies are to serve as a reference for graduate students and faculty members.
- Thesis advisors may have other requirements of which students need to be aware.
- Graduate faculty are given broad latitude in adding requirements to those listed in these guidelines.
- It is the student’s responsibility to be aware of and to follow the requirements and procedures of the Graduate School.

2. THE GRADUATE SCHOOL

The Department of History follows the deadlines, policies, and procedures of the Graduate School. If you have questions, please consult the Graduate School website as described in the Introduction above.

Each graduate student is assigned a Degree Analyst, who tracks your program and clears your degree. The Degree Analysts are incredibly important to your academic career, and it is advised that any correspondence be professional and courteous. You can find the name and contact

information for your Degree Analyst on the Graduate School website as described in the Introduction above.

3. HISTORY PROGRAM

The History Program currently has five on-campus graduate faculty (Dr. Howard, Dr. Macias, Dr. McClure, Dr. Perez, and Dr. Winchester) and three online adjuncts who are qualified graduate faculty (Dr. Bovee, Dr. Harvey, and Dr. Mack). All graduate faculty have a terminal degree in their area of expertise (PhD for History and MLIS/MLS for Public History).

The History Program Graduate Co-Advisors are Dr. Perez and Dr. Winchester.

The Department of History and Philosophy also has an invaluable Administrative Assistant, Jodie Wear Leiker. Ms. Leiker runs the main office and is available to answer general questions about the program or to refer you to someone who can.

You can learn more about the faculty and their areas of interest, and their contact information on the History Program Faculty page: <https://www.fhsu.edu/history/faculty-and-staff/>

4. GRADUATE PROGRAMS IN HISTORY

The History Program offers two program options: History and History with a Public History Concentration, and a non-thesis and thesis option for each program. These options are available both on-campus and online. Each option has different requirements, so please be familiar with the requirements for the program/option that you have selected.

- MA in History without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-without-thesis.pdf>
- MA in History with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-history-with-thesis.pdf>
- MA in History with a Public History Concentration without Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-without-thesis.pdf>
- MA in History with a Public History Concentration with Thesis:
<https://www.fhsu.edu/history/historygraduateprogram/master-of-arts-in-public-history-with-thesis.pdf>

If you choose to change between the History and Public History options after you have been accepted, please note that it is the policy of the Graduate School that you must reapply to the new program and pay an application fee.

5. **ADMISSION**

Application for admission to the Graduate School and application for assistantships must be made with the Graduate School via their Admission webpage:

<https://www.fhsu.edu/academic/gradschl/admissions/> After the applicant submits all necessary materials to the Graduate School, the materials are forwarded to the History Program, where they are reviewed. Admission recommendations are made to the Dean of the Graduate School.

Required Application Materials:

- A completed Graduate School application.
- Payment of application fees.
- Bachelor's degree transcripts and any additional transcript that will show undergraduate or graduate history credit that you want to be considered.
 - FHSU (and all American universities) require a World Education Service (WES) Course-by-Course transcript evaluation for any degree earned outside of the United States or Canada. Because your degree was earned outside of the US, you will need to have a WES course-by-course evaluation completed. WES converts your grades to US equivalencies while verifying that your degree is equivalent to a US bachelor's degree. They also include a copy of your original transcript with the evaluation. Here is the link that FHSU sends out to students so that they can complete the evaluation: <https://www.wes.org/evaluations-and-fees/education/graduate-admissions/>. There is a cost involved with this, and the requirement cannot be waived.
- Two letters of recommendation.
- A writing sample demonstrating research and documentation skills.
- A personal statement that includes a description of the student's research interests or reasons for pursuing graduate education
- You must also meet the following requirements, or your application may be accepted conditionally or rejected:
 - A bachelor's degree with satisfactory performance in a minimum of 18 hours of history courses.
 - These 18 hours must include a course in the methodology of historical research.
 - A 2.5 GPA score on a 4.0 scale in your last 60 hours
 - Students who do not meet these basic requirements may be admitted to the graduate program, but they **MUST** remove any deficiencies in their undergraduate preparation as soon as possible. Any work taken to clear up deficiencies will not count toward the total hours for the M.A. degree.
 - Any exceptions require the approval of the Department Chair.
- **Alternate Requirements for Advanced Degree Holders:** Applicants holding advanced degrees must have completed at least nine credit hours of history courses during their prior studies with satisfactory performance.

Please consult the Application Tutorials if you have trouble with the application process:
<https://www.fhsu.edu/academic/gradschl/apply/>

6. GRADUATE TEACHING ASSISTANTS

The department usually has a few Graduate Teaching Assistants (GTAs). These are competitive and open to on-campus students, but there have been situations where assistantships were granted to online students; you would need to talk to the Department Chair to see if this is an option. To be considered for an assistantship, follow the application guidelines provided by the Graduate School:

<https://www.fhsu.edu/academic/gradschl/admission/graduate-assistantships/>

If you are granted an assistantship, you must complete the following:

- All GTAs are required to attend an orientation meeting every semester.
- All GTAs are required to attend the FHSU mandatory workshop on sexual harassment each year.
- GTAs may be required to assist with the preparations for upcoming classes.
- You should contact the faculty that you are assigned to assist BEFORE the first class to discuss their expectations. You may be required to attend class regularly.
- GTAs should check their email regularly in case there is an important email or inquiry.
- All GTAs are required to work 19 hours a week. Your work hours may be divided between office hours and classroom attendance (if required by the faculty supervisor). You must serve these office hours in the GTA office in Rarick unless you have made arrangements with the supervising faculty member to serve them virtually.
- You are advised to attend the GTA training that the Graduate School provides, especially if you plan to continue in higher education. You should receive a notification via your FHSU email address.

7. RESOURCES FOR PLANNING YOUR PROGRAM

You are responsible for tracking your program and ensuring that you fulfill all the requirements for graduation. The Graduate Advisors and Degree Analysts are available to help if you have questions. Every course is not offered every semester; the department has established a rotation for leveling, Core, Capstone, and Public History courses to help you plan. We offer a variety of electives every semester. The rotations differ in the online and on-campus programs. You need to pay close attention to this rotation and plan accordingly. In this section, you will find links to PDFs of the Program Checklists, a guide to Workday language regarding the courses, and the rotations for the required courses for the Public History Concentration.

A. Program Checklists

Links to updated checklists can be found in Section 4, above.

**HELPFUL TIP:**

- ALL Students MUST take HIST 889, Graduate Historical Methods, in their first semester of enrollment.
- Print out the checklist for your program and track your progress. You can double-check it against your Program of Study and Academic Progress section of Workday.

B. Workday Terminology

You are required to take History Master's Electives, Core, and Capstone courses. The following is a guide to help you understand how they are listed in Workday and the courses that fulfill those requirements:

Workday Terms**History Courses****History Non-Thesis**

History Master's Electives
History Master's Core
History Master's Capstone

600 G-level History Courses
Seminar and Historiography
Seminar (for non-thesis option)

History Thesis

History Master's Electives
History Master's Core
History Master's Capstone

600 G-level History Courses
Seminar and Historiography
Thesis

Public History Non-Thesis

History Master's Electives
Public History Master's Core

Public History Master's Electives
Public History Master's Capstone

600 G-level History Courses
Introduction to Public History; Museum Studies;
Historiography; Seminar
600 G-level Public History Courses, including 601 G
Topics Courses and Apprenticeship
Seminar (for non-thesis option)

Public History Thesis

History Master's Electives
Public History Master's Core

Public History Master's Electives
Public History Master's Capstone

600 G-level History Courses
Introduction to Public History; Museum Studies;
Historiography; Seminar
600 G-level Public History Courses, including 601 G
Topics Courses and Apprenticeship
Thesis

C. Course Rotation:

We offer courses on a rotation that ensures students can complete their studies in two years with proper planning. A variety of History elective courses are taught every semester, but you should take Historiography the first time you see it on the schedule once you have completed your first semester; it is usually only offered every third semester.

The courses required for the Public History Concentration are offered on the following rotation:

- Fall: Museum Studies
- Spring: Introduction to Public History

HELPFUL TIPS:

- Students **MUST** take HIST 889, Graduate Historical Methods, in their **FIRST** semester of enrollment.
- Aside from Grad Methods, we advise students to only take electives in their first semester to get an idea of the workload and expectations. After the first semester, you can take Historiography and your Seminars when you choose.
- **DO NOT** wait until the last semester to take Historiography because you must complete this course before taking your comprehensive exams.
- Only one seminar will be offered in the semesters listed above, so make sure that you plan to use two semesters to complete your seminar requirements.
- Look for the **G** next to the course number which means that it is for graduate credit. HIST 600-level courses without the G designation do not count for graduate credit. Courses numbered in the 700s and 800s are graduate-only courses.
- HIST 670, 672, 673, 674, and 676 require permission from the Department Chair and the Graduate Advisors. Further, they will require the consent of a supervising faculty member. Do not enroll in these courses until you have acquired all the permissions.
- Pay close attention to emails from the university, the Graduate School, or from the Graduate Advisors—all official correspondence will go to your FHSU account. You are responsible for knowing the information that is sent to you.

8. PROGRAM OF STUDY

A personalized Program of Study (PoS) is created when you are accepted into the program, and it is updated at the end of each semester. (NOTE: this is done by hand for all of our active students, so it can take a few weeks.) You should consult your PoS frequently to track your progress, but also to make sure there aren't any errors. You can find your PoS in Workday in the "Documents" section of your "Personal" tab. Each new PoS is saved by semester.

9. ENROLLMENT AND WORKDAY

Workday is an ever-changing system that History faculty does not control, and issues frequently arise. We appreciate your patience.

A. Onboarding:

Your first step is to complete the onboarding process. Make sure that you do not have any Action Items or Holds in Workday that will prevent you from enrolling before you proceed.

B. Academic Plan

Before you enroll, you will be asked to set up an Academic Plan. The Academic Plan you'll see in Workday is meant only for guidance because there are too many variables, and they change frequently, so it is not accurate. **Please note that you should essentially ignore the Workday Academic Plan and use the resources provided in this handbook to plan your program.** You should track your program and progress using the checklists provided, your Program of Study, and the Academic Progress tool in Workday. You are welcome to update your Academic Plan in Workday if you choose, but please note that there are a lot of issues with this tool, and it may need to be changed frequently because of course availability; plus, it has no bearing on your program completion.

C. Overrides and Course Permissions

Courses that you might take repeatedly, like HIST 600 G or HIST 601G, require an override by the Department Chair. If Workday does not allow you to enroll in those or any other courses, please email the Chair for an override and copy the Graduate Advisor on that email.

D. Enrollment Planning and Deadlines

The date that you are eligible to enroll is posted in the Academic Calendar for the current semester: <https://www.fhsu.edu/registrar/academic-calendar/>. You should also receive an email notification from the University. We encourage you to enroll as soon as you are eligible because classes fill quickly. Missing an enrollment window for one of these courses could set your graduation date back a semester. The university will cancel courses that do not have a minimum number of students, so please don't wait until the last minute or the first week of classes to enroll.



HELPFUL TIPS:

- Bookmark the Student Workday Resources page: <https://www.fhsu.edu/workday/student-resources>. Faculty do not have access to the same portals that students do, so we can advise you on courses, but will be little help when it comes to the process.

- If you run into Workday issues, please contact TigerTech (785-628-3478) and they will direct you to the appropriate resource. TigerTech also has tutorials and a live chat on their webpage: <https://www.fhsu.edu/tigertech/>

10. THESIS OPTION

All History MA students interested in doing a thesis, Virtual or On-Campus, must apply for the Thesis Option. However, your application does not guarantee admittance. Your admittance to the Thesis Option will depend on the quality of your proposed project and your writing and research skills.

A. Requirements

Students MUST meet the following requirements for consideration:

- Students can apply after completing at least 9 hours of graduate credit with a 3.25 GPA (on a 4.0 scale) or better.
- The applicant must provide a writing/research sample from their history coursework to the graduate faculty member they want to advise their thesis (Thesis Advisor).
- Students must have a letter from a graduate faculty member who is willing to supervise their thesis work. Please note that the following faculty are Graduate Faculty and can direct a thesis and serve on thesis committees: Dr. Bovee, Dr. Harvey, Dr. Howard, Dr. Macias, Dr. Mack, Dr. McClure, Dr. Perez, and Dr. Winchester. You should consult with all faculty members about their participation on your thesis committee BEFORE you submit your application.
- Students must identify and confirm the consent of at least two committee members (selected from the Graduate Faculty listed above), in addition to their Thesis Advisor.
- Students must submit a thesis proposal to their Thesis Advisor, Graduate Advisor (if not a member of the committee), and committee members for approval before the application deadline. See below for more details on this step.
- Students must defend their thesis within four semesters (including summers) of their approval for the thesis option.
- Thesis proposals and applications are due by March 15, June 15 (to begin the thesis in the fall), OR October 15 (to begin the thesis in the spring) to the Graduate Advisor.
- The number of thesis students accepted will be determined by each individual graduate faculty member.
- Students will need to be continually enrolled in at least 1 credit hour of coursework (typically HIST 899) until they have completed their thesis unless they receive an exemption from the Graduate Advisor and the Chair of the Department. Please discuss your options with the Graduate Advisor.
- If a student withdraws from the thesis option and later wishes to return to the thesis option, they will need to reapply.
- Continuation of the thesis track will be at the discretion of your Thesis Advisor and the Graduate Advisor.

B. Thesis Proposal

Your thesis proposal should contain the following:

- A preliminary title (this can change)
- A formal explanation of your project (pretend you are writing a paper for a course)
- Your research question or thesis statement if you have one
- The description of the primary sources you will use
- A historiographical essay detailing how your project fits into the historiography
- Timeline for submission of chapters and completion
- A preliminary bibliography with primary and secondary sources listed separately

 **HELPFUL TIP:** You should contact your proposed Thesis Advisor as soon as possible to make sure that they will be available to supervise your thesis and to begin working on the proposal.

C. Meetings with Advisor and Committee

Students are required to have a meeting with their advisor and committee EVERY SEMESTER after they have been accepted into the option. Please contact the faculty in the third week of the semester to schedule a meeting.

D. Department Deadlines and Courtesies

It is department policy that a student **MUST** defend their thesis a minimum of **TWO WEEKS** before the Graduate School deadline to give the student time to make any required changes. It is also department policy that a student **MUST** give the final draft of their thesis to their committee at least **TWO WEEKS** before the defense to ensure that committee members have enough time to review it. If you do not meet these deadlines, your graduation could be delayed by a semester.

E. Thesis Defense

All students in the Thesis Option are required to defend their thesis. There will be a public presentation portion to begin the defense (typically a 40-minute presentation and 20 minutes for questions/discussion). Please work with your Thesis Advisor to set up the defense time and place, and to send out invitations to all faculty and graduate students. After the public portion of the defense, you will go into the formal defense with your advisor and committee. Following their questioning, they will meet to decide if you have successfully defended your thesis. The advisor and committee may require additional changes before you are allowed to submit your thesis to the Graduate School. You should work with your Thesis Advisor on these changes.

F. Thesis Copies

Students are required to provide two bound copies of their thesis to their Thesis Advisor. One copy will remain with the Thesis Advisor, and one copy will be shelved in the History Department Library. You can order bound copies to be sent to the History Department office here: <https://fhsuguides.fhsu.edu/fhsuscholarsrepository/thesis#s-lg-box-21960252>

You can send the copies here: Thesis Advisor (insert name), Department of History, 711 Park Street, Rarick Hall 344, Hays, KS 67601.

HELPFUL TIPS:

- Be aware of the deadlines associated with completing a thesis. Updated deadlines for thesis completion are on the Graduate School's website as described in the Introduction at the top of this handbook.
- Keep the following guides bookmarked and consult them frequently:
 - Graduate School Thesis Guidelines
<https://www.fhsu.edu/academic/gradschl/documents/thesis-guidelines.pdf>
 - Quick Reference Guide for Formatting a Thesis: See page 6 of the Thesis Guidelines at the link above.
 - Thesis Title Page Template: See page 11 of the Thesis Guidelines at the link above.
 - For help with general formatting, you can consult this link: [Ask A Librarian Formatting Help](#)

11. SCHOLASTIC STANDARDS

It is the policy of the Graduate School that “only grades of A, B, or C are acceptable” in your graduate program. Further, “a graduate student must attain at least an average grade of B (3.00) in all graduate coursework on the degree program for graduation.”

12. COMPREHENSIVE EXAMINATIONS

A. Master of Arts in History with Thesis (also applies to Public History Concentration)

1. The Comprehensive Exam is a 4-hour written exam taken when the student has finished the pertinent coursework and in the last semester of their program. The Graduate Advisor will work with the student to determine the date. Please consult the Graduate School website as well as the Graduate Advisor on deadlines for Comprehensive Exams.
2. The student chooses four graduate courses that they have completed at FHSU for the examination.
3. The student will answer four essay questions, each based on one of the graduate courses the student has taken at FHSU and the associated extended reading list for the course (if assigned by the instructor; see 9 below).

4. One of the exams must be on Historiography.
5. No more than 2 of the remaining courses can be from the same instructor (exceptions will be allowed in certain situations and you must have the permission of the Graduate Advisor and the Department Chair).
6. The courses should not duplicate subject matter if possible.
7. The student will receive the questions to study before the exam.
8. Students will not be allowed to take a comprehensive exam question on a course until they have completed it; this is mandated by the Graduate School, so plan accordingly.
9. It is advised that students notify the instructor at the beginning of the course that they want to use it for a comprehensive exam question. The faculty member will provide an extended reading list for the course that can be ideally completed during the course. The question will be based on the in-class material plus the extended reading.
10. If the student receives passing marks on a *majority* of the examination questions (3 out of 4), the Graduate Advisor will notify the Office of the Graduate School of successful completion. If not, the student must retake all of the failed questions.

B. Master of Arts in History without Thesis (also applies to Public History Concentration)

1. The Comprehensive Exam is an eight-hour written exam taken when the student has finished the pertinent coursework and in the last semester of their program. The Graduate Advisor will work with the student to determine the dates. Please consult the Graduate School website as well as the Graduate Advisor on deadlines for Comprehensive Exams.
2. The student chooses six graduate courses that they have completed at FHSU for the examination.
3. The student will answer six essay questions, each based on one of the graduate courses the student has taken at FHSU and the associated extended reading list for the course (if assigned by the instructor; see 9 below).
4. One of the exams must be on Historiography.
5. No more than two of the remaining courses can be from the same instructor (exceptions will be allowed in certain situations and you must have the permission of the Graduate Advisor and the Department Chair).
6. The courses should not duplicate subject matter if possible.
7. The student will receive the questions to study before the exam.
8. Students will not be allowed to take a comprehensive exam question on a course until they have completed it; this is mandated by the Graduate School, so plan accordingly.
9. It is advised that students notify the instructor at the beginning of the course that they want to use it for a comprehensive exam question. The faculty member will provide an extended reading list for the course that can be ideally completed during the course. The question will be based on the in-class material plus the extended reading.
10. If the student receives passing marks on a majority of the examination questions (4 out of 6), the Graduate Advisor will notify the Office of the Graduate School of successful completion. If not, the student must retake all of the failed questions.

C. How to Get Your Exam Questions

Once the student has chosen the courses for their comprehensive exams, they should send the list to the Graduate Advisor. This list must include the following information for each course:

- the course number and course title
- the instructor's name, and the semester the course was taken
- (for example: HIST 713, History of Nothing, Dr. Who, Fall 22).

Once the graduate advisor has a complete list from the student, they will solicit the questions from the instructors. **DO NOT ASK YOUR INSTRUCTORS FOR QUESTIONS.** About a month out from the exams, the advisor will send the questions to the student so they can study them.

Students must give the exam proctor the Graduate Advisor's contact information and have them send an email to establish contact. The proctor will be the one who sends the Graduate Advisor the student's completed exams, and if there are any difficulties in communication we would like to have it straightened out before the day of the exam.

No books, notes, or outlines may be taken into the exam by the student. The proctor should determine that the student does not access the internet during the test and that they start with a blank document for each exam.

Non-thesis students should expect to take their comprehensive exams over two days. They will have a four hour session each day to write three exams. Students cannot revisit a question from the previous day's exam.

Thesis students will have one four hour session to write four questions.

We prefer that online students take their comps on a computer because those digital files are more stable than handwritten and scanned ones.

The questions that you study are the same ones that you will be answering for the exam. They should all be familiar to you to begin with because they are based on the exact course you took. To get ready, you should gather up your notes, papers, and the readings from those classes so that you can study them.

D. Scheduling your Comprehensive Exams:

Early in the semester that you plan to complete your exams (your final semester), you need to contact the Graduate Advisor to coordinate dates (you can take the exams over two days) AND fill out the Graduate School form for Comprehensive Exams. You can find this form on the Graduate School website as described in the Introduction at the top of this handbook . If you are a virtual student, you must also arrange a proctor (see below).

E. Virtual Students:

It is the student's responsibility to contact a proctor to set up a time and place to take the exams. Many local colleges, universities, libraries, etc. have facilities for proctoring exams. The proctor **MUST** be approved by the Graduate Advisor before finalizing the dates. Once the student has made arrangements with the proctor, the student shall let the Graduate Advisor know the time(s), date(s), place, and name of the proctor. The student shall give the proctor the Graduate Advisor's email address and have the proctor contact the Graduate Advisor for questions and instructions. When the exams are completed, the proctor will send the completed questions to the Graduate Advisor. **Please save each question as a separate file and name the file appropriately with the name of the instructor and course.** Also, if you are taking Comps during the summer, you must confirm with the Graduate Advisor and all of the instructors that they will be available to grade your questions in a timely manner.

F. Rules for Taking Comprehensive Exams:

- The student can use a computer provided by the proctor to write the exam, but no other materials nor internet access are allowed.
- If a computer is not provided by the proctor, the student may use their own laptop but the internet must be disabled, and the proctor must spot-check during the exam to make sure that it remains disabled.
- Please save each question as a separate file and name the file appropriately with the name of instructor and course.
- The proctor should email the completed questions to the Graduate Advisor at the end of each testing day.
- If the student receives passing marks on a *majority* of the examination questions (3 out of 4 for thesis students and 4 out of 6 for non-thesis students), the Graduate Advisor will notify the Office of the Graduate School of successful completion.

*Students beginning their program (in other words, enrolling in their first graduate course) in Fall 2022 and after will be required to use the Comprehensive Examination system detailed above. Students who have been students before Fall 2022 need to discuss the procedure with the Graduate Advisors.

HELPFUL TIP: Save all your reading materials and notes for your courses because they will be very useful for studying.

13. GRADUATION

You should consult the Graduate School Checklist for instruction for applying for graduation. This checklist is on the Graduate School website as described in the Introduction to this handbook.

The link for the Application for Program Completion can be found on the Graduate School website. Please note that only Graduate School staff can see who has successfully completed the application, so please check with them if you need clarification.

Commencement details are found here: <https://www.fhsu.edu/commencement/> If you plan to attend the ceremony, please let the Graduate Advisors know so we can make arrangements for you to meet fellow faculty and students.

14. AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

A. Notice of Non-Discrimination:

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status.

B. Special Learning Conditions/Accommodations:

Fort Hays State University, in accordance with The Americans With Disabilities Act, provides assistance and resources for students with disabilities. The Student Accessibility Services office is located within Health and Wellness Services in the Fischli-Wills Center for Student Success, Room 301, 785-628-4401. This is the appropriate office for students, faculty or staff to contact to verify and notify the University of a student's documented disability. After verification of a documented disability, the Student Accessibility Services office will initiate a request for services. Students should contact the instructor within the first two weeks of class if they require special accommodations for test taking, carrying out assignments, or any other need for assistance.

15. ACADEMIC MISCONDUCT

A. University Policy:

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation

and related considerations Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. More information can be found at https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

B. History Department Policy:

The History Department adheres to Fort Hays State University's policy on academic honesty published in the Fort Hays State University handbook. Additionally, the Department of History also has adopted policies pertaining to academic violations (see below). Continued enrollment after receipt of this policy signifies your understanding and acceptance of the definition and consequences of plagiarism and cheating. Please see the instructor if you are in any way uncertain of either the definition of these academic crimes and their consequences. Further, all written assignments, including exams, must be submitted to Safe Assignment in order to be graded.

History Department Policy on Plagiarism, Cheating, 'Cutting & Pasting,' and Acknowledgement of Sources

Rev. 12/31/01

1. The History Department adheres to Fort Hays State University's policy on academic honesty published in the Fort Hays State University handbook. This policy gives the instructor and the academic department wide latitude in assigning penalties for plagiarism and cheating.
2. The Department of History considers plagiarism and cheating to be the most serious and heinous of transgressions within the academic realm. As a general rule such transgressions are met with swift and exceptionally severe consequences.

The first instance of plagiarism and cheating will result in a failing grade for the ASSIGNMENT. The instructor MAY decide to follow a more lenient course of action but is under absolutely no obligation to do so. A subsequent instance of plagiarism and cheating will result in a failing grade for the COURSE. Again, the instructor MAY decide to follow a more lenient course of action but is under absolutely no obligation to do so.

Additionally, ANY instance of plagiarism and cheating will result in notification of the student's advisor or program supervisor that an instance of plagiarism and cheating has occurred.

Finally, ANY instance of plagiarism and cheating will result in notification of the appropriate representative of the Office of Student Affairs so that a permanent record can be created as a basis for potential administrative sanction (suspension or expulsion from the university).

3. The advent of both the Internet and on-line education has created additional, and dangerous, dilemmas for students and teachers. Among the most problematic, and LEAST TOLERATED, is “cutting and pasting” from an Internet source. “Cutting and pasting” from a web page synopsis of a novel or any other source is ONLY acceptable if you acknowledge the source, i.e., use of a footnote or endnote. YOU MUST indicate that the words or ideas you are using are not your own. Failure to do so constitutes plagiarism. Also, constructing a paper or exam response based solely on this source is completely unacceptable. Just because Microsoft makes something possible, does not mean that it is necessarily ethical, acceptable, or legal.

Similarly, using the exact words from any text (including the textbook) as an answer for an exam question WITHOUT acknowledging the source is unacceptable. An exam question is designed to test your UNDERSTANDING of an issue or a concept. Simply “cutting and pasting” words from a text without any substantial, substantive ORIGINAL commentary is unacceptable.

IF YOU DO NOT UNDERSTAND ANY ASPECT OF THIS POLICY, CONTACT YOUR INSTRUCTOR. YOUR CONTINUED ENROLLMENT IN THE COURSE INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND ACCEPTED THIS POLICY.

16. SOCIAL MEDIA

The History Department can be found on all of the following social media outlets. Please follow or like us for useful information:

- Facebook: FHSU History Dept
- Instagram: fhsu_history_dept

17. HELPFUL RESOURCES

- Tebo Library offers services that you might find useful for your classroom and research needs including Ask-a-Librarian, Interlibrary Loan, and LibGuides.
<https://www.fhsu.edu/library/>

- Tebo Library also offers free online access to the Chicago Manual of Style through Forsyth Databases (scroll down to find it) [LibGuides from FHSU Tebo Library](#)

Updated August 2026