

Welcome to the History Graduate Program in Charleston, South Carolina

Our 33 full-time graduate faculty in history are pleased that you are joining our Master's degree program in History administered jointly by the University of Charleston, S.C. and The Citadel.

This Graduate Student Handbook is intended to bring together in one publication important aspects of our program, including valuable information on primary source material available in Charleston and South Carolina; information on assistantships and financial aid; pertinent information on campus services at both institutions; and brief summaries of our faculty research and teaching interests. For a list of courses and descriptions in our curriculum please see the Graduate Bulletin published at both institutions.

IMPORTANT TELEPHONE NUMBERS

	University Charleston, S.C.	of	The Citadel
Offices			
General Information	953-5507		953-5000
Graduate School	953-5614		953-5089
History Department	953-1420		953-5073
Library Circulation Desk	953-8001		953-6845

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I. Academic Information

A. Degree Requirements

A minimum of 33 semester hours of graduate work is required with a cumulative GPA of at least 3.0. All students take Historiography (3 hours); 6 courses (18 hours) in their chosen major concentration (United States; Europe; or Asia/Africa/Latin America); and one course (3 hours) each in their two minor areas (i.e., the two geographic fields not chosen for major concentration). Students must complete either a thesis (800-level, 6 hours) or two seminar papers (700-level, 6 hours).

Depending upon the student’s objective, a foreign language may be required. Students intending to pursue doctoral studies will be required to demonstrate a reading knowledge of two foreign languages at any major university. Showing competence in at least one before receiving the master’s degree would be prudent and would expedite the completion of advanced study.

All students must pass a written comprehensive examination after completing 27 hours of graduate courses. For those planning to continue elsewhere for the Ph.D., the preparation and successful oral defense of a thesis are strongly encouraged. Full-time students can usually expect to qualify for the degree in one and a half or two years; part-time students in three to four years.

Major concentration	18 hours ¹
First minor area	3 hours
Second minor area	3 hours

¹ Includes either a thesis (6) or two research seminars (3-3).

Historiography	3 hours
Electives	6 hours ²

B. The Program of Studies

Upon entering the program at The Citadel or the University of Charleston a student is assigned a graduate advisor. The advisor is normally in the student's major field of interest.

In consultation with the advisor, each degree candidate develops a Program of Studies, which includes at least nine hours of course work at each institution. Students are expected to consult with their graduate advisors during each pre-registration period. The official Program of Studies form must be accurately completed with the appropriate signatures in order for the student to be eligible for graduation. The Program of Studies form is available from the Director/Associate Director of the Joint Program and a copy is included with this handbook.

² In History or a related discipline in the humanities or social sciences.

C. Courses

In addition to lectures and examinations, all graduate courses demand wide reading, thorough research, and advanced historical writing. Degree-seeking M.A. students have priority during registration and can expect to be enrolled in any course. The 500-level courses are normally intended for degree-seeking students as well as M.A.T and Non-Degree students and enroll no more than 20 students. Courses which are numbered 600 and 700 are exclusively intended for students who have been admitted as degree-seeking M.A. students through the Joint M.A. Program Committee. The 600-level courses (except History 691) enroll a maximum of 15 students, and 700-level courses enroll a maximum of 10 students. All degree-seeking students (even those who are writing a thesis) are encouraged to enroll in 700-level research seminars. Students who do not intend to write a thesis must take two research seminars. These two seminars need not be in the same area of concentration.

Exceptional undergraduates -- upper division majors in history and related disciplines with a minimum GPA of 3.40 in history courses -- may be enrolled in 500-level courses with permission from the instructor and the Joint Program Committee.

D. Independent Study

Courses taken as independent study are permitted for investigation of issues, topics and research that are not covered in course offerings. The student must obtain the written approval of the instructor and Director/Associate Director. The independent study should be directed by an instructor with an expertise in the topic. An independent study must have an appropriate description of the course topic, a reading list, and a minimum of 15-20 pages of written work. In no case may a student receive more than six semester hours of independent study credit toward the degree. Independent study forms can be obtained from the Director/Associate Director.

E. Comprehensive Examinations

Comprehensive examinations are normally held at the end of September and at the end of January each academic year. Eligible candidates should notify the Director/Associate Director of their intention to take the exam at least one month in advance of the

period in which they wish to have it administered. The student is responsible for obtaining the agreement of each of the four faculty members who will provide examination questions. The Director/Associate Director administer the exam at their respective institutions.

For the major concentration the student chooses one professor from the University of Charleston and one professor from The Citadel. Each professor provides two questions. The student is required to answer three of the four questions in writing. This exam takes place in one day and is completed in no more than six hours.

For the two minor fields the student chooses one professor from the University of Charleston and one professor from The Citadel. Each professor provides two questions. The student is required to answer one question from each professor. This part of the exam is completed in one day in no more than four hours. The major field and two minor field exams normally occur within a period of three consecutive days.

Each of the questions answered by the student is graded by the professor who drafted it. Each professor assigns one of three possible grades to each of the student's answers: "PH" for pass with honors, "P" for pass, or "F" for fail.

Passing scores on each of the exams are recorded on the student's transcript. Students are awarded a score of "PH" if they earn that score on at least four of the questions. Failure on any section of the exam eliminates the possibility of earning a "PH."

A student who fails one or more questions must re-take the comprehensive exam in order to continue in the program. The second attempt to pass the exam may occur no sooner than one month after notification of the initial failure. On the second exam, the student is tested only on those fields that he or she initially failed and must successfully answer the same number of questions that were failed on the first attempt. If the student passes on the second attempt, a grade of "P" is entered on the transcript. A student who fails any question on the second attempt is assigned a grade of "F" for the comprehensive examination and dismissed from the program, subject to possible review of the decision through the normal appeals procedure.

F. Thesis Track

A "Prospectus for Thesis" is required of each student who wishes to be eligible for the thesis option in the M.A. program. The prospectus must be approved and signed by a three-person thesis committee and then submitted to the Joint Master's Program Committee for final review. The Thesis Committee consists of a Thesis Director and two Second Readers. The Thesis Director must have a Ph.D. and have a formal affiliation with the History Department at the University of Charleston or The Citadel. Both departments must be represented on the Thesis Committee. In consultation with the Director/Associate Director, the student chooses a Thesis Director whose field of expertise most nearly coincides with the proposed topic. The two Second Readers do not need to be in the field of expertise.

Six copies of the signed "Prospectus for Thesis" should be submitted to the Joint Master's Program Committee. The student is responsible for delivering three copies to each institution. The proposal must include the following:

1. completed cover sheet with the signatures of the three-member Thesis Committee;
- a clear and full description of the topic;
- a description of the primary materials to be investigated;
- a discussion of the significance and larger historiographical issues raised by the topic and how the topic will contribute to historical knowledge;
- a working bibliography of the secondary and primary materials arranged alphabetically and separated into primary and secondary categories.

An oral defense before the Thesis Committee is required. The Director/Associate Director presides at the oral exam. The completed thesis is expected to have 60-100 pages of text, not including endnotes and bibliography. For details on the format, paper, type,

margins, etc., please consult the "Guidelines and Regulations for the Master's Thesis" available from the Director/Associate Director.

F. **Grading**

The grading system in the Joint program is as follows:

<u>Grade</u>	<u>Grade Points</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
F (Failure)	0
I (Incomplete)	0
W (Withdrawal)	0

F. **Probation**

To remain in good standing, a "B" average is considered minimally acceptable. A regular-degree candidate whose average falls below 3.0 will be placed on academic probation. If the average remains below 3.0 upon completion of three additional courses or at the end of an academic year (two additional semesters), the student can be dropped from the program.

F. **Withdrawal Policies**

The policy for withdrawal from courses is as follows: the grade of "W" (withdrawal) is recorded if a student withdraws voluntarily from a course before the published date each semester. The grade "W" may not be awarded after this date, except by special permission of the Graduate School Office at either institution and only in those cases when continued enrollment in the course would be detrimental to the student's health or has been made impossible by circumstances beyond the student's control.

Students who withdraw from courses without notifying the Graduate School Office will receive a grade of "F" in the class. A student who withdraws from a course is required to notify either Graduate School Office and to complete a course withdrawal form. This formal procedure is very important. In addition, a student enrolled in a course taught at the University of Charleston who is not present at a final examination receives a grade of "X." This grade converts to an "F" if an excused absence is not received from the Dean of the Graduate School within 48 hours. A student enrolled in a course taught at The Citadel who is not present for the final exam receives a grade of "F" on the exam, if an excused absence is not received.

J. Incompletes

The grade "I" indicates that only a small part of the semester's work remains to be done, that the student is otherwise doing satisfactory work in the course, and that an extension of time is warranted to complete the work. The instructor determines the time-frame for the work to be completed. All work for completion of the course requirements must be submitted to the instructor within one academic year. If the student does not complete the work within the prescribed time-frame, the "I" is changed to an "F." This policy on Incompletes describe the policy at the University of Charleston, S.C.

At the present time, the policy at The Citadel is different and students need to be aware of this difference. The policy governing incompletes will be that of the institution offering the course. **The policy at The Citadel taken from the 1999-2001 College of Graduate and Professional Studies Catalog is as follows:**

A grade of "I" represents work of satisfactory quality incomplete for authorized reasons. Incomplete ("I") grades must be made up during the term following the recording of the grade. A grade of "I" received in the fall term must be made up by the end of the following spring term. A grade of "I" received in the spring must be made up by the end of the following fall term. A grade of "I" received in either summer term I or II must be made up by the end of the following fall term. An extension of time not to exceed one additional term may be authorized for extenuating circumstances by the Dean of the College of Graduate and Professional Studies. Grades not made up within the

authorized time limit will convert to a grade of "F" and such courses will be included in the calculating of the G.P.A.

K. Honor System

Students in the Joint Program are bound by honor, and by their acceptance of admission, to abide by the Honor Code and to report violations of it. The Honor Code specifically forbids cheating or attempted cheating, stealing, attempted stealing or knowing possession of stolen property, plagiarism, and failure to report the knowledge of an Honor Code violation. Students should familiarize themselves with the honor system at both institutions. Violations may result in suspension or expulsion from the Joint Program. Students have the right to appeal. Students wishing to appeal a decision should consult with the Director/Associate Director who will explain the procedure.

L. Statement on Plagiarism and Related Misuses of the Work of Other Authors

The information below is taken from the web page of the American Historical Association ([http://www.theaha.org/pubs/standard.htm#Statement on Plagiarism](http://www.theaha.org/pubs/standard.htm#Statement); adopted May 1986; amended May 1990; May 1993; May 1995) and represents the policy of the Joint Master of Arts in History Committee.

1. Identifying Plagiarism and Other Misuses

The word plagiarism derives from Latin roots: *plagiarius*, an abductor, and *plagiare*, to steal. The expropriation of another author's text and the presentation of it as one's own, constitutes plagiarism and is a serious violation of the ethics of scholarship. The misuse of the writings of another author, even when one does not borrow the exact wording, can be as unfair, as unethical, and as unprofessional as plagiarism. Such misuse includes the limited borrowing without attribution, of another historian's distinctive and significant research findings, hypotheses, theories, rhetorical strategies, or interpretations, or an extended borrowing even with attribution. Both plagiarism and the misuse of the findings and interpretations of other scholars take many forms. The clearest abuse is the use of another's language without quotation marks and citation. More subtle abuses include the appropriation of concepts, data, or notes all disguised in newly crafted

sentences, or reference to a borrowed work in an early note and then extensive further use without attribution.

2. Resisting Plagiarism and Misuse

The plagiarist's standard defense -- that he or she was misled by hastily taken and imperfect notes -- is plausible only in the context of a wider tolerance of shoddy work. A basic rule of good note taking requires every researcher to distinguish scrupulously between exact quotation and paraphrase. Faced with charges of failing to acknowledge dependence on certain sources, a historian usually pleads that the lapse was inadvertent. This excuse will be easily disposed of if scholars take seriously the injunction to check their manuscripts against the underlying texts prior to submission.

3. Investigating Allegations of Plagiarism or Other Misuse and Consequences

Instances of suspected plagiarism will be examined by the Joint Committee. Students will have an opportunity to explain their actions, and the Joint Committee, in consultation with the offended professor, shall recommend a penalty to the appropriate office at the student's home institution. As outlined above, shoddy work and lapse of attention are of sufficient gravity in themselves to warrant a failing grade for the course, which will be the usual penalty for plagiarism, shoddy work, or lapses of attention in checking sources. In cases of second offenses or instances of egregious violations, the Joint Committee may recommend dismissal from the Joint M.A. in History Program.

M. Transfer of Credit

Students may transfer graduate credit from an accredited graduate program provided that the credit satisfies the Joint Program's advanced degree requirements. The History M.A. program approves no more than 12 semester hours of transfer credit. The student assumes responsibility for initiating the request for transfer credit which must be done at the time of admission. The Joint Program Committee will consider transfer credit under the following conditions:

1. Courses must carry a minimum grade of "B" and have been completed within the previous six years.

- Official transcripts must be submitted. If such work is shown on the transcripts provided in support of the original admission to the program, a new transcript is not needed.
- 2.
 3. Course syllabi and other materials may be requested.

N. Time Limit Requirements

All work credited toward the M.A. in History must be completed within five years for students enrolled at the University of Charleston. Students enrolled at The Citadel must complete all work within six years. Requests for an extension are not automatically granted. Students are responsible for initiating the request which must be submitted in writing to the Joint Program Committee. This written request must include a time-table for completion of the degree.

O. Continuous Enrollment

Students who are enrolled for the thesis only at the University of Charleston must maintain continuous enrollment in the program until all degree requirements are fulfilled. Continuous enrollment is maintained by registering for one hour of graduate credit each semester, excluding the summer. Continuous enrollment entitles the student to a valid ID card, full access to the Robert Scott Small Library and such support from the faculty and facilities of the University of Charleston as the program of study necessitates.

Students who are enrolled at The Citadel for the thesis only must re-register at the Office of Graduate and Professional Studies Office to revalidate their I.D. until all degree requirements are fulfilled. There is no one-hour enrollment requirement at The Citadel.

P. Application for Graduation

The official diploma for the M.A. degree lists both institutions, which reflects the joint nature of the program. Nevertheless, candidates follow different procedures in filing for a degree. Candidates for the M.A. degree at the University of Charleston must submit an Application for Graduation to the Graduate School Office by the dates indicated on the academic calendar for the semester in which they expect to receive the degree, or on the day of the summer session in which they plan to complete degree requirements. If they

do not expect to complete the requirements, they must cancel the application at least two weeks before the end of the semester or summer session and must resubmit the notice in whatever semester or summer session they complete the requirements. Students must also pay a graduation fee at the Graduate School Office. No bill for this fee will be sent.

Candidates for the M.A. degree at The Citadel who plan to complete the program must submit their application for graduation by November 1. Applications for graduation are obtained in the College of Graduate and Professional Studies. To be recommended for a degree, a student must meet all admission, scholarship, and curriculum requirements.

Q. Notice of Change

Rules, regulations, fees, course descriptions, and program requirements are subject to change. When a change in program requirements is made while a graduate student is enrolled in the program, the student may elect to complete the program under the requirements in effect at the time of matriculation or to shift entirely to the new requirements. As a result of ongoing reviews of all graduate programs, certain course offerings may be deleted or restructured.

II. Library Resources

A. University of Charleston

<http://univchas.cofc.edu>

1. Robert Scott Small Library

<http://www.cofc.edu/library>;

Reference Department: 953-8000; Circulation Department: 953-8001; FAX Number: 953-8019

The Robert Scott Small Library houses the main collection of the University of Charleston. The collection currently include more than 465,000 books and nearly 2,600 periodicals and journal subscriptions. The library is a selected depository for government publications and a complete depository for South Carolina State publications. Students have open-stack privileges. Students can locate library materials through a computerized, on-line public

access catalog, and an automated circulation system. Special services for students include: a daily courier service for free delivery of books and articles from other institutions in the local area (Charleston Southern University, The Citadel, The Medical University of South Carolina, Trident Technical College, Charleston Public Library, and the University of Charleston Marine Resources Library); a Reserve department for materials on reserve for specific course assignments; an Interlibrary loan arrangement which allows students to order materials not available at the University of Charleston; a computer search service which provides a customized list of articles on one or more topics; full access to the Internet and world wide web; and a reference service, which provides assistance and instruction in the use of the library.

2. Special Collections in the Robert Scott Small Library
<http://www.cofc.edu/~speccoll/Main.html>; 953-8016

Special Collections is located on the second floor of the library. Special Collections contains books, manuscripts, prints, maps, and photographs concerning South Carolina and the Lowcountry dating from the seventeenth century, as well as ornithology, Afro-American history, and the history of the College of Charleston. Special Collections also curates the South Carolina Jewish Heritage Project. This project includes manuscripts, letters, journals, and minute books concerning the history of the Jewish congregation in Charleston (in particular, the Records of the Hebrew Benevolent Society, the Hebrew Orphan Society, the Salavor Patent, and the records of the Coming Street Cemetery). There is a published guide to the collections holdings. See Ralph Melnick, "College of Charleston's Special Collections: A Guide to Holdings," *South Carolina Historical Magazine*, Vol. 81 (April 1980): 131-53.

3. Office of Media and Technology
<http://omt.cofc.edu>; 953-8171

The OMT maintains a media lab that holds approximately 3,000 titles, including films, documentaries, and newsreels. The titles cannot be checked out by students, but the lab has individual carrels for viewing films. The lab is located in the College of Charleston Education Building, Room 207.

4. Avery Research Center for African American History and Culture
<http://www.cofc.edu/~averyrsc>; 953-7609

The Avery Research Center's holdings at the University of Charleston focus on African American history in the Lowcountry and South Carolina with

some holdings from other states. It has a non-circulating collection of over 3,000 books, videotapes, and nineteenth- and twentieth-century manuscripts. Holdings of interest include the Joseph A. Towels Collection, the J. Arthur Brown Papers, the Bernice Robinson Papers, the W. Earl Douglas Papers, the Mickey Funeral Home Records, the John's Island collection of photographs and religious music, the Avery Normal Institute Archives, and various African American newspapers and journals. The Center is located at 125 Bull Street.

5. Center for Historic Preservation

<http://www.cofc.edu/~sota/preservation/center.html>;
953-4981

The Center for Historic Preservation supports the study of preservation at the College of Charleston. The Center maintains a library in its offices at 12 Bull Street. For further details contact the Center's co-directors, Robert Russell (953-6352) or Ralph C. Muldrow.

B. The Citadel

<http://www.citadel.edu>

1. Daniel Library

<http://www.citadel.edu/library>; Circulation Desk: 953-6845,
Reference Desk: 953-2569; Interlibrary Loan: 953-2570;
FAX number: 953-5190

The Daniel Library houses 321,000 books, 1,400 periodical titles, 100,000 Federal documents, and 1,000 video recordings. Holdings include books on the history of The Citadel, works by its graduates and faculty, and various rare works on military topics since the eighteenth century, including military training manuals from the Antebellum period to the twentieth century. The Library offers 22 networked on-line databases supporting all disciplines, and Internet access to the world wide web, electronic access to journal holdings of local libraries, and a Federal government document selective depository.

It also provides borrowing privileges from other institutions (College of Charleston, the Medical University of South Carolina, Charleston Southern University, Trident Technical College, and Charleston Public Library), interlibrary loan, daily document delivery among local academic libraries, FAX service for interlibrary loan, and off-air taping of satellite programs.

2. The Citadel Archives and Museum

<http://www.citadel.edu:80/archivesandmuseum>;
953-6846; FAX: 953-6956

The Archives hold materials concerning the history of The Citadel and various papers, including the Civil War era letters of General Ellison Capers (Citadel Graduate, 1857); the military papers and photographs of the notable World War II General Mark Clark.

C. Medical University of South Carolina (MUSC)

<http://www.musc.edu>

1. Main Library

<http://www.library.musc.edu>

The main library has large and diverse holdings of medical texts and journals that date from the eighteenth century. The library's collection exceeds 220,000 bound volumes and 2,500 journal and serial titles in electronic and print format. The library can be accessed through the catalog systems at either institution.

2. Warren A. Sawyer Reading Room

<http://waring.library.musc.edu>; 792-2288

The Warren A. Sawyer Reading Room, located in Colcock Hall, has holdings of biomedical journals from 1758-1910 and material from the Medical University archives. By appointment only.

3. Waring Historical Library in MUSC

<http://waring.library.musc.edu>; 792-2288

This Library has a wide-ranging collection of medical texts in Greek and Latin. The majority of the holdings are from the nineteenth century, including student theses from 1825-60 and the minutes of the Medical Society of South Carolina from 1789-1925. The holdings can be accessed through the MUSC catalog except for the vertical and biographical files.

D. University of South Carolina-Columbia

<http://www.sc.edu>

1. Thomas Cooper Library

<http://www.sc.edu/library>; Call 803-777_8169 to check on visiting hours. Circulation: 803-777-3145; Reference: 803-777-4866.

The library holdings include 2,600,000 books, 3,500,000 microforms, and 14,000 periodicals. The Math, Music, and Science departments maintain their own libraries. The university's special collections include the F.Scott Fitzgerald Collection, a Film Library, the South Caroliniana Library (holdings of the history, literature and culture of South Carolina), the Modern Political collection, a Rare Book Room (various holdings of nineteenth century natural history, American literature, and Scottish literature), and the University Archives. This major library, in Columbia, SC, can be accessed through the library systems of both universities or through USC's web site.

E. Clemson University

<http://www.clemson.edu>

1. Robert Muldrow Cooper Library

<http://www.lib.clemson.edu>; Circulation: 864-656-3027; Special Collections: 864-656-3031; Architectural Library: 864-656-3933. Library Hours Hotline: (864) 656_3027.

The library holds 1,500,000 books and subscribes to over 11,000 periodicals. The University also maintains an architectural library. Its Special Collections include the Edgar A. Brown Papers, James F. Byrnes Papers, John C. Calhoun Letters, A. Frank Lever Papers, Strom Thurmond Papers, and Benjamin R. Tillman Papers, and are also a US Patent and Trademark Depository and hold the records of the University.

F. Charleston Southern University

<http://www.csuniv.edu>

1. L. Mendel Rivers Library

<http://www.csuniv.edu/Academics/Library/library.html>; Reference: 863-7946

The library has over 170,000 holdings and is a Federal and State depository. It maintains a South Carolina Room with materials on the literature and history of the Lowcountry and the state.

G. South Carolina State University

<http://www.scsu.edu>

1. Miller F. Whittaker Library

803-536-7045/46

The library has 280,000 volumes, 864,000 microforms, and more than 1,300 serials. The library's special collections include doctoral research on the Negro (1933-66), the Atlanta University Black Culture Collection, the American Missionary Association Manuscripts, documents concerning the university's history, and dissertations and manuscripts of the Black Studies department. The school also is a Federal and State Depository and maintains a collection of oral histories.

III. Other Research Facilities

A. Charleston County Library System

<http://www.ccpl.org>; 805-6801

The library's primary sources include microfilm copies of Charleston newspapers from 1732 to the present and various microfilm holdings of city and county records. The South Carolina Room houses local legal documents, county records, periodicals, census records, military records and various secondary sources that pertain to the history of the Lowcountry and South Carolina.

B. South Carolina Department of Archives and History (SCDAH)

<http://www.state.sc.us/scdah>

8301 Parklane Rd., Columbia, SC, 803-896-6100

The main holdings of the state archives of SCDAH are located in Columbia, South Carolina. These holdings include South Carolina records from 1671 to the present, military records from the Revolution and the Civil War, South Carolina Will Transcripts from 1671-1868, County Estate Files, State Land Grants from 1784-1870, State Plats from 1784-1882, and extensive genealogical records. For a published bibliography see Richard N. Cote, *Local and Family History in South Carolina: A Bibliography* (Greenville, SC: Southern Historical Press, 1981).

C. Charleston Library Society

<http://red.libsci.sc.edu/histories/private/cls07.html>

The society contains various family papers, county and city records concerning South Carolina, Charleston, and the South, dating from the eighteenth century.

D. Huguenot Society of South Carolina Library

138 Logan St., Charleston, SC, 723-3235

This library holds over 1,500 volumes on Huguenot history including American and European journals on the subject. The library also holds the South Carolina Microfilm series and a microfilm copy of the 1790 national census.

E. South Carolina Historical Society Research Library (SCHS)

<http://www.SCHistory.org>; 723-3225

This library has over 40,000 volumes. Its holdings concentrate on the history of South Carolina and Charleston from the eighteenth century to the present. These include the plantation records of the Allston, Middleton, and Heyward families, the complete papers of Henry Laurens, and a large collection of maps, plats, photographs, prints, and architectural drawings. Discussion of the collection is often included in the South Carolina Historical Magazine. The College of Charleston Special Collections has a published bibliography of the society's holdings. See Alexander Moore, *Low Country South Carolina Ethnohistory: A Guide to Indian and African-American Sources*.

F. Preservation Society of Charleston Resource Center

<http://www.preservationsociety.org>; 722-4630

The society has resources dealing with the history of Charleston architecture. This is not a research facility but is useful for information for particular sites.

G. The Charleston Museum Library

<http://www.charlestonmuseum.com>; 722-2996

The Museum Library (appointment only) holds over 20,000 titles concerning natural history and the decorative arts. These include music pamphlets from 1700 to the present (especially 1810-70), the Manigault

House Collection, the Heyward Washington House Collection, a map collection, and the plantation records of the Drayton family.

H. City of Charleston Archives

701 East Bay St., Suite 348; 724-7301

The Archives hold the City Council Journals (1857 to the present), the Minutes of Commissions of Free Schools (1812-87), city maps and plats before 1900, mayoral correspondence, and the Minutes of the Commission of Streets and Lamps (1806-66).

I. Charleston Health Department

4050 Bridge View Dr., North Charleston; 740-0801

The Health Department is not a research facility but will furnish copies of their records for a \$5 fee. The department's holdings include county death records from 1915 to the present and the birth records of the city of Charleston from 1877-1915.

J. Clerk of Court of Common Pleas

2144 Melbourne Ave., North Charleston; 740-5700

The clerk can furnish the records of civil actions from 1856 to the present.

K. Judge of Probate

2144 Melbourne Ave., North Charleston; 740-5700

The Probate Office has on file marriage records from the late nineteenth century to the present and wills from 1869 to the present.

L. Charleston County Register of Mesne Conveyance

2 Courthouse Square; 958-4800

Deeds, mortgages, plots, and other local records for Charleston County and environs from 1670 to the present.

IV. Assistantships, Fellowships, and Financial Aid

A. University of Charleston

1. Departmental Assistantships

The University of Charleston History Department awards two graduate assistantships each year. Each assistantship carries a stipend for 15-20 hours of work per week under the direction of various members of the History Department. Graduate assistants perform a variety of services in support of the graduate instructional program. These may include the preparation of subject bibliographies, the duplication of library reserve material, the compilation of titles needed to improve the historical collections, the conduct of research, and other academic tasks as may be appropriate. Students who are awarded assistantships must carry the minimum course load required of full-time students (nine hours of graduate course work for the semester). The awards are competitive and open to incoming students as well as those already in the program. For further information see the Director/Associate Director of the Graduate Program in History at the University of Charleston.

2. Avery Research Center Internships and Assistantships

The Avery Research Center co-sponsors the following internships for graduate students at the University of Charleston: J. Arthur Brown Internships in African American Studies; Carrie Kilgore Internship in African-American Women's History; Lucille S. Whipper African-American Oral History Internship; Wachovia Bank Internship in African-American Oral History; and Avery Research Center Graduate Studies Internships.

All internships provide students paid work experience in the field of African-American Studies. In addition, students can enroll in History 770--Independent Study³ and earn three hours of course credit for their work. The staff of the Avery Research Center provides training in archival processing, oral history interviewing, and museum management. Students also participate in special community projects, such as the African-American Heritage Bowl for local schools.

The following general criteria apply to Avery internships: applicants must be enrolled for nine hours each semester in the Joint History Program; must have at least a 3.0 GPA; and must be available to work at the Avery Research Center 10-20 hours per week during each semester.

The Avery Research Center also awards two graduate assistantships. Each assistantship carries a stipend of \$3,550 per semester. To be eligible students must be enrolled full time in the Joint History Program and be able

³ A maximum of six hours of Independent Study is possible as a graduate student.

to work 20 hours per week. Graduate assistants will work under the supervision of the Director of the Avery Research Center. Students interested in the above internships or assistantships at the Avery Center should contact Dr. Robert Edison at 953-7609.

3. University of Versailles/Saint-Quentin Fellowship

Each year the University of Charleston awards one year-long research and teaching fellowship in France at this university which is located about 15 miles southwest of Paris. This competitive award of approximately \$15,000 is available to degree-seeking students in all M.A. programs at the University of Charleston. Applications can be obtained at the University of Charleston Graduate School Office. For further details contact Dr. William Olejniczak at 953-5930.

B. The Citadel

1. Departmental Assistantships

The Citadel awards two graduate assistantships each year. Each assistantship carries a stipend of \$3000 per semester and calls for approximately 20 hours of work per week. Final selection of the graduate assistants is made by the Director/Associate Director of Graduate Studies in History at The Citadel. These awards are made in the spring of each year for the following academic year. An application may be obtained in the Office of Graduate and Professional Studies at The Citadel.

C. Financial Aid Programs

1. Federal Financial Aid

Students should inquire about financial aid at their institution of matriculation. The University of Charleston and The Citadel participate in federal financial aid programs to help graduate students meet their educational expenses.

Most financial aid is awarded on the basis of need. To ensure an effective and fair assessment of need both institutions subscribe to "Federal Methodology" for an evaluation of family financial resources. The evaluation determines the amount of expected family contribution.

Financial aid counselors provide help with the process and in identifying sources. Information about financial aid services can be found in

the Administration and Academic Offices section of the University of Charleston's web page and then selecting financial aid (<http://www.cofc.edu/~finaid>), or by calling 843-953-5540. Information at The Citadel can be found on their web page and then selecting Admissions and Financial Aid (<http://www.citadel.edu/admission/admission.html>) or by calling 843-953-5187.

To apply for federal assistance a student must be: admitted to a degree-seeking program; a citizen or permanent resident of the U.S.; and in compliance with the Reasonable Academic Progress Policy for federal aid applicants. Students should begin the application process at least 90 days prior to the date funds are needed.

The University of Charleston and The Citadel use the Free Application for Federal Student Aid (FAFSA) which is available to students nationally. The FAFSA may be obtained from the financial aid office at either institution. Students who matriculate at the University of Charleston should list the College of Charleston (**not** the University of Charleston, S.C.) on the FAFSA form. Applications for aid at both institutions received by the March 15th priority due date will be considered for all funding.

Transfer students or first-year graduate students who did not attend their institution of matriculation as an undergraduate, and who intend to apply for federal financial aid, will need to send a financial aid transcript from each post-secondary institution previously attended to the Financial Aid office at their institution of matriculation. This includes both undergraduate and graduate study, whether or not any financial aid was received. No federal financial aid may be awarded or disbursed until all financial aid transcripts are received.

2. Federal Work-Study Program

The Federal Work-Study program provides part-time job opportunities for graduate students who demonstrate financial need. Students interested in Federal Work-Study should indicate interest in student employment on the FAFSA.

3. Federal Perkins Loan

The Perkins Loan Program is available to graduate students who are enrolled at least half time in a degree-seeking program and who demonstrate financial need. Students may qualify for up to \$4,500 for the first two years of study not to exceed \$9,000 in a four-year period. Repayment begins nine months after the student graduates or leaves school.

During the re-payment period five percent interest is charged on the unpaid balance of the loan principal. Under certain circumstances repayment may be canceled or deferred.

4. Federal William D. Ford Loan Program

Long-term loans, with variable interest rates, for \$8,500-\$10,000 are available to graduate students. Repayment begins six months after the student ceases half-time enrollment.

For each loan program a student must comply with the Reasonable Academic Progress (RAP) policy. Graduate students must have a minimum cumulative grade point average of 3.0 and a grade of C or better on at least 80% of the hours carried for the academic year.

Full-time graduate students with nine hours per semester will be allowed three academic years to complete a degree. For part-time graduate students the time limit can be extended.

The number of credit hours in which the student is enrolled on the last day of drop/add constitutes the official enrollment for financial assistance purposes. If a full-time student falls below full-time status, the deficit hours must be made up in the subsequent semester or the summer immediately following the deficient term, or the student may be ineligible for further financial assistance.

The financial assistance record of the student is reviewed at the end of each semester. Students are notified if RAP standards are not met. Students with any deficiencies are placed on probation for the next semester of enrollment. If the deficiencies remain at the end of the probation semester, the student is placed on financial aid exclusion.

Students who have been found ineligible for receipt of federal financial aid may appeal that decision. Procedures for an appeal are available at either Financial Aid Office. Students must submit their appeal at least 30 days prior to the last day of classes.

5. Graduate Incentive Fellowships

Both institutions, in cooperation with the South Carolina Commission on Higher Education, offer the Graduate Incentive Fellowship Program which has two major purposes: to increase the number of South Carolina residents who enroll as "other race" students in graduate and professional programs of study; and to reduce any disparity that exists between the proportion of state residents completing graduate and professional programs at South Carolina's public institutions of higher education. To be eligible a student must be: a U.S. citizen; a bona fide resident of South Carolina; a member of "other race" at the institution to be attended; accepted for admission to,

or enrolled as, a degree-seeking student in an eligible program at a South Carolina post-secondary institution; and an outstanding student. Students should inquire about the Graduate Incentive Fellowship at either Financial Aid Office.

V. Campus Services

A. Orientation

The University of Charleston holds an orientation for its graduate students at the beginning of the fall semester. Please contact the Graduate School Office for details. The Director/Associate Director at the University of Charleston holds an individual orientation and advisory meeting for each new graduate student. At The Citadel orientation is held within each graduate department; contact the History Department for information.

B. Course Books

1. University of Charleston

College Bookstore, 953-5518

Ordinarily course books are available for purchase at the campus bookstore where the course is taught. Students should consult with the course instructor for further information. Books required for courses at the University of Charleston are available at the College Bookstore. Full refunds are made up to the last day of drop/add of the current term. Buy backs are offered year round.

2. The Citadel

Bookstore, 953-5166

The Citadel Book Store is located on the Ashley River side of the campus behind the barracks. During the first two weeks of evening classes each semester the Book Store is open until 7:00 PM Monday-Thursday. Full refunds are made during the first two weeks of the spring and fall semesters and the first week of the summer sessions.

3. Other Area Bookstores

There are several commercial bookstores in the Charleston area. Students may wish to visit these stores when searching for course books and research material. They are as follows: University Books of Charleston (360 King St., 853-8700), sells textbooks; Atlantic Books (310 King St., 723-4751; 191 East Bay St., 723-7654), sells used books; Chapter Two Book Store (249 Meeting St., 722-4238), sells new books; Books-A-Million (2150 Northwoods Blvd., 764-2377; 832 Orleans Road, 556-9232), sells new and remaindered books; Barnes & Noble Booksellers (7620 Rivers Ave., 572-2322; 1812 Sam Rittenberg Blvd., 556-6561) and Waldenbooks (Citadel Mall, 766-5879; Northwoods Mall, 797-3558) sells new books.

C. E-mail Accounts

1. University of Charleston

E-mail accounts at the University of Charleston can be obtained at the Office of Academic Computing. Students are assigned an account and a password to log on to the University of Charleston server. Information on Academic Computing can be accessed on the web: (<http://www.cofc.edu/technology/student/index.html>).

2. The Citadel

An e-mail account can be obtained at The Citadel from Information Technology Services (ITS) located in Bond Hall, Room 253, where individual assistance and training classes are offered. Information on ITS can be accessed on the web: (<http://www.citadel.edu/computing>).

D. Student I.D. Cards

1. University of Charleston

The Cougar Card (<http://www.citadel.edu/computing>) is the official I.D. for students who have matriculated at the University of Charleston. The Cougar Card Office is located in the Auxiliary Services Annex on Calhoun Street (953-7834). The Cougar Card offers an optional calling card, meal/debit plan, discretionary account, and vending machine access.

The discretionary plan is a debit system that presently can be used in the University of Charleston Book Store, Campus Shop, Library, and at all Food Service locations, and vending machines. Discretionary accounts can be established by depositing a minimum of \$100 in the account at the Treasurer's Office. The account can be increased in \$50 increments at any time, and all remaining balances at the end of the term are carried over to the next semester. After graduation, withdrawal, or a leave of absence from school, the remaining balance will be refunded upon request. A \$10 minimum balance is required for a refund.

Cougar cards also allow access to sports and other campus activities (such as swimming pools, tennis courts, etc.). Replacement cards may be obtained in the Auxiliary Services Annex office during regular working hours.

2. The Citadel

Citadel I.D. cards can be obtained at the Office of Graduate and Professional Studies. The card gives the student access to The Citadel's

academic facilities. For an additional \$35 Activity Fee, the student has access to the campus' athletic facilities, the pool, tennis court, track, Deas Hall, and The Citadel Beach House. A \$25 Athletic Event Fee allows the student into Citadel sports events.

Please note that student I.D.s can be used at all area universities. In order to use the libraries, the card must be validated each semester at the reference desk of the library of each institution.

E. Computer Resources

1. University of Charleston

Academic Computing operates a number of computing centers open to all University of Charleston students. For locations and hours of operation, go to the Technology web page (<http://www.cofc.edu/technology/facilities/labs.html>).

2. The Citadel

The Citadel has several computer labs available to students. For locations and hours, see the computing web page (<http://www.citadel.edu/computing/index.html>).

F. Multi-Cultural and International Student Services at University of Charleston

The International Education Office of the University of Charleston located in the Bell Building, Room 324, offers information and guidance on study abroad, work abroad and research opportunities outside the United States.

The Office of Multi-Cultural Student Services in Randolph Hall, Room 110, provides services for minority students, assists in maintaining cultural diversity on campus, and coordinates the Access and Equality program. Assistance is available to students who have concerns relating to race relations, campus diversity, and multi-cultural awareness.

G. Parking

1. University of Charleston

A limited number of student parking spaces are available on campus. Parking decals are sold for parking lots that are designated by letters. The lots are clearly identified with signs. Only cars with proper decals are

permitted to use the parking lot to which they have been assigned. Any vehicle not displaying the proper decal or otherwise illegally parked will be ticketed or towed by the Office of Public Safety. Decals for the parking spaces are sold on a priority basis. Inquiries may be made at Auxiliary Services Office (<http://www.cofc.edu/AuxiliaryServices/parking/index.html>), on the first floor of the Joe Berry Dormitory, or by calling 953-7834.

Some parking meters are located around campus and are regulated from 9:00AM-6:00PM. A City of Charleston garage is located at the corner of St. Philip and George streets, and a City/University garage is located at the corner of St. Philip and Wentworth streets. Since most graduate courses are offered in the evenings, it may be to the student's advantage not to purchase a parking decal. It is unlikely that the cost of parking during the day (for library research, etc.) will exceed the cost of a parking decal. Parking meters and several parking garages are within walking distance from campus (the nearest parking garage is the Marion Square parking garage located on King Street adjacent to the Francis Marion Hotel).

2. The Citadel

Ample lighted and secure parking is available on campus. All automobiles parked within The Citadel gates are required to have a parking decal. The decals are obtained in person in the Office of Graduate and Professional Studies.

Students may also park (at their own financial risk) on the public streets surrounding The Citadel without purchasing a Citadel parking decal. Free parking is provided in front of the library for visitors.

H. Bicycles

Bicycle registration is required in Charleston. The necessary forms are available at the Charleston City Police Station. Outdoor parking facilities for bicycles at the University of Charleston are available to all students and employees. The Citadel does not currently provide bicycle racks.

I. Residential Life and Housing

1. University of Charleston

General information may be accessed on their web page: (<http://www.cofc.edu/ResLife>). All off-campus housing information is accessible after hours at an information stand on the porch of 40 Coming Street.

There are many local apartments and apartment complexes within a short drive of the campus. The Office of Residence Life and Housing provides the following services to assist students with finding off-campus housing: a listing of local Realtors, available rental properties, students who have apartments but need roommates, and students who are looking for roommates and an apartment. In addition, commercially-published apartment finder booklets, the Sunday edition of the local newspaper, maps of Charleston and the surrounding areas, and city bus schedules are available to students.

2. The Citadel

The Citadel currently offers no assistance in locating housing for its graduate students.

J. Health Services

1. University of Charleston

Student Health Services (<http://www.cofc.edu/~wellness/hshome.html>) offers a wide variety of health services to all students attending classes. The Health Services clinic is staffed by both physicians and nurses.

2. The Citadel

The Citadel currently maintains health services for undergraduates only.

K. Health Insurance

1. University of Charleston

Graduate students at the University of Charleston are entitled to services rendered by Health Services. To supplement these services when referrals or accidents require medical attention off-campus, an insurance policy is available for graduate students, spouses and children. The policy is underwritten by Blue Cross and Blue Shield of South Carolina. Information regarding eligibility, terms of coverage and costs is available by contacting Auxiliary Services (953-7834)

2. The Citadel

The Citadel offers graduate students the Temporary Lamar Care program that provides major medical coverage from thirty days to twelve months. The plan provides health coverage for non-work related sickness

and injury and is designed to accommodate individual needs. Information concerning the plan can be obtained at the Office of Graduate and Professional Studies (953-5089).

L. Counseling

1. University of Charleston

Counseling and Psychological Services (CAPS) (<http://www.cofc.edu/~wellness/capshome.htm>) provides an opportunity for students with emotional concerns to work on solutions in a professional and confidential atmosphere. Psychological counseling is offered through individual, group, couple and family therapy.

Appointments can be made by calling 953-5640 or by stopping by. These services are available at no cost to all degree-seeking students.

2. The Citadel

Individual and group counseling is available by appointment and includes confidential personal, educational and career counseling. The Substance Awareness Program provides counseling and information concerning alcohol and drug abuse.

M. Career Services

1. University of Charleston

The Office of Career Services (<http://www.cofc.edu/~career>) assists graduate students in career planning and identifying employment options associated with their degree program and interests. Services and programs include work-shops, job listings, a credential file, internships, resume and job search assistance, and individual career counseling.

They also have application packets for many of the required graduate school tests, such as the GMAT, GRE, LSAT, MCAT and NTE. The Career Resource Center contains valuable career experiential learning and employment information. A computer terminal links the office with the South Carolina Occupational Information System and with the Job Service listing of positions available throughout the state. A second computer houses SIGI PLUS, a career guidance program that allows a student to work through a complete career decision. They also offer an alumni network, which enables students to explore career interests through direct contact with practicing professionals.

Employers with jobs appropriate for students list their openings with the Office of Career Services. Employment includes part time (both on and off campus), summer, and full time.

2. The Citadel

Career planning and placement services at The Citadel (<http://www.citadel.edu/citadel/otherserv/career/index.htm>) are available to graduate students and alumni. Counseling is provided for such topics as career planning, labor market trends, employment requirements, resume and cover-letter writing, and interviewing techniques. Numerous placement seminars are held throughout the year to help individuals prepare for the job search process. The Career Services Library offers a variety of publications and information about companies as well as material concerning job search techniques. They also maintain a listing of The Citadel Alumni Career Network. The alumni listed in the Network have volunteered to be available to students who are seeking career information.

GUIDELINES AND REGULATIONS FOR THE MASTER'S THESIS UNIVERSITY OF CHARLESTON, S.C. AND THE CITADEL

The form of the thesis must comply with these institutional guidelines even when this differs with established style manuals. The Graduate Schools at the University of Charleston, S.C. and The Citadel will exercise the right to reject any thesis which does not comply with these specifications.

1. **NUMBER OF COPIES:** Master's candidates must submit a minimum of three copies of the thesis either to either Graduate School Office, depending upon the school where they have matriculated. One copy will be placed in the Daniel Library at The Citadel and two copies in the Robert Scott Small Library at the University of Charleston, one of which will be housed in Special Collections and will not circulate. The candidate may have additional copies bound when he/she submits the required number and pays the fee for each. All copies of the unbound approved thesis, with appropriate signatures, must be submitted to the institutional office by the date specified in the calendar of the semester when the student expects to graduate (usually about 15-20 days before commencement). Each copy must be in a stationary (8½" x 11") box which bears the following information; student's name, degree, and number of copies (if more than one copy per box is enclosed). Multiple copies within a box are to be separated with colored paper.
2. **CONDITION OF COPIES:** Each institution requires the candidate to assume full responsibility for the correctness in content and form of all copies of the

thesis. All copies must be clear, legible, and must be accurately proofread. The student is responsible for having all pages present and in proper order before submitting the thesis to the Graduate School Office. The thesis will be bound in the order in which it is submitted. Blank pages should be on the top and bottom of each copy (to be used as fly-leaf pages for the binding process).

3. **PAPER:** The three copies must be on white, unlined 20 lb., 25% rag or cotton paper, 8½" x 11". Pages that have been reproduced will be accepted only if they have clean dark print. Please note that xeroxing can cause paper to shift, making margins unacceptable. **Check all margins carefully.**
4. **TYPE:** Elite, pica, or the newer executive types may be used; however, types that are difficult to read will not be accepted. Only a black carbon ribbon may be used. If you are using a computer or word processor, please follow these guidelines: Use a laser or full letter-quality printer; set the type size at 12 point; do not use boldface or running headers or footers. If your printer does not have the fonts for sub or super-scripts or other diacritical markings, black India ink is acceptable. A student in doubt regarding acceptable type should consult either Graduate School Office.
5. **MARGINS:** All copies must have uniform margins as follows:
 - a) the left-hand margin must be one and one half inches (1 ½") throughout, including footnotes, appendices, charts, graphs, tables, etc.;
 - b) the right-hand and the bottom margin must be one inch (1") throughout; and
 - c) the first page of text and all first pages of chapters must have margins of two inches (2") at the top. All other pages must have a one-inch (1") margin at the top.
6. **SPACING:** All theses are to be typed or printed with double spacing between lines [footnotes are single spaced, one and one-half inches (1½") from the left margin]. Typing or printing is to appear on only one side of each sheet. However, for the purpose of illustration with charts, photographs, etc., a printed page may face another printed page.
7. **TITLE PAGE:** See the example for required arrangement. If the title page is in error, the student is responsible for the revision. Because of its importance, candidates must submit a preliminary, unsigned draft to either Graduate School Office along with other sample pages of the thesis for review as soon as possible after applying for graduation. Include your thesis director's name on this copy. When turning in the thesis, the finalized, approved title page shall bear the signatures in black ink before it is submitted to the Graduate School Office, except for the Graduate School Dean's signature.
8. **PAGINATION:** Small Roman numerals are to be used to number the introductory pages, with the title page (which is the first of these) bearing no number. A Table of Contents is required on which is listed the chapter headings, bibliography, and appendix (if any). Arabic numerals are to be

used to number the remaining pages of the text. Placement of page numbers must be consistent and at least four spaces from the edge of the sheet.

9. **FOOTNOTES:** Footnotes shall be numbered consecutively throughout each chapter. While the text of the thesis is double-spaced, all footnotes are single-spaced. A two-inch (2") line should separate the footnotes from the text, and a double space should be left between footnotes. The left margin requirement of one and one-half inches (1½") also applies to the footnotes. For the form of footnotes and a variety of examples, please consult Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. While publishing houses may specify the gathering of notes at the end of each chapter or at the back of the monograph, you should place them in your thesis where they really belong: at the bottom of the page where each citation is made. Consistency in footnote form throughout the thesis is the primary consideration.
10. **BIBLIOGRAPHY:** A bibliography must be appended to the thesis. It must list all references (alphabetically by authors) consulted by the student. For the form of entries in the bibliography, consult Turabian. While accepted abbreviations are permitted for footnotes, full titles and names must be used in the bibliography. Primary sources are listed first and separately from secondary sources.
11. **FEES:** By the published deadline for the submission of all copies of an approved thesis, a fee of \$10.00 per copy is due (subject to change). Everything should be in order by this time because neither Graduate School Office makes copies of the text.
12. **RECOMMENDED GUIDES:** The preferred manual of style is Turabian (noted in # 9, above). The guidelines you are now reading, however, take precedence over those in any other place. Be sure to work closely with your thesis director on these details.
13. **DEADLINES:** The deadline for diploma applications is about 15 days after the beginning of the semester when a student plans to graduate, and the deadline for turning in the approved thesis is about 15-20 days prior to the date of commencement. Students should be guided by the published calendar in the applicable graduate bulletin of the appropriate institution.
14. **ORAL DEFENSE:** A satisfactory oral defense is required prior to final certification of the degree. Candidates should submit copies to each thesis committee member. Copies for the oral defense can be photocopied on xerox paper. Candidates can type the final approved version on the paper specified in # 3. Candidates should bring at least three final title pages on 25% rag or cotton paper (see note # 3) to the oral defense for the signatures of the presiding Director/Associate Director of the program and the three members of the Thesis Committee.

UNIVERSITY OF CHARLESTON/THE CITADEL

PROGRAM OF STUDIES FOR JOINT MASTER OF ARTS IN HISTORY DEGREE

Social Security Number

Name (Last) (First) (Middle Initial)

Address (P.O./Street)

(City) (State) (Zip Code)

Anticipated Date of Graduation

List courses to be transferred into program:

(Transfer courses must be approved by the Joint Program Committee) Approval Date

I understand that any changes in the courses to be taken must be approved by the Joint Program Committee.

Signature of Student Date

Advisor Date

Director, Joint Program Committee Date
Associate Director, Joint Program Committee Date

PROGRAM OF STUDIES

Major Concentration (18 hours)*

*Includes either a thesis (6 hours) or 2, 700-level research seminars (3 hours each)

Dept.	Number	Course Title	Institution Where Course Taken	Grade	Date Comple ted
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Alternate Courses

Thesis (6 hours:

Title:

Director:

committee

Members:

700-Level Research Seminars (6 hours)

First Minor Area (3 hours)

Alternate Course

Second Minor Area (3 hours)

Alternate Course

HIST 691 – HISTORIOGRAPHY

Alternate Course

Electives (6 hours)

