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Message from Dr. Kyle Longley, MA War and Society Director

Welcome to the War and Society Program at Chapman University. We are very excited that you are joining us, and please know that we are here to help you succeed in all your endeavors.

The War and Society Program is part of the Wilkinson College of Arts, Humanities, and Social Sciences. It remains an interdisciplinary program where we encourage students to take classes and work with faculty from across the campus including history, political science, sociology, and English. The goal is to prepare you to understand the multidimensional nature of War and Society, broadly defined to include (but is not limited to) issues of the social and economic impact of war, how society shapes the way military wage war (and peace), and what role war has played in creating unique aspects of cultures.

While here, you will take a variety of courses starting with HIST 500, Historical Approaches to War and Society along with many choices including Readings in War and American Society, Readings in War, Identity, U.S. Presidents and War, Crimes of War, and Cultural Diversity and Ethnic Identities in Globalized World. Your studies will culminate in the research and writing of a Master’s Thesis.

When you graduate from the War and Society Program, you will walk away with a greater understanding of the topic from many different viewpoints. The depth and range of the experience will better prepare you to play a role in our society, whether from a standpoint in your chosen profession to a global citizen.

We welcome you very enthusiastically into our relatively unique program. We are here to make sure it is a transformative educational experience and believe very strongly in the program’s ability to accomplish that goal.
Program Mission & Vision Statements

Mission

The Master of Arts in War and Society at Chapman University educates graduate-level students in the field of war and society by rigorously examining the social, cultural, political and moral aspects of how societies go to war, experience war and deal with war’s consequences.

This program builds on the unique resources available at Chapman University:

- The Center for American War Letters
- The Rodgers Center for Holocaust Education
- The Sala and Aron Samueli Holocaust Memorial Library

Vision

The Master of Arts in War and Society at Chapman University aims to become the nation’s premier graduate-level program for studying the global interrelationships between war and societies in the modern era. Unique to Chapman, the MA program combines traditional graduate-level education with career enhancement credentialing for professionals working in the larger field of war and society. The program will establish an intellectual foundation for educators and professionals who, upon graduation, are capable of teaching, interpreting and solving the problems of war and its impact on society.

War and Society students will explore topics in the following thematic areas that comprise the War and Society Program:

- The influence of societal and cultural beliefs on warfare and national military policies
- The impact of war on social and cultural institutions, values and practices
- The interaction between the home front and the battlefield
- The impact of war on soldiers, civilians and veterans
- The relationships between war, identity and historical memory
Graduate Student Handbooks and the Graduate Catalog

This program handbook is intended as a resource guide for graduate students in the War & Society MA program, where you will find answers to frequently asked questions and helpful information.

However, the Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

The Chapman University Graduate Student Handbook is the location for graduate student academic policies, expectations, and helpful information as well as non-academic information, resources, and support. Important information will not be repeated here, and graduate students are encouraged to utilize both handbooks.

In addition to their program handbook, the Graduate Catalog, and the Graduate Student Handbook, all Wilkinson College graduate students are expected to adhere to the The Student Code of Conduct.

If you have questions or need information that is not addressed in this handbook, you can seek guidance from the following individuals:

**MA in War & Society Program Director**
Dr. Kyle Longley  
longely@chapman.edu

**Graduate Programs Coordinator**
David Krausman  
(714) 516-7116  
krausman@chapman.edu
Conditions of Accuracy

The information within this handbook is accurate as of the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this handbook should be aware that the information changes from time to time at the sole discretion of Chapman University and that these changes may alter information contained in this handbook. More current and complete information may be obtained in the appropriate department, school, or administrative offices. The University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to students or to the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. This handbook does not constitute a contract or terms or conditions of a contract between the student and Chapman University.

IN CASES OF CONFLICT BETWEEN THE HANDBOOK AND GRADUATE CATALOG

The Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

CURRENT INSTITUTIONAL POLICIES may be found on the Institutional Policies at Chapman webpage. They include:

Graduate Catalogs
Discrimination and Title IX
Religious Accommodations Policy
Sexual Misconduct, Sex Based/Gender Discrimination and Title IX
Student Code of Conduct
Student Complaint Procedures
Integrity in Research Policy
Inventions and Patents Policy
Accessibility Policy (Web and Electronic Resources)
Administering Online Surveys Involving Students, Faculty and Staff
Computer and Acceptable Use Policy
Copyrighted Works Policy
Records Retention and Destruction Policy
Reporting Misconduct
Smoking Policy

Student Privacy Policies (FERPA)

Electronic Records Accessibility Policy

Privacy Policy

Personal Computer Support Policy

**Academic and Enrollment Policies** can be found in the [Graduate Catalog](#), and contains the following university policies:

- Academic Integrity
- Add/Drop/Withdrawal
- Degree Conferral and Commencement
- Grades/GPA/Incompletes
- Grade Reviews
- Leave of Absence
- Petitions and Appeals
- Probation and Dismissal
- Repeating Courses/Course Audits
- Thesis/Dissertation Committee and Comprehensive Exams
- Transfer Credits/Residency Requirements
Core Faculty

Dr. Alex Bay, Department of History
(Lewis and Clark College, Bachelor of Arts, University of Oregon, Master of Arts; Stanford University, PhD)
Modern Japan, Science and Technology, Medicine and Environmental Sciences

Dr. Lori Cox Han, Department of Political Science
(University of California, Davis, Bachelor of Arts; University of Southern California, Master of Arts; California State University, Northridge, Master of Arts; University of Southern California, PhD)
American Presidency

Dr. Marilyn Harran, Rodgers Center for Holocaust Education
(Scripps College, Bachelor of Arts; Stanford University, Master of Arts; Stanford University, PhD)
Religious Studies, Holocaust Studies

Dr. Jennifer Keene, Department of History
(The George Washington University, Bachelor of Arts; The George Washington University, Master of Arts; Carnegie Mellon University, PhD)
World War I, Soldier Perspectives

Dr. Shira Klein, Department of History
(Tel Aviv University, Bachelor of Arts; University la Sapienza, Master of Arts; New York University, PhD)
Modern Jewish History, Migration, Holocaust Studies

Dr. Jeffrey Koerber, Department of History
(University of Illinois - Urbana-Champaign, Bachelor of Science; University of Illinois - Urbana-Champaign, Master of Architecture; Clark University, PhD)
Modern Eastern Europe, Holocaust Education

Dr. Rafael Luévano, Department of Religion
(Saint John’s Seminary, Bachelor of Arts; Pontifical Gregorian University, Licentiate in Sacred Theology; Saint John’s Seminary, Master of Divinity; Radboud University Nijmegen, PhD)
Religious Studies, Narco-Violence

Dr. Kyndra Rotunda, Veterans Law Institute
(University of Wyoming, Bachelor of Art; University of Wyoming, Juris Doctor)
Military and Veterans Law

Dr. Robert Slayton, Department of History
(State University of New York at Buffalo, Bachelor of Arts; Northwestern University, Master of Arts; Northwestern University, PhD)
World War II, Cold War America
Dr. Charissa Threat, Department of History
(University of California, Santa Barbara, Bachelor of Arts; The University of Louisiana at Lafayette, Master of Arts; University of Iowa, PhD)
Civil-Military Relations, Race, Gender and Conflict

Dr. Michael Wood, Department of World Languages & Cultures
(Kenyon College, Bachelor of Arts; University of Oregon, Master of Arts; University of Oregon, PhD)
Propaganda and War

Professor Tom Zoellner, Department of English
(Lawrence University, Bachelor of Arts; Dartmouth College, Master of Arts)
Journalism and War
Program Requirements

Students must complete 33 credits of academic work and successfully complete a master’s thesis.

Students pursuing the Master of Arts in War and Society degree are held to the University’s Academic Policies and Procedures. In addition these specific degree standards apply:

- Minimum grade “C+” or above in all coursework
- Maintain 3.000 GPA in the degree
- Complete 33 credits
- Successfully complete and defend a master’s thesis and six credits of HIST 698: Thesis

The following courses make up the Master of Arts War & Society degree curriculum:

Core Courses (9 credits)

- WS 500 - Historical Approaches to War and Society (3 credits)
- HIST 698 - Thesis (6 credits)

History Reading Seminars (6 credits)

Two of the following:

- HIST 510a - Readings in War and American Society (3 credits)
- HIST 510b - Readings in Global War in the Twentieth Century (3 credits)
- HIST 510c - Readings in Home Fronts and War (3 credits)
- HIST 510d - Readings in War, Identity and Memory (3 credits)

History Research Seminars (6 credits)

Two of the following:

- HIST 520a - War and Grand Strategy in the Modern Era (3 credits)
- HIST 520b - Memoirs of War and Resistance (3 credits)
- HIST 520c - Migration and War (3 credits)
- HIST 520d - The Soldier’s War (3 credits)
Electives (12 credits)
Four of the following, at least two courses selected from a discipline other than history

- POSC 500 - U.S. Presidents and War
- REL 500 - Just War Ethics: Conflict in the Contemporary World
- SOC 500 - Memory and Memorials: The Japanese American Internment
- REL 501 - Religious, Spiritual, and Ethical Responses to the Narco-Wars
- SOC 501 - Crimes of War
- IS 502 - Peace, Conflict and Human Rights
- HIST 503 - Moving History Forward: Perspectives on the Holocaust
- IS 507 - Issues in National Security
- HIST 529 - Experimental Course
- WS 529 - Experimental Course
- WS 530 - Selling War: Propaganda, Disinformation, and Censorship
- ENG 541 - Readings in War and Literature
- ENG 543 - Written War/Writing War
- WS 547 - Special Topics in War and Society
- IS 642 - Cultures of Violence and Resistance in Latin America
- IS 680 - Cultural Diversity/Ethnic Identities in a Globalized World

Total Credits: 33

Additional Elective Courses

Students are also permitted to enroll in graduate-level courses in other departments at Chapman University that have a significant historical or other relevant focus with the approval of the MA War and Society Program Director.

Additionally, up to two travel courses may also be accepted for academic credit with prior approval from the MA War and Society Program Director. More information on travel courses is available online at the Center for Global Education’s page for faculty-led travel courses.
Questions about the thesis guidelines should be addressed to the Program Director. Questions about an individual thesis should be addressed to the thesis advisor.

Thesis Requirements

- The thesis should be approximately 100 text pages, double-spaced, in twelve-font, Times New Roman, and formatted using *The Chicago Manual of Style*, 16th edition. The front matter and bibliography are not included in the page count. Citations must be formatted as footnotes and must conform to *The Chicago Manual of Style*, 16th edition. The organization of the thesis should be structured as follows:
  
  - I. Title Page
  - II. Abstract
  - III. Acknowledgements
  - IV. Table of Contents
    - List of Tables and Figures (if applicable)
    - List of Abbreviations
  - V. Text
    - Appendices (if applicable)
  - VI. Bibliography

- Each page, except the title page and the abstract, is numbered. The number should be at the bottom and middle of each page. Preliminary pages (those before your text) should be lowercase Roman numerals (i, ii, iii, iv, etc.)

Thesis Format

The thesis formatting guidelines are available at Leatherby Libraries as the [MA/MS Thesis Checklist](#). For an MA Thesis, some guidelines are optional; check with the individual Thesis Director and the library’s Dissertations and Theses Librarian with any specific questions about formatting.

Additional University Thesis Requirements

If a student does not complete their thesis during the semester in which they are completing 6 units of HIST 698, that student must register for 1 credit of continuing enrollment (HIST 698A Thesis Continuing Enrollment) to work with the thesis advisor, use other university resources, and complete the thesis in a subsequent term. Students must register for 1 credit in Interterm or Summer if the thesis is to be defended in that term.
Thesis Submission

After a successful thesis defense, students are responsible for collecting their advisor’s and readers’ approval signatures for final submission. The thesis must be submitted to Leatherby Libraries, for inclusion in the Chapman University Digital Commons and ProQuest Dissertations & Thesis Global database.

Students are required for degree conferral to submit an electronic copy of the thesis for inclusion in the Digital Commons and in ProQuest. There is no cost associated with this submission. You may find the instructions for submission, the required checklists, and the Deadlines for Completion of Library Requirements on the Library’s webpage for thesis submission guidelines.

The Dissertations and Theses Librarian supports all graduate students in the submission of their theses to Leatherby Libraries. You may contact the librarian in person at Leatherby Libraries or via email with questions or for help.

Students wishing to embargo or restrict access to their thesis on ProQuest or Digital Commons should consult Chapman University’s Digital Commons FAQ.
Thesis Proposal

Thesis proposals must be submitted and approved by the War and Society program director and thesis advisor within the first month of the student having enrolled in HIST 698. A research proposal of approximately 1,000 words must outline the thesis project and include the following components:

- Proposed historical question or thesis
- Discussion of relevant historiography
- Proposed methodology
- Proposed contribution the thesis will have on the field of study
- Preliminary bibliography

Thesis Committee

A Thesis Committee Form must be submitted to the War and Society program director within the first three weeks of the semester during which the student is enrolled in HIST 698.

The committee will consist of the Committee Chair, the Second Reader, and the Third Reader. The student will select a committee with the thesis advisor acting as the Committee Chair. The thesis chair must be a full-time faculty member teaching as part of the War and Society program or within the History Department. The second reader must be full-time faculty of Wilkinson College. The third reader should be a relevant specialist, and does not need to be a member of the full-time faculty. If the third reader is not a member of the full-time faculty, a C.V. must be included with the Thesis Committee Form. No full-time faculty member can serve as a member on more than five committees in a single semester and, especially if serving as the chair for multiple thesis projects, should limit participation to three. The chair and both readers are required to participate in the Thesis Defense.

In the event that a committee member anticipates a temporary absence during the time the student is working on the thesis, arrangements must be made for communication with that faculty member during the leave or the student must designate an appropriate substitute.

If a dispute or disagreement arises between a student and a member of the committee, the Committee Chair shall call a meeting with the committee and student to resolve the issue. If the dispute cannot be resolved through this process, or if the proposed solution is found unacceptable to the student or one of the committee members, the disagreeing party or program director may request that the Dean of the College review the problem and recommend a solution. If the problem cannot be resolved at the department level, the dispute should be appealed to the Vice Provost for Graduate Education, which will be the final level of appeal.

In the event a student does not register for HIST 698 or fails to maintain an active status in the program within one semester or term after official acceptance by a thesis committee, the Committee Chair has the option to dissolve the committee,
in which case a new committee must be secured and approved before registration can be authorized.
Thesis Defense

The completed thesis must be submitted to all committee members at least two weeks prior to the defense, unless all committee members negotiate a different time schedule. Faculty on multiple committees may need additional time to prepare for closely scheduled defenses.

The thesis defense will be an in-depth discussion of the thesis/central argument, methodological approach and research process, historiography, and how the thesis fits within the larger field of war and society. The student is responsible for establishing a meeting time for the thesis defense as well as coordinating with the Department of History Administrative Assistant, or the Wilkinson College Graduate Programs Coordinator to reserve a room for at least two hours.

The student must be prepared to speak for most of the duration of the defense, demonstrating their expertise on their topic. The Committee Chair should open the defense by asking the following questions:

- Why did you choose your topic?
- What is your main argument and key supporting arguments?
- How did you defend your main argument throughout your thesis?
- What was your research methodology?
- What major conclusions did you draw from the research and writing process?

The committee’s readers are expected to prepare no fewer than three questions pertaining to the thesis (the student will not be given the questions in advance) and a written commentary about the work that the candidate can retain. The Chair should conclude the defense by asking where the student wants to head if deciding to pursue the topic further. The main intent of the defense is to provide students with professional feedback on their work.

The Committee Chair and readers must complete an assessment rubric before leaving the defense. If the defense is successful, each committee member must sign and date the Thesis Approval Form. The Committee Chair will collect the completed rubrics and Thesis Approval Form and then submit them to the War and Society director within two business days of the Thesis Defense.

Upon the successful conclusion of the defense, the student will have the opportunity to make any changes to the thesis based on the committee’s suggestions before submitting for archival purposes. If the student fails to successfully defend their thesis, the Committee Chair will coordinate with the War and Society program director to establish a timeline for resubmitting.
Suggested Timeline for the Thesis

This sample timeline is based on a typical student who matriculates in the Fall semester and maintains full-time status, usually 9 credits per semester for four semesters.

**First Semester (Fall)**
Enroll in WS 500: Historical Approaches to War and Society, which includes an overview of the Thesis process and an introduction to faculty who can direct a Thesis.

**Second Semester (Spring)**
A student who wishes to write a thesis on a topic that is not addressed in the student’s regular coursework must enroll in HIST 599: Independent Study with an appropriate faculty member. Such a preparatory course should be taken before and not concurrently with HIST 698: Thesis. Summers and Interterms are also good times for engaging in the reading and research that will culminate in the MA Thesis.

**Third Semester (Fall)**
Submit the [Thesis Proposal](#) to the Thesis Director and Program Director. Enroll in the first 3 units of HIST 698: Thesis with the thesis director.

**Fourth Semester (Spring)**
Thesis Assessment

The MA Thesis Assessment Rubric will be used to evaluate all MA theses.

### MA in War and Society Paper and Thesis Assessment Rubric

#### GLOBALIZATION

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Emerging</th>
<th>Developed</th>
<th>Advanced</th>
<th>Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Use of Transnational Sources</td>
<td>Identifies transnational secondary source literature related to specific war and society topic</td>
<td>Analyzes transnational secondary works in support of written arguments</td>
<td>Analyzes transnational primary sources and secondary works in support of written arguments</td>
<td>Fully incorporates transnational primary sources and secondary works to support an original written argument</td>
</tr>
<tr>
<td>2 – War and Society Methodological Approaches</td>
<td>Identifies interdisciplinary approach relevant to specific war and society topic</td>
<td>Uses relevant interdisciplinary approach to develop research questions and owns research methodologies</td>
<td>Uses relevant interdisciplinary approach to conduct research and incorporates critiques of methodologies in written work</td>
<td>Advances interdisciplinary war and society methodological approach through research and written work</td>
</tr>
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#### STUDENT WRITING

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Emerging</th>
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<th>Advanced</th>
<th>Mastery</th>
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</thead>
<tbody>
<tr>
<td>1 – Use of Evidence</td>
<td>Makes assertions with limited evidence</td>
<td>Provides credible evidence for most claims</td>
<td>Provides comprehensive evidence for most claims</td>
<td>Supports all claims with specific, detailed, and effective evidence</td>
</tr>
<tr>
<td>2 – Analysis</td>
<td>Merely paraphrases evidence</td>
<td>Analysis is inconsistent in interpretation or application</td>
<td>Analysis begins to account for ambiguity or contradictory evidence</td>
<td>Analysis is clear, nuanced, and sophisticated</td>
</tr>
<tr>
<td>3 – Methods of Citation</td>
<td>Inconsistent citations of primary and secondary sources</td>
<td>Mostly accurate citations of relevant primary and secondary sources</td>
<td>Mostly accurate citations of numerous different source materials, mostly relevant</td>
<td>Correct citations of numerous different source materials, all relevant</td>
</tr>
<tr>
<td>4 – Writing Style</td>
<td>Adequate sentence structure, minor grammatical/usage errors</td>
<td>Appropriate tone, no distracting errors; adequate</td>
<td>Persuasive tone, fluid syntax, correct grammar usage</td>
<td>Miture tone revealing a unique voice, varied sentence structure, firm grasp of grammar</td>
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#### FACULTY-STUDENT RESEARCH

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<tr>
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<th>Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Prepares MA Thesis</td>
<td>Project has a clear purpose and rudimentary research plan</td>
<td>Project has a discernible working thesis and a well-constructed research plan</td>
<td>Project employs an interdisciplinary approach and offers a justification for taking such an approach</td>
<td>Frames thesis and research plan in an interdisciplinary way that demonstrates broad familiarity of topic within larger field of war and society</td>
</tr>
<tr>
<td>2 – Reviews MA Thesis</td>
<td>Understands criticism from thesis advisor and readers</td>
<td>Responds to criticism from thesis advisor and readers by making minor improvements to thesis</td>
<td>Makes significant improvements to thesis by answering most or all of faculty concerns</td>
<td>Responds to criticism and incorporates new ideas and/or research into thesis and materially improves final written product</td>
</tr>
<tr>
<td>3 – Submission for Publication</td>
<td>Identifies appropriate journals for possible submission and understands submission guidelines</td>
<td>Prepares manuscript prospectus and prepares for publication according to journal guidelines</td>
<td>Submits manuscript to relevant journal</td>
<td>Manuscript accepted for publication</td>
</tr>
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#### PERSONALIZED EDUCATION

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<tr>
<th>Dimension</th>
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<th>Advanced</th>
<th>Mastery</th>
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<tbody>
<tr>
<td>1 – Critical Stance to Historical Arguments</td>
<td>Identifies authors’ main ideas but not necessarily thesis</td>
<td>Identifies and begins to critically evaluate the authors’ central argument, purpose, and approach to the subject</td>
<td>Clearly identifies and critically evaluates authors’ central argument, purpose, and approach to the subject</td>
<td>Clearly identifies and critically evaluates authors’ central argument, purpose, and approach to the subject and places within larger historiography of field</td>
</tr>
<tr>
<td>2 – Critical Stance to Methodological Approaches</td>
<td>Demonstrates an awareness of methodological approaches from different academic disciplines comprising the larger field of war and society</td>
<td>Able to compare and contrast multiple disciplinary methodological approaches as they relate to own topic</td>
<td>Capable of arguing against an authors’ methodological approaches based on own research</td>
<td>Uses multiple disciplinary theories, models, and methodological approaches in support of own work on war and society topic</td>
</tr>
<tr>
<td>3 – Original Historical Argument</td>
<td>Defines a topic that poses a new approach to a historical question or argument</td>
<td>Analyzes relevant literature and places own topic within larger field</td>
<td>Synthesizes own original argument with relevant works</td>
<td>Demonstrates originality by challenging current historiography</td>
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#### INTERDISCIPLINARITY

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<th>Dimension</th>
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<th>Advanced</th>
<th>Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Use of Disciplinary Methods</td>
<td>Disciplinary knowledge base is focused only on history</td>
<td>Disciplinary knowledge base extends outside history</td>
<td>Concepts and theories outside history inform project’s research methodology</td>
<td>Concepts and theories from outside history offer new insights, and interpretations on findings</td>
</tr>
<tr>
<td>2 – Integration</td>
<td>Weak connections among disciplinary methods and little integration</td>
<td>Makes valid but limited connections across disciplinary or field perspectives</td>
<td>Integration brings disciplinary insights together in a generally coherent and effective way</td>
<td>Novel, imaginative, or well-articulated integration brings disciplinary insights together in a coherent and effective way</td>
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</tbody>
</table>
Student Research and Conference Funding

Chapman University Student Scholarly/Creative Grants and Conference Travel Grants

In line with Chapman University’s commitment to the scholarly and creative activities of its graduate students, Scholarly/Creative Activity Grants and Conference Travel Grants are offered on a competitive basis to all current graduate students. Graduate Student Scholarly/Creative Activity Grants are intended to provide support for a variety of clearly defined scholarly or creative projects. Graduate Student Conference Travel Grants are intended to provide support for graduate students to travel to academic conferences.

The Graduate Student Grants process is managed by each College for the students in all that college’s graduate programs. The funds are distributed competitively, and the maximum amount of each award is $500.

Scholarly/Creative Activity Grants require a proposal, budget, and a letter of support from the faculty mentoring the project. There is no limit on the number of scholarly/creative projects Wilkinson College of Arts, Humanities, and Social Sciences will fund as long as the awards do not exceed the $500 yearly cap per student. However, given multiple strong proposals, priority will be given to applicants who have received the least funding within the current fiscal year.

Students planning to present at a conference should complete the Conference Travel Grant Application. The deadline for submitting conference travel grant applications is rolling; applications can be submitted at any time prior to the conference. However, funds are limited so students are encouraged to apply as early as possible and can apply before booking travel.

To apply for a Scholarly/Creative Activity Grant or Conference Travel Grant, or for more information about the Graduate Student Grant program, the expenditure of grant funds, and the submission of reimbursement requests, please contact the Wilkinson College Graduate Programs Coordinator.
Graduate Student Employment Opportunities

Each semester, a limited number of graduate students may be selected for student employment affiliated to the program. The two main categories related to our program are Graduate Assistantships (GShips), which are flat-rate, stipend-based positions, and Graduate Assistants (Hourly), who are paid by the hour.

Within the GShip category, there is one main type of positions for War & Society students: Graduate Research Assistantships (GRA). All Gships are governed by the GShip Manual; students on GShip typically work 19 hours per week. A Graduate Research Assistantships’ principal function is to assist a faculty member with their scholarly, creative, teaching, or administrative activities.

Within the hourly Graduate Assistant category, Graduate Program Assistants aid the Program Director with public programming, marketing of the graduate program, and student recruitment. Graduate Assistants (Hourly) normally work 8-10 hours per week; students can inquire with the Graduate Programs Coordinator for the current rate of pay.

Students interested in GShip positions should inquire of the MA program director, who will coordinate with the university’s Vice Provost for Graduate Education. GShips are determined well in advance of the semester and have additional eligibility criteria (see page 7 of the GShip Manual).

Additional hourly Graduate Assistant and student work opportunities are posted online through the student employment office website. Positions are typically posted a couple weeks before the start of each semester but may become available at other times.
Frequently Asked Questions

What should I do to make sure I’m on course to graduate?
Use the Program Evaluation on My Chapman Self Service Portal to plan your courses. Review your Program Evaluation on a regular basis. Prior to the semester in which you will complete your degree requirements, use My Chapman Self Service Portal to fill out and submit an Application for Degree Conferral.

Who is my advisor?
The MA War and Society Program Director is the official academic advisor for all graduate students. This includes advising on course requirements, internship selection and the like. All other members of the program core faculty can provide additional mentoring on intellectual and professional pursuits.

Before the end of the first year, students should request a Thesis Advisor whose interests and expertise are in the area of the student’s interest. The thesis advisor is the instructor of record for the two semesters of thesis coursework and is the first reader of their students’ theses.

The course requirements have changed since I arrived. Which requirements do I need to fulfill?
The set of requirements you need to fulfill is determined by the graduate catalog of the year you enrolled. Your My Chapman Self Service Portal Program Evaluation will indicate which catalog year you are when you view it as a PDF. The graduate catalogs can be accessed online.

May I switch to the requirements of a newer catalog?
You may switch to a newer catalog by filling out the Change of Major form, available on the Office of the University Registrar website and submitting it to the Program Director for signature.

Why won’t My Chapman Self Service Portal allow me to enroll in a course?
My Chapman Self Service Portal blocks registration when a class has reached its enrollment limit, when prerequisites have not been met, when a business hold is in place, or when enrollment requires faculty approval (e.g. thesis writing courses). Enrollment limits and prerequisites may be waived in specific situations, if the professor feels it is warranted. In these cases, you need to secure the professor’s consent to enroll, and contact the Graduate Programs Coordinator. Business holds need to be resolved with the Student Business Services Office.

I’m an accelerated student. How do I register for graduate courses during my senior year of undergraduate studies?
Please use the Undergraduate Request to Register for Graduate Course Form.

How do I add a course that has been closed in My Chapman Self Service Portal?
Once the semester begins, My Chapman Self Service Portal blocks enrollment in all courses that have reached their enrollment caps, even if seats are subsequently freed up. To add a course that has been closed, you will need to secure the professor’s consent to enroll, and contact the Graduate Programs Coordinator.
How do I develop and register for an Independent Study or Reading and Conference course?
If you wish to do an Independent Study or Reading and Conference course with a member of the graduate faculty, you should contact that faculty member directly to discuss the possibility. Once you and a faculty member have agreed on an Independent Study or Independent Research course, you will need to fill out the Individual Study and Research Form, develop a course description, course learning outcomes, and submit all documents to the Office of the Registrar. The Department Course Subject is HIST or WS, the course number 599.

Is it possible to substitute another course for a required course?
Substitutions are allowed when there is a compelling reason why the required course cannot be taken or why the substituted course would be of greater benefit to the student. Substituted courses should be comparable in rigor and content to the required course. To substitute one course for another, please contact the Program Director.

What is the policy for receiving an incomplete?
According to university policy, incompletes can be given only if extenuating circumstances prevent a student from completing a small portion of the assigned coursework. Please see the Academic Policy for Grades/GPA/Incompletes for more information.

What if I need to take a leave of absence?
A student can take a one-semester leave without making a formal request. The student should inform the Program Director and the Graduate Programs Coordinator. If you need to interrupt progress toward your degree for more than one semester, a leave of absence may be granted. Leaves of absence can be granted for one year, with a possible renewal of one additional year. To apply for a leave of absence, the student must fill out and submit a Graduate Petition form, as well as a written statement spelling out the reasons for the leave and bearing the signatures of the Program Director and an Associate Dean of Wilkinson College (which the Graduate Programs Coordinator can assist with). If interrupting enrollment before the end of the academic term, the student must also follow the steps to withdraw from your courses. A leave of absence cannot be approved retroactively.

If a student leaves the university in good academic standing or on academic probation and is absent no more than four consecutive regular semesters (excluding interterm and summer sessions), the student will not need to re-apply and may enroll for classes at Chapman, and retain the right to elect either degree requirements in effect for that student at the time of leaving Chapman or the degree requirements in effect at the time of re-entrance.

If a student leaves the university in good standing and is gone more than four consecutive semesters, the student will not need to re-apply, may re-enroll for classes at Chapman, and will be assigned the catalog requirements in effect at the time the student returns to Chapman. Students may request to return to their original catalog, and that request will be reviewed and decided upon by the Department or School; decision by the departments or School is final.
Any graduate student who has broken enrollment for a period of more than one semester (interterm and summer sessions do not constitute a semester) without receiving an approved Leave of Absence is required to request re-enrollment through the Department. The student is held to the degree requirements in effect at the time of return unless approved for the original catalog year requirements by the Program Director or Associate Dean.

Note that graduate students must complete their degree requirements within seven years of first matriculating. Leaves of absence do not suspend or extend this seven-year clock.

For more information about interrupting enrollment, see the Interrupted Enrollment guidelines.

How do I apply for a leave of absence?
The student must fill out and submit a Graduate Petition form, as well as a written statement spelling out the reasons for the leave and bearing the signatures of the Program Director as well as an Associate Dean of Wilkinson College, which the Graduate Programs Coordinator can assist with. If you are interrupting enrollment before the end of the term, you must also follow the steps to withdraw from your courses. Please note that leaves of absence cannot be approved retroactively.

Can I receive transfer credit for coursework taken during a leave of absence?
In some cases, transfer credit may be awarded. To receive transfer credit, you must provide transcripts to the Registrar’s Office prior to re-enrollment. Please note unsatisfactory performance may nullify re-enrollment.

What if I need extra time to complete my thesis after finishing my coursework?
Students who need extra time to finish their theses may continue working on their thesis by enrolling in HIST 698A Thesis Continuation for 1 credit or HIST 698B for each additional semester. The continuous enrollment course allows students to remain in active status and retain access to university resources. Students electing not to enroll in the continuous enrollment course will lose active status and library privileges unless they make special arrangements. Whether active or inactive, however, no student may take longer than seven years from the time of first enrollment to complete all the requirements for their degree.

What if I file an Application for Degree Conferral but become unable to finish in time?
If you have applied for your degree and will not be able to complete some aspect of your program (e.g., coursework, thesis), you need to send an email to conferral@chapman.edu and request that your graduation date be moved to a later time.

When are graduation exercises?
The schedule of commencement ceremonies and events schedule are available online on the graduation home page.
How do I buy academic regalia for graduation?
Once you submit your Application for Degree Conferral (via My Chapman Self Service Portal), you will be added to an email notification list that will advise you of the deadlines for walking in the graduation ceremony and the process for buying robes and hoods. If you have any questions, please contact the commencement team at (714) 997-6740 or commencement@chapman.edu.