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Your Chapman Community: A History

In 2021, Chapman University celebrated the 160th anniversary of our opening. In 1861, just 11 years after California became the 31st state, Hesperian College opened in the Northern California town of Woodland. Leaders of the group intentionally timed the college’s opening so that its first classes would be held on the morning of Abraham Lincoln’s inauguration. The school was ahead of its time: open to women as well as men and students of all races. While that school eventually closed, the assets were soon put to good use by a new venture gaining traction in Los Angeles.

Wilkinson College, in which your graduate program is housed, was founded in 1991 as part of the Chapman College transformation into Chapman University (as well as physically moving several buildings from Los Angeles here to Orange, buildings that still stand today). During the last decade alone, new schools, colleges, and programs have been added. The University has achieved prestigious Phi Beta Kappa status, R2 designation as a Doctoral University with high research activity, and moved into the U.S. News National Universities category, joining the nation’s most well-known institutions.

Today, Chapman University is made up of 10 schools and colleges. Harmon Wilkinson, Wilkinson College’s namesake, and his wife Nadine Wilkinson helped to shape the Chapman value-centered liberal arts experience, providing funding for the chapel, student scholarships, and special events. Harmon said in his 1982 address at the Fall Faculty Conference of then Chapman College that to him Chapman “has a soul—has character and purpose.” Hence Wilkinson College’s tagline as “The Heart and Soul of Chapman University.”

Wilkinson’s distinguished faculty is composed of active scholars and writers who are renowned nationally and internationally for their academic excellence and contribution to knowledge. But just as important, they are also enthusiastic teachers who take seriously their responsibility of ensuring that our students, whether majors, minors, or graduate students, are prepared for the intellectual, ethical, and professional challenges that a rapidly changing world is going to present.

Dr. Jennifer Keene, Dean of Wilkinson College, writes, “the phrase “heart and soul of Chapman University” has several meanings for me. First, Wilkinson College is the historic liberal arts core of the university from which all subsequent growth originated. Second, Wilkinson College plays a unique role in the educational journey of every Chapman student due to the centrality of the college in the General Education curriculum. Finally, and perhaps most importantly, the phrase evokes the vital importance and ongoing relevance of the arts, humanities, and social sciences to understanding our world – how we got here, who we are, and where we are going as a society.”
Welcome, a Message from Dr. Kyle Longley

Welcome to the War, Diplomacy, 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, Diplomacy, and Society Program is part of 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, Diplomacy, 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, Diplomacy, 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.

Dr. Kyle Longley
Director, MA in War, Diplomacy, & Society
Graduate Student Handbooks and the Graduate Catalog

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

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 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:

- Graduate Programs Coordinator, David Krausman, (714) 516-7116 krausman@chapman.edu
- Program Director, Dr. Kyle Longley, longley@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 Policies: Institutional, Academic, and Enrollment

CURRENT INSTITUTIONAL POLICIES may be found on the Institutional Policies at Chapman webpage, https://www.chapman.edu/campus-services/legal-affairs/policy/index.aspx. They include:

Graduate Catalogs »
Discrimination and Title IX »
Religious Accommodations Policy »
Sexual Misconduct, Sex Based/Gender Discrimination and Title IX »
Student Code of Conduct »
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 »

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
Helpful Information & Quick Links

General Information

Canvas.chapman.edu

- All of the information in this handbook and more is available virtually in our Program Den via the university’s web-based learning management system, Canvas. You can log into Canvas using your Chapman University credentials. By downloading Canvas to your smart devices, you can have access to this handbook and your Program Den at the touch of a finger.

- If you do not already have access to the program den, please email the Graduate Programs Coordinator from your CU email address requesting access.

Graduate Student Orientation Videos and Tutorials

- The Vice Provost for Graduate Education hosts a wealth of quick, informative videos designed especially for graduate students. Topics range from Parking at Chapman, Off-Campus Housing Support, Disability Services, Graduate Student Health Services (including Health Insurance information), Graduate Student Psychological and Counseling Services, Getting Involved as a Graduate Student, as well as How to Use Your Program Evaluation and Student Center (StudentCenter.chapman.edu) Tutorials.

Course Information

The Graduate Catalog

- The Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. One should enroll for courses by comparing the required courses listed on the Graduate Catalog page of their program with the offerings for the semester.

- Make sure you select the correct catalog from the drop-down menu: 2022-2023 Graduate Catalog

How to Register for Classes
Student Resources

Campus Map

Chapman Food Pantry

- Chapman University has two food pantries to support students who identify as food insecure. Food insecurity is commonly defined as the inability to have two meals a day and have access to healthy food. Request access to the Orange Campus food pantry by filling out the access form online.

Frances Smith Center for Individual and Family Counseling

- The Frances Smith Center for Individual and Family Therapy is offering free counseling to all Chapman graduate students. These services include those suffering from anxiety, depression, relationship issues, family problems, and other mental health issues. To access care, call the Center's mainline (714–997–6746), press "1" for intake line, and follow the instructions.

Leatherby Libraries

- The Leatherby Libraries at Chapman University is a unifying presence on the Chapman campus that provides personalized services and relevant collections in support of the curricular, creative, and scholarly needs of students, faculty, staff, and community. Whether you are seeking sources for a final paper, want to take advantage of article databases, or need to format your thesis, librarians and library staff are available to guide you.

- Graduate students can book study rooms in the library for up to six hours.

Software

- Chapman students have free access to an array of software through IS&T. Software that may be particularly useful for graduate students include Adobe Creative Cloud, Endnote, Grammarly Premium, and Microsoft Office 365.
Wilkinson College Graduate Career Resources

- Chapman University and Wilkinson College of Arts, Humanities, and Social Sciences Career Resources offer comprehensive personalized career services for graduate students and alumni. Wilkinson's Graduate Programs Coordinator and Career Advisor are available for one-on-one advising appointments and can provide you with program-specific career support.
Program Mission & Vision Statement

Mission

The Master of Arts in War, Diplomacy, and Society at Chapman University educates graduate-level students in the field of war, diplomacy, 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, Diplomacy, 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, Diplomacy, and Society students will explore topics in the following thematic areas that comprise the 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 Program Core Faculty

**Dr. Alex Bay, Department of History**  
Modern Japan, Science and Technology, Medicine and Environmental Sciences

**Dr. Lori Cox Han, Department of Political Science**  
American Presidency

**Dr. Marilyn Harran, Rodgers Center for Holocaust Education**  
Religious Studies, Holocaust Studies

**Dr. Jennifer Keene, Department of History**  
World War I, Soldier Perspectives

**Dr. Shira Klein, Department of History**  
Modern Jewish History, Migration, Holocaust Studies

**Dr. Jeffrey Koerber, Department of History**  
Modern Eastern Europe, Holocaust Education

**Dr. Kyle Longley, Department of History**  
U.S. and World, Modern American Military History, and Modern U.S.

**Dr. Rafael Luévano, Department of Religion**  
Religious Studies, Narco-Violence

**Dr. Kyndra Rotunda, Veterans Law Institute**  
Military and Veterans Law

**Dr. Stephanie Takaragawa, Department of Sociology**  
Cultural Anthropology, Asian America, Japanese Internment, Visual Culture

**Dr. Charissa Threat, Department of History**  
Civil-Military Relations, Race, Gender and Conflict

**Dr. Michael Wood, Department of World Languages & Cultures**  
Propaganda and War

**Professor Tom Zoellner, Department of English**  
Journalism and War
Program Overview & Sample Timeline

Students generally take three courses (9 units) in the Fall and Spring semesters. Students typically finish in two years, spreading 30 units of coursework over four semesters. All graduate students must prepare and defend, under the direction of an individual faculty member, a thesis project of distinction in order to complete their degree.

Sample Timeline

This sample timeline is based on a typical student who matriculates in the Fall semester and maintains full-time status.

First Semester Year 1 (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, and, a history research seminar HIST 520.

Second Semester Year 1 (Spring)

Comparing the course offerings with your program requirements, take any combination of required courses. By the middle of the second semester, contact the Program Director regarding finding a thesis director and enrolling in the thesis course starting the second year.

Third Semester Year 2 (Fall)

Continue taking required coursework and enroll in the first 3 units of HIST 698: Thesis with the thesis director. In consultation with the thesis director, complete the Thesis Proposal. The thesis director may provide a reading list to guide the student during the drafting of the thesis.

Fourth Semester Year 2 (Spring)


Year 3 & Beyond

Sometimes, student take fewer than the average 9 unit course load and spread remaining classes and/or thesis over multiple years. Students should talk with the Graduate Programs Coordinator or Program Director about these plans. Students have seven years from their admitted term to complete their program.
Program Requirements

Current requirements for the MA program, as well as all courses offered, are included in the Graduate Catalog; this information is not duplicated here in this handbook. The student’s individual Program Evaluation in the Student Center is designed to help the student understand degree requirements and track progress toward the degree.

Log into the Learning Management System at StudentCenter.chapman.edu.

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, Diplomacy, and Society Program Director.

Additionally, up to six units of travel courses may also be accepted for academic credit with prior approval from the Program Director. More information on travel courses is available online at the Center for Global Education’s page for faculty-led travel courses.
The Master’s Thesis

Overview

The thesis demonstrates a student’s ability to create historical scholarship that integrates both primary and secondary sources. The thesis is an original piece of scholarship, based on primary source research, that examines aspects within the larger intersections between war, diplomacy, and society. The student will select and work closely with a Department of History faculty member who will act as their thesis director and committee chair. A thesis committee (a minimum of three qualified members) must be selected by the student and approved by the program director.

The thesis can take one of two different forms in the MA in War, Diplomacy, and Society program. The first is a traditional, written thesis of approximately 75 pages in length. The other is a project-based history thesis of two substantial pieces (journal article length, approximately 25 pages which can include revised papers from seminars) plus a third paper designed in tandem with the thesis director that addresses their interests relating to war, diplomacy, and society—an extended historiographical essay, an additional journal article length paper, or other scholarly/creative activity.

In addition to the thesis, students will complete:

- **Historiographical essay:** (3,000-4,000 words, exclusive of footnotes and bibliography). This essay will trace the thesis theme/topic across 6-12 significant works of historical inquiry (i.e., books, historical monographs, or key scholarly articles).
- **CV/Resume**
- **Defense:** An oral presentation in which the student presents the finding of their research, justifies their methods, and places their work in a broader context.

As the student prepares to enter their final year in the War, Diplomacy, and Society program they are ready to begin the formal process of the MA thesis. Coursework related to this research and writing sequence (HIST 698) must be taken over the span of two semesters. The student will select and research a topic of their choosing prior to admission into HIST 698. During the research and writing sequence, the student will construct and defend an argument, or develop the framework of their project, that is supported by primary sources and reflects the relevant literature on their topic.
By the end of the final semester the student will be expected to orally defend their thesis or thesis project in front of their faculty committee. Students enrolled in the War, Diplomacy, and Society program part-time, or students who choose to skip a semester, must complete all program requirements within seven years from when they first enrolled in the program. The MA thesis project and defense must be completed successfully for degree conferral.
Identifying a Potential Thesis Director

Once you’ve identified the broad subject area you are interested in exploring, you should think about who might serve as an appropriate Thesis Director.

There are several ways to go about considering a potential Thesis Director. One strategy is to consider professors in whose courses you have been or are enrolled. A second strategy is to look at our core faculty and their research interests to see whose expertise your project relates to at least loosely. That said, you need not have taken a class with the faculty member who advises your thesis and many faculty work in more than one area. If you’d like additional guidance, you can talk with the Program Director to brainstorm about who a suitable Thesis Director might be.
Enrolling in the Thesis Course: HIST 698

Each thesis student receives their own section of HIST 698: Thesis for enrollment. These sections are created specifically for each student only after approval by the Thesis Director and Program Director. To enroll, students and thesis directors should contact the Graduate Programs Coordinator.

Gateway Objectives for HIST 698 Advancement

**Thesis Proposal**

Thesis proposals must be submitted and approved by the War, Diplomacy, and Society program director and thesis advisor in order to complete the first three units of HIST 698. A research proposal of approximately 1,000 words must outline the thesis project and include the following: proposed historical question or thesis, discussion of relevant historiography, proposed methodology, proposed contribution the thesis will have on the field of study, and preliminary bibliography.

**Gateway Objectives for Advancement**

Following submission and approval of the thesis proposal, students must accomplish the following gateway objectives to successfully advance into their final section of HIST 698 and earn a passing grade:

1. Completion of a historiographic essay that informs the thesis and demonstrates how interdisciplinary/transnational works will inform final thesis or thesis project
2. 75-80 percent complete with primary source research
3. 75-80 percent complete with secondary literature research
4. 25-30 percent complete with writing, including
   a. a well-developed thesis or thesis project with completed introduction or draft body section, as well as
   b. a completed outline for entire project
5. For students pursing the thesis-project option: A completed outline for the entire project, or detailed proposal to indicate the topics/subject manner of the 2 journal-length articles and the third additional form of assessment.

Faculty may have varied approaches in advancing students. Additionally, all students must earn a passing grade in their first section of HIST 698, as well as the thesis director’s consent, before moving advancing into their final section of HIST 698. If students receive an “incomplete” for any section of HIST 698, they have one year from the first day of the term in which the incomplete was recorded to resolve the grade, unless a shorter period of time is specified by the director. Professors have the option of granting a “satisfactory progress” (SP) to those students who are likely to complete HIST 698 requirements in a timely fashion as designated by the thesis advisor and program director.
The Thesis Proposal

The role of the Thesis Proposal is to provide a clear, specific idea of your project that will serve as a guide to the reader, so they know what to expect from your project. A proposal should be general, but also should provide specific elements that go beyond a simple statement of the project. The proposal serves as the foundation of your project and will support the subsequent writing throughout the thesis drafting and revision process.

Proposal Guidelines

Thesis proposals must be approved by the War, Diplomacy, and Society Program Director and thesis advisor in order to complete the first three units of HIST 698. A research proposal of approximately 1,000 words must outline the thesis or thesis project and include the following:

1. The proposed historical question or thesis
2. A discussion of relevant historiography
3. The proposed methodology
4. The proposed contribution the thesis will have on the field of study
5. A timeline for completion, and
6. A preliminary bibliography of primary and secondary sources

For those pursuing the thesis-project option, the thesis proposal should include a detailed proposal to indicate the topics/subject manner of the 2 journal-length articles and the third additional form of assessment for students to advance to the second semester of 698.

The student develops this proposal in collaboration with their advisor. When the advisor indicates that the proposal is ready to share with the program director, the student provides a copy of the report as well as to any member of their committee for review and to receive feedback. This can be done individually, or in a meeting of the entire committee, at the discretion of the supervisory committee chair.

When all parties are satisfied, the proposal is submitted to the online submission portal: https://forms.gle/SShrfH634VRNv9yz7
Thesis Requirements & Formatting

Questions about the thesis guidelines should be addressed to the Program Director. Questions about an individual thesis-in-process should be addressed to the Thesis Director.

Thesis Requirements

- Enrollment in HIST 698: Thesis. During the semester in which the student intends to complete and defend the Thesis (usually the last semester of study), the student must enroll in HIST 698: Thesis with their individual Thesis Director.

- Students who have completed all required units of HIST 698 must be enrolled in thesis continuation, HIST 698A/B. Students are required to be enrolled in order to defend, submit their thesis to the library, and have their degree conferred.

Additionally:

The traditional thesis must be:

- Approximately 75 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 thesis should also include: Title Page, Approval Page, Copyright Page, Acknowledgements, Abstract, Table of Contents, and a List of Tables/Figures (as applicable), and a Bibliography.

- The format of these sections must conform to Leatherby Libraries thesis requirements, described in Formatting.

The non-thesis or thesis project must be:

- Two substantial pieces, approximately 25 pages each (which can include revised papers from seminars), plus a third paper designed in tandem with the thesis director that addresses their interests relating to war, diplomacy, and society—an extended historiographical essay, an additional journal article length paper, or other scholarly/creative activity. 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 thesis should also include: Title Page, Approval Page, Copyright Page, Acknowledgements, Abstract, Table of Contents, and a List of Tables/Figures (as applicable), and a Bibliography.

- The format of these sections must conform to Leatherby Libraries thesis requirements, described in Formatting.
Thesis Formatting

Short Link: https://chapman.libguides.com/dissertations

The thesis formatting guidelines are available at Leatherby Libraries as the MA/MS Thesis Checklist. Adherence to the library’s formatting guidelines is mandatory. However, 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.

Please remember to use the program logo on the title page of your thesis, available in the program Canvas Den.
The Thesis Committee

A Thesis Committee Form must be submitted to the online submission portal within the first three to four weeks of the semester during which the student intends to defend the thesis.

The committee will consist of the Committee Chair, the Second Reader, and the Third Reader. The student will select a committee with the Thesis Director acting as the Committee Chair. The Thesis Director must be a full-time faculty member teaching as part of the War, Diplomacy, and Society program or within the Department of History. The second reader must be full-time faculty of Wilkinson College of Arts, Humanities, and Social Sciences. 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 and additional steps taken by the specialist. 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 director 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.
The Thesis Defense

After the student has confirmed three committee members and submitted the Thesis Committee Form, the student should email all members of the committee to set an agreed-upon date and time for the Thesis Defense. The student should then ask the Administrative Assistant in the Department of History to reserve a room for two hours for the defense.

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

The Thesis Defense provides an opportunity for an in-depth discussion of the thesis, the research and craft decision-making that went into the thesis, and how the thesis relates to the contemporary literatures in which it is situated.

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 Thesis Director and committee members are expected to prepare no fewer than three questions related to the work (the questions will not be given to the student in advance of the defense), plus a written commentary or marginal notes about the work that the candidate can retain. One of the primary purposes of the defense is to provide students with detailed feedback on the thesis.

If the defense is successful, each committee member must sign and date the Thesis Signature Page. The Thesis Director must also work with the student to complete the Thesis Submission Checklist for library submission. 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, Diplomacy, and Society program director to establish a timeline for resubmitting.

As time allows, the student may make changes to the defended thesis based on the committee’s suggestions. Some committees might require changes after the defense before approving the final thesis.

If the Thesis Director, committee members and/or student determine that the thesis is not yet ready for the defense, the student can enroll in a one-unit continuous enrollment class and defend the thesis during another semester. For more information, see the What If I Need More Time in the FAQ.
Thesis Deadlines

While enrolled in your final thesis course and writing, drafting, and revising your thesis and scheduling the Thesis Defense, it is imperative to keep in mind two important university deadlines. These deadlines can be found each term on the Vice Provost for Graduate Education’s website: https://www.chapman.edu/academics/graduate-education/current-students/index.aspx

Deadline 1: Thesis Defense
As per Graduate Catalog policy, students must successfully defend their thesis prior to commencement to participate in May commencement ceremonies.

Deadline 2: Library Submission
It is recommended that you submit well ahead of this deadline to allow for library processing times (approximately 2-5 business days) and in case any corrections need to be made to your manuscript. Please note that this deadline is for completing all requirements in the correct format, and not just for the initial submission to the library.

As per Graduate Catalog policy, students must successfully submit their thesis projects to the library in order to complete the degree requirements.

When university deadlines are not met, degree conferral can be delayed.
Submitting the Thesis

After a successful thesis defense, students are responsible for collecting their director and readers’ approval signatures for final submission. The thesis must be submitted to Leatherby Libraries, for the Chapman University Digital Commons. Students are required for degree conferral to submit an electronic copy of the thesis for inclusion in the Digital Commons.

You may find the instructions for submission, the required checklists, and the Deadlines for Completion of Library Requirements on the Library’s web page for thesis submission guidelines.

https://chapman.libguides.com/dissertations

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.
Expectations & Responsibilities: Thesis Student, Director, & Reader

Student
Good mentoring practice entails responsibilities not only of the Thesis Director but also of the student. When a student enters a master’s program, that student commits time and energy necessary for a thesis or thesis project that makes a substantial and original contribution to knowledge. It is the responsibility of the student to conform to University and program requirements and procedures. Although it is the duty of the director to be reasonably available for consultation, the primary responsibility for keeping in touch rests with the student. The student’s responsibilities include the following:

- Become familiar with and adhere to the rules, policies, and procedures in place in the graduate program and the University as outlined in available resources such as graduate student handbooks, web resources (Canvas), catalog, and other University policies.
- Know and follow the rules and policies of the University, including all deadlines regarding registration, leaves of absence, limitations on time, thesis submission, and graduation.
- Select and plan an original scholarly or creative project that can be successfully completed within the expected time frame for the degree program.
- Prepare a work plan and timetable in consultation with the director as a basis for your remaining time in the program, including any proposed reading or other preparation.
- Learn and adhere to responsible standards for your field and University standards.
- Meet with the director when requested and report regularly on progress.
- Begin the thesis semester with a complete or near-complete draft of your thesis so that your focus can be on revision.
- Keep the director informed on any significant changes that may affect your progress.
- Establish a thesis committee, in consultation with the director, early in the thesis semester.
- Schedule the Thesis Defense, after coordinating with all committee members.
- Keep the thesis committee Readers informed of the progress of the thesis, and with the approval of the director, circulate a final or near-to-final draft no fewer than two weeks prior to the thesis defense.
- Submit the Thesis to the library.

Director
Within the context of the role as Thesis Director, a faculty member’s primary task is to guide and inspire students to reach their scholarly and/or creative potential. At the same time, each director must try to ensure that each student is following the rules and policies of the University. Students registering for graduate thesis credits pursue a project under the direction of a thesis or project director. The director should promote conditions conducive to a student’s research, intellectual, and creative growth and provide appropriate guidance on the process and the standards expected. The director (who is instructor of record for thesis credits) should meet with the student a minimum of five
times, inclusive of the thesis defense. Additionally, the Thesis Director’s responsibilities include the following:

- Establish a meeting pattern or regular conversations to mentor the student and meet the University’s credit requirement. Meetings might include but need not be confined to discussion of the thesis process and guidelines, assigned readings, planned research or writing, challenges the student faces, feedback on drafted pages, and the student’s career plans.

- Guide the student in planning a thesis project that can be successfully completed within the expected timeframe for the program.

- Establish with the student a realistic timetable and work plan for completion of various phases of research, writing, revising, and defending.

- Provide advice and feedback, including a realistic timeframe for receiving feedback. Feedback should be professional and constructive and provide concrete guidance for improvement.

- Ensure that students have an understanding of relevant theories and methodological and technical skills necessary for completing the project, including standards and ethical practices for your field.

- Establish with the student a thesis committee early on in the thesis semester.

- Make arrangements to ensure continuity of student supervision during a leave or an extended period of absence.

- Help maintain a learning environment that is safe, equitable, and free from harassment and discrimination.

- Remain attuned to academic needs and concerns that may arise for international students, students from underrepresented groups, students with disabilities, and students with family responsibilities.

- Communicate in a timely manner if the student’s academic performance is not meeting expectations. Provide an outline and timeline for what actions need to be taken in order to meet expectations. While dealing with inadequate academic performance can be difficult, it is in no one’s best interests to prolong a program of study if success is unlikely.

- Complete or sign necessary forms, including the library’s formatting checklist, which should be done at the end of the defense.
Thesis Reader

The Thesis Director often recommends a specific colleague to serve as the Second and/or Third Reader based on the topic or prior working relationship with that colleague; however, it remains the student’s ultimate responsibility to approach the Second and Third Readers. Readers should consult with the Thesis Director to ensure common understanding of project length, criteria for assessment, and other conditions and assumptions informing the project. The responsibilities of the Second and Third Readers include:

- Read and comment on a final or near-to-final draft of the thesis.
- Participate actively in the students’ thesis defense.
- Advise the thesis director concerning assignment of final grade for project, if input is requested by the Thesis Director
- Participate in program assessment, when requested.
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 or other professional venues for presenting one’s original work.

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 $1000.

Scholarly/Creative Activity Grants require a proposal, a budget, and a letter of support from the faculty who is mentoring the project. The deadline for submitting conference travel grant applications is rolling; applications can be submitted at any time prior to beginning the funded work. There is no per-student 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 $1000 yearly cap per student. However, given multiple strong proposals, priority will be given to applicants who have received the least prior funding.

Students planning to present at a conference or other professional venue 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

Graduate Course Assistantships

All currently enrolled graduate students in the History Department at Chapman University are eligible for consideration to work as paid Graduate Course Assistants (GCAs) in order to gain teaching experience. A GCA assists a faculty member in teaching a specific class. GCA responsibilities typically include helping the faculty member prepare materials for the course, assisting with classroom activities, assisting with grading, and conferencing with students. The GCA may also be asked to lead some class discussions. Graduate students who are interested in working as a GCA should contact a faculty member they are interested in working with to find out if the faculty member plans to hire a GCA. GCA positions are dependent on budget, and a limited number are available each semester.

Graduate Program & Project Assistantship

Each semester, a limited number of Graduate Program or Project Assistantships are available. These positions are assigned to the program or to specific faculty members to support research projects, program administration, event series, or other work. Graduate Program and Project Assistants typically work 8-10 hours per week and are paid an hourly rate.

To be considered for these positions, students must complete an application. These positions are usually available at the start of the semester, but positions sometimes become available at other times. If interested, check for available positions by contacting the Program Director.

Additional Employment Opportunities

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 track to graduate? Use the Program Evaluation in the student center 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 the student center portal to fill out and submit an Application for Degree Conferral.

Who is my advisor? The Program Director is the official advisor for graduate students. All other members of the graduate core faculty can provide additional mentoring on intellectual and professional pursuits. The Thesis Director also provides individualized guidance.

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 Program Evaluation will indicate the appropriate catalog year 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 the Student Center allow me to enroll in a course? The Student Center 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 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 Integrated 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 the Student Center? Once the semester begins, the Student Center 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 Individual Study course? If you wish to do an Individual Study 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 Individual Study 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, the course number 599.

Is it possible to substitute another course for a required course? Substitutions are allowed only 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 request consideration of a substitution of 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 and Readmission guidelines in the Graduate Catalog.
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 more 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 or HIST 698B for 1 credit for each additional semester of thesis work. 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, library privileges, and access to other university resources unless they make special arrangements with the Program Director. 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 academic term.

When are graduation exercises? The schedule of commencement ceremonies and events schedule is available online on the graduation home page.

How do I buy academic regalia for graduation? Once you submit your Application for Degree Conferral (via the Student Center), 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 commencement@chapman.edu