

HISTORY AT COLUMBIA UNDERGRADUATE HANDBOOK

2018-2019 Edition



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INTRODUCTION FROM OUR FACULTY

The Department of History at Columbia, a global leader in historical scholarship, is deeply committed to undergraduate education. All faculty teach undergraduate lectures and seminars. Many teach in the Core Curriculum.

Thinking historically is an analytical skill of increasing value in an epoch dominated by short-term perspectives. As a department, we emphasize no one approach to history and insist upon no single interpretive model; our courses explore various methodologies and approaches to the past.

Our rich undergraduate curriculum covers most areas of the world and most periods of history. From medieval economy to modern capitalism; from the American West to Japan; from the evolution of drug trafficking to the history of human rights, we offer a diverse set of courses that cover a wide variety of interests. Most of our courses are open to undergraduates from all majors and programs.

The History Department offers a major and a concentration in history. Both enable students to achieve a deeper knowledge of a particular field of history and to develop general analytical and writing skills that will serve them in their post-graduate careers.

At the heart of the undergraduate major is the seminar, a small group course in which students work closely with an individual faculty member to explore a specific topic in great depth, often culminating in a substantial research paper. Our department, in conjunction with related programs, now offers approximately fifty seminars each year on a wide range of topics. In addition to regular seminars, the department offers thesis seminars for history majors. The department encourages majors with a strong interest in a particular historical subject to consider a thesis, and strongly advises all majors considering an academic career to write one.

The department's support of undergraduates extends beyond the classroom with the Undergraduate Education Committee (UNDED), led by the Director of Undergraduate Studies (DUS). The faculty members who comprise UNDED advise and support history students and serve as the main point of contact for major and concentration planning. For administrative issues related to the major and concentration, students should contact the Undergraduate Administrator (UA) in the format provided on the [following page](#).

For further information on UNDED and the DUS please see [Advisors](#) on page 14.

History Department Links and Contact Information:

[The History Undergraduate Program](#)

[Undergraduate Education Committee \(UNDED\)](#)

[Director of Undergraduate Studies \(DUS\): Prof. Adam Tooze \(\[at3058@columbia.edu\]\(mailto:at3058@columbia.edu\)\)](#)

[Undergraduate Administrator \(UA\): Kimberly Solomon \(\[kms2307@columbia.edu\]\(mailto:kms2307@columbia.edu\)\)](#)

Additional Links:

[The Columbia University Directory of Classes \(DoC\)](#)

[The Columbia College Bulletin](#)

[Declaring a Major \(CC\)](#)

[Declaring a Major \(GS\)](#)

IMPORTANT NOTE TO HISTORY STUDENTS

Faculty and Administrators expect all students who undertake, or plan to complete, a major or concentration in History to be aware of the protocols and information contained in this Handbook, on the Department Website, and in departmental emails.

INFORMATION IN THIS HANDBOOK

Please review this Handbook in its entirety and keep it as your first point of reference for any and all questions related to the curriculum, major, and concentration. The table of contents, links, and a simple word search (ctrl + F on the digital version of this document) should yield answers to all questions you may have.

If you still have a question, please email the Undergraduate Administrator in the following format:

SUBJECT LINE:

In the subject line, please type “Undergraduate Question”

EMAIL BODY:

1. *Your Question*
2. *The Section Title and Page Number* of the Handbook where you expected to find the answer to your question*

**Questions submitted in a different format or without reference to the section title and page number of the Handbook will receive the response of “Please Review the Undergraduate Handbook. See page 4.”*

DEPARTMENTAL EMAILS SENT TO THE HISTORY LISTSERV

Certain information, such as events, opportunities, and specific deadlines (anything with a “TBD” in this handbook), change from year to year and are included in the regular “History Digest” emails sent to prospective and current history majors and concentrators. **History majors and concentrators are expected to have read all emails sent to the listserv and will be expected to be aware of all information contained in them. If you miss a deadline indicated in an email sent to the listserv, your materials and/or application will be considered late.** Please read and save all emails sent to the listserv for your records and reference. If you are not receiving emails within one week of officially declaring the major or concentration with CC or GS, please email the Undergraduate Administrator to be added.

THE DEPARTMENT WEBSITE

The Department Website is also an excellent source of information for students with a major or concentration in History and includes further information on certain topics covered in this Handbook (in such cases, students will be directed to the relevant section of the website). As with the listserv emails, students are responsible for being aware of dates and deadlines posted to the website. **If you miss a deadline indicated on the Department Website, your materials and/or application will be considered late.**

CURRICULUM

The History Department offers a variety of courses taught by over fifty faculty members. Courses that originate from the Barnard History Department count towards the Columbia history major or concentration, unless otherwise specified in the **Directory of Classes (DoC)**. Other departments, such as East Asian Languages and Culture (EALAC) and Middle Eastern, South Asian, and African Studies (MESAAS) offer some courses that are *cross-listed* with History (and thus count towards the degree). A few popular courses are offered yearly or once every two years, depending in part on faculty leaves.

LECTURES: normally worth 4 points, meet twice a week for 1 hour and 15 minutes each session; in general, they have no pre-requisites. History lectures usually have additional required discussion sections that meet once a week. Lectures range from the very large (over 300 students) to the very small (fewer than 25). Most lecture courses require a midterm and a final examination; many also require written assignments and final papers. For identification purposes, history lectures are numbered at the 1000 or 2000 level (exceptions exist for courses taught in the summer, which are sometimes listed at the 3000 level).

SEMINARS: worth 4 points, are more intensive; most are capped at 15 students. Seminars explore focused topics through concentrated reading in secondary literature, primary-source research, or both. They meet once a week for 1 hour and 50 minutes. The workload for seminars is generally heavier than for lectures, with more reading and more written work. Seminars normally do not have a final examination, but often require a substantial paper. Some seminars have prerequisites, which are noted in the DoC. In many cases, students must receive permission from the instructor prior to registering for a seminar. History seminars are numbered at the 3000 or 4000 level.

MAJOR AND CONCENTRATION

This section lays out the requirements for the undergraduate major and concentration for students in Columbia College and the School of General Studies.

Requirements	MAJORS	CONCENTRATORS
Courses in History	9 courses (total)*	6 courses (total)*
Specialization	4 courses, including one seminar	3 courses
Breadth Requirement (courses outside the specialization)	3 courses: 1 removed in time & 2 removed in space	2 courses: 1 removed in time & 1 removed in space
Seminar Requirement	2 seminars, at least 1 in specialization	None

*Students must take additional history courses in order to reach the total number of courses required (9 total for the Major, and 6 total for the Concentration). For help determining what courses count, see [What Counts as a History Course](#) on page 9.

SPECIALIZATION: Students who wish to pursue a **major or concentration** in History are required to choose and complete a “specialization”— that is, a set of courses on a specific field, theme, or subject. In most cases, the regional specialization must be bounded by a time period (for example, “20th Century U.S. History” as opposed to just “U.S. History”); any exceptions must be approved by a member of UNDED. A specialization does not appear on the student’s transcript but provides an organizing principle for the program and is required to complete the major or concentration. Students must also fulfill a breadth requirement by taking courses outside the field of their specialization.

The requirements of the undergraduate program encourage students to develop in-depth knowledge of the history of a particular time and/or place and to gain a sense of the full scope of history as a discipline.

Sample specializations are listed below; in general, if many courses are offered in a given region, students are asked to specialize as narrowly as possible with regards to the chosen time period:

- Ancient history
- Medieval European history
- Early Modern European history
- Modern European history
- 18th c. United States history
- 19th c. United States history
- 20th c. United States history
- Latin American and Caribbean history
- Middle Eastern history
- African history
- East Asian history
- South Asian history

Students may also work with UNDED to develop thematic specializations; some examples are below:

- Intellectual history
- Women’s history
- History of science
- Jewish history
- Economic history
- International and global history (with a suitable regional focus)

These specializations are only examples. Students should work with a member of UNDED to craft a specialization on the topic that most interests them. Majors are required to complete 4 courses in their specialization (including a seminar) and concentrators must complete 3 courses.

BREADTH REQUIREMENT: Majors and concentrators must fulfill a breadth requirement by taking courses outside of their specialization; majors must take 3 and concentrators must take 2. The breadth requirement itself has two parts: **time and space**. Seminars can be used to fulfill this requirement.

Time: Majors and concentrators must take 1 course covering a time period far removed from their specialization. Students specializing in the modern period must take a course in the pre-modern period; students specializing in the pre-modern period must take a course in the modern.

Pre-modern courses cover a wide range of regions, and the course used for the chronological breadth requirement can cover any region. However, if you are considering a course that is in the same regional field as your specialization, take care that it is as far removed in time as possible. For example, a student specializing in Modern European History could not take a course in Early Modern European History for the pre-modern requirement but should instead take something further removed, such as Ancient Greek History. Please consult with a member of the UNDED to be sure that the course you have selected is appropriate (whether or not it is in the same region

as your specialization).

Space: Majors must take 2 courses in regions removed from their chosen specialization. Concentrators must take 1 course in a region removed from their chosen specialization. *For majors, these 2 courses must cover **two different regions** (U.S., Africa, Europe, East or South Asia, Latin America/Caribbean, or the Middle East).* For example, a student with a Major in History who is specializing in Middle Eastern History could take one course on Africa and one course on the United States to fulfill the removed in space requirements.

In the event that a course covers multiple geographic regions where one of the regions involves the specialization, that course cannot be used to fulfill the breadth requirement (except in rare instances approved by the DUS). For example, a student specializing in “20th Century U.S. History” cannot fulfill the requirement with a class on WWII in a global perspective.

Thematic Specializations: Students with thematic or cross-regional specializations will have their breadth requirements modified, if necessary, in consultation with a member of UNDED.

NOTE: Students may not use a single course to fulfill more than one part of the breadth requirement. For example, a student specializing in Modern Latin American History could not count “History of Ancient China to the End of the Han” toward both their “time” and “space” breadth requirements.

IMPORTANT: Only a member of UNDED can approve a specialization, the courses used to fulfill a specialization, and the courses used to fulfill the time and space breadth requirements. For more information on UNDED please see [Advisors](#) on page 14.

SEMINAR REQUIREMENT (FOR MAJORS): Students pursuing a major in history must take **two seminars, at least one of which must be in their specialization**. Seminars are normally listed at the 3000 or 4000 level. In the rare occasion that a seminar has a lower number, the course will be specifically listed as fulfilling the seminar requirement on the department’s [undergraduate seminar page](#). Registration for undergraduate seminars is often (but not always) by instructor’s permission.

Occasionally, an instructor permits an undergraduate to join a graduate course (noted by the prefix “GR”). In such cases, the graduate course would normally count for the seminar requirement.

Seminars must be completed at either Columbia or Barnard. Seminars taken abroad or at other universities may count toward the overall number of courses, but do NOT fulfill the seminar requirement. Although numbered in the 3000s, Supervised Individual Research (HIST UN3951/3952) does NOT count toward the seminar requirement.

The two-term Senior Thesis Seminar (HIST UN3838/3839) counts as 2 courses, but **only as 1 seminar**, normally within the specialization. Only majors may write a senior thesis. *For more information on the Senior Thesis Seminar, and what requirements it fulfills, please see the [Senior Thesis](#) on page 17.*

INDEPENDENT STUDY COURSES: Students may arrange independent study courses (all numbered HIST UN3951 or HIST UN3952) with individual members of the faculty. These courses do not fulfill the seminar requirement. Independent study courses do not fulfill the seminar requirement for majors (except in rare cases approved by the Director of Undergraduate Studies) but may fulfill other requirements.

In the semester before enrolling in an independent study course, the student must find a faculty sponsor and submit a proposal to the DUS and the UA along with evidence of the sponsor's consent. **The proposal is due by August 1 for the fall term or December 1 for the spring term.** The UA will assist approved students with registration. An independent study course is distinct from an independent *senior thesis* course (which requires an application that is available on the thesis section of the department's website), but the deadlines are the same. Independent Study courses cannot fulfill the seminar requirement.

TRANSFER AND STUDY-ABROAD CREDITS: No more than 3 transfer or study-abroad courses will be accepted toward the major; no more than 2 courses will be accepted toward the concentration. (Oxford or Cambridge students may transfer up to 4 courses towards the major and 3 towards the concentration; see the "Study Abroad" section on page 13). **The seminar requirement *must* be fulfilled at Columbia or Barnard.**

For more information, please see [Study Abroad and Transfer Credits](#) on page 15.

DOUBLE-COUNTING COURSES:

Double Counting for History and the Global Core Requirement: Global Core courses originating from the History Department can be applied to both the Major/Concentration and the Global Core requirements. For a list of all Global Core courses, please visit the [Global Core](#) page of the Columbia College Bulletin. For further questions regarding the Core Requirements and which classes fulfill them, students should contact the Academic Advisor to which they were assigned their Freshman Year through the [James H. and Christine Turk Berick Center for Student Advising](#). (Please note that neither history faculty nor history administrators advise students on the Global Core requirement.)

Double Counting for History and Other Major/Concentration Programs: CC and GS also allow a limited number of courses to count towards two different major or concentration programs, so long as the courses in question already meet the requirements for both programs.

For more information on counting courses for two different major or concentration programs, please visit the "Departmental Major or Concentration" tab on the [Academic Requirements Page](#) of the Columbia College Website and the [Committee on Instruction's](#) most recent [Academic Policy](#).

WHAT COUNTS AS A HISTORY COURSE

The following count as History courses for the purposes of the major and concentration requirements:

- Courses in the History Departments of both Columbia and Barnard (HIST and HIST BC).
- Courses originating in other departments, but accepted by the History Department of Columbia (found in the “Courses” section of the [department’s website](#) and in the “Cross-Listed” course listings in [the online bulletin](#).)
- Graduate courses taught by Columbia History Department faculty (instructor’s approval required).
- Up to the equivalent of 3 courses taken through study abroad programs, with up to 2 courses counting for the specialization. These will be evaluated according to syllabi and written work for those classes. *For more information, see [Study Abroad and Transfer Credits](#) on page 15.*
- History Department courses used to fulfill the CC/GS Global Core or the GS Cultural Diversity Requirements (e.g., HIST UN2660/2661, Latin American Civilization I/II).
- Certain courses originating outside the Department, but **taught by History professors or affiliated faculty members**. These can include: African Civilizations (AFCV UN1020), East Asian Civilizations: China (ASCE UN1359), East Asian Civilizations: Japan (ASCE UN1361), and East Asian Civilizations: Korea (ASCE UN1363). **Note that if a History faculty member or affiliate is not the instructor of a specific section, it does not count towards the major or concentration.** *For a list of core and affiliated faculty members, please visit the [department website](#).*
- If your **first**, one-term History Course was taken as a Pass/D/Fail course, you may use that course toward your major or concentration requirements. Any Pass/D/Fail courses after your first History course will **not** be counted toward the major or concentration, with the exception of the first semester of the Yearlong Senior Thesis Seminar, if the student does not also complete the second semester. For more information on Senior Thesis Seminar Credits and Grading Policy, please see [Senior Thesis Seminar](#) on page 18. For more information on Columbia College’s Pass/D/Fail option, please visit: <https://www.cc-seas.columbia.edu/content/passdfail-class>.

The following do NOT count as History courses:

- Advanced Placement courses from High School or British A-levels. Students may receive 3 credits toward the Columbia degree for a score of 5 on the AP European History exam or the AP United States History exam. No points count toward the History major or concentration or fulfill any requirements in the major or concentration.
- Any course in which students have earned a D or lower.
- Any history course taken Pass/D/Fail, unless it is the first one-term history course taken or the first semester of the Senior Thesis Seminar (see above).

- Courses counted toward the requirements of another major or concentration.

If you are still unclear as to whether or not a course counts as a history course, ask a member of UNDED or the Undergraduate Administrator in the format outlined on [page 3](#).

Sample Plans of Study

Below are some examples of possible specializations and breadth courses (see examples of completed Plan of Study forms at the end of the handbook).

PLAN 1 *Specialization: Ancient Greek and Roman History*

- HIST UN1010 The Ancient Greeks, 800-146 BCE
- HIST UN1020 The Romans, 754 BCE to 565 CE
- HIST UN2006 Ancient Political Theory
- HIST UN3044 Romanization (seminar)

Breadth Requirement

- Removed in Time HIST UN2330 Europe Since 1945
- Removed in Space HIST BC3861 Body Histories: Foot-Binding (seminar)
- Removed in Space HIST UN2618 The Modern Caribbean

Electives (Additional Courses)

- ANY History Course 1 (lecture or seminar)
- ANY History Course 2 (lecture or seminar)

PLAN 2 *Specialization: 20th Century U.S. History*

- HIST BC1402 American Civilization Since the Civil War
- HIST UN2425 The Presidency Since 1945
- HIST UN2407 America Since 1960
- HIST UN3450 Histories of American Capitalism (seminar)

Breadth Requirement

- Removed in Time HIST BC1062 Intro to the Later Middle Ages
- Removed in Space HIST UN2760 Main Currents in African History
- Removed in Space HIST UN2660 Latin American Civilization I

Electives (Additional Courses)

- ANY History Seminar (to meet the 2nd seminar requirement)
- ANY History Course (lecture or seminar)

PLAN 3 *Specialization: Modern European History*

- HIST BC 1302 Introduction to European History: French Revolution to the Present
- HIST UN2360 British History from 1867
- HIST UN2302 The European Catastrophe, 1914-1945
- HIST GU4322 German History: 1740-1914 (seminar)

Breadth Requirement

- Removed in Time HIST UN1004 Ancient History of Egypt
- Removed in Space HIST UN2800 Gandhi's India
- Removed in Space HIST UN2535 History of the City of New York

Electives (Additional Courses)

- ANY History Seminar (to meet the 2nd seminar requirement)
- ANY History Course (lecture or seminar)

Sample Plans for Cross-regional and Thematic Specializations

3- course breadth requirements set in consultation with a member of UNDED

PLAN 1 Specialization: Intellectual History

- HIST UN2311 Modern European Intellectual History
- HIST UN2478 US Intellectual History, 1865-Present
- HIST GU4105 Intellectual Origins of Political Economy (seminar)
- HIST UN3384 Tocqueville and Social Theory (seminar)

Breadth Requirement

- HIST UN1010 The Ancient Greeks, 800-146 BCE
- HIST UN2671 Militarism in Latin America
- HSEA UN2338 Cultural History of Japanese Monsters

Electives (Additional Courses)

- ANY History Course 1 (lecture or seminar)
- ANY History Course 2 (lecture or seminar)

PLAN 2 Specialization: Women's History

- HIST UN2106 Politics and Gender in Early Modern Europe
- HIST BC2038 Women in Modern Europe
- HIST UN2651 History of American Women, 1776-Present
- HSEA GU4886 Gender, Passions, and Social Order in China (seminar)

Breadth Requirement

- HIST UN2110 Renaissance, An Introduction
- HIST BC2321 Colonial Encounters: Europe and the Culture of Empire
- HSEA UN2869 Modern Japan, 1800-Present

Electives (Additional Courses)

- ANY History Seminar (to meet the 2nd seminar requirement)
- ANY History Course (lecture or seminar)

PLAN 3 Specialization: Comparative Empires

- HIST UN23020 Roman Imperialism
- HIST UN2220 Imperial Russia, 1682-1918
- HIST UN2312 British History, 1760-1867
- HIST GU4310 Europe and the End of Empires (seminar)

Breadth Requirement

- HIST UN2103 Alchemy, Magic & Science
- HSEA UN2881 History of Modern China II
- HIST BC2567 American Women in the 20th Century

Electives (Additional Courses)

- ANY History Seminar (to meet the 2nd seminar requirement)
- ANY History Course (lecture or seminar)

UNDERGRADUATE SCHOOLS AND SPECIAL PROGRAMS

COLUMBIA COLLEGE: Columbia College students typically declare their major in the spring of their sophomore year during the time frame scheduled by the College. Declaration is done through the [Center for Student Advising website](#). To verify that college core (as opposed to History) requirements have been met, students must consult with the Academic Advisor (to which they were assigned their Freshman Year through the [James H. and Christine Turk Berick Center for Student Advising](#)).

SCHOOL OF GENERAL STUDIES: General Studies students may declare a major or concentration by submitting a Major Declaration Form to the Office of the GS Dean of Students. For more information, please visit the [School of General Studies Website](#). Unlike Columbia College, GS requires a major for graduation; a concentration alone is not sufficient. GS Declaration Forms are available in 403 Lewisohn.

IMPORTANT: The CC and GS protocols for declaring a major/concentration are separate from the history department's **Plan of Study Form** requirements. *Please see page 14 "[Plan of Study](#)" for more information.*

SPECIAL PROGRAMS

JTS Joint Program

Students in the School of General Studies' JTS (Jewish Theological Seminary of America) Joint Program may transfer up to 3 courses worth of history courses for a history major (following the normal procedures and rules for transferring credits). No more than 2 courses can be applied to the specialization, as with all other transfers of credit.

General Studies-Sciences Po joint BA Program

Soon after arrival on campus, students in the General Studies-Sciences Po joint BA program should apply with the Director of Undergraduate Studies (DUS) to transfer history coursework from Sciences Po. If approved by the DUS, Science Po history courses can be used to fulfill the departmental distribution requirements as well as requirements for the specialization within the major. Normal departmental rules for study abroad apply, and students must follow the procedures for receiving [transfer credit](#), as outlined on page 15:

- No more than 3 courses will be granted, and no more than 2 courses in the student's specialization. Students are advised to take courses in a diversity of areas (and not only Europe) to maximize the number of transferable credits.
- Majors must fulfill the seminar requirement in history at Columbia or Barnard.
- All syllabi, written work and transcripts must be included with a transfer credit application.
- The required "Introduction to Contemporary History" can only count as a modern Europe class.

THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE: Students can earn a minor in History by completing a minimum of 5 courses; transfer or study-abroad credits cannot be applied. There are no distribution or seminar requirements. Major and

concentration requirements for students in the 4-1 and 3-2 programs with Columbia College are the same as those for Columbia College.

SCHOOL OF PROFESSIONAL STUDIES: Requirements for students in the Second Majors Program are the same as those for students in Columbia College.

ADVISORS

UNDERGRADUATE EDUCATION COMMITTEE (UNDED): UNDED is comprised of 6-10 faculty members from a range of specialties. In addition to approving Plan of Study forms, all members of UNDED are ready to help undergraduates by clarifying requirements for the major or concentration, directing students toward appropriate courses, and simply discussing students' experiences. Typical questions concern course choice and choice of specialization, independent research, and the senior thesis. UNDED members hold office hours during the fall and spring terms. The History Department does not assign individual advisors; students may see any member of UNDED for advising concerns.

As membership of UNDED changes from year to year, please consult the department's website for an up-to-date roster. A student working with a faculty member who is not currently a member of UNDED must still consult with a current UNDED member regarding the yearly Plan of Study form.

DIRECTOR OF UNDERGRADUATE STUDIES (DUS): The DUS oversees the undergraduate program and serves as the chair of UNDED. The DUS makes final decisions on all matters concerning the major or concentration. Only the DUS can determine what transfer and study abroad courses can be applied to the major, as well as whether courses outside the Department can count toward the major.

ADDITIONAL GUIDANCE

UNDERGRADUATE ADMINISTRATOR (UA): The UA keeps students informed of general department policies, program deadlines, department events, the seminar application process, new courses, fellowships, and other matters of interest to majors and concentrators. The UA also collects signed Plan of Study forms and collects transfer credit applications on behalf of UNDED and the DUS.

***Note:** The Undergraduate Administrator is not authorized to advise on academic matters such as specialization choice or on which courses fulfill the major and elective requirements. For academic advising, please see a member of UNDED.*

UNDERGRADUATE HISTORY COUNCIL: The Undergraduate History Council (UHC) is a group of undergraduate representatives for history majors and concentrators. They engage in a number of independent activities intended to improve undergraduates' educational experiences in the department. UHC members offer peer advice and organize events (such as informal discussions with faculty). UHC applications are available in the fall semester and will be sent out by the UA. Prospective candidates can also contact the UHC for information at cuhc@columbia.edu.

PLAN OF STUDY FORM

A REQUIREMENT FOR BOTH MAJORS AND CONCENTRATORS

On the **Plan of Study form**, students declare their specialization, plan their courses for the year (though these may change), and ensure that they are meeting the requirements of their program.

WHERE TO FIND THE PLAN OF STUDY FORM

- [The end of this Handbook](#)
- [The Department Website](#)

WHO REVIEWS AND SIGNS THE PLAN OF STUDY FORM

ONLY a member of UNDED can approve and sign the Plan of Study form. Students must meet with a member of [UNDED](#) for approval, then submit their *signed* Plan of Study forms to the Undergraduate Administrator.

HOW TO INCLUDE TRANSFER AND STUDY ABROAD CREDITS IN THE PLAN OF STUDY FORM

If a student would like to include transfer or study abroad courses on their Plan of Study Form, they **must first** submit an Addendum for Transfer Credits and Study Abroad Credits form, along with the required materials, to the Undergraduate Administrator in room 413 Fayerweather, who will send the form and supporting documents to the Director of Undergraduate Studies for review. *For further information, please see page 15 “Transfer and Study Abroad Credits”.*

WHEN AND HOW OFTEN TO SUBMIT THE PLAN OF STUDY FORM

Majors and Concentrators **must** submit an approved Plan of Study form **at least twice** -

- In the spring of junior year (Normally in March)
- In the fall of senior year (Normally in October, with the exception of those studying abroad in the fall term).
- If graduating Seniors make any changes to their Plan of Study after the Fall Deadline, they must submit a third Plan of Study form in Spring (Normally in March) of their Senior year.

Exact Plan of Study deadlines will be sent to the undergraduate listserv as part of the regular email blasts.

The Plan of Study form will be compared against the transcript to certify students for graduation. Students who fail to complete the form and/or submit updates can end up failing to fulfill requirements, which may delay or prevent graduation!

STUDY ABROAD AND TRANSFER CREDITS

STUDY ABROAD

History majors and concentrators may choose to study abroad as part of their undergraduate education. This is typically done during the junior year for one term. A period of study abroad offers history students excellent opportunities to develop language skills as well as to begin research projects that may be developed into a senior thesis. Members of UNDED will be happy to discuss your plans and how they fit both with your intellectual goals and with the requirements of your program.

The University has direct ties to programs of study in several countries, including Reid Hall in Paris, the Oxford/Cambridge Program in Great Britain, Kyoto University in Japan, and the Berlin Consortium at the Freie Universität in Berlin. Study at other foreign universities must be approved by the College (not the Department) in advance, although students are strongly advised to discuss their program with a member of UNDED before leaving the United States. A list of approved study abroad programs is available on the [Office of Global Programs and Fellowships website](#).

The exact number of study-abroad courses that may be applied toward the major or concentration depends on the program and is determined only after the student returns to Columbia. Majors may apply a maximum of 3 courses toward the major, no more than 2 of which may be applied toward the specialization. Concentrators may apply a maximum of 2 transfer or study-abroad courses toward the concentration, no more than 1 of which may be applied toward the specialization.

One exception exists to this rule: majors may receive up to 4 course credits for a full year studying History at Oxford or Cambridge University, no more than 3 of which may be applied toward the specialization; concentrators may receive and apply 3 and 2.

Before your departure: Consult with the DUS, especially if you are going abroad for your entire junior year. The DUS may be able to give you a preliminary indication of which courses will be likely to count toward your requirements. However, remember that courses are formally approved by the DUS only *after* you have returned with the documentation listed in the previous section.

While you are abroad: E-mail the UA with any questions or concerns that may arise. Keep all your syllabi, notes, written work, and any and all written evaluations you receive, to aid the DUS in evaluating your coursework. If evaluations are typically given orally, ask about the possibility of a written version of the evaluation.

Upon your return: Follow the procedures for evaluation of transfer and study-abroad credits described in the previous section.

TRANSFER AND STUDY ABROAD CREDITS

Transfer credits are credits students have earned at an accredited college in the United States. Study abroad credits are credits earned at approved programs outside the United States. **The department has a single set of procedures and requirements for approving courses taken for both types of credit.** Credit toward the major or concentration is given only for transfer or study-abroad courses taken for a letter grade. **Majors** may apply a maximum of 3 courses toward the major, no more than 2 of which may be applied toward the specialization. **Concentrators** may apply a maximum of 2 transfer or study-abroad courses toward the concentration, no more than 1 of which may be applied toward the specialization. One exception exists to this rule: majors may receive credit for up to 4 History courses for a full year of study at Oxford or Cambridge University, while concentrators may receive credit for up to 3. Transfer or study-abroad courses may be used to fulfill the breadth requirements. Majors should keep in mind that seminar requirements must be fulfilled in the History Departments of Columbia or Barnard.

Students wishing to have transfer or study-abroad credits applied to the major or concentration must first receive approval from Columbia College or General Studies. Credits that do not receive CC or GS approval will not be reviewed by the Department. **Once university approval has been obtained, students should bring the materials listed below to the UA, who will give them to**

the DUS. The DUS will then review the materials and make a determination about credit. Please be sure to provide the following:

- A copy of your **Columbia transcript** showing that you have received university credit
- A copy of your **transcript from the other institution**, listing the grades received
- A copy of the **syllabus** for any course you wish to have considered for history credit
- An updated Plan of Study Form
- A completed **Addendum for Transfer Credits and Study Abroad Credits** (please see page 22 or the “Study Abroad” section of the Department website for this document)
- **Note:** While determining transfer credit, the DUS *may* request additional materials, including but not limited to coursework or exams, so students should keep any materials from the course for which they wish to receive transfer credit. *Please do not submit course materials other than the syllabus unless specifically requested by the UA or DUS. Any materials not specifically requested will not be kept or considered.*

SENIOR THESIS (MAJORS ONLY)

History majors have the option of writing a senior thesis. This process involves original research, normally with extensive use of primary materials. The department encourages students with a strong interest in a particular subject to consider a thesis and strongly advises all students considering an academic career to write one. Many students find the senior thesis the most rewarding academic experience of their undergraduate career. Students who wish to write a Senior Thesis must apply for the Thesis Seminar in their junior year (see below).

JUNIOR YEAR Thesis Dates and Deadlines

September - Students are advised to begin thinking about whether they wish to write a thesis, and about possible topics.

Spring (Date TBD) - the DUS holds an organizational meeting for juniors who are interested in writing a senior thesis.

Late March (Date TBD) - Deadline for Students to apply for Senior Thesis Seminar (Deadline that applies to the majority of Thesis writers. Applications can be found online at <https://history.columbia.edu/undergraduate/senior-thesis/>)

August 1st - Deadline for Proposals for students, who for exceptional reasons are applying for an Independent Thesis Seminar (Does not apply to students who take a regular Senior Thesis Seminar. Applications can be found online at <https://history.columbia.edu/undergraduate/senior-thesis/>)

WHEN AND WHERE TO BEGIN RESEARCH FOR THE SENIOR THESIS

While it is quite possible to research and write a fine thesis during the senior year, many students elect to begin thesis research the summer before their senior year and/or during their study abroad programs as juniors.

While it is also possible to write a thesis using only sources available at Columbia University, some students determine that their research would benefit from sources outside of Columbia University. With some prior planning, it is possible to gain access (whether through travel or through inter-library loan) to sources not available at Columbia. Columbia College and the School of General Studies grant research funds for thesis writers in the fall semester of senior year. The department keeps thesis writers informed of the application process.

See page 17 for more information on Thesis Funding Opportunities.

SENIOR THESIS SEMINAR

A thesis is written in the yearlong Senior Thesis Seminar (HIST UN3838/3839), which meets in four sections.

The Senior Thesis Seminar is a course in general research skills and methodology. It is not a course on a specific historical field or period, but is designed to support the research and writing of the senior thesis. Students will be assigned to one of the sections in late Spring/early Summer. Throughout the thesis process, students may, in addition, consult with their Second Reader (*see page 17*) and other instructors who specialize in their topic of research.

Students interested in taking a Senior Thesis Seminar must submit an application by late March of their Junior Year (the specific date is determined each year. Please consult the [Thesis Page](#) of the department website for the most current deadlines).

All students registered in the yearlong Senior Thesis Seminar will receive a grade of “YC” (year course) grade at the end of the fall term and their final grade at the end of the spring term. After completing the seminar, this grade will count for both semesters, and students will have 8 credits (or two courses) to be applied toward their major in History. The second term of the seminar (HIST UN3839) will count as a seminar in the specialization.

IMPORTANT: If students withdraw from the thesis seminar after fall term, they will receive a Pass/Fail grade, and 4 credits (or one course) will be applied to the History major. In this event, the course *will not* count toward their specialization and *cannot* be used to fulfill one of the two seminar requirements.

INDEPENDENT THESIS SEMINAR:

In exceptional, and exigent cases, and only with the permission of the DUS, students may register for an Independent Senior Thesis Seminar (HIST UN3840/3841) to work with a member of the department on an individual basis. Depending on circumstance, this may run for one or two terms. However, theses written in one term cannot be counted toward the seminar requirement of the major and cannot be considered for Departmental Honors and Prizes. The number of credits (2-4) needs to be approved by the thesis supervisor. To apply for registration of an independent thesis seminar (HIST UN3840/3841) a short proposal, approved by the supervisor, should be forwarded to the Director of Undergraduate Studies before the beginning of the thesis term: **by August 1 for the fall term and December 1 for the spring term**. An independent thesis seminar will only be approved if your personal circumstances make it impossible for you to register for the **Senior Thesis Seminar** (HIST UN3838/3839), where you will benefit from working with your peers in a regular seminar environment. After receiving approval, please contact the Undergraduate Administrator regarding registration. If both terms of HIST UN3840-41 are completed, only the second term can be used to

fulfill the seminar requirement (with DUS approval).

SECOND READER

The instructor in the section of the Senior Thesis Seminar will provide guidance on general questions of research, writing, style and format. The task of the Second Reader is to focus on the substance, organization, and argument of the thesis.

The Student is responsible for identifying and contacting a suitable Second Reader, generally a faculty member who specializes in the thesis writer's field of research (e.g. a student writing a thesis on Early Modern European History would find a professor of Early Modern European History as their second reader). The Second Reader provides expert advice to the student regarding the researching and framing of the thesis topic.

The Second Reader is usually a member of the History Department (whether at Columbia or Barnard), or on the [Department's list](#) of other faculty whose courses are approved for departmental credit. (Barnard faculty, may be available but are not obligated in any way to act as Second Readers for Columbia students). Because of the large number of theses in some areas, not all students pursuing a senior thesis will be able to work with their first choice of Second Reader. You may need to consider faculty somewhat further afield.

Students should feel free to consult with their Thesis Seminar instructor for guidance on selecting a Second Reader.

For more details on who can be a Second Reader and what their responsibilities are, please visit: <https://history.columbia.edu/undergraduate/senior-thesis/>

THESIS GRADING AND HONORS/PRIZE CONSIDERATION

The student's thesis advisor grades the thesis. In addition, the second reader offers feedback and formal written comments.

Theses should be between 13,000 and 17,000 words. UNDED selects exceptional theses for prizes and honors. UNDED awards Thesis honors and prizes based on quality, not length. **Only Theses written as part of a yearlong seminar will be considered for Departmental Honors and Prizes.**

THESIS FELLOWSHIPS AND FUNDING

EDWIN ROBBINS SUMMER RESEARCH FELLOWSHIP (CC ONLY): A \$2,500 stipend awarded by Columbia College to two CC junior history majors for summer research on a senior thesis project. After obtaining the support of a faculty member willing to supervise a research project, applicants should submit a research proposal following the guidelines established in the application; the announced deadline is normally in mid-April. As the fellowship may not be given out every year, please check with the Undergraduate Administrator before applying. For more information, please check the "Thesis" page of the History Department website.

SENIOR THESIS FELLOWSHIP FOR RESEARCH IN EUROPEAN ARCHIVES: Each Spring, the department selects eight to ten **juniors** to receive a Senior Thesis Fellowship for Research in European Archives. The Fellowship not only includes a grant of approximately \$4,500, with which recipients conduct four to six weeks of research in European archives, but also includes supplemental workshops and mentoring activities throughout the year, culminating in a three-day workshop at the Columbia Global Center Europe (CGE) in Paris.

CC/GS THESIS FUNDING:

For seniors (who are enrolled in a senior thesis seminar or independent senior thesis section in the fall term), Columbia College and the School of General Studies both offer grants towards writing senior theses. Grant amounts normally range from \$50 to \$500 and cover expenses like photocopying and traveling. The two schools have different deadlines, but the applications are generally filed during the fall thesis term. Please consult the “Thesis” page of the department website for application links.

For applications and further information on these Senior Thesis Funding Opportunities, please visit <https://history.columbia.edu/undergraduate/senior-thesis/>

Additional Research/Funding Opportunities

SUMMER RESEARCH PROGRAM: *For sophomores and juniors who have officially declared the major or concentration.* Selected students have the opportunity to support a faculty member with his or her summer research projects. Students may not work for more than 60 hours. Information on how to apply is announced to eligible majors and concentrators in early spring, and the submission deadline is normally in April.

Note: For students in their freshman year there aren’t any research opportunities at the Department level. However, a freshman can arrange with a faculty member to be a research assistant.

DEPARTMENTAL HONORS AND UNDERGRADUATE PRIZES

NOTE: Departmental Honors and Undergraduate Prizes are distinct awards.

DEPARTMENTAL HONORS

UNED awards departmental honors to select students who have written excellent senior theses. To qualify for consideration, students must complete a yearlong thesis seminar and have both an overall and a major GPA of 3.6. The committee also takes into account the depth and breadth of the program of study for each honors candidate. Normally, no more than 10% of graduating majors receive [Departmental Honors](#).

Important: *In order to submit a senior thesis for consideration for departmental honors and prizes, the thesis must be written as part of a two consecutive-term seminar, beginning in the fall and culminating in the spring.*

PRIZES (AWARDED TO SENIOR THESIS MEMBERS)

- **Charles A. Beard Prize:** Given by the Department for a senior thesis of distinction in any historical field or period.
- **Garrett Mattingly Prize:** Given by the Department for a senior thesis of distinction in any

historical field or period.

- **Lily Prize:** Given by the Department for the best senior thesis in history on a non-U.S. topic. Established by James P. Shenton in memory of his mother.
- **Herbert H. Lehman Prize for Excellence in History:** Given to a General Studies student with an outstanding record of accomplishment in history courses at Columbia. Preference given to those with substantial coursework in U.S. History.
- **Chanler Historical Prize:** Given by the College for the best essay submitted by a senior on a topic dealing with the history of the American civil government.
- **Albert Marion Elsberg Prize:** Given by the College for a sophomore, junior, or senior who has demonstrated excellence in modern history.
- **Alan J. Willen Memorial Prize:** Given by the College and awarded by the Departments of History and Political Science for the best seminar paper on a contemporary American political problem.

Non-Departmental Prizes of Interest

The following prizes may be relevant to history students but are not administered by the Department of History. These prizes are awarded based on various criteria, and may not require a senior thesis. *Queries concerning these prizes should be directed to the Office of the Dean of Academic Affairs, Columbia College (208 Hamilton).*

- **Carl B. Boyer Prize in the History of Science:** For the best essay on any topic in the history of science or mathematics.
- **Dino Bigongiari Prize:** For a senior who has written an outstanding essay on Italian civilization or whose work in regular Italian courses is judged to be most worthy of distinction.
- **Dean Hawkes Memorial Prize:** For the junior who is judged to be most deserving on the basis of work in the humanities.
- **Helen and Howard R. Marraro Prize:** For an undergraduate of high academic distinction and promise in an area of study concerned with Italian culture.
- **Peter M. Riccio Prize:** For a student who is not a native speaker of Italian but has an excellent record in the study of some aspect of Italian culture.
- **Tarakanath Das Foundation Award:** For a student in the College for excellence in Asian studies.

GUIDELINES FOR PAPERS

FOOTNOTING AND BIBLIOGRAPHICAL STYLE: Good practice in citing sources in history papers calls for footnotes (or endnotes) and bibliographies. Consistency of style is essential for clear and and, though the department has no required particular style, In general, *if an individual instructor does not indicate a specific style*, the History Department advises you to follow [*The Chicago Manual of Style, 17th Edition*](#).

Footnotes are preferred to in-text citations. In this respect, history differs from most science, social science and some humanities disciplines. Short essays with only a few well-identified sources may simply employ in-text citations, for example: (Smith, 34), but longer essays should use full footnotes and include a bibliography.

In footnotes, authors' names are arranged in normal order with given names first, followed by family

names, e.g. Fredrick Flintstone and Barnaby Rubble, *Of Rocks and Dinosaurs*. The first footnote for a given source should contain all information for that source, while subsequent ones may be shortened.

Below are footnotes from a hypothetical research paper about The New York Times and reports from Moscow and Hanoi by the correspondent and writer Harrison Salisbury, as an example:

1. Gay Talese, *The Kingdom and the Power*, 2nd ed. (New York: Ivy Press, 1992): 501.
2. Richard F. Shepard, *The Paper's Papers: A Reporter's Journey through the Archives of the New York Times* (New York: Times Books, 1996): 100.
3. Harrison Salisbury, *'Without Fear or Favor': The New York Times and its Times* (New York: Times Books, 1996): 13.
4. Salisbury, *A Journey for Our Times: A Memoir* (New York: Harper & Row, 1983): 323.
5. Shepard, *Paper's Papers*, 178.
6. Salisbury, *Journey*, 15.
7. Mark A. Lawrence, "Mission Intolerable: Harrison Salisbury's Trip to Hanoi," *Pacific Historical Review* 75 (August 2006): 430.
8. Susan E. Tifft and Alex S. Jones, *The Trust: the Private and Powerful Family behind the New York Times* (Boston: Little Brown, 1999): 630.

In footnotes containing repeated citations of the same source, current practice prefers the author's last name and page. If you cite multiple works by the same author, use a shortened version of the title, such as Salisbury, *Journey*, followed by a page number, as shown above. The older forms of citation, *ibid.* and *loc. cit.* are no longer used.

Bibliographies are arranged alphabetically by authors' last names. For titles with multiple authors, the family name of the *first* author comes first, and subsequent authors are listed in normal order, e.g. Flintstone, Frederick and Barnaby Rubble, *Of Rocks and Dinosaurs*.

Below is a hypothetical bibliography to accompany the preceding notes, as an example:

Lawrence, Mark A. "Mission Intolerable: Harrison Salisbury's Trip to Hanoi." *Pacific Historical Review*, 75 (August 2006): 429-458.

Salisbury, Harrison. *A Journey for Our Times: A Memoir*. New York: Harper & Row, 1983.

____. *'Without Fear or Favor': The New York Times and its Times*. New York: Times Books, 1996.

Shepard, Richard F. *The Paper's Papers: A Reporter's Journey Through the Archives of the New York Times*. New York: Times Books, 1996.

Talese, Gay. *The Kingdom and the Power*. 2nd ed. New York: Ivy Press, 1992.

Tifft, Susan E. and Alex S. Jones. *The Trust: the Private and Powerful Family behind the New York Times*. Boston: Little Brown, 1999.

Footnotes to websites: Give author, title, URL address, <date posted> and (date accessed). For example: Harry Hopkins, Work Relief Administration Press Conference, 11 June 1934, New Deal Network, <http://newdeal.feri.org/workrelief/hop06.htm>, <posted 7/14/02> (accessed 8/23/05).

DEVELOPING YOUR OWN VOICE: As teachers of history, we want students to develop their own ideas and the ability to express them. A distinctive voice is one of the most important things a college education can give you. Studying history is an excellent way to develop your voice. Contrary to popular belief, history is not just a series of dates and facts without argument or analytical framework. History involves reflection about past events, the people involved, their causes, and their significance. No history professor wants a student simply to repeat what he or she has read or been told. They want to see students consider the issue at hand and reframe it in a creative way. Originality draws upon ideas and information from other sources but requires that you put them together in a novel, distinctive, and coherent way.

Proper citation allows you to separate what you know and think from what others have said, so that readers can appreciate the power of your ideas. It reveals where you got your information and enables your readers to trust you as a reliable writer. All scholarship depends on that trust. Without good citations that can be traced to the sources you have used, your work is something else: fiction, propaganda, lies, deception, or fantasy. For your citations to be effective, you have to know when to use them. You don't have to use them for widely known facts (example: "George Washington was the first president of the United States."). You must cite when you put lesser-known information into your paper (the population of the U.S. in 1800, say), or use someone else's words, ideas, or analytical framework. The citation lets you show the reader that you have done your research and marks those findings from your own thoughts and interpretations of that research. It also lets readers verify and follow up on your claims. Without citations, your voice and credibility gets lost.

ACADEMIC HONESTY

Plagiarism means passing off someone else's ideas, research, words, or analytical frameworks as your own, intentionally or not. It is intellectual theft. Many examples of plagiarism are flagrant and obvious, if increasingly common: copying, purchasing, or stealing someone else's paper and turning it in as your own; copying out a whole section directly from a book, an article, or off the Internet and putting it into your paper without showing its source; or including important facts or data without citing a source as if you compiled them yourself. Often plagiarism is unintentional or unconscious. For example, you may like what a source says and actually quote a sentence from it directly and put a footnote to the source, which would not be considered plagiarism. But if you continue to paraphrase or summarize more from the same source without another footnote acknowledging that you are still drawing on that source, you will be misleading the reader into thinking that the author's ideas are your own.

FRAMEWORKS: If you borrow someone else's analytical framework without telling the reader, you are still unjustly passing off someone else's work as your own. So, for example, if you read an article by Arthur Finkelstein where he claims "There are two forms of nationalism in China: ethnic and religious," you cannot simply repeat this in your paper without attribution. You have to say, "According to Finkelstein, Chinese nationalism comes in two forms. One is ethnic. The other is religious." And then provide a footnote. You can use his framework to help make sense of the material in question, but you must be clear that you are doing so. Giving credit does not make you less original or intelligent. Writers of all sorts give credit all the time. You just have to be clear about it. Otherwise you are committing plagiarism. Good history is a collective enterprise: it builds on the work of earlier scholars and furnishes a basis that future scholars will use as their point of departure. Yes,

we see farther than our predecessors did, but without their work to support us, our understanding would be extremely limited.

Quotations and citations acknowledge your debt to earlier scholars and illustrate how you are building on their ideas. For this reason, it is important to keep quotations brief and to make sure that they illustrate a point of yours. Just presenting long quotations from important scholars, even if you agree with everything they say, does not let your reader understand your thinking or advance your argument. You must render your claims in your own words and let the reader understand why you agree with a particular interpretation.

When you write a paper, you become part of this collective enterprise of history writing. Taking advantage of the work of previous scholars means you're in the fortunate position of not having to re-invent the wheel. Your voice adds to the discussion that keeps the common stock of knowledge growing. Make sure your reader can see it.

NOTETAKING: A number of students, and even the occasional professional historian, have been caught plagiarizing because they took disorganized notes. Be careful when doing your research. Remember that the main goal is not just to absorb the information but also to distinguish your ideas from those of the source--even when you agree with it. If you are copying down a whole passage, include the quotes and note the page number. You can also write down whatever ideas come to you while you are reading the source, but be sure to distinguish these from what you are copying out of the source itself. You can put the thoughts in parentheses, or in a different script, or on a different part of the page. Figure out a notational system that makes sense to you and be consistent with it. If you are taking notes on a computer, keep them in a separate file from your paper.

The History Department treats issues of academic integrity on a case-by-case basis. You should be aware of the [Columbia University Undergraduate Guide to Academic Integrity](#).

If you want to learn more about plagiarism, or test your knowledge, please review [this online tutorial](#).

Department of History – Plan of Study Form

Please fill out this form prior to meeting with an UNDED advisor.

Students: Type all information. Do not submit handwritten forms.

Student Information	
Name:	___ Sophomore ___ Junior ___ Senior
Columbia E-mail:	___ Major ___ Concentrator
Local Phone:	2 nd Major/Concentration in:
Local Address:	Expected Year of Graduation:
___ Columbia College ___ General Studies ___ Other (please specify) _____	Expected Month of Graduation: ___ May ___ October ___ February

Requirements	MAJORS	CONCENTRATORS
Courses in History	9 courses	6 courses
Specialization	4 courses	3 courses
Breadth Requirement	3 courses outside specialization: 1 removed in time & 2 removed in space	2 courses outside specialization: 1 removed in time & 1 removed in space
Seminar Requirement	2 seminars, at least 1 in specialization	None

Specialization

The field should be defined, in consultation with a member of UNDED, according to geographical, chronological, and/or thematic criteria. A student might choose, for example, to specialize in “20th Century US History,” “European Diplomatic History,” “Ancient Roman History,” or “Korean and Japanese History.”

Breadth Requirement

Majors and concentrators must also fulfill a breadth requirement by taking courses outside of their specialization. Majors must take 3 breadth courses and concentrators must take 2. This requirement has two parts: time and space.

Time: Majors and concentrators must take at least one course specifically covering a time period far removed from their specialization. Students specializing in the modern period must take at least one course in the pre-modern period. Students specializing in the pre-modern period must take at least one course in the modern period. History courses cover a wide range of geographic fields, and the course used for the chronological breadth requirement can be in any geographic region. However if the region remains the same, the course **MUST** focus on a drastically different time period. For example, a student specializing in Modern European History could **not** take a course in Early Modern European History for the pre-modern requirement and would need to take something further removed, such as Ancient Greek History or Early Chinese History.

Space: Majors must take at least two additional courses in regional fields removed from their chosen specialization. A student specializing in some part of Europe must take two courses in Africa, East or South Asia, Latin America/Caribbean, Middle East, and/or the U.S. These two courses must also cover two different regions. Concentrators must take one geographic breadth course. If a course covers multiple geographic regions: if one of the regions involves the student’s specialization, then the course cannot count toward the breadth requirement unless it is specifically approved by the DUS. For example, a student specializing in “20th Century U.S. History” cannot count a class that examines World War II in a global perspective towards the breadth requirement.

Thematic Specializations: Students with thematic or cross-regional specializations will have their breadth requirements modified, if necessary, in consultation with a member of UNDED.

For more information about the requirements and for examples of acceptable programs of study, please see the Undergraduate Handbook.

Specialization: _____

Please do not list courses for which you have received insufficient grades (D or lower, and P/F grades in most instances).

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?
<i>Ex: HIST</i>	<i>UN1010</i>	<i>Ancient Greek History</i>	<i>F'15</i>	<i>Richard Billows</i>	<i>yes</i>

Breadth Requirements

Removed in Time

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

Removed in Space

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

Additional Courses

DEPT Code	Course Code	Course Title	Term	Instructor	Completed?

TOTAL COURSES (9 for majors; 6 for concentrators): _____

Seminar Requirement (from the courses listed above, for majors)

Seminar in Specialization: _____

Second Seminar: _____

UNDED Notes:

UNDED Signature: _____ **Date:** _____

Plan of Study Form: Addendum for Transfer Credits and Study Abroad Credits (History Department)

*Students: Type all information before submitting to the Director of Undergraduate Studies for approval.
Do not submit handwritten forms.*

Name: _____ CU Email: _____

Institution at which these courses were taken: _____

Dates studied at this institution: *Ex: F'16-S'17* _____

Majors: No more than 3 courses can be applied towards the major (and up to 2 for the specialization).

Concentrators: No more than 2 courses can be applied to the major (and only 1 to the specialization).

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? _____

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? _____

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? _____

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? _____

Course #	Course Title	Term	Completed?
_____	_____	_____	<input type="checkbox"/>

Approved by DUS? _____

TOTAL NUMBER OF CLASSES APPROVED: _____

DUS Signature: _____ Date: _____

Samples of Completed Plan of Study Forms

Specialization: Ancient Greek and Roman History

(4 courses for majors; 3 courses for concentrators)

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN1010	<i>The Ancient Greeks, 800-146 BCE</i>	F '12	R. Billows	X
HIST	UN1020	<i>The Romans, 754 BCE to 565 AD</i>	S '12	M. Maiuro	X
HIST	UN2006	<i>Ancient Political Theory</i>	S '11	R. Billows	X
HIST	GU4044	<i>Romanization</i>	F '11	M. Maiuro	X

Breadth Requirements

Removed in Time

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2330	<i>Europe Since 1945</i>	F '11	V. De Grazia	X

Removed in Space

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	BC3861	<i>Body Histories: Foot Binding</i>	S '13	D. Ko	
HIST	UN2618	<i>The Modern Caribbean</i>	S '12	N. Lightfoot	X

Additional Courses

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2014	<i>Greece in the 5th Century BCE</i>	S '12	R. Billows	X
HIST	UN3024	<i>The Golden Age of Athens</i>	S '13	R. Billows	
HIST	UN2001	<i>Roman World in Late Antiquity</i>	SU '10	G. Ruffini	X

TOTAL OVERALL COURSES (9 for majors; 6 for concentrators): 10

Seminar Requirement (Majors only) *From the courses listed above:*

Seminar in Specialization: HIST GU 4044: Romanization

Second Seminar: HIST BC 3861 Body Histories: The Case of Foot Binding

UNDED Notes:

UNDED Signature: _____ Date: _____

Specialization: Intellectual History

(4 courses for majors; 3 courses for concentrators)

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2311	Modern European Intellectual History	S '14	S. Moyn	X
HIST	UN2478	US Intellectual History, 1865-Present	F '14	C. Blake	X
HIST	UN3105	Intellectual Origins of Political Economy	F '13	P. Force	X
HIST	UN3839	Senior Thesis Seminar	S '16	W. Leach	X

Breadth Requirements

Removed in Time

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN1010	The Ancient Greeks, 800-146 BCE	F '15	R. Billows	X

Removed in Space

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HSEA	UN2338	Cultural History of Japanese Monsters	F '14	G. Pflugfelder	X
HIST	UN3659	Crime in Latin America	S '16	P. Piccato	X

Additional Courses

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2901	Historical Theories and Methods	S '15	M. Jones	X
HIST	UN3838	Senior Thesis Seminar	F '15	W. Leach	X

TOTAL OVERALL COURSES (9 for majors; 6 for concentrators): 9

Seminar Requirement (Majors only) From the courses listed above:

Seminar in Specialization: HIST UN3105: Intellectual Origins of Political Economy

Second Seminar: HIST UN3659: Crime in Latin America

UNDED Notes:

UNDED Signature: _____ Date: _____

Specialization: Comparative Empires

(4 courses for majors; 3 courses for concentrators)

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2020	Roman Imperialism	F '06	W. Harris	X
HIST	UN2220	Imperial Russia, 1682-1918	F '09	R. Wortman	X
HIST	UN2312	British History, 1760-1867	F '10	E. Winter	X
HIST	GU4310	Europe and the End of Empires	S '08	M. Connelly	X

Breadth Requirements

Removed in Time Methodological Approach [see remarks below]

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	BC2103	Alchemy, Magic, and Science	F '10	P. Smith	X

Removed in Space

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HSEA	UN3881	History of Modern China II	S '11	E. Lean	
HIST	UN2800	Gandhi's India	F '10	J. Bakhle	X

Additional Courses

DEPT Code	Course Number	Course Title	Term	Instructor	Completed
HIST	UN2901	Historical Theories and Methods	S '09	M. Jones	X
HIST	GU4450	Histories of American Capitalism	F '09	J. Wolff	X
HSEA	UN2338	Cultural History of Japanese Monsters	S '11	G. Pflugfelder	

TOTAL OVERALL COURSES (9 for majors; 6 for concentrators):__10__

Seminar Requirement (Majors only) *From the courses listed above:*

Seminar in Specialization: HIST GU4310: Europe and the End of the Empire

Second Seminar: HIST GU4450: Histories of American Capitalism

UNDED Notes:

Because of chronological sweep of thematic specialization, the breadth requirements should be modified to:

- 1) instead of remote in space, one course profoundly different in methodological approach
- 2) two courses remote in space

UNDED Signature: _____

Date: _____