

# **Arizona State University Master's Program in History (Online) Student Handbook**

**2020-2021**

School of Historical, Philosophical, and Religious Studies  
Arizona State University  
P.O. Box 874302  
Tempe, AZ 85287-3902  
Phone: (480) 965-5778  
Fax: (480) 965-0310  
<https://sites.google.com/asu.edu/shprsgad>

## Table of Contents

1. <u>Introduction</u> .....	3
2. <u>Disclaimer</u> .....	4
3. <u>SHPRS Organization</u> .....	4
4. <u>Program Description and Overview</u> .....	5
5. <u>Admission Requirements and Application Process</u> .....	5
6. <u>Accelerated BA/MA in History</u> .....	6
7. <u>Community</u> .....	6
8. <u>Academic Integrity</u> .....	6
9. <u>Research Integrity and Assurance</u> .....	7
10. <u>Safety, Discrimination, and Harassment</u> .....	7
11. <u>University Resources</u> .....	8
12. <u>Graduate Financial and Wellness Resources</u> .....	8
13. <u>Enrollment, Tuition and Financial Assistance</u> .....	8
14. <u>Course Requirements</u> .....	11
15. <u>Course Descriptions for Key Courses</u> .....	12
16. <u>Professional Experience</u> .....	12
17. <u>Culminating Experience</u> .....	13
18. <u>Supervisory Committees</u> .....	15
19. <u>Interactive Plan of Study (iPOS)</u> .....	15
20. <u>GPA and Grade Requirements</u> .....	15
21. <u>Transfer Courses</u> .....	15
22. <u>Grades</u> .....	16
23. <u>Satisfactory Academic Progress</u> .....	17
24. <u>Graduation Procedures</u> .....	17
<u>Appendix 1: Online History MA General Timeline</u> .....	19

## 1. Introduction

The objective of this handbook is to provide information on degree requirements to ensure consistency in program objectives, maintain the quality of the degree program, and enable students to progress through the program efficiently. The handbook also provides information about policies and procedures set by Arizona State University, the Graduate College, and the School of Historical, Philosophical, and Religious Studies (SHPRS) regarding academic standards. Students with questions concerning progress toward the degree should contact their Advisor, the Director of Online Programs, and/or the Academic Success Coordinator. All past and current SHPRS Handbooks can be viewed on our [Resource](#) page.

It is the responsibility of the student to be familiar with policies and regulations of the Graduate College and Arizona State University and meet deadlines for registration and payment of fees. Information is available through the [ASU Graduate College Website](#) and [ASU Catalog](#).

All university-related emails are sent to the student's ASU email address. Students are required to have an active ASU e-mail account and check it frequently. For assistance with matters regarding your ASU email account, visit <https://contact.asu.edu/>.

**Enrolled students can find information on the SHPRS Graduate Programs Website:**

<https://sites.google.com/asu.edu/shprsgrad>

Resource	Email/URL	Phone
Director of Online Programs, Peter Van Cleave	<a href="mailto:Peter.vancleave@asu.edu">Peter.vancleave@asu.edu</a>	(480) 727-9648
Associate Director of Online Programs, Matthew Casey	<a href="mailto:MPCasey1@asu.edu">MPCasey1@asu.edu</a>	(480) 965-4463
Program Lead, North American Advisor, James Dupey	<a href="mailto:James.Dupey@asu.edu">James.Dupey@asu.edu</a>	(480) 727-9648
Program Lead, Global History Advisor, Kathleen Kole de Peralta	<a href="mailto:kkoleddep@asu.edu">kkoleddep@asu.edu</a>	(480) 965-4463
Academic Success Coordinator, Roxanne Shand	<a href="mailto:roxanne.shand@asu.edu">roxanne.shand@asu.edu</a>	(480) 965-5387
SHPRS Director, Richard Amesbury	<a href="mailto:Richard.Amesbury@asu.edu">Richard.Amesbury@asu.edu</a>	(480) 965-5778
SHPRS Associate Director of Graduate Studies, Christopher Jones	<a href="mailto:CJones36@asu.edu">CJones36@asu.edu</a>	(480) 965-5778
Associate Head of Graduate	<a href="mailto:CJones36@asu.edu">CJones36@asu.edu</a>	(480) 965-5778

Studies in History, Christopher Jones		
Graduate College	<a href="http://graduate.asu.edu">http://graduate.asu.edu</a>	(480) 965-6113
ASU Academic Catalog	<a href="https://catalog.asu.edu">https://catalog.asu.edu</a>	
University Registrar	<a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a>	(480) 965-3124
History MA Student Community	<a href="https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/">https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/</a>	
Student Support Services	<a href="https://eoss.asu.edu/dos/supportservices">https://eoss.asu.edu/dos/supportservices</a>	
Student Health & Counseling Services	<a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a>	Crisis Hotline: (480) 921-1006
International Students & Scholars Center	<a href="https://students.asu.edu/international/issc">https://students.asu.edu/international/issc</a>	
Disability Resource Center	<a href="https://eoss.asu.edu/drc/">https://eoss.asu.edu/drc/</a>	(480) 965.1234 TDD: (480) 965-9000
Online Student Resources	<a href="https://asuonline.asu.edu/student-resources/faq/">https://asuonline.asu.edu/student-resources/faq/</a>	
ASU Online Community	<a href="#">Online Community</a>	
Pat Tillman Veterans Center: Active Duty Military, Reserve & Veterans' Support Services	<a href="https://veterans.asu.edu">https://veterans.asu.edu</a> <a href="mailto:militaryonline@asu.edu">militaryonline@asu.edu</a>	(480) 884-1906
Technical Support: ASU Help Center Live Chat	<a href="#">Online Chat</a>	1 (855) 278-5080

## 2. Disclaimer

This handbook is designed to clarify procedures and requirements relating to graduate work in the Online History MA. It will be regularly revised and updated. If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Programs.

## 3. SHPRS Organization

The School of Historical, Philosophical and Religious Studies (SHPRS) is housed in The College of Liberal Arts and Sciences and comprises the discipline faculties of History, Philosophy, and Religious Studies. The director of SHPRS is the school's chief administrative officer responsible for the overall operation of the school (i.e. faculty, budget, facilities, university policies and school standards and procedures). The director establishes an executive committee made up of the associate directors (Undergraduate Studies,

Graduate Studies, and Research) and heads of faculty for each discipline to advise administration on the needs and resources of their academic groups.

The School Director, in collaboration with the Associate Director of Graduate Studies (ADGS), assigns a faculty member from each academic discipline to serve as Associate Head of Graduate Studies (AHGS) in their discipline. The role of the AHGS is to work with the discipline's faculty to develop new programs, monitor and ensure program integrity, determine program requirements, and resolve various student issues.

The **Director and Associate Director of Online Programs** is responsible for the development and delivery of the Online History MA, and supervises the advising of students in the program. The Director of Online Programs works closely with the Associate Head of History Graduate Studies and serves on the Graduate Studies Committee to ensure the integrity of the Online History MA.

The **Associate Head of History Graduate Studies (AHGS)** monitors and ensures the integrity of all graduate programs in History. The AHGS determines program requirements and resolves issues related to the programs.

The **Academic Success Coordinator** ensures the accuracy and accessibility of program forms and monitors student progress through the program. The Academic Success Coordinator serves as a liaison between the Director of Online Programs, the Associate Head of History Graduate Studies, and the student.

#### **4. Program Description and Overview**

The focus of the Master of Arts degree in History is to develop students' understanding of the complex nature of the historical record, as well as their advanced inquiry, research, analytical, and writing skills. These skills can advance careers and achievement in a number of areas, including higher education, secondary education, historical and archival research, public history, law, journalism, and public service.

The History MA program (online) offers two primary areas of study: North American History or Global History. Students must select one area of study.

The curriculum for the online History MA degree program consists of:

- Required courses
- Elective courses
- Professional experience (optional)
- Culminating experience

Students enrolled in the program should be able to complete program requirements and receive their degree within two years. Students must complete all degree requirements and graduate within six years. There is no extension and students who fail to complete within six years must reapply to the program. The count begins from the first semester of admission to the student's academic program.

#### **5. Admission Requirements and Application Process**

Admission to the History MA program is selective. The most competitive applicants will meet the following academic criteria:

A strong record of relevant coursework (18 hours of previous coursework in history and/or other humanities or social science disciplines)

A GPA of 3.3

A strong writing sample

Academic letters of recommendation

A minimum TOEFL score, for international students, of 90 for the iBT, or 600 for the PBT.

Any applicant who submits all of the required elements will be considered for admission. However, if an applicant's GPA or relevant coursework do not meet the above criteria, it is strongly recommended that the student provide an explanation in the Statement of Purpose.

Please visit our [Admissions](#) page for further details.

## 6. Accelerated BA/MA in History

The **Accelerated BA/MA Program in History** offers the opportunity for highly advanced students enrolled in the ASU History B.A. program to obtain a Master's degree in History in an accelerated fashion. The program allows students to take 500-level coursework during the final year of the B.A. and share up to 9 credit hours of these courses toward the requirements of the M.A. program. It may also be possible to transfer up to 3 credit hours of 400-level credits and apply them to your M.A. You could enter the M.A. program with up to 40% of your credit hours already completed. You are eligible to apply if you:

- are currently enrolled in the College of Liberal Arts History B.A.
- have completed 75 semester hours or more of coursework toward the B.A.
- have a cumulative undergraduate grade point average of 3.3 or better.
- For further details, please visit: [SHPRS History BA/MA](#)

## 7. Community

Connecting with others is an essential component of any intellectual enterprise. Such connections are important regardless of the modality of instruction. To help build community among history master's students, the program maintains a closed group on Facebook where students and professors can share history-related or graduate-school-related information. This informal site is designed to help students engage in peer-to-peer mentoring, grow intellectually, and develop personal connections with other students and faculty. Students are encouraged to request to join by visiting <https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/>.

## 8. Academic Integrity

The School of Historical, Philosophical, and Religious Studies strongly supports the high standard of academic integrity set by [Arizona State University](#). Failure of any graduate student to meet these standards, either in academic coursework or related research activities, may result in serious consequences including suspension or expulsion from the university or, if discovered after a degree is awarded, may result in the university revoking that degree.

Violations of academic integrity include the obvious offenses of cheating, fabricating information or results, falsifying academic records, tampering, and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one's own work. It is extremely important that students become familiar with what academic integrity entails so they do not inadvertently violate University policy. The Graduate College recommends several websites to help students with academic integrity:

- [ASU Academic Integrity Policy \(Office of the Provost\)](#)
- [ASU Student Academic Integrity Resources](#)
- [The College of Liberal Arts and Sciences Academic Integrity Webpage](#)

Students should also become familiar with the Statement on Standards of Professional Conduct on the American Historical Association [website](#). Students must take an academic integrity training on MyASU before beginning their first semester in the program.

**Violations of academic integrity include the obvious offenses of cheating, fabricating information/results, tampering and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one's own work. It is each student's responsibility to become familiar with and uphold**

## 9. Research Integrity and Assurance

The Office of Research Integrity and Assurance's Institutional Review Board (IRB) oversees all research at ASU that involves living human or animal subjects. (Note: most oral history interviews [no longer require IRB review](#).) Students should plan to contact the IRB in the planning stages of their research to get approval, if necessary, prior to initiating research. More information can be found on their website: [Institutional Review Board](#).

## 10. Safety, Discrimination, and Harassment

All ASU students and student organizations are bound by the University's [Code of Conduct](#), which promotes an educational environment that encourages respect, honesty, safety, and collegiality. This extends to online class and social environments hosted by ASU. The Code of Conduct and directions for filing a report can be found on the [Dean of Students webpage](#). Students are encouraged to report any breach of the Code of Conduct or any concerns about other students or members of the ASU community to the Academic Success Coordinator or AHGS. Anonymous reports of misconduct may be filed with the Dean of Students using the [Campus Community Incident Report form](#). Additionally, ASU takes sexual violence seriously and aims to prevent sexual violence. More information and directions for handling incidents of sexual violence can be found on the [Sexual Violence Prevention website](#).

Institutions of higher education have a large community of people with a variety of backgrounds and beliefs and a large international presence. Arizona State University welcomes diversity among students, staff, faculty and visitors and has strict policies against discrimination based on race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability and qualified veteran status. Providing a safe environment, free from harassment (sexual, religious, racial, etc.), is a priority concern for ASU and should be reported immediately when it occurs or is witnessed.

There are different types and levels of discrimination and harassment. Students should become aware of them so they are careful not to cause an offense and to recognize when they have become a victim. Descriptions can be found at the [Office of University Rights and Responsibilities](#). Students who witness offensive behavior or experience inappropriate and unwelcomed responses should contact the [Office of Equity and Inclusion](#). This is the office that monitors and manages reports of discrimination and harassing behavior: 480-965-5057. All information is kept confidential and it is the responsibility of everyone to report instances when observed. Retaliation against those who report such behavior is not tolerated and every effort will be made to protect those involved.

## **11. University Resources**

[ASU Libraries](#), [Graduate Student Writing Centers](#), [Graduate & Professional Student Association](#), [Provost's Office](#), [Career Services](#), [Campus Parking](#), [Student Business Services](#), [Sun Devil Student ID Card](#), [IT Help Office](#) and [Campus Dining/Banking/Student Organizations](#)

## **12. Graduate Financial and Wellness Resources**

Money Moments: <https://students.asu.edu/moneymoments>

iGrad: a website for financial literacy: <https://asu.igrad.com/>

ASU Graduate College Funding Opportunities: <https://graduate.asu.edu/current-students/funding-opportunities>

Live Well to Succeed – employee wellness program: <https://wellness.asu.edu/student-employee-wellness>

ASU Student Business Services – billing, payments & payment plans:

<https://students.asu.edu/tuitionandbilling>

EMPACT's 24 hour ASU-dedicated crisis hotline: 480-921-1006

Crisis TEXTLINE: Text HOME to 741741

TAO Connect – a self-help tool for emotional well-being:

<https://thepath.taoconnect.org/local/login/index.php>

Center for Mindfulness, Compassion and Resilience: <https://mindfulnesscenter.asu.edu/>

Live Well @ASU: <https://wellness.asu.edu/>

Sun Devil Fitness Complex: <https://fitness.asu.edu/home>

Sexual Violence Awareness, Prevention and Response: <https://sexualviolenceprevention.asu.edu/>

SunDevilSync – a resource for more information on Grad Student Organizations:

<https://asu.campuslabs.com/engage>

ASU Police [non-emergencies]: 480-965-3456, <https://cfo.asu.edu/police>

10 Best Practices in Graduate Student Wellbeing:

[https://graduate.asu.edu/sites/default/files/student\\_well\\_being\\_best\\_practice.pdf](https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf)

## **13. Enrollment, Tuition and Financial Assistance**

### **A. Registration and Tuition**

Graduate students register for courses through MyASU according to their enrollment appointment dates. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide.



A guide to tuition, tuition estimator, tax forms, and information about payment plans can be found on the Student Business Services website.

### **B. Continuous Enrollment**

Once admitted, students must enroll continuously, each fall and spring semester, until all requirements for the degree have been met. Students who have completed all course requirements may enroll in HST 595 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

A student may apply for a leave status with the Graduate College; however, this leave status cannot exceed a maximum of two semesters during the student’s enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities, e.g., the library. An application for leave status (for reasons including the birth of a child or military leave) must be endorsed by the student’s Advisor and the SHPRS Director of Online Programs before submission to the Graduate College for final approval. This request must be filed prior to the beginning of the term in which the student will take a leave of absence. The Request to Maintain Continuous Enrollment form can be found on the [Graduate College website](#).

Students who fail to maintain continuous enrollment without obtaining an official leave approval from the Graduate College will be removed from the graduate program by the Graduate College. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

### **C. Full-Time & Half-Time Status**

To achieve full-time enrollment status, students must enroll in nine credit hours each semester. Most students in this program enroll in half-time study, which entails five to six hours each semester.

International F-1 and J-1 Visa students must maintain full-time enrollment status. Any exception to full-time enrollment must be previously approved by the International Student and Scholars Center. More information can be found in the [Graduate Policies and Procedures Manual](#), published by the Graduate College.

To obtain an Enrollment Verification for financial aid, military, visa, or other purposes, go to My ASU > My Classes > Grades & Transcripts > Transcripts & Test Scores > Enrollment Verification.

### **D. Enrollment Verification Requests**

Students who have completed coursework and are enrolled in HST 595: Continuing Registration, but who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an [Enrollment Verification Request](#) to the Academic Success Coordinator, who will obtain the SHPRS Director’s signature and submit the form to the Registrar on the student’s behalf.

### **E. Withdrawal Requests**

Before considering complete withdrawal, students should explore the possibility of “Incomplete” grades, which allow a student additional time to complete coursework based upon a documented agreement signed by the professor, student, and AHGS. More information can be found in section 19 of this handbook. Questions should be directed to the Academic Success Coordinator.

A student may apply for a leave status with the Graduate College in an extraordinary case in which serious illness or injury (medical leave), significant personal situation (compassionate leave) prevents a student from continuing classes, or in the case of military activation. This leave status cannot exceed a maximum of two semesters during the student's enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities including the library. An official Leave of Absence is requested in the iPOS system – Interactive Plan of Study. For further details, please access the [Graduate College's Leave of Absence Policy](#)

More information on withdrawals can be found on the [Graduate College Registration webpage](#). The [Medical/Compassionate Withdrawal webpage](#) is also an excellent resource. The "Master's/Certificate Request to Maintain Continuous Enrollment" form can be found on the [Graduate College website](#). Students requesting leave who are on financial aid are strongly encouraged to consult [Financial Aid and Scholarship Services](#) prior to requesting the leave. International students with an F1/J1 visa must consult with the [International Students and Scholars Center](#) to discuss the immigration consequences that may result from their withdrawal from ASU.

#### **F. Financial Assistance**

Please visit ASU's [Financial Aid and Scholarship Services](#) for opportunities. Also, students can apply for Fellowships and Awards by visiting the Graduate College's [Pay for your Graduate Education Site](#).

## 14. Course Requirements

All courses required by a graduate program must be at least 500-level. MA students are allowed to count up to 6 hours of 400-level History coursework toward the degree. Enrollment in a 400-level course requires an override and that override, which requires advisor consent. Send Roxanne Shand an email detailing the course number, name, and session to and she'll start the override process. At least six of the twelve credit hours counting towards electives must be at the graduate level in History.

### A. North American History (30 credit hours)

- HST 640: Historical Methods
- HST 641: North American Core
- 1 additional core course:
  - HST 644: Area Studies in History
  - HST 643: Global/Comparative Core
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – it is strongly suggested that at least one be in the North American field
- Electives (12 credit hours)  
Elective courses are offered each session. Topics vary. They have the following course numbers (580 and 598). Students may also choose to count extra Core Seminars or Research Seminars as elective credits.
- HST 597: Capstone: The Capstone is offered in the Fall B and Spring B sessions each year.

### B. Global History (30 credit hours)

- HST 640: Historical Methods
- HST 643: Global/Comparative History Core
- 1 additional core course:
  - HST 644: Area Studies in History
  - HST 641: North American Core
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – it is strongly suggested that at least one be in the Global History field
- Electives (12 credit hours)  
Elective courses are offered each session. Topics vary. They have the following course numbers (580 and 598). Students may also choose to count extra Core Seminars or Research Seminars as elective credits.
- HST 597: Capstone: The Capstone is offered in the Fall B and Spring B sessions each year.

**Once a student reaches 27 hours in the program, they must obtain an override from the Academic Success Coordinator to take any additional course that isn't HST 597 Capstone.**

## 15. Course Descriptions for Key Courses

**HST 591: Research Seminar** The research seminar instructs students in the preparation of research papers grounded in the primary source materials of a particular field. Students become acquainted with the basic knowledge and techniques needed to research, organize, and write a paper based on primary sources. They also learn what research manuals, guides, and manuals of style are used within the field. Research seminar topics vary by semester.

**HST 640: Historical Methods** This course explores the history and methodology of the discipline of history, including how interpretative frameworks have changed over time and how historians have understood the function of their discipline. As such, the course functions as an ideal gateway course into the program.

**HST 502, 641, 643, 644 Core Courses** Students must take two core courses to graduate. The core courses are: HST 641: North American History, HST 643: Global History, HST 502: Public History Methodology, and HST 644: Area Studies in History (topics include: Europe, Latin America, Africa, and Asia). In core courses, students explore major themes and issues in a broad field of history. Students will analyze how historians build arguments and think critically about historians' decision-making with regards to teaching survey-level courses.

**HST 598: Special Topic Courses** These courses focus on a unique topic that explores the breadth of knowledge and interpretive trends in a particular field. Topics offered vary.

**HST 597: Capstone** This course facilitates the production of a digital portfolio that reflects the breadth and depth of students' MA experience and articulates the value of the degree to potential employers or admissions committee members. During the course students will work on producing a CV/résumé and personal statement, as well as refine essays and projects for inclusion in the portfolio. Only students whose portfolios are approved by the MA Program Committee and have completed program requirements will be eligible to graduate.

**HST 580: Practicum** The Practicum courses are special courses that focus on a particular skill, such as genealogical research, oral history methods, and nonfiction writing.

## 16. Professional Experience

Students may take a professional experience for elective credit. This experience is designed to give students an opportunity to gain real-world experience related to their career aspirations. The professional experience must be conducted for 180 hours. At the conclusion of the professional experience, the student submits a written report.

Students are allowed to take up to 6 credit hours of Professional Experience. Interested students should contact their advisor for more information.

## 17. Culminating Experience

Students in the Online History MA program are expected to complete a capstone portfolio (HST 597) as their culminating experience. In very rare cases, students may pursue an applied project as their culminating experience. The culminating experience demonstrates graduate-level professional accomplishment.

### A. Capstone

The Capstone allows students to showcase the breadth and depth of their MA experience and to articulate the value of the degree to potential employers or admissions committee members.

Students must identify their intention to complete HST 597: Capstone on their iPOS by the time they complete 15 credit hours. Students who have already earned 15 hours, but would like to pursue the Capstone option, must request to do so by contacting the Academic Success Coordinator.

#### i. Capstone Components

Once a student completes all other course requirements, the student enrolls in HST597: Capstone (3 credit hours). The outcome of this course will be the production of a digital portfolio consisting of five components:

1. **Significant research paper or historical project** (4,500-6,250 words, exclusive of footnotes and bibliography) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a revised paper/project from previous coursework. Students should seriously consider any recommendations and editorial suggestions made by the original instructor, address any methodological shortcomings, and copyedit the work prior to submission. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.
2. **A Historiographical Essay** (4,500-6,250 words, exclusive of footnotes and bibliography). This essay traces a theme/topic across 8-12 significant works of historical inquiry (i.e., historical monographs or key scholarly articles). The essay should be a revised and polished paper from previous coursework, but may connect works the student has encountered across individual courses.
3. **CV/Resumé**
4. **Statement of Purpose or Professional Philosophy**
5. **Defense.** The Capstone must include an oral presentation in which the student presents the findings of their research paper/project, justifies their methods, and places their work in a broader context. HST597 instructors will determine the medium students will use to deliver their oral defense.
6. **Program and Component Reflections**

#### ii. Evaluation of the Capstone

- B.** The student's Capstone will be evaluated by the HST 597 Instructor and the MA Program Committee to determine whether a student's portfolio meets unit standards. The Instructor will first make a recommendation, which the MA Program Committee will choose to accept or decline.

## B. Applied Project

In very rare cases, students may pursue an applied project as their culminating experience. In order to pursue an applied project, students must first secure a committee of two faculty members with areas of expertise related to the project. The Applied Project Proposal must be approved by the student's committee before the student enrolls in HST 593. Read description [here](#).

## 18. Supervisory Committees

All students are supported by committees of SHPRS Graduate Faculty members, who guide them in developing a plan of study and completing research and writing of the culminating experience for the master's program. These committees vary depending on the culminating experience a student chooses for the master's degree.

### A. Capstone Supervisory Committee

Students who elect to pursue the Capstone option will automatically be assigned a Supervisory Committee consisting of the members of the MA Program Committee and, thus, do not need to submit a Committee Selection Form. The chair of the MA Program Committee will serve as the Chair of the student's Supervisory Committee. The committee members for the 2020-2021 school year are:

- Chair: Christopher Jones
- Member: Peter Van Cleave
- Member: Matthew Casey

## 19. Interactive Plan of Study (iPOS)

Students enrolled in the Online History MA program are required to file and maintain an online Plan of Study (hereafter iPOS) with the Graduate College. The iPOS is accessed through the student's MyASU, under the "My Programs and Degree" section. The iPOS serves as an agreement between the student, academic unit, and the Graduate College to verify the type, quality, and acceptability of the coursework and Culminating Experience required for the degree. **The iPOS should be completed before the student reaches 15 credit hours within the program.**

Student should follow the steps below to complete the iPOS process:

1. Submit iPOS to Academic Success Coordinator in an email (with screenshot) or as a hard copy. The Academic Success Coordinator obtains AHGS approval on behalf of the student.
2. Submit final iPOS through MyASU once notified by the Academic Success Coordinator of AHGS approval.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements. Course changes are frequently needed as a student moves through the program, but these are easily requested through the iPOS system. All iPOS changes must be submitted to the Academic Success Coordinator for approval.

**Once a student reaches 27 hours in the program, they must obtain an override from the Academic Success Coordinator to take any additional course that isn't HST 597 Capstone.**

## **20. GPA and Grade Requirements**

Students enrolled in the History Master's program are required to maintain a grade point average of 3.3 on the iPOS GPA, Overall Graduate GPA, and Cumulative GPA. The iPOS GPA is based on all courses that appear on a student's approved iPOS. The Cumulative GPA represents all courses completed at ASU during the graduate career. The Overall Graduate GPA is calculated based on all courses numbered 500 or higher that appear on the transcript after admission to the program. These GPAs are all visible through MyASU. If the GPA falls below 3.3, the student is automatically placed on a History program academic probation for one semester with the expectation that the GPA will improve and meet the requirement by the end of the following semester. Failure to raise the GPA and meet other terms set in the academic probation letter may result in dismissal from the program. The Associate Head of Graduate Studies may also recommend a student for dismissal from the program if the following situations occur:

- The student has received three Cs or lower or incompletes in graduate-level (500 or above) courses taken after admission to the program.
- A student's Cumulative GPA, Plan of Study (iPOS) GPA, or semester GPA falls below 3.3 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.3 iPOS GPA

## **21. Transfer Courses**

Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester of admission in the History program. The courses may not have been used toward a previous degree. Up to 12 credit hours in History may be used upon the approval of the student's advisor and the Associate Head of Graduate Studies in History. Regardless of their topic or content, transfer credits may only be accepted as electives. They may not be used to satisfy the following requirements: HST 640, Core Seminar, or Research Seminar.

An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions Office. The student submits a written request with a copy of the syllabus and a statement from their advisor in support of the request to the Academic Success Coordinator. The Academic Success Coordinator will present the request to the Associate Head of Graduate Studies in History and notify the student of the decision.

## **22. Grades**

### **A. Overview**

Graduate students are expected to maintain high grades in all courses in order to show mastery of course material and skills. ASU's grading scale can be found on the [Grades and Grading Policies webpage](#). Translations of numerical grades (1-100) into letter grades ("A" through "E") can be acquired from instructors. In rare cases, graduate courses are offered on a Pass/Fail basis, in which case a student will earn either a "Y" to indicate passage or an "E" to indicate failure. A grade of "Y" contributes to a student's earned hours but does not affect GPA. A failing grade of "E" is calculated into a student's GPA. Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS. Students may be required to re-take core courses if earned grades are below the standard set by their program.

Students who wish to dispute a grade should refer to the [Academic \(Grade\) Grievance webpage](#) for instructions.

### **B. Auditing Courses**

In some cases, students may choose to audit a class, allowing them to attend but not earn credit. Students must obtain approval from the instructor and their supervisory committee chair prior to enrollment. Auditing is not an option for every course; contact the Academic Success Coordinator to determine whether auditing is an option. This grading option may not be changed after the drop/add period has ended. Audited courses are given a final grade of "X". Audited courses do not count toward full-time enrollment calculations or the minimum number of credits required for international students with visa restrictions or students receiving financial assistance. Audited courses do not satisfy Graduate College continuous enrollment policies.

### **C. Incomplete Grades**

If a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an "Incomplete Grade Request" form must be completed by the student and instructor and filed with the Academic Success Coordinator at the end of the term in which the "I" is entered. The form can be found on [ASU's website](#).

Graduate students should avoid taking a grade of "I" (Incomplete) for any graded course work. SHPRS strongly encourages students to finish any coursework for incompletes in a timely manner, within one month of the end of the term. Per university policy, coursework for classes marked "Incomplete" must be completed, and the grade must be changed, within one academic year. The instructor is responsible for entering the student's final grade. If the "I" grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

No student may accumulate more than two incompletes at any one time. Should this situation occur, the student may be barred from taking a full load of course work until one or more of the incompletes are removed, which can affect the student's ability to apply for SHPRS and ASU funding. Students accruing two incompletes in one semester will automatically be placed on academic probation. Students with three incompletes on a graduate transcript can register for no more than one course and will be placed on probation. Students violating these conditions or who fail to meet the requirements of probation will be recommended for dismissal from the program.



## 23. Satisfactory Academic Progress

All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the History graduate programs as stated in this handbook to maintain satisfactory progress in their respective degree program. Students who fail to meet requirements will receive written notice from the AHGS identifying the deficiency and given the opportunity to meet with the AHGS to discuss difficulties the student may be having in reaching goals of the program. The student's advisor and the Online Director may be included in this meeting. A written plan will be set in place by the AHGS, giving the student specific steps to remedy the deficiency and a time period to complete the plan, during which the student will be placed on academic probation for a specific period identified in the letter. Students placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed will result in one or more of the following options:

- Revocation of funding (if applicable).
- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to the Dean of Graduate College to dismiss the student from his/her degree program.

A recommendation of immediate dismissal may occur under certain circumstances such as:

- Violation of academic integrity policies.
- Unprofessional or threatening behavior in the classroom, professional experience, or any public setting in which the student is representing their degree program, the School of Historical, Philosophical and Religious Studies or Arizona State University.
- A student's cumulative GPA falls below a 3.3.
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

The student will be notified in writing that he/she is recommended for dismissal and will be given 10 business days to appeal the dismissal decision or complete a voluntary withdrawal. Withdrawal from the program will avoid the notation of a dismissal on the student's record. To appeal a recommendation for dismissal, the student should follow guidelines set out in the dismissal letter and contact the Director of the School of Historical, Philosophical, and Religious Studies in writing by the specified date. All mail and email will be sent to the addresses on file for the student. The student is responsible for checking mail regularly. A student may appeal any action concerning dismissal by following directions outlined in the dismissal letter(s).

## 24. Graduation Procedures

It is important for students to closely follow [graduation deadlines and procedures](#) set by the Graduate College. Links to the graduation process are also on the MyASU website under the "My Programs and Degree Progress" section. The iPOS should be reviewed with the SHPRS MA Academic Success

Coordinator to be sure courses and exams have been recorded appropriately.

Once the graduation semester has been determined and the iPOS has been reviewed, the first step is to apply for graduation. Clicking the “Graduation” tab will link students to an online graduation application and information on how to apply for the graduation ceremony.

The student should check the progress of his/her application to graduate periodically and refer any questions to the Academic Success Coordinator or Graduate College as appropriate.

## Appendix 1

### Online History MA General Timeline

1-15 credit hours	<ul style="list-style-type: none"><li>• Select area of study</li></ul>
By 15 credit hours	<ul style="list-style-type: none"><li>• Determine culminating experience</li><li>• Establish a supervisory committee</li><li>• Create an Interactive Plan of Study (iPOS)</li></ul>
15-30 credit hours	<ul style="list-style-type: none"><li>• Complete required coursework</li></ul>
Final semester	<ul style="list-style-type: none"><li>• Register for HST 597</li><li>• Complete culminating experience</li><li>• Apply for graduation</li><li>• Finalize iPOS</li></ul>