



# **Arizona State University PhD Program in History (Tempe) Student Handbook**

**2021-2022**

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## 1. Welcome to the Program

Welcome to the History PhD Program at Arizona State University! We are excited to have you as part of our program. The objective of this handbook is to help you navigate your time at ASU, outlining resources intended to help you succeed and policies that will help keep you in good academic standing and on schedule for graduation. Our hope is that much of the information you need is in this handbook, and that you will consult it first when questions arise. If you can't find the answer here, you should always reach out to your Graduate Program Coordinator, advisor, or Associate Head of Graduate Studies. We're here to help, and know that not every topic can be covered in the handbook.

Our program is first and foremost about studying history—learning from amazing professors and peers and uncovering the insights, tragedies, ironies, and lessons of the past. You will not read much about that here, however. This handbook is mostly about the bureaucracy needed to keep you in good standing. Please treat this seriously. It is important that you understand the program resources and requirements. When you are in good standing, you will be free to follow your intellectual passions!

## 2. Student Success

ASU is one of the largest—if not the largest—research university in the United States. That means there is a wide range of resources available to help you succeed as a graduate student. We encourage you to take advantage of these resources as they will greatly assist you. Here we highlight some of the resources we expect you to find most useful, though you should be aware that this is a partial list and you may find useful information elsewhere as well.

*Your Peers:* One of the wonderful things about this program is you will meet other history buffs in your classes. Introduce yourself! Exchange email addresses! Form study groups! Draw on each other's knowledge and expertise!

*SHPRS Faculty and Staff:* The History PhD Program online has multiple people who can help answer your questions. Your Graduate Program Coordinator should be your first point of contact for questions about administrative matters, and you should address academic questions to your advisor, faculty mentor, and/or associate head of graduate studies.

*ASU Writing Center:* [ASU Writing Center](#) offers a dynamic, supportive, and free learning environment for currently enrolled ASU graduate students at any stage of the writing process. Tutors help students hone writing skills and gain confidence in their writing.

*Financial Aid/Scholarships:* ASU's Graduate College maintains the most current and comprehensive list of information about financial aid and scholarships at their [Funding Opportunities](#) web page. History offers a few graduate fellowships for MA students that can be found [here](#). Make sure to check your email regularly, as this will be the way new opportunities are advertised.

*Mental Health & Wellbeing:* Graduate school can be extremely challenging and taking care of your mental health is essential to your overall success. [ASU Counseling Services](#) offers free counseling support to all ASU students. ASU's Graduate College has compiled a list of [Graduate Wellness Resources](#) and "[10 Best Practices in Student Wellbeing](#)" that offer helpful resources and advice.

*Other ASU Resources:* [ASU Libraries](#), [Graduate Student Writing Centers](#), [Graduate & Professional Student Association](#), [Career Services](#), [Campus Parking](#), [Student Business Services](#), [Sun Devil Student ID Card](#) and [Campus Dining/Banking/Student Organizations](#)

### 3. The Big Picture

This is a long document with many details and policies. You should familiarize yourself with all of them, but we also want you to keep your focus on a few of the most important things to keep in mind as you set out on this academic journey.

- A. Check email regularly: Email is the primary way your faculty will contact you and the way program coordinators will share essential information about requirements and opportunities. Ensure you are carefully checking your email at least daily.
- B. Attend events: Graduate school is more than what happens in your classes. It is about learning to be a professional historian and becoming a member of the historical community. Attend talks, participate in workshops, talk with colleagues in the hallways, visit office hours!
- C. Begin building an supervisory committee early: You should begin contacting faculty early in your time in the program to begin to build relationships with them so that you can create an advisory committee. To figure out who it might make sense to talk with, look at the web site to browse faculty profiles, talk with fellow graduate students, and consult with the Associate Head of Graduate Studies. If you want to meet a faculty member and are not sure how to approach them, it is always possible to email and ask if you can make an appointment to visit them during office hours.

### 4. An Inclusive Student Community

The History PhD Program is committed to creating an inclusive student community in which students from all backgrounds can thrive. We uphold the [ASU Charter](#) which states that we are “measured not by whom we exclude, but rather by whom we include and how they succeed.” We work in solidarity with the [SHPRS Anti-Racism Committee](#) which urges us to recognize that “to be anti-racist is to reimagine anti-racist futures based on justice, liberation and freedom--futures that we hope ASU students, staff and faculty, and our broader communities, will join us in imagining, creating and enacting.”

We act on these goals in this program through a curriculum that ensures a wide range of historical actors are studied, including those who have historically been underrepresented. We also cultivate community norms of civic discussion. History is messy and contested, and we won’t always agree about what it means. But we can talk about it openly and honestly in ways that build community rather than tearing it down, and that ensure all our students feel safe and welcome.

We also know that learning is richer and more rewarding when there are meaningful connections with one’s peers. To help build community among history students, we encourage students to attend workshops and talks hosted by SHPRS to meet fellow graduate students and faculty members. In

addition, as a student in this program, you are part of the much broader ASU Sun Devil community. There are numerous opportunities for students to attend talks, connect with students in other programs, and join student organizations. Many of these opportunities can be found at [Sun Devil Sync](#).

## 5. Key Personnel

Several School of Historical, Philosophical, and Religious Studies (SHPRS; pronounced “Shippers”) faculty and staff work together to oversee and implement the History MA program. The following is a quick description of roles and responsibilities.

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

Your **Supervisory Committee** (more details below) is a team of faculty advisors with expertise in your research area. They can help provide academic guidance on which courses to take, how to plan your research, and how to navigate the challenges of graduate school.

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, and can help direct you to faculty members that can help advise you.

Name	Email	Phone
Graduate Program Coordinator, Mark Barrios	<a href="mailto:Mark.barrios@asu.edu">Mark.barrios@asu.edu</a>	(480) 727-7114
Associate Head of Graduate Studies in History, Christopher Jones	<a href="mailto:CJones36@asu.edu">CJones36@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

## 6. Situating the History PhD Program in ASU

ASU is an enormous enterprise, and it will help you navigate your time here to have a quick orientation of the major branches of the university that touch on this program. The History MA is run by the History faculty, who are all members of the School of Historical, Philosophical, and Religious Studies (SHPRS). SHPRS faculty manage degree programs at the undergraduate and graduate level in all three disciplines. SHPRS is housed within The College of Liberal Arts and Sciences (“The College”), which oversees programs ranging from English to Physics. And as a graduate program, this degree is also overseen by

ASU's Graduate College. Each of these organizations—History, SHPRS, The College, Grad College—set policies on different matters. You will receive emails and notifications from contacts in each of these organizations at various times. Please read these messages carefully; whenever you have questions, remember that your first point of contact should always be your Graduate Program Coordinator and your faculty advisors.

Here are some links for resources outside of SHPRS for students to be aware of:

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
Student Health and Counseling Services	<a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a>	(480) 965-3349 Crisis Hotline: (480) 921-1006
International Students & Scholars Center	<a href="https://students.asu.edu/international/issc">https://students.asu.edu/international/issc</a>	
Student Accessibility & Inclusive Learning Services (SAILS)	<a href="https://goto.asuonline.asu.edu/360lifeservices/">https://goto.asuonline.asu.edu/360lifeservices/</a>	(480) 965-1234
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

## 7. 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. Previous versions of the Handbook can be found at the [SHPRS Grad Program Resources PhD in History](#) web site (scroll to the bottom).

## 8. Program Description and Overview

The PhD in history offers opportunities for graduate study in North American, European, and global history with thematic concentrations in indigenous history, American West, environment and sustainability studies, public history, borderlands, politics and policy, immigration, gender, race and ethnicity, culture, and world/comparative history.

The curriculum for the History PhD Program consists of:

- Coursework
- Demonstration of an advanced research skill related to the area of study
- Qualifying examination
- A dissertation prospectus
- Completion and final defense of the dissertation

History PhD students select between three and five supervisory committee members to guide their program of study and designate three fields of study in which they will take qualifying exams. One field must be geographic, one thematic, and a third can be either geographic or thematic. One geographic field must be either an entire country, continent, or an area comparable in size that might constitute the kind of field covered in an undergraduate survey course. Fields will be defined by each student and their committee members, then approved by the AHGS. Mastery of course content in these fields will be evaluated in Qualifying Examinations.

Students enrolled full-time in the History PhD program are expected to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within 10 consecutive years from the time of initial enrollment.

Students admitted to the doctoral program with a bachelor's degree complete 84 credit hours, consisting of 60 hours of coursework, 12 hours of research and 12 hours of dissertation. Students entering with a MA may submit a request to the AHGS to use 30 hours for the completion of the MA degree toward the 84 required. If approved, the remaining 54 semester hours of credit must be in residence at ASU, consisting of 30 hours of course work, 12 hours of research and 12 hours of dissertation.

## 9. Admission Requirements and Application Process

Admission to the History PhD program is selective. Applicants must fulfill the requirements of both the Graduate College and the College of Liberal Arts and Sciences. Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

A complete application requires:

- online [Graduate Admissions application](#)
- references
- statement of purpose
- writing sample
- CV
- transcripts
- TOEFL scores

**Application deadline is January 15.**

For more information on the application process and requirements, please click [here](#).

## 10. Teaching Assistantships & Associateships



Students who receive teaching assistantships and associateships (TAs) will be assigned as graders in courses taught by faculty or doctoral candidates (assistants) or will teach their own courses (associates).

In the first semester of the teaching assistantship, students must be assigned to experienced instructors. In accordance with ABOR regulations, faculty must provide instruction in teaching and written feedback to their teaching assistants.

[The TA/RA Handbook](#), published by the Graduate College, clarifies all conditions of TA appointment, benefits (tuition remission, insurance, parental leave), and University policies. The [ASU TA Resource Guide](#) provides clarity on TA roles and responsibilities, designing syllabi, instruction, and addressing concerns or problems. TAs should become familiar with both of these resources before beginning an assistantship. Any problems that cannot be resolved in concert with the assigned faculty member should be addressed to the AHGS or the SHPRS Director.

Teaching Assistantships and Associateships are extended to students on an annual or semester basis and are renewed based on the availability of funding and the student's satisfactory fulfillment of related duties and progress in the academic program. Continuation of funding should not be assumed and is confirmed annually by a letter that must be signed and returned to the department. The Associate Heads of Graduate Studies are responsible for offering and renewing funding. Students who do not adequately fulfill their duties as TAs or make appropriate academic progress while on TA funding may be placed on probation and/or removed from funding in subsequent years.

Newly hired TAs must also attend the Teaching Assistant/Associate Development (TAD) Program offered by the university. Orientation information and professional development activities are listed on the [TAD webpage](#). International Teaching Assistants must prove English proficiency before they begin teaching by passing the [SPEAK Test](#) with a score of 55 or higher or the [Internet-Based TOEFL \(iBT\)](#) with a score of 26 or higher on the oral portion of the test. In the event that an international student required to take the SPEAK Test or iBT has not become fully certified to teach, the faculty member to whom that student is assigned as a TA must meet regularly with the student to provide guidance in instructional design. Please visit the [International Teaching Assistant](#) site for complete details.

The SHPRS graduate programs attempt to offer all doctoral students the opportunity to teach independently before they graduate. Prior to teaching their first course, students must complete and pass HST/REL/PHL 700 Introduction to College Teaching.

TAs who do not wish to teach their own course will be assigned to assist faculty members or advanced graduate students who are teaching courses that qualify for teaching assistants.

## 11. Course Requirements

Students select courses under the advisement of their committee chair/research advisor. Requirements are summarized below:

### A. Students entering with a BA must take a minimum of 84 credit hours, including:

- Core Courses (16 credits):

- a. HST 502 Public History Methodology (3 credits)
- b. HST 640 Historical Theory & Methodology (3 credits)
- c. HST 641 North American History (3 credits)
- d. HST 644 Area Studies in History (3 credits)
- e. HST 643 Global History (3 credits)
- f. HST 682 Advanced Research Skill (1 credit)
- Electives and Research (44 credit hours)
  - HST 598 Special Topics (6 credits)
  - Option - May include HST 700 Introduction to College Teaching *if planning to teach* (3 credits)
- Other Requirement (12 credit hours)
  - HST 591 Seminar (6 credits)
  - HST 792 Research (6 credits)

Culminating Experience (12 credits)

- HST 799 Dissertation (12 credits)

*For students entering with a BA: Electives may include up to 6 credit hours in related, 500-level and above, non-HST courses with chair & AHGS approval.*

**B. Students entering with an approved MA must take a minimum of 54 credit hours, including:**

- Core Courses:
  - HST 502 Public History Methodology (3 credits)
  - HST 640 Historical Theory & Methodology (3 credits)
  - HST 641 North American History (3 credits)
  - HST 644 Area Studies in History (3 credits)
  - HST 643 Global History (3 credits)
- HST 591 Research Seminars (6 credits)
- HST 598 Special Topics (6 credits)
- HST 682 Advanced Research Skill (1 credit)
- HST/REL/PHL 700 Introduction to College Teaching *if planning to teach* (3 credits)
- HST 790 Individualized Reading and conferences (credits vary) (optional)
- Research: HST 792 (6-12 credits)
- Dissertation: HST 799 (12 credits)

*Students entering with an MA may substitute up to 6 credit hours in related, 500-level and above, non-HST courses for 598 courses with chair & AHGS approval.*

**C. 400-Level Courses**

Graduate students may, with advisor and AHGS approval, take up to 6 credits of 400-level courses as electives (to be included in the iPOS) in the case that appropriate graduate courses are not available. 400-level courses taken prior to admission and 400-level courses graded as “pass/fail” are not acceptable. 400-level courses not listed on the iPOS do not satisfy Graduate College continuous enrollment policy; graduate level courses must be taken concurrently to satisfy this requirement.

## 12. Course Descriptions for Key Courses

**HST 640 Historical Theory and Methodology:** Historical theory and methodology is required for all PhD students. It provides a rigorous introduction to the theoretical and methodological foundations of the historical discipline, coordinated by one professor and team-taught by several members of the history faculty.

**CORE COURSES: HST 502 Public History Methodology, HST 641 North American History, HST 643 Global History, and HST 644 Area Studies in History:** The core courses are meant as surveys of the historical content in each field. They introduce students to major chronological periods, historiographical debates, and major themes or relevant methodologies.

**HST 591 Research Seminar:** These courses require students to complete original research projects, demonstrate strong research and evaluative abilities, and make original historical arguments supported by appropriate sources.

**HST 598 Special Topic Courses:** These courses introduce students to pivotal books that influenced the historiography of relevant fields, strengthen students' abilities to identify and evaluate historical arguments, and train students to write historiographical essays, book reviews, and other pertinent genres.

**HST 682 Advanced Research Skill:** One credit hour is taken the semester the student plans to demonstrate competency in their advanced research skill. The skill and how it will be demonstrated is determined by the student's supervisory committee.

**HST/REL/PHL 700 Introduction to College Teaching:** A three-unit course focused on pedagogical methods and instructional design. Students are required to complete and pass this course before they will be authorized to teach an independent course.

**HST 584 Public History Professional Experience:** Arranged on an individual basis with the assistance of the student's supervisory committee chair and the graduate programs coordinator. A grade of "Y" (satisfactory) is given when all requirements are completed.

**HST 790 Individualized Reading and Conference:** This is a custom-arranged course with a single professor to support student preparation in the fields of specialization. With the objective of acquiring a sophisticated knowledge of a topic. For three credits of reading and conference, students are expected to read the equivalent of a book each week during the semester. When these courses are linked to a lecture course (400-level), the student is expected to do additional graduate level work to justify receiving graduate credit for the lecture course.

Students hoping to take an independent study course will need to complete the [Reading and Conference 590/790 Request Form](#). It must be prearranged prior to the start of the semester it is taken and have approval from the chair of the student's supervisory committee and the AHGS. To obtain approval, the student must submit a 1-2 page written proposal that states the reason for the independent study, how it relates to the student's research plan, the content of the course (syllabus), and how it will be evaluated to the chair of the student's supervisory committee and the AHGS. A resource list that provides information on readings and/or other methods that may be used to support the proposed course must also be provided.

**HST 792 Dissertation Research:** 6-12 credit hours must appear on the iPOS. These hours are taken after

successful completion of the Qualifying Exams.

**HST 799 Dissertation Writing:** Exactly 12 credit hours must appear on the iPOS. These hours should be taken after the 12 hours of HST 792 are completed.

**HST 795 Continuous Enrollment:** This 1-credit course can be taken to show continuous enrollment after all coursework is completed, while the student continues research and writing of the dissertation.

### 13. Supervisory Committees

The Graduate College requires all graduate students to establish a supervisory committee to direct their graduate study. A supervisory committee has three basic charges:

- Recommend and approve the student's plan of study;
- Advise a student regarding the topic and for a dissertation;
- Administer the final oral examination in defense of the dissertation.

The committee must be comprised of at least three people: a chair and two other members. An additional one to two members may be added, one of whom can be external to ASU. No more than five people may serve on a committee. Graduate Faculty including their possible supervisory committee roles (chair, co-chair, or member), dependent on AHGS guidance and approval, can be found on this Graduate College [webpage](#). Lists of all SHPRS Faculty are [here](#).

#### A. Committee Chair and Member Selection

Each graduate student is responsible for choosing a committee chair as primary dissertation director and advisor. In making this important choice, students should consider several qualities of a potential chair: expertise in a particular field, geographical area, time period, theory and/or methodology, availability, scholarly reputation, and the possibilities for developing a good working relationship.

In most cases, students will choose a chair because of that professor's expertise in a field, time period, religion, theme, or geographic region related to the proposed dissertation topic. Supporting members of the student's supervisory committee should complement the methodological and/or theoretical strengths of the chair and bring additional geographical, historical, theoretical, methodological, thematic, or other relevant scholarly expertise.

The student's chair must be a tenured or tenure-track member of the History graduate faculty (the faculty who officially work within the relevant discipline at ASU, not those employed by other units) who is endorsed to chair. The student and the supervisory committee chair work together to develop a plan of study, dissertation topic, and research plan.

Students have the option of having two faculty members serve as co-chairs (co-directors and co-advisors). Co-chairs must be tenured or tenure track faculty members in the History graduate faculty.

At least two members of a student's supervisory committee, including the chair or co-chairs, must be in the History graduate faculty.

*All supervisory committee members need to be approved by the AHGS and Graduate College. The*

*supervisory committee's chair(s) and members should be selected by April 1 of the student's first year, though changes can be made at a later date as needed.*

#### B. Supervisory Committee Selection Form

Supervisory committee members must be selected by April 1 of each student's first year in the academic program. The student prints and completes the [Committee Selection Form](#), obtains the signature of the chair and all members, and submits the form to the graduate coordinator, who will obtain a signature from the AHGS. The student must also enter the supervisory committee members on their iPOS.

#### C. External Supervisory Committee Members

Students may select one university faculty member not affiliated with ASU or their discipline's graduate faculty to serve on their supervisory committee. To get approval to appoint an external member, students need to submit a [Committee Approval Request – Individual Student Committee form](#) to the graduate coordinator, along with the external member's current CV and date of birth. The external committee member can be added in addition to at least two faculty members from within the discipline's internal unit graduate faculty.

Commented [MOU1]: This should be two, not 3, right?

#### D. Supervisory Committee Member Changes

Faculty listed on the student's plan of study (iPOS) serve as their supervisory committee. Supervisory committee chair and member changes must first be approved by the AHGS, and then submitted through the iPOS for final approval by the Graduate College.

The student completes a [Supervisory Committee Member Change Request form](#) to request a change and submits it to the graduate coordinator. Students must obtain signatures from the chair, outgoing member(s), new member(s), the remaining supervisory committee, and finally the AHGS. The student then submits the original form with signatures to the graduate coordinator.

## 14. First-Year Portfolio and Progress Review

All first-year doctoral students must prepare a portfolio of the work they have accomplished so their progress in the program can be assessed.

#### A. Portfolio Contents

The portfolio must be submitted to the graduate coordinator by the date of spring commencement each year and consists of the following materials:

1. One exemplary paper from HST 500 or other relevant core course (HST 640)
2. One exemplary short paper from each course in which such papers are written (e.g., book reviews, analytical discussions, etc.)
3. A long paper or seminar paper from each course in which such papers are written
4. A copy of the iPOS course selection page
5. A copy of the completed Field Approval Form signed by the AHGS
6. A copy of the completed Advanced Research Skill Proposal Form signed by the AHGS
7. A two-page, single-spaced essay by the student evaluating their progress, accomplishments, plans, and concerns

Copies of papers provided should be clean (without faculty comments or grades). The graduate

coordinator will establish a file for each doctoral student that will contain the student's portfolio of work. Students may submit papers via email to the coordinator.

Faculty members will be responsible for providing a one-paragraph narrative evaluation of each student's performance in their class following the submission of grades each semester and may read student portfolios at any time.

#### **B. Evaluation**

The AHGS will select a committee of three faculty members to evaluate the work of the first-year students. Members of the committee will select a chair for purposes of administration and communication. The AHGS is not eligible to serve on this committee. After reviewing each student's work, the committee will recommend to the AHGS whether the student should (a) continue in the program unconditionally, (b) continue with conditions, or (c) be dismissed from the program. They should also provide some feedback and recommendations about the student's performance to the AHGS. These results are typically submitted to the AHGS within two weeks of spring commencement. The AHGS conveys the committee's decision to the student.

#### **C. Results of the Review**

Students who are permitted to continue in the doctoral program may be retained with stipulated conditions. Examples of specific conditions that may be attached to a student's continued participation in the graduate program include:

1. a requirement that grades improve or incompletes be completed in a specified time,
2. a requirement to take specific courses in addition to those required for the PhD, or
3. acceptance of a new program focus or a new committee.

A student may appeal the committee's decision no later than June 15 of the year in question by contacting the AHGS in History, who will arrange for a meeting of the student's advisor and a representative of the review committee. The student in question will submit a statement indicating the reasons for appealing the decision. A final decision of this 3-member committee must be announced no later than July 1 of that year.

### **15. Advanced Research Skill**

The history faculty requires students to demonstrate advanced proficiency in a research skill related to the student's dissertation. The research advisor/committee chair meets with the student to determine an appropriate skill and how proficiency will be demonstrated. A foreign language will be expected for some students, particularly those in the East Asian and European fields. More than one foreign language or more than one non-linguistic advanced research skill may be assigned.

A non-linguistic skill may include topics such as:

- quantitative methods of analysis
- Geographic Information System (GIS) mapping
- documentary editing
- training in archival management
- oral history interview techniques and historic preservation
- interdisciplinary training in fields relevant to the student's research interests, such as

geography, anthropology, sociology, political science or public administration, literature, ethnic studies, women's studies, ecology, etc.

**Selection of the research skill must be completed by the end of the second semester in the program, when paperwork is submitted for the First Year Portfolio.**

Students are required to submit the [History Advanced Research Skill Proposal Form](#) to the graduate coordinator to document the selected skill and obtain approval. This form will serve as a record and agreement that includes:

- research skill to be demonstrated,
- how the skill relates to the student's research, and
- how the skill will be demonstrated.

If coursework is selected as the route through which the student will show mastery of the skill, courses must focus on the skill in question and one of the courses should require a project that demonstrates competency in the skill as assessed by the instructor of the course. Students must obtain written (email) permission from their chair and AHGS if they want to use coursework approved for the research skill toward their program course requirement.

Competency in the Advanced Research Skill will be indicated on the Plan of Study (iPOS) by the course designation HST 682. All doctoral students must enroll in at least one credit of the placeholder course HST 682 during the semester when they intend to demonstrate their competence in the research skill. The student receives a grade of "Y" (satisfactory) in the semester the skill is demonstrated.

The student notifies the graduate coordinator when the skill has been demonstrated and provides an electronic copy of the final written report. The student should also submit the final Advanced Research Skill form, with all signatures, to the graduate coordinator. The graduate coordinator then obtains the AHGS's signature. Finally, the student should follow up with their chair in order to receive a final grade for HST 682.

**The Advanced Research Skill needs to be demonstrated before the Qualifying Exam is scheduled.**

## **16. Public History Professional Experience**

Students whose research areas include public history must complete a professional experience as part of their Plan of Study. The public history professional experience varies from a full-time, eight-week program to a half-time, 16-week program. Professional experiences are conducted for 180 hours. Some students conduct several professional experiences to reach the total hours, others complete all the hours through one professional experience. Generally, the professional experience is conducted in the summer after the first year of study. All students begin the process in discussion with their research supervisor to determine student interests and to discuss potential organizations and settings for the experience. All organizations that take on an intern must enter into an affiliation agreement with ASU and students must also complete internal paperwork that documents the supervisor, work schedule, duties, and rate of compensation. At the conclusion of the professional experience the student submits a written report. Three credit hours are given for completion of a professional experience.

## 17. Qualifying Examination

The history program administers written and oral qualifying examinations that test each student's competence in their three designated fields and determines whether the student is ready to move on to dissertation research. The qualifying examination is scheduled in consultation with the student's committee upon completion of coursework.

Before taking the qualifying examination, doctoral students must complete all required coursework except for dissertation and research credits (HST 792 and 799), demonstrate proficiency in the Advanced Research Skill, and complete a professional experience if required. Occasionally, with approval from the committee and the AHGS, a student may take comprehensive exams during the semester in which they will finish coursework. Students entering with a BA are expected to pass qualifying exams before the end of their fourth year; students entering with an MA are expected to pass qualifying exams before the end of their third year. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

During the semester students take qualifying exams, they are required to register for one of the following:

1. at least one semester hour of credit that appears on the iPOS,
2. at least one semester hour of appropriate graduate-level credit (HST 792, HST 799, or HST 795),
3. or at least one hour of a graduate-level course

### A. Written Examination

The three exam committee members (who are typically, but not always, members of the student's supervisory committee) will write the examination questions, decide the number of questions that students will be required to answer, and decide upon their methods of deliberation. Students must answer at least one question related to each of their chosen research fields. All committees must include some element of choice in the exam questions (for example, requiring students to answer four out of six questions). Citation requirements will be provided to students prior to the exam. The exam is administered online by the graduate coordinator. Questions are released to the student at a specified time and students are given seven days to complete the exam. Responses are checked for plagiarism. Any questions about exam expectations or procedures can be directed to supervisory committee chairs or the associate head of graduate studies in history.

### B. Oral Examination

After the student has completed the written exam and the supervisory committee has reviewed it, the student will undergo a culminating oral examination. This usually takes place between seven to ten days after the written portion is completed. The oral examination tests a student's ability to engage in discussion of issues relevant to their fields of competence. The focus will be on the student's answers to the written examination questions as well as the student's proposed dissertation topic. In cases where some or all of the written examinations are below the Pass level, a strong oral examination is necessary in order for the student to pass the comprehensive examination. The student's chair is charged with convening and administering the oral exam.

To schedule the oral examination, students should coordinate a date and time with their committee, then request a room reservation by contacting the Graduate Coordinator.



### C. Exam Results

The graduate coordinator provides a [History Comprehensive Exam Results Form](#) to the chair of each examining committee prior to the start of the exam. Committee members discuss student responses and record their individual decision of the outcome on each exam on the results form. The committee chair submits the completed form to the AHGS and the AHGS emails each student with the results. The coordinator submits the outcome to the Graduate College.

The committee may recommend the following grades: pass with distinction (in cases of extraordinary performance), pass, or fail.

When an examining committee agrees that a student did not successfully complete the exam, the chair of the committee must gather comments from the other members and write a summarized explanation of why the student failed and a recommendation whether the student should be permitted to re-take the exam if the student petitions to do so. This report is given to the AHGS to discuss with the student.

Students who fail the exam may petition the Graduate College for a re-examination. This is done by completing a [Petition to the Graduate College](#). Students will need to obtain signatures for this form in the following order: each member of the examining committee, the AHGS, and SHPRS director.

In most cases, re-examination is possible. If, however, the examining committee determines that the student's exam responses are seriously inadequate (e.g. badly flawed or limited analysis, addressing only a few books on the reading list, considerably shorter than the required length), they may recommend to the AHGS that the student not be permitted to retake the exam. The academic unit may also decide not to support the student's petition if there is evidence of serious misconduct, including plagiarism.

Retakes may not be taken earlier than three months nor later than 6 months after the initial exam. The student coordinates a new exam date with his/her advisor and the examining committee and informs the AHGS and graduate coordinator. Once the retake exam is scheduled, no postponements are allowed, except under exceptional circumstances that must be documented and approved by the AHGS with the agreement of the examining committee. Failed exams can only be re-taken once. A student may not continue in the program without passing the qualifying exam.

## 18. Masters In Passing (MIP)

The Master's in Passing (MIP) is a master's degree awarded to PhD students who have passed the prospectus defense and who wish to earn a master's degree on the way to completion of the PhD. It is not a mandatory component of the PhD program. Students who were admitted to the PhD program without a master's degree in history and have not used 30 hours from a previously earned master's degree on their PhD iPOS are eligible to apply for the MIP and students who wish to earn the MIP must undergo a culminating experience. The culminating experience for this degree, in lieu of a thesis, is a research portfolio that includes:

1. one exemplary paper from HST 500 or equivalent core course (such as HST 640),
2. a research paper from HST 591,
3. one exemplary short paper from each course in which such papers are written,

4. a two-page essay by the student evaluating their progress, interest plans, and concerns, and
5. faculty assessments of the student's performance in each class.

*Requirements for the MIP portfolio may be met using the student's first year portfolio with the addition of current faculty assessments and self-evaluation.*

Students who wish to pursue the MIP must have the approval of their chair and the AHGS and an approved PhD iPOS on file. The student should meet with the graduate coordinator who submits a request for the MIP to the Graduate College. An additional iPOS is created that lists the requirements for an MA degree in history. Students should include the following coursework:

1. 3 credit hours of HST 502 Public History Methodology
2. 3 credit hours of HST 591 Seminar
3. 9 credit hours of HST 598 or 500 level HST coursework
4. 15 credit hours of 500 level courses which support the student's research (6 credit hours can be non-HST coursework in a closely related field).

To receive the degree, the graduate coordinator must ask the Graduate College to open an MA plan of study and then the student completes an application to graduate through MyASU. Students will typically enter into and graduate from this "program" and continue with the PhD program without interruption. On occasion, some students choose to earn the MIP and leave the PhD program. This decision should be discussed with the AHGS and faculty advisor. Students who do not plan to continue in the PhD program but want to complete a master's thesis should meet with the graduate coordinator to discuss the possibility and procedure of changing to the master's thesis or thesis-equivalent degree.

## 19. Dissertation Prospectus

### A. Written Prospectus

Upon satisfactory completion of the written qualifying examination, the student will immediately begin to prepare for the submission of the dissertation prospectus which the candidate should defend no later than the close of the spring semester following the oral exam. The student will prepare a prospectus of approximately 10-15 double-spaced pages (*plus* a single-spaced bibliography appended at the end) that includes the following:

1. A clear statement of the topic and the proposed dissertation, including all the major questions to be explored.
2. A discussion of the historiographical and theoretical context of the study and the contribution that it will make to the scholarly literature on the topic. Students should address in particular the originality of their study and its significance.
3. An explanation of the research methods to be used and the types of primary source documents to be consulted. The student should comment on the ways in which the sources and methods will shape the analysis and justify the choice of sources and methods.
4. A tentative chapter outline, with brief summaries (one paragraph) of each chapter's contents.
5. A tentative schedule for research, writing, and completing the project. This section should include an accounting of the preliminary research that the student has already completed on the topic and what research remains to be accomplished.
6. A preliminary bibliography, listing the principal secondary sources and the major archival or

other primary sources to be used.

#### **B. Dissertation Prospectus Defense**

The student's supervisory committee will administer the prospectus defense and mentor the student on the work of the dissertation. The discussion at the defense will include a thorough review and critique of the prospectus to ensure that the student is well prepared for independent research and that the dissertation will meet rigorous scholarly standards. Following the prospectus defense, the candidate will be excused for the committee to deliberate. The committee may recommend the student for admission to doctoral candidacy or ask that further work be done on the prospectus. The student will be asked to make revisions and obtain approval from all committee members before any further work towards the dissertation can begin. It is the responsibility of the committee chair to ensure the revisions are completed. The committee may request another written prospectus and/or oral defense.

The committee chair will report the results and any conditions on the [Prospectus Results Form](#) and submit it to the AHGS. The AHGS reports the results to the graduate coordinator, who enters the results on the Graduate College student record. If the dissertation prospectus is approved and the student has met all other Graduate College requirements, the Dean of the Graduate College approves the student for advancement to candidacy. A letter is sent to the student from Graduate College to confirm the candidacy status and informs the student of remaining Graduate College requirements for graduation. Once a student is advanced to candidacy, they may enroll in HST 799 (dissertation).

## **20. PhD Candidacy and ABD Status**

Graduate students enrolled in a PhD program do not officially become doctoral candidates until they have successfully completed all coursework, demonstrated proficiency in any required languages or skills, passed the qualifying/comprehensive examination, and successfully defended a dissertation prospectus.

Students will receive notification when they have been advanced to candidacy. Notification will include a list of Graduate College requirements that need to be completed for the degree. The student must complete 24 semester hours of research/dissertation credits (12 hours of each) and must pass the oral defense of the dissertation. The student's supervisory committee will direct the research and writing of the dissertation. Doctoral candidates, at their chair's discretion, may begin applying for tenure track faculty positions.

## **21. Doctoral Dissertation**

Research and writing of the dissertation comprise final stage of the doctoral program. During this time, students should stay in communication with their chair and supervisory committee members about the status of their progress toward completing the degree by remaining in the local area unless doing fieldwork. Chairs generally read and comment upon individual chapters of the dissertations. Committee members may elect to read chapters as they are completed and/or the entire dissertation when completed. Feedback, comments, and revisions should be done in a timely manner. The supervisory committee must have sufficient time, a minimum of three weeks before the defense, to read the doctoral dissertation. Doctoral candidates should expect revisions that must be completed prior to

depositing the dissertation and graduating.

#### A. Dissertation Format and Committee Review

The style of the document is determined by the committee chair and is usually based on style manuals, such as *A Manual for Writers* by Kate L. Turabian or *The Chicago Manual of Style*. The format of the document must follow the specifications presented in the [Graduate College Format Manual](#) and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. Students should also review the topic of Academic Integrity presented in this handbook.

At least three weeks prior to the date the student plans to defend, the student must submit a copy of the final dissertation draft to all faculty members who officially make up their supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography. The critical review allows the student to make revisions before submitting the document to the Graduate College for format review.

#### B. Format Review

The final draft of the dissertation document must be emailed to the Graduate College for format review – no later than 10 *calendar* days prior to the planned defense. After being submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the dissertation). This review process contains several recursive steps. Students must diligently check for updates from the format review team.

## 22. Oral Defense of the Dissertation

The oral defense is open to the public and advertised to the school. Defenses include a presentation of the argument of the dissertation by the candidate and questions from each of the committee members. Schedule a defense well in advance. Doctoral defenses take no more than three hours total. At the time of the defense, members may approve the dissertation as is, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair.

#### A. Scheduling a Dissertation Defense

When revisions have been made and all members of the committee agree that the document is ready for a defense, the student arranges a date and time for the defense with all supervisory committee members. The student requests a conference room by contacting the Graduate Coordinator.

Scheduling the defense with Graduate College is done through MyASU (MyASU > My Programs and Degree Progress > Defense). The “Defense” tab provides an electronic form to schedule the final defense and must be submitted **no later than 10 business days prior to the planned defense date**.

#### B. Dissertation Defense Reminder

The student must send an email reminder to all members of their supervisory committee at least three days before the exam confirming the time and location of the exam. Any problems with the agreed upon time and date must be reported to the graduate coordinator as soon as possible.

#### C. Dissertation Defense Results

Results of the final defense are recorded on the Graduate College Dissertation Results Form (informally called the Pass/Fail Form) that is generated at the time the defense is scheduled and emailed to the committee chair and graduate coordinator. Students may pass, pass with minor revisions, pass with major revisions, or fail. If the student does not want the dissertation published for a period of time due to ongoing research, impending publication by a press, or sensitive information contained in the document, an embargo can be requested for approximately two years. Directions for obtaining an embargo are included with the Pass/Fail form.

At the conclusion of the defense, each supervisory committee member signs the defense form indicating their decision. If revisions are needed, the chair must, when revisions are completed, sign the form verifying that revisions have been completed. The completed form is given to the graduate coordinator, a copy is placed in the student's file and the coordinator submits the original to the Graduate College. Once the results form is submitted, the student will see "Defense Status: Pass" in the defense section. Right below the "Defense Status" you will see "Format Review Status." The "Review Status" will change to "Ready for ETD/ProQuest." The document can then be submitted by following the instructions found [here](#).

### 23. History PhD Timeline Summary

	Entering program with BA	Entering program with MA
<b>Beginning of first semester</b>	<ul style="list-style-type: none"> <li>• Begin coursework</li> <li>• Select supervisory committee chair and fields of study</li> </ul>	
<b>End of second semester</b>	<ul style="list-style-type: none"> <li>• Select supervisory committee members</li> <li>• Submit Plan of Study (iPOS) by April 1</li> <li>• Submit first year portfolio by spring commencement date</li> </ul>	
<b>Second year</b>	<ul style="list-style-type: none"> <li>• Continue coursework</li> </ul>	<ul style="list-style-type: none"> <li>• Complete coursework</li> <li>• Complete professional experience (Public History)</li> <li>• Demonstrate proficiency in Advanced Research Skill</li> </ul>
<b>Third year</b>	<ul style="list-style-type: none"> <li>• Complete coursework</li> <li>• Complete professional experience (Public History)</li> <li>• Demonstrate proficiency in Advanced Research Skill</li> </ul>	<ul style="list-style-type: none"> <li>• Pass comprehensive exams beginning of fall semester</li> <li>• Enroll in HST 792</li> <li>• Pass Dissertation Prospectus Defense by spring semester</li> <li>• Attain PhD Candidate Status</li> </ul>

<b>Fourth year</b>	<ul style="list-style-type: none"> <li>• Pass comprehensive exams beginning of fall semester</li> <li>• Enroll in HST 792</li> <li>• Pass Dissertation Prospectus Defense in spring semester</li> </ul>	<ul style="list-style-type: none"> <li>• Write dissertation document and prepare to defend</li> <li>• Enroll in HST 799</li> </ul>
<b>Fifth year onward</b>	<ul style="list-style-type: none"> <li>• Attain PhD Candidate Status</li> <li>• Write dissertation document and prepare to defend</li> <li>• Enroll in HST 799</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to write dissertation document and prepare to defend</li> <li>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</li> </ul>
<b>Final year (ten years maximum)</b>	<ul style="list-style-type: none"> <li>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</li> <li>• Pass final defense of dissertation</li> <li>• Electronically submit dissertation to ProQuest</li> </ul>	<ul style="list-style-type: none"> <li>• Pass final defense of dissertation</li> <li>• Electronically submit dissertation to ProQuest</li> </ul>

## 24. Interactive Plan of Study (iPOS)

Students enrolled in graduate programs at ASU are required to file an online Plan of Study (iPOS) with the Graduate College. The iPOS is accessed through MyASU, under “My Programs and Degree”. This plan serves as an agreement between the student, the academic unit, and the Graduate College to identify the selected supervisory committee, verify the quality and acceptability of the culminating document, and approve the coursework required for the degree.

PhD students must submit an iPOS by April 1st of their first year in a program. The iPOS must be approved by the student’s chair, their AHGS, and the Graduate College.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area(s) of interest. Changes to the iPOS are almost always necessary as a student moves through the program; these are easily requested through the iPOS system. All iPOS changes are approved by the graduate coordinator, who must receive approval from the student’s chair (in writing or via email).

At the time the iPOS is submitted, history students must also submit the Research Fields Proposal and Advanced Research Skill (ARS) Proposal forms. Fields of study and the ARS should be chosen in discussion with a student’s committee and the form should be sent to the AHGS for approval once all committee members have signed. More information can be found in the history section of this handbook.

## 25. Residency

Doctoral students in SHPRS must maintain a physical presence in the department as they complete coursework in the first few years of the program. Students sometimes wish to move elsewhere for research later in the program, though graduate students are encouraged to maintain regular contact and be an active and visible part of SHPRS. Graduate students on TA funding must be in local residence (i.e. able to be on campus multiple days a week) unless they obtain approval from their supervisory committees and AHGS to live remotely and TA online classes. These approvals are subject to the curricular needs of SHPRS.

Living in state provides many benefits, including lower tuition with in-state residency classification. Students must live in Arizona for at least 12 months and file a petition with the ASU Registrar in order to qualify for in-state residency status. To gather more information and apply, please visit <https://students.asu.edu/residency>.

## 26. GPA and Grade Requirements

Students enrolled in the History PhD program are required to maintain a minimum grade point average of 3.5 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 a student's GPA falls below 3.5, the student is automatically placed on 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 AHGS may also recommend a student for dismissal from the program if the following situations occur:

- Student receives three C or lower grades or incompletes in courses taken after admission to the program.
- Student's Cumulative GPA, iPOS GPA, or Overall Graduate GPA falls below 3.5 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.5 iPOS GPA.

## 27. 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 Program 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 Program 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.

## **28. Satisfactory Academic Progress**

Graduate students are expected to make steady progress towards completion of their degrees. Students



must meet the standards and deadlines of the Graduate College as well as the requirements established by the 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 be 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 chair 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:

- Termination of funding, if any.
- Recommendation from the SHPRS Director to the Graduate College to dismiss the student from the degree program.

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

- Failure to follow proper procedure set by the office of Research Integrity and Assurance.
- Violation of the University's academic integrity policies.
- Unprofessional or threatening behavior in a classroom, internship, 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.
- Student's GPA falls below program requirements.

The student will be notified in writing that they are recommended for dismissal and will be given ten business days to appeal the dismissal decision or complete a voluntary withdrawal. Voluntary withdrawal from the program will avoid the notation of a dismissal on the student's record. To appeal a dismissal recommendation, the student should follow guidelines set out in the dismissal letter and contact the SHPRS Director 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).

## 29. Graduation Procedures

Students need 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 graduate 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.

In order to graduate, students must complete an oral dissertation defense and submit the results form, submit a Survey of Earned Doctorates, and complete the dissertation submission process. They must also have their iPOS reviewed by the graduate coordinator, committee chair, and AHGS.

Once the dissertation has been completed, all “Z” or “NR” grades earned for 792 and 799 courses must be changed to “Y” to show successful completion of the dissertation. Students must request these grade changes from instructors via email and may contact the graduate coordinator if they need assistance. In order for a graduation application to be processed, students may not have any “NR” grades or any “Z” grades in courses other than REL 795 on their transcripts at the time of degree conferral.

The student should check the progress of their application to graduate periodically on MyASU and refer any questions to the graduate coordinator or Graduate College as appropriate.

### **30. Enrollment Requirements**

#### **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/REL/PHI 795 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

The Graduate College will remove any student from the program who fails to maintain continuous enrollment without obtaining official leave approval from 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 Status**

SHPRS requires full-time study in the first fall and spring semesters after admission to a graduate program. Nine hours each semester is considered full-time for students who are not on TA or RA funding; six hours is considered full-time for students with TA or RA appointments. Audited courses do not count toward full-time enrollment. Students are strongly encouraged to enroll in nine hours each semester throughout the program (regardless of funding status) to achieve good progress through the curriculum and meet program expectations. More information is available on the [Graduate College website](#) under “Registration and Enrollment”.

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.

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

Students who have completed coursework, are enrolled in HST/REL/PHI 795: Continuing Registration, and who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an [Enrollment Verification Request](#) to the Registrar. This form will not allow loans to be disbursed; it is only for deferral of payment.

#### **E. Withdrawal Requests and Leaves of Absence**

Before considering complete withdrawal, students should explore the possibility of Incomplete (I) grades, which allow a student additional time up to one year to complete coursework based upon a documented agreement signed by the professor, student, and AHGS. Questions should be directed to the graduate coordinator.

A student may apply for a leave of absence (also called “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](#) and the [Medical/Compassionate Withdrawal webpage](#). 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.

#### **G. Financial Assistance**

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

## **31. Transfer Credits**

Students entering the History PhD programs with a previously earned masters degree in their discipline or a related field may request 30 credit hours be applied toward the total credit hours required for the degree, reducing the total hours required to complete the PhD to 54.

Students may request that graduate credit earned at ASU, or while attending another accredited university, be used toward program requirements if the coursework was completed within three years of the first semester of admission to their program. Courses must be related to the student’s research and not have been used toward a previous degree. A total of 12 hours can be used, contingent upon the

approval of the student's chair and the AHGS.

An original transcript showing an MA degree was awarded or, in the case of transfer course, coursework showing a final grade for the courses, needs to be on file with the [Office of Graduate Admissions](#). The student submits a written request with a copy of the syllabus and a statement or support from their chair in support of the request to the graduate coordinator. The graduate coordinator will present the request to the AHGS and notify the student with the decision.

## 32. 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 University policies.**

## 33. 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](#).

## 34. Safety, Discrimination, and Harassment

ASU always has safety in mind and wants students, faculty, staff and visitors to be in a secure environment. Please visit our Campus [Safety](#) site for more details.

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 Program 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.