

**Arizona State University  
Graduate Certificate in Asian Studies  
Student Handbook**

**2022-2023**

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***ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU’s policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.***

***Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).***

## 1. Introduction

The objective of this handbook is to provide information on requirements for students enrolled in the Graduate Certificate in Asian Studies to ensure consistency in program objectives, maintain the quality of the certificate to be awarded, and to enable students to progress through their program in a timely manner. It also provides important web links for students to search concerning various policies and procedures set by Arizona State University, the Graduate College office, and the School of Historical, Philosophical and Religious Studies (SHPRS) on academic standards expected from all students in academe. All current and past handbooks are available on the [SHPRS 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. The best resources to find this information are the [ASU Graduate College Website](#), the [ASU Catalog](#), and the [Graduate Policies and Procedures Manual](#). Students should discuss questions concerning progress toward their degree with the Graduate Coordinator.

All university related emails are sent to the ASU email address. Students are required to have an active ASU email account and check it frequently. An ASU email guide is found on this [website](#).

Resource	Email/URL	Location	Phone
ASU Policies and Academic Calendars	<a href="https://catalog.asu.edu/">https://catalog.asu.edu/</a>		
Graduate College	<a href="http://graduate.asu.edu/">http://graduate.asu.edu/</a>	Interdisciplinary Bldg. B, Room 170	(480) 965-6113
University Registrar	<a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a>		(480) 965-3124
Director of the Graduate Certificate in Asian Studies, Juliane Schober	<a href="mailto:J.Schober@asu.edu">J.Schober@asu.edu</a>		(480) 965-5778
SHPRS Director, Richard Amesbury	<a href="mailto:Richard.Amesbury@asu.edu">Richard.Amesbury@asu.edu</a>		
SHPRS Graduate Program Coordinator, Mark Barrios	<a href="mailto:Mark.Barrios@asu.edu">Mark.Barrios@asu.edu</a>	Coor Building, 4 <sup>th</sup> Floor	480-965-5778
Student Health and Counseling Services	<a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a>	Health Services Building	(480) 965-3349 Crisis Hotline: (480) 921-1006
International Students and Scholars Center	<a href="https://issc.asu.edu">https://issc.asu.edu</a>	Student Services Bldg, Suite 170	(480) 727-4776
Student Accessibility and Inclusive Learning	<a href="https://eoss.asu.edu/accessibility">https://eoss.asu.edu/accessibility</a>	Matthews Center Building, 1 <sup>st</sup> floor	(480) 965-1234

## 2. 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. 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.

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

## 3. Graduate Certificate Faculty

While the Asian Studies Graduate Certificate program is housed in SHPRS, the associated faculty reside in a number of disciplines and centers across ASU, including the departments of History, Religion, Asian Languages and Asian Cultural Studies. Students within this program will need to identify one or more Supervisory Committee members to advise their work toward this certificate, and may choose faculty members working in disciplines related to their certificate studies.

## 4. Affiliated Resource and Training Centers

- [Institute for Humanities Research](#)
- [Center for Asian Research](#)
- [School of International Letters and Cultures](#)
- [New College of Interdisciplinary Arts and Sciences](#)
- [School of Film, Dance, and Theatre](#)
- [School of Historical, Philosophical, and Religious Studies](#)

## 5. 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/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 extremely important that students become familiar with what academic integrity entails so they do not inadvertently "cross the line." The Graduate College office recommends several websites as resources to better understand our policies:

- [ASU Provost's Academic Integrity Resources](#)
- [Graduate College Academic Integrity Resources](#)
- [The College of Liberal Arts and Sciences Academic Integrity Webpage](#)

## 6. 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. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project. Students should plan to contact the IRB in the planning stages of their research to get approval prior to initiating research: More information can be found on their website: [Institutional Review Board](#).

When a thesis document is submitted to Graduate College for format review the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.

## 7. 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. 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 Graduate Coordinator or DGS. 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 unwelcome 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.

## 8. Tuition, Enrollment and Financial Assistance

### a. Registration and Tuition

Graduate students register for courses through My ASU 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. Full-Time Status for International Students

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 office.

### c. Withdrawal Requests

Before considering complete withdrawal from the certificate, 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 instructor, student, and Program Director. More information can be found in section 14 of this handbook. Questions should be directed to the Graduate Coordinator.

More information on withdrawals can be found on the [Graduate College Registration webpage](#). The [Master’s/Certificate Request to Maintain Continuous Enrollment form](#) can be found on the [Graduate College office 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. 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](#). For information regarding a Medical or Compassionate Withdrawal, please click [here](#).

### d. Time to Completion

The Graduate College office has set a limit of **six** years to complete the certificate. There is **no** extension of that time limit. The count begins from the first semester of admission into the student’s academic program.

### e. 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](#).

## **9. Program Overview**

The graduate certificate in Asian studies offers graduate students a transdisciplinary specialization in Asian language and area studies. The certificate program is available in two tracks: the East Asia track that includes China, Japan and Korea; and the Southeast Asia track that includes Burma, Laos, Thailand, Vietnam, Malaysia, Singapore, Indonesia, the Philippines, Brunei and Timor Leste.

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

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Graduate students currently enrolled in any discipline may pursue a certificate in Asian studies in conjunction with their degree program.

Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in applicable master's degree program.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency

### **Additional Application Information**

An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency. For more information, students should visit

<https://admission.asu.edu/international/graduate/english-proficiency>.

## **11. Degree Requirements**

18 credit hours

### **Required Core (6 credit hours)**

two courses at the 500 level or above dealing with Asian content from a single discipline

### **Electives (6 credit hours)**

two courses at the 500 level or above dealing with Asian content from a discipline other than that chosen for the core courses

### **Other Requirements (6 credit hours)**

language proficiency requirement: two courses at the 400 level or above in one Asian language (Chinese, Indonesian, Japanese, Korean, Thai, Vietnamese)

### **Additional Curricular Information**

Students work closely with a faculty advisor from the Center for Asian Research to develop a cohesive curriculum tailored to their individual goals and interests.

Some of the coursework from the discipline in which the student is earning a graduate degree may be used to satisfy these requirements



## **12. Interactive Plan of Study (iPOS)**

Students enrolled in graduate programs at ASU are required to file and maintain an online Plan of Study with the Graduate College office. It is referred to as the iPOS (Interactive Plan of Study). The iPOS is accessed through the student's My ASU, under the "My Programs and Degree" section. This Plan of Study 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 to verify the coursework required for the degree.

Graduate Certificate students must submit the iPOS before they are halfway through the required credits for the certificate and it must be approved by the certificate Director and student's Chair, as well as the Graduate College office. The Graduate Coordinator will obtain DGS/Graduate College approval.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area of interest. Course changes are frequently needed as a student moves through the program, but 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).

## **13. GPA Requirement**

Students enrolled in the Graduate Certificate in Digital Humanities are required to maintain a grade point average of 3.0 on both the iPOS and as an overall Graduate GPA. If the GPA falls below 3.0, the student is automatically placed on program academic probation for one semester. The student will receive a probationary notice, in which the requirements to return to good academic standing will be detailed, along with the consequences of what will occur if improvement does not take place. It is expected that the student's GPA will improve and the student will meet the requirements by the end of the following semester. The School of Historical, Philosophical and Religious Studies may submit a recommendation to the Dean of Graduate Studies to dismiss a student from the program if the following situations occur:

- The student has received three Cs or lower in graduate-level (500 or above) program courses taken after admission into the certificate;
- The student's GPA falls below 3.0 for two consecutive semesters;
- It becomes impossible to graduate with a 3.0 GPA in classes identified in the Plan of Study.

## **14. Transfer Courses**

No more than 20 percent (3 credits) of the minimum required hours for the certificate may be transferred from another university. All transfer work must meet the Graduate College office transfer policies. A minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above, which means that only one 400-level elective course (3 credit hours) is allowable to count towards the certificate. No more than 40 percent of coursework towards the requirements of the

graduate certificate can be completed prior to admission to the certificate program, meaning that only 6 credit hours of courses can be transferred in to count towards the certificate requirements.

Students may request that graduate credit earned at ASU or another accredited university be used toward certificate requirements if the coursework was completed within three years of the first semester of admission. The courses must be related to the student's research and may not have been used toward a previous degree. 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 in support of the request to the Graduate Coordinator. The coordinator will present the request to the Director and notify the student of the decision.

## **15. 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 who wish to dispute a grade should refer to [The College of Liberal Arts and Sciences Academic \(Grade\) Grievance webpage](#) for instructions.

### **B. 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 professor and filed with the Graduate Coordinator at the end of the term in which the "I" is entered. The form can be found on the on the SHPRS Graduate Blackboard and 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 Director of Graduate Studies will recommend the student 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 lose any graduate assistantship they hold 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.

## **16. Satisfactory Academic Progress**

All graduate students are expected to make steady progress towards completion of their certificate. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the Digital Humanities 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 Director of Graduate Studies identifying the deficiency and will be given the opportunity to meet with the Director of Graduate Studies to discuss difficulties the student may be having in reaching the goals of the program. The student's Chair may be included in this meeting. A written plan will be set in place giving the student specific steps to remedy the deficiency and a time period to complete the plan.

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 may result in a recommendation from the Director of School of Historical, Philosophical and Religious Studies to Graduate College to dismiss the student from the certificate 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, 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 Graduate Cumulative GPA or Plan of Study (iPOS) GPA falls below 3.0 for two consecutive semesters;
- Failure to follow proper procedure set by the Office of Research Integrity and Assurance.

The student will be notified in writing that they are 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 through the Graduate Council Appeals Board (GCAB).

## **17. Supervisory Committee**

The Graduate College requires graduate certificate students to establish a Supervisory Committee to direct their graduate study. A Supervisory Committee recommends and approves the student's program of study and guides the student through the completion of the applied project.

The committee is comprised of at least one member who is a Program Faculty Member in an area of research closely related to the student's area of research. Additional members may be added. The student and the Chair/committee work together to develop a plan of study, applied project topic, and

research plan. The Certificate Director must approve all Supervisory Committee selections, which are made using the [Supervisory Committee Selection form](#). This form should be requested from the Graduate Coordinator, to whom it is submitted once the student has gathered signatures

## 18. Graduation

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 My ASU website under the “My Programs and Degree Progress” section. The iPOS should be reviewed with the SHPRS MA 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. The student should check the progress of their application to graduate periodically and refer any questions to the Program Coordinator or Graduate College as appropriate.

## 19. Graduate Financial and Wellness Resources

[wellness\\_resources.pdf \(asu.edu\)](#)

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)

## 20. Additional University Resources

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



