

Arizona State University Master's Program in History (Tempe) Student Handbook

2022-2023

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

Table of Contents

1. Welcome to the Program	3
2. Student Success	3
3. The Big Picture	4
4. An Inclusive Student Community	4
5. Key Personnel	5
6. Situating the History MA Program in ASU	6
7. Disclaimer	6
8. Program Description and Overview	7
9. Admission Requirements and Application Process	7
10. Accelerated BA/MA in History	8
11. Course Requirements	8
12. Course Descriptions for Key Courses	9
13. Professional Experience	11
14. Culminating Experience	11
15. Supervisory Committees	17
16. Interactive Plan of Study (iPOS)	18
17. GPA and Grade Requirements	19
18. Grades	19
19. Satisfactory Academic Progress	20
20. Graduation Procedures	21
21. Transfer Credits	21
22. Academic Integrity	22
23. Research Integrity and Assurance	22
24. Safety, Discrimination, and Harassment	23
25. Enrollment Requirements	23

1. Welcome to the Program

Welcome to the History MA Program at Arizona State University (on-ground; Tempe campus)! 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. We hope 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 understand 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 MA 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, professors, and/or associate head of graduate studies.

History MA Toolkit: Graduate study in history requires familiarity with technical terms like historiography and the methods of research. The History MA Toolkit is meant to serve as both a primer and a stable resource for the key skills and terminology that students encounter in their study of history at the graduate level. The Toolkit is a Canvas training course, so you can [self-enroll here](#) and will continue to have access to it for future reference throughout your time in the program.

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. Choose your culminating experience by April of your first year: You have three options for a culminating experience to complete the MA program—a Capstone portfolio, an applied project, or a thesis (more details on these options below). For those students who wish to do an applied project or a thesis, it is essential to define the topic and advisory committee in the first year in order to be able to graduate in time.
- C. 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!
- D. 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 MA 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 master’s 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	Mark.barrios@asu.edu	(480) 727-7114
Associate Head of Graduate Studies in History, Christopher Jones	CJones36@asu.edu	(480) 965-5778

SHPRS Associate Director of Graduate Studies, Christopher Jones	CJones36@asu.edu	(480) 965-5778
---	--	----------------

6. Situating the History MA Program in ASU

ASU is an enormous institution, 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	http://graduate.asu.edu	(480) 965-6113
ASU Academic Catalog	https://catalog.asu.edu	
University Registrar	https://students.asu.edu/registration	(480) 965-3124
Student Health and Counseling Services	https://eoss.asu.edu/health	(480) 965-3349 Crisis Hotline: (480) 921-1006
International Students & Scholars Center	https://students.asu.edu/international/issc	
Student Accessibility & Inclusive Learning Services (SAILS)	https://eoss.asu.edu/accessibility	(480) 965-1234
Pat Tillman Veterans Center: Active Duty Military, Reserve & Veterans’ Support Services	https://veterans.asu.edu militaryonline@asu.edu	(480) 884-1906
Technical Support: ASU Help Center Live Chat	Online Chat	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; previous versions of the Handbook can be found at the [SHPRS Grad Programs Resources MA in History \(Tempe\) web page](#) (scroll to the bottom). If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Programs.

8. Program Description and Overview

The focus of the History MA program is to encourage the development of advanced research skills, critical analysis of the literature, and writing skills needed for a professional career. The program offers advanced study toward the discipline's first professional degree and provides students the fundamental training needed for careers in secondary school teaching, historical research, and public history. It also prepares students for entering a PhD program or for a professional degree in another discipline.

Students have three options in regards to primary fields of study: a geographic focus, public history, or global history. Students select a primary area of study in a geographic area – North America, Europe, or Global. Alternatively, public history requires an internship and course work approved by the public history advisor. Public history students are also expected to pick a general geographic area of study for their research.

The degree can be completed in one of three ways: a Capstone portfolio, an applied project, or a masters thesis. A final written product and oral defense of the culminating document is required for all options.

Students enrolled full-time in the history MA program should be able to complete program requirements and receive their degree within two years, though selecting the thesis option may take longer if a topic is not identified in the first year. The best approach for students wanting to ensure they complete the degree within two years is to select the Capstone culminating experience. The Graduate College requires continuous enrollment every fall and spring semester for the duration of the program and has set a limit of six years from admission to earn the degree. Extensions are not permitted; students who do not meet this requirement will be automatically withdrawn. Readmission is not guaranteed.

9. Admission Requirements and Application Process

Admission to the History MA program is selective. The most competitive applicants will meet the following academic criteria of a record of relevant coursework, 3.3 GPA, strong writing sample, letters of recommendation and TOEFL score.

A completed application requires:

- Online Graduate Admissions Application
- Transcripts
- State of Purpose
- Resume
- Writing Sample

- References
- TOEFL Scores

Application Deadlines: February 1 and April 15. Admitted students can only begin taking courses in the Fall semester after they are admitted.

Further Details: <https://shprs.asu.edu/graduate-admission>

10. Accelerated BA/MA in History

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

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

11. Course Requirements

The History MA program offers a flexible selection of graduate courses in the various fields. Students select courses under the advisement of their committee chair. All core courses required by a graduate program must be at least 500-level.

MA students are allowed to count up to 6 hours of 400-level coursework toward the degree as electives. Enrollment in a 400-level course requires an override and advisor approval. Send the graduate coordinator an email detailing the course number, name, and session to start the override process.

A. Geographic Primary Field Study Requirements

30 credit hours required

- HST 640: Historical Methods
- Core courses (Choose two: one related to geographic area of study and one additional):
 - HST 641: North American History
 - HST 644: Area Studies in History
 - HST 643: Global/Comparative History
 - HST 502: Public History Methodology
- HST 591 Research Seminars related to field of study (3 credits required for thesis; 6 for Capstone & applied project)
- HST electives: Elective courses are offered each session, including 598 reading seminars. Students may also take extra research seminar or core courses for elective credit. With advance approval (reach out to the Graduate Program Coordinator), students may take up to 6 credits in

- 400-level courses or classes outside History.
- Culminating experience:
 - HST 597: Capstone Portfolio (3 credits), or
 - HST 593: Applied Project (3 credits), or
 - HST 599 Thesis (6 credits)

B. Public History Study Requirements

30 credit hours required

- HST 640: Historical Methods
- HST 502: Public History Methodology *plus* one additional core course selected from the following:
 - HST 641: North American History
 - HST 643: Global/Comparative History
 - HST 644: Area Studies in History
- HST 591 Research Seminars (3 credits required for thesis; 6 for Capstone & applied project)
- HST electives: Elective courses are offered each session, including 598 reading seminars. Students may also take extra research seminar or core courses for elective credit. With advance approval (reach out to the Graduate Program Coordinator), students may take up to 6 credits in 400-level courses or classes outside History.
- HST 580: Practicum: Professional Experience
- Culminating experience:
 - HST 593: Applied Project (3 credits), or
 - HST 597: Capstone (3 credits), or
 - HST 599 Thesis (6 credits)

C. Global History Study Requirements

30 credit hours required

- HST 640: Historical Methods (3 credits)
- HST 643: Global/Comparative History (3 credits), plus one additional core course (3 credits)
 - HST 644: Area Studies in History
 - HST 641: North American History or
 - HST 502: Public History Methodology
- HST 591 Research Seminars ((3 credits required for thesis; 6 for Capstone & applied project; at least 1 course must be global or comparative history)
- HST electives: Elective courses are offered each session, including 598 reading seminars. Students may also take extra research seminar or core courses for elective credit. With advance approval (reach out to the Graduate Program Coordinator), students may take up to 6 credits in 400-level courses or classes outside History.
- Culminating experience:
 - HST 597: Capstone (3 credits), or
 - HST 593: Applied Project (3 credits), or
 - HST 599 Thesis (6 credits)

12. Course Descriptions for Key Courses

HST 640: Historical Methods This required course explores the history and methodology of the

discipline of history, including how interpretative frameworks have changed over time and how historians have understood the function of their discipline. As such, the course functions as an ideal gateway course into the program.

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

HST 591: Research Seminar The research seminar instructs students in the preparation of research papers grounded in the primary source materials of a particular field. Students become acquainted with the basic knowledge and techniques needed to research, organize, and write a paper based on primary sources. They also learn what research manuals, guides, and manuals of style are used within the field. Research seminar topics vary by semester. You must take two 591 seminars, unless you are completing a thesis, in which case one is required.

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

HST 580: Practicum Practicum courses are special courses that focus on a particular skill, especially, but not exclusively, relevant to public history. These courses are often taught by distinguished visiting historians or working professionals.

HST 580: Practicum: Professional Experience This course is a structured practical experience generally taken by public history students. It is arranged by the student in consultation with the public history advisor. Students earn a grade of "Y" (satisfactory) upon successful completion of the professional experience requirement.

HST 597: Capstone This course facilitates the production of a digital portfolio that reflects the breadth and depth of students' MA experience and articulates the value of the degree to potential employers or admissions committee members. During the course students will work on producing a CV/résumé and personal statement, as well as refine essays and projects for inclusion in the portfolio.

HST 593: Applied Project – Course credit used to develop the culminating project.

HST 590: Reading & Conference (Independent Study)

This is an individually arranged course with a single instructor to support student preparation in the fields of specialization. It allows a student to do intensive reading 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 who wish to take an independent study course will need to complete and submit the [Reading and Conference 590/790 Request form](#) to the graduate coordinator before the start of the semester. The form must be signed by the chair and AHGS before submission to the coordinator. The form must

be accompanied by:

- A 1-2 page written proposal including the reason for the independent study, how it relates to the student's research plan, a calendar/timeline of the course, and a plan for evaluation/assessment.
- A resource list for the course including readings or other research materials.

HST 599: Thesis – Course credit used to develop a culminating thesis.

13. Professional Experience

The public history professional experience varies from a full-time, eight-week program to a half-time 16-week program. Internships are conducted for 180 hours. Some students conduct several internships to reach the total hours, others in one. Students are allowed to take up to 6 credit hours of professional experience. Interested students should contact the public history advisor for more information.

Generally, the professional experience is conducted in the summer after the first year of study. All students begin the process in discussion with their faculty advisor to determine student interests and discuss potential organizations and settings for the program. Before completing an internship, students must submit an internship proposal. All organizations that take on an intern must enter into an affiliation agreement with ASU using the Student Placement Agreement form and students must complete internal paperwork that documents the supervisor, work schedule, duties, and rate of compensation. Contact the public history advisor to obtain all required documents.

At the conclusion of the professional experience, the student submits a written report. Three credit hours are given for completion of the professional experience.

14. Culminating Experience

In the first year of the program, the student should choose one of three culminating experiences to be completed to prove mastery of coursework and research undertaken in their plan of study. Each student can choose between a Capstone portfolio, applied project, or thesis, all of which are described below.

The student must decide by April 1 of their first year which culminating experience to undertake, in conversation with the chair and committee members, and designate appropriate culminating courses on the iPOS. The culminating experience can be changed by notifying the graduate coordinator via email. Permission from the student's chair for the student to change the culminating event must also be shared with the graduate coordinator.

A. Capstone Portfolio

The Capstone portfolio allows students to build a culminating experience that reflects the breadth and depth of their MA experience and to articulate the value of the degree to potential employers or admissions committee members.

i. Planning for a Capstone Portfolio

Students who elect to complete a Capstone portfolio as their culminating event should identify their intention to their advisor by the time they complete 15 credit hours. Students who have

already completed 15 hours and would like to complete a Capstone portfolio must contact the graduate coordinator as soon as possible.

ii. Completing a Capstone Portfolio

Once a student completes all other course requirements, the student takes HST597: Capstone (3 credit hours). Please reach out to the Graduate Program Coordinator for permission to register for the course. If you have not completed 27 credit hours, satisfied IPOS requirements, or have unresolved incompletes, you may be removed from the course. The outcome of this course will be the production of a digital portfolio consisting of four components:

1. Significant research paper or historical project (4,500-6,250 words, exclusive of footnotes and bibliography) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a significantly revised paper/project from previous coursework. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.
2. Choose one of the following:
 - 2A. Thematic or Historiographic essay (3,000-4,000 words, exclusive of footnotes and bibliography) that explores the salience of a particular theme or topic in history. The essay should trace the theme/topic across 6-12 significant works of historical inquiry (i.e., historical monographs or seminal scholarly articles). Ideally, a student will connect works they have encountered across individual courses.
 - 2B. Public History Assignment that demonstrates consideration of issues related to engaging the general public in the exploration of historical issues. The Public History component should be a significantly revised and polished assignment from previous coursework.
3. Program and Component Reflections. The component reflections are a critical look at the process of researching, writing, and editing your essays. The program reflection is a 500-700 word essay evaluating how your studies in the MA program have coincided with your values as an individual and how you plan to apply the skills and knowledge you've learned to your professional/personal life after graduation.
4. Defense. The Capstone must include an oral presentation in which the student presents the findings of their research paper/project, justifies their methods, and places their work in a broader context. HST597 instructors will determine the medium students will use to deliver their oral defense.

iii. Evaluation of Capstone Portfolio

Students completing a Capstone portfolio will enroll in 597 and their projects will be evaluated by the HST 597 instructor. The MA Program Committee will choose to either accept or reject the recommendation made by the HST 597 instructor as to whether a student's portfolio meets unit standards.

B. Applied Project

The applied project is a product of rigorous research expressed in a format relevant to the professional expectations and applications of people working in public history or K-12 history education. The Applied Project may take the form of a documentary editing project, a museum exhibit design, a historical

interpretation plan, a historic preservation project report, a legislative history and policy white paper, etc. K-12 teachers might opt to develop a project involving curriculum assessment and development placed in the context of the scholarly literature related to the teaching and learning of history. In all cases, the applied project will represent an extensive scholarly investigation and original contribution by the student in consultation with their faculty advisor and committee. Students who plan to do an applied project are required to submit a proposal that articulates the parameters of the project to their supervisory committee for approval. Students must have the approval of their supervisory committee for their applied project prior to enrolling in HST 593.

i. Applied Project Proposal

An applied project proposal must be approved by the student's committee before the student enrolls in HST 593. The proposal consists of a ten-page overview of the culminating project that may include, but is not limited to the following components:

- a 200-word abstract of the project;
- a longer description that explains the project scope, research methods, interpretive framework, and significance;
- a tentative table of contents or design plan;
- a timeline for completion;
- a bibliography of primary and secondary sources that support the project.

The student develops this report in collaboration with their faculty advisor. When the advisor indicates that the report is ready to share with the other committee members, the student provides a copy of the report to each member of the committee for review and to receive feedback. This can be done individually, or in a meeting of the entire committee, at the discretion of the committee chair (faculty advisor).

When all committee members are satisfied, the chair and Committee Members sign their approval on the [History MA Prospectus Defense Results Form](#) and give the form to the graduate coordinator. The coordinator will obtain final approval from the history AHGS and place the form in the student's file. The student may then enroll in HST 593. If the committee decides that the student is not ready to proceed, the committee chair will explain in writing to the student and the AHGS what measures need to be taken before the student can proceed.

ii. Applied Project Format Review

The written document is not submitted to the Graduate College. It is submitted only to the supervisory committee, so students do not complete the format review with the Graduate College; however, the format used must be approved by the committee chair and follow guidelines in Turabian or the *Chicago Manual of Style*.

iii. Applied Project Oral Defense

The Applied Project option requires an oral defense. The oral defense is open to the public, though the deliberations at its conclusion are reserved exclusively for members of the supervisory committee. After deliberation, the committee may pass the student's work as a whole or may fail it as a whole. There is no "pass with revisions" option for an applied project defense.

The student provides an electronic copy of the final document to the graduate coordinator for their file. The committee chair informs the graduate coordinator of the final outcome of the defense.

iv. Scheduling an Applied Project Oral Defense

At least one month prior to the oral defense, the student must submit a defensible copy of the written work to the faculty members who officially make up the supervisory committee for a critical review. Revisions are made and the final defense is scheduled. The schedule for submitting work and the oral defense should be determined in consultation with the committee chair, as committee members need a few weeks to review these works. Students should expect to make revisions before the final defense. The student works with the Committee to find an agreed upon date and time, and then the student requests a conference room contacting the Graduate Coordinator.

The student sends an email to the graduate coordinator with information about the defense, including, the date, time, room, and topic. The oral defense is announced by SHPRS to students enrolled in the school. At the conclusion of the student's presentation, those in attendance leave and the committee deliberates for final discussion. The committee may pass the student's work as a whole or may fail as a whole. There is no "pass with revisions" option for the defense of the Applied Project option.

v. Applied Project Option Defense Reminder

Students must send an email to members of their supervisory committee a few days before the exam to remind them of the location and time. Any problems with the agreed-upon date should be reported to the graduate coordinator as soon as possible.

vi. Applied Project Option Defense Results

Non-Thesis defense results should be recorded on the [Non-Thesis Defense Results form](#). The student should print out this document prior to their defense. The supervisory committee records their results, signs the document, and turns the form into the graduate coordinator to add to the student's file. The graduate coordinator will post the final decision within the student's iPOS, and the student will be informed of the final results. The student must send a copy of the final document to the graduate coordinator to store in the student's file.

A. Thesis

A third culminating experience of the master's degree program is the writing, presentation, and defense of a thesis based on original research.

i. Thesis Prospectus

A thesis prospectus must be approved by the student's committee before the student enrolls in HST 599 Thesis. The prospectus consists of a ten-page overview of the thesis project that may include, but is not limited to the following components:

- an abstract as a title page with the student's committee listed;
- a thesis argument;
- a section on methodology;
- a section on the scope of the project;
- a table of contents;
- a section on the thesis contribution to scholarship in the field; and
- a bibliography of primary and secondary sources is added to the end of the report.

The student provides a copy to each member of their committee for review and to receive feedback on the thesis project. This can be done individually or in a meeting of the entire committee, at the

discretion of the committee chair.

When the review is completed, the chair of the committee sends an email to the student with the results and recommendations and copies the AHGS and the graduate coordinator. Committee members sign the [History Prospectus Defense results form](#) and give the form to the graduate coordinator, who will get the AHGS's signature and place the form in the student's file.

The student may then enroll in HST 599. If the committee decides that the student is not ready to proceed with the thesis, the student and the AHGS should be informed in writing of what measures need to be taken before the student can proceed.

ii. Thesis

The thesis, an extended essay of approximately 100 pages, addresses a topic chosen by the student in consultation with the faculty advisor who serves as chair of the supervisory committee. The thesis explores a limited subject in depth, analyzing, explaining, and drawing conclusions from the information gleaned from primary and secondary sources. The thesis thereby demonstrates the student's ability to do research in the primary sources of the field, survey and synthesize the relevant secondary literature on the topic, organize and develop an argument, and analyze and argue points cogently. Primary sources are broadly construed to include a variety of original source materials, e.g., diaries, letters, oral histories, government documents, photographic evidence, and material culture objects. A Public History thesis is expected to be of similar length to a traditional thesis and is to be constructed around a research question and related scholarly literature.

iii. Thesis Format and Committee Review

The style of the document is determined by the committee chair/advisor 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 use the Graduate College formatting tool to check their document. The formatting tool only checks for formatting issues, not for content, spelling, or grammar. Students should review the topic of Academic Integrity presented in this handbook for further information on plagiarism.

At least one month prior to the date the student plans to defend, the student must submit a copy of the final thesis draft to the faculty members who officially make up the supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography. This gives the student the opportunity to make revisions before submitting the document to the Graduate College for format review.

iv. Thesis Oral Defense

The oral defense is open to the public and advertised to the whole school. Defenses include a presentation of the argument of the thesis by the candidate and questions from each of the committee members. Normally, defenses take no more than two hours. At the time of the defense, members may approve the thesis, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair.

v. Scheduling a Thesis Oral Defense and Format Review

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 committee members. The chair of the Supervisory committee should consult with all members of the committee to determine if the thesis is ready to defend. If all committee members agree that the defense can be held, the chair will inform the student, who then takes charge of scheduling the defense. The student should consult all committee members, including the chair, to determine the date and time of the defense. The student requests a conference room by contacting the Graduate Coordinator.

Scheduling the defense with the 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.

In addition to submitting this form, the final draft of the thesis document needs to be emailed to the Graduate College for format review – no later than 10 *calendar* days prior to the planned defense. Once this form is submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the thesis). A complete and defendable copy of the thesis document must also be submitted to the Graduate College (via email) for format review. Before submitting the document, students are encouraged to consult the Graduate College [formatting guide](#).

The graduate coordinator sends a defense invitation to all faculty and students in SHPRS. The student must provide the graduate coordinator with his or her abstract at least 10 calendar days before the defense so that the invitation can be emailed.

vi. Thesis Defense Reminder

Students should send an email to members of their supervisory committee a few days before the exam to remind them of the location and time of the exam. Any problems with the agreed-upon date should be reported to the graduate coordinator as soon as possible.

vii. Thesis Defense Results

Results of the final defense are recorded on the Graduate College Pass/Fail Form which is generated at the time the defense is scheduled and emailed to the committee chair, AHGS, and graduate coordinator. If the student and his/her chair or research advisor do not want the thesis published for a period of time due to ongoing research, publication or the sensitive information presented in the document, an “embargo” for approximately two years can be requested via the Pass/Fail form.

Each member of the committee signs the form to indicate their decision. If revisions are needed, the chair must sign the form a second time once revisions have been completed. A copy of the completed form is given to the graduate coordinator for the student’s file and the original copy is submitted to the Graduate College. Once the Pass/Fail form is submitted, the student will see “Defense Status: Pass” in the defense section. Right below the “Defense Status” the student 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](#). The student will be sent an email from the Graduate College when the final submission to ProQuest has been done. An electronic copy of the document is sent to the Hayden Library.

15. Supervisory Committees

All students are supported by committees of SHPRS Graduate Faculty members, who guide them in developing a plan of study and completing research and writing of the culminating experience for the master's program. Students first select a committee chair, who can guide the student in adding other members to the committee. These committees vary depending on the culminating experience a student chooses for the master's degree (thesis, applied project, or Capstone portfolio). All committee selections and changes must be approved by committee members and the AHGS.

Students should proactively seek out committee members by reaching out to faculty members and discussing their research interests. If students are not sure how to proceed, they should reach out to the Associate Head for Graduate Studies who will help facilitate the process.

A. Committee Selection Form

Committee members must be selected by April 1 of the student's first year in the program, when the iPOS is due. 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.

B. Committee Member Changes

The committee members listed on the iPOS serve as the supervisory committee. Any changes to a student's committee must be approved by the AHGS and then submitted through the online iPOS system for final approval by the Graduate College.

Students complete the [Supervisory Committee Member Change Request form](#) to request a change and submit it to the graduate coordinator. Students must obtain the signatures from the new member, previous member and committee chair, then submit the original form with signatures to the graduate coordinator. The graduate coordinator will obtain the signatures from the History AHGS.

C. Capstone Portfolio Supervisory Committee

Students who pursue the Capstone portfolio as their culminating experience will automatically be assigned a supervisory committee consisting of the members of the MA Program Committee. The chair of the MA Program Committee will serve as the chair of the student's supervisory committee. Students who select the Capstone portfolio must enter the committee chair and members into the iPOS, but do not need to submit paperwork to establish this committee.

Members for the 2022-2023 year are:

- Chair: Christopher Jones
- Member: James Dupey
- Member: Katy Kole de Peralta

D. Applied Project Supervisory Committee

Students who select the Applied Project option for their culminating experience must have a supervisory committee to recommend and approve the student's plan of study, advise a student regarding the Applied Project, and administer the final oral defense of the Applied Project.

The committee is comprised of at least two members: a tenured or tenure track SHPRS history graduate faculty member endorsed to chair in an area of research closely related to the student's area of research to serve as the committee chair (primary advisor), and at least one additional member with expertise in the student's area of research.

A list of history graduate faculty members can be found [here](#). This list specifies faculty endorsements to chair, co-chair, and serve as members on graduate committees. Students who wish to add faculty/academic professionals who are not members of the SHPRS history graduate faculty must work with the graduate coordinator to receive approval from the AHGS and Graduate College.

All members of the committee must be approved by the director of graduate studies in history and the Graduate College. At least two members must be SHPRS history graduate faculty.

E. Thesis Supervisory Committee

The Graduate College requires graduate students to establish a supervisory committee to direct their graduate study. A supervisory committee recommends and approves the student's program of study, advises a student regarding the thesis, and administers the final oral defense of the thesis.

This committee must be comprised of at least three members: a tenured or tenure track SHPRS history graduate faculty member in an area of research closely related to the student's area of research to serve as the committee chair, and two additional members with expertise related to the student's research. A list of history graduate faculty and their specialties can be found on the [SHPRS website](#). The student's chair and at least one other member or co-chair must be endorsed by the Graduate College to chair and be a member of the SHPRS history graduate faculty.

Students who wish to add committee members who are not members of the SHPRS history graduate faculty must work with the graduate coordinator to receive approval from the history AHGS and the Graduate College.

Students also have the option of having two faculty members serve as co-chairs (co-advisors). In this scenario, one of the co-chairs must be a tenured or tenure track faculty member in the SHPRS history graduate faculty, endorsed to chair or co-chair. The other co-chair must be endorsed to chair or co-chair in the history graduate faculty.

All members of the committee must be approved by the AHGS and the Graduate College. At least two members must be SHPRS history graduate faculty.

16. Interactive Plan of Study (iPOS)

All ASU graduate students are required to file an online Plan of Study with Graduate College. The online plan is referred to as the iPOS (Interactive Plan of Study) and is accessed through the student's MyASU, under "My Programs and Degree." The iPOS serves as an agreement between the student, academic unit, and the Graduate College to identify the selected supervisory committee, verify the selection and passage of the culminating experience, and plan what coursework will be completed to earn the degree.

Students must submit the iPOS by April 1st of their first year. The iPOS must be approved by the

student's chair, the AHGS, and Graduate College. The graduate coordinator cannot approve an iPOS without receiving chair and AHGS approval first.

Since students are required to identify courses for future semesters on the iPOS, they should enter courses that best match program requirements and their area of interest. Course changes are expected and can be processed. Students should request a course change prior to taking any coursework that is not listed on the original iPOS by emailing their faculty advisor and the graduate coordinator and then making appropriate changes on their iPOS. The coordinator will obtain AHGS approval and enter it into the online system to indicate that a change has been formalized.

Once a student reaches 27 hours in the program, they must obtain an override from the Graduate Program Coordinator for any additional course that isn't a culminating course (e.g. HST 597 Capstone).

17. GPA and Grade Requirements

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

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

18. 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 probation requirements will be recommended for dismissal from the program.

19. Satisfactory Academic Progress

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

placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

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

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

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

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

The student will be notified in writing that about a recommendation for dismissal and will be given ten 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 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).

20. Graduation Procedures

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

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

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

21. Transfer Credits

Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester

of admission in the History program. The courses may not have been used toward a previous degree. Up to 12 credit hours in History may be used upon the approval of the student's advisor and the Associate Head of Graduate Studies in History. Regardless of their topic or content, transfer credits may only be accepted as electives. They may not be used to satisfy the following requirements: HST 640, Core Seminar, or Research Seminar.

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

22. 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.

23. 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](#).

24. 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 any 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 and can be reached at 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.

25. 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. Residency

Students are considered independent if they have: lived continuously in Arizona for at least 12 months, can demonstrate intent to be an Arizona resident [which includes financial independence] and can show that the primary reason for being in Arizona is not to be a student. Any student who has been classified and a non-resident may apply for reclassification. For further details, please visit:

<https://students.asu.edu/residency-requirements>

C. 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 595 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.

D. Full-Time Status

SHPRS requires full-time study in the first two semesters after admission to the program, excluding summer semester, and encourages full-time enrollment each fall and spring until coursework is completed. 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.

E. Enrollment Verification Requests

Students who have completed coursework and are enrolled in HST/REL/PHI 595: 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.

F. Withdrawal Requests and Leaves of Absence

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

A student may apply for a leave status with the Graduate College in an extraordinary case in which serious illness or injury (medical leave), significant personal situation (compassionate leave) prevents a student from continuing classes, or in the case of military activation. This leave status cannot exceed a

maximum of two semesters during the student's enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities including the library. An official Leave of Absence is requested in the iPOS system – Interactive Plan of Study. For further details, please access the [Graduate College's Leave of Absence Policy](#). More information on withdrawals can be found on the [Graduate College Registration webpage](#) and the [Medical/Compassionate Withdrawal webpage](#). The Masters Request to Maintain Continuous Enrollment form can be found on the Graduate College website. Students requesting leave who are on financial aid are strongly encouraged to consult [Financial Aid and Scholarship Services](#) prior to requesting the leave. International students with an F1/J1 visa must consult with the [International Students and Scholars Center](#) to discuss the immigration consequences that may result from their withdrawal from ASU.

G. Financial Assistance

Please visit ASU's [Financial Aid and Scholarship Services](#) and [SHPRS Funding](#) page for opportunities.