

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

**2023-2024**

School of Historical, Philosophical, and Religious Studies

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<https://sites.google.com/asu.edu/shprsgard/masters-programs-policies-procedures/ma-in-history-online?authuser=0>

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## 1. Welcome to the Program

Welcome to the Online History M.A. Program at Arizona State University! We are excited to have you as part of our program. The objective of this handbook is to help you navigate your time at ASU, outlining resources intended to help you succeed and policies to 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 program leads, Dr. James Dupey and Dr. Katy Kole de Peralta, and/or your Graduate Program Coordinator, Jacklyn Collens. 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 to 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 necessarily a partial list and you may find helpful information elsewhere as well.

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

*Your Advising Team:* The History MA Program online has multiple people who can help answer your questions. Your program leads should be your first point of contact for questions about academic matters, and your Graduate Program Coordinator can help answer administrative questions.

*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 for future reference throughout your time in the program:

*ASU Online Resources:* [ASU Online](#) has gathered a collection of the most important resources for online students, including financial aid, tutoring, library services, and more. You will find information about ASU services at this page.

*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 Online Resources](#) offers the most up-to-date information from ASU. History offers a few graduate fellowships for MA students in the online or onground program that can be found [here](#).

*Graduate College Resources for Wellbeing:* 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.

*Mental Health:* Graduate school is challenging and those who are most successful typically attend to their mental health. [360 Life Services](#) offers counseling and topic-specific support for online students, including licensed counselors in all 50 states.

### **3. The Big Picture: Building Toward Your Capstone Portfolio**

During your time in the history MA program at ASU, you will develop skills and abilities that transfer across disciplines and career fields. We have designed our program to showcase the breadth of your accomplishments through our culminating experience, the History MA Capstone course. The Capstone is the final course you will take to earn your degree. You will spend your time in this course crafting and compiling a digital portfolio that includes two of your best writing samples, a resume/CV, a professional statement, and a video defense of your research. It is not an option to write an MA thesis as your culminating experience. We believe that the Capstone portfolio better serves students as it translates more easily to a range of post-graduation goals. Whether you intend to pursue a career in a national park, a museum, in primary or secondary education, to pursue a PhD, or a host of other options, your portfolio will showcase the range of your abilities as a historian.

### **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, the program maintains a closed group on Facebook where students and professors can share history-related or graduate-school-related information. This informal site is designed to help students engage in peer-to-peer mentoring, grow

intellectually, and develop personal connections with other students and faculty. Students are encouraged to request to join by visiting <https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/>.

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 brief description of roles and responsibilities.

The **Program Leads** manage the Global and North American history tracks in the online M.A. program. They provide one-to-one student advising, help develop the course schedule, and work to maintain the program’s quality and rigor. Once admitted, one of them will automatically be assigned as your advisor and will be your key point of contact.

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

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

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

Name	Email	Phone
Program Lead, North American Advisor, James Dupey	<a href="mailto:James.Dupey@asu.edu">James.Dupey@asu.edu</a>	(480) 727-9648
Program Lead, Global History Advisor, Katy Kole de Peralta	<a href="mailto:kkoledep@asu.edu">kkoledep@asu.edu</a>	(480) 965-4463
Graduate Program Coordinator, Jacklyn Collens	<a href="mailto:Jacklyn.Collens@asu.edu">Jacklyn.Collens@asu.edu</a>	(602) 543-3469
Associate Head of Graduate Studies in History, Christopher	<a href="mailto:CJones36@asu.edu">CJones36@asu.edu</a>	(480) 965-5778

Jones		
Director of Online Programs, Peter Van Cleave	<a href="mailto:Peter.vancleave@asu.edu">Peter.vancleave@asu.edu</a>	(480) 727-9648
SHPRS Associate Director of Graduate Studies, Christopher Jones	<a href="mailto:CJones36@asu.edu">CJones36@asu.edu</a>	(480) 965-5778

## 6. Situating the History 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, which oversees programs ranging from English to Physics. As an online program, this degree works in collaboration with ASU Online, which oversees all of ASU's online offerings. And as a graduate program, this degree is also overseen by ASU's Graduate College. Each of these organizations—History, SHPRS, The College, ASU Online, Grad College—set policies on different matters. You will receive emails and notifications from contacts in each of these organizations at various times, including your enrollment advisors and success coaches. Please read these messages carefully; whenever you have questions, remember that your first point of contact should always be your program leads and/or Graduate Program Coordinator.

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

Graduate College	<a href="http://graduate.asu.edu">http://graduate.asu.edu</a>	(480) 965-6113
ASU Academic Catalog	<a href="https://catalog.asu.edu">https://catalog.asu.edu</a>	
University Registrar	<a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a>	(480) 965-3124
360 Life Services (Counseling)	<a href="https://goto.asuonline.asu.edu/360lifeservices/">https://goto.asuonline.asu.edu/360lifeservices/</a>	Crisis Hotline: (833) 223-9883
International Students & Scholars Center	<a href="https://students.asu.edu/international/issc">https://students.asu.edu/international/issc</a>	
Student Accessibility & Inclusive Learning Services (SAILS)	<a href="https://eoss.asu.edu/accessibility">https://eoss.asu.edu/accessibility</a>	(480) 965-1234
Online Student Resources	<a href="https://asuonline.asu.edu/student-resources/faq/">https://asuonline.asu.edu/student-resources/faq/</a>	
ASU Online Community	<a href="https://asuonline.asu.edu/future-student/community/">https://asuonline.asu.edu/future-student/community/</a>	

Pat Tillman Veterans Center: Active Duty Military, Reserve & Veterans' Support Services	<a href="https://veterans.asu.edu">https://veterans.asu.edu</a> <a href="mailto:militaryonline@asu.edu">militaryonline@asu.edu</a>	(480) 884-1906
Technical Support: ASU Help Center Live Chat	<a href="#">Online Chat</a>	1 (855) 278-5080

## 7. Disclaimer

This handbook is designed to clarify procedures and requirements relating to graduate work in the Online History MA. It will be regularly revised and updated. If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Programs. Previous versions of the handbook can be found at the [SHPRS Grad Programs Resources MA in History \(Online\)](#) page by scrolling to the bottom.

## 8. Program Description and Overview

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

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

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

## 9. Admission Requirements and Application Process

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

- A strong record of relevant coursework (18 hours of previous coursework in history and/or other humanities or social science disciplines)
- A GPA of 3.3 (on a scale of 4)
- A strong writing sample

- 2 letters of recommendation required; 3 encouraged (it is strongly encouraged these come from people who have assessed your academic work)
- A minimum TOEFL score, for international students, of 90 for the iBT, or 600 for the PBT.

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

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

## 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 BA and share up to 9 credit hours of these courses toward the requirements of the MA program. It may also be possible to transfer up to 3 credit hours of 400-level credits and apply them to your MA. You could enter the MA 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 BA
- Have completed 75 semester hours or more of coursework toward the BA
- Have a cumulative undergraduate grade point average of 3.3 or better
- For further details, please visit: [SHPRS History BA/MA](#)

## 11. Course Requirements

All courses required by a graduate program must be at least 500-level. For elective courses, MA students may count up to 6 hours of 400-level History coursework toward the degree as electives. Enrollment in a 400-level course requires an override and advisor consent. To obtain an override, email the Graduate Program Coordinator detailing the course number, name, and session to start the override process. At least six of the twelve credit hours counting towards electives must be at the graduate level in History.

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

- HST 640: Historical Methods
- HST 641: North American Core
- One additional core course:
  - HST 644: Area Studies in History
  - HST 643: Global/Comparative Core
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – it is strongly suggested that at least one be in the North American field
- Electives (12 credit hours)  
Elective courses are offered each session. Topics vary. They must be 400-level courses or above. Taking 598 courses is recommended as it allows students to develop historiography



papers for the Capstone. Students may also choose to count extra Core Seminars or Research Seminars as elective credits. If students wish to take courses outside History, they must get approval in advance by discussing it with their Program Lead.

- HST 597: Capstone: The Capstone is offered in the Fall B and Spring B sessions each year.

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

- HST 640: Historical Methods
- HST 643: Global/Comparative History Core
- One additional core course:
  - HST 644: Area Studies in History
  - HST 641: North American Core
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – it is strongly suggested that at least one be in the Global History field
- Electives (12 credit hours)
- Elective courses are offered each session. Topics vary. They must be 400-level courses or above. Taking 598 courses is recommended as it allows students to develop historiography papers for the Capstone. Students may also choose to count extra Core Seminars or Research Seminars as elective credits. If students wish to take courses outside History, they must get approval in advance by discussing it with their Program Lead.
- HST 597: Capstone: The Capstone is offered in the Fall B and Spring B sessions each year.

**Once a student reaches 27 hours in the program, they must obtain an override from the Graduate Program Coordinator to take any additional course that is not HST 597 Capstone.**

## **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.

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

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

### 13. Professional Experience

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

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

### 14. Culminating Experience

Students in the Online History MA program are expected to complete a Capstone portfolio (HST 597) as their culminating experience, which is a demonstration of graduate-level professional accomplishment.

#### A. Capstone Portfolio

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

##### i. Capstone Components

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 six components:

1. **Significant research paper or historical project** (4,500-6,250 words, exclusive of footnotes and bibliography) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a revised paper/project from a previous 591 research seminar. Students should seriously consider any recommendations and editorial suggestions made by the original instructor, address any methodological shortcomings, and copyedit the work before

submission. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.

2. **A Historiographical Essay** (3,000-4,000 words, exclusive of footnotes and bibliography). This essay traces a theme/topic across 6-12 significant works of historical inquiry (i.e., historical monographs or key scholarly articles). The essay should be a revised and polished paper from previous coursework and may connect works the student has encountered across individual courses.
3. **CV/Resumé**
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.
5. **Program and Component Reflections:** 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.

#### **ii. Evaluation of the Capstone**

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

### **B. Applied Project**

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

## **15. Supervisory Committees**

Students completing the Capstone portfolio will automatically be assigned a Supervisory Committee consisting of the members of the MA Program Committee and do not need to submit a Committee Selection Form. The chair of the MA Program Committee will serve as the Chair of the student's Supervisory Committee. The committee members for the 2023-2024 school year are Christopher Jones (Chair), James Dupey (member), and Katy Kole de Peralta (member). Students pursuing an applied project as their culminating experience will need to reach out to the Graduate Program Coordinator to submit a Committee Selection Form.

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

Students enrolled in the Online History MA program are required to file and maintain an online Plan of Study (hereafter iPOS) with the Graduate College. The iPOS is accessed through the

student's MyASU, under the "My Programs and Degree" section. The iPOS serves as an agreement between the student, academic unit, and the Graduate College to verify the type, quality, and acceptability of the coursework and Culminating Experience required for the degree. **The iPOS should be completed before the end of a student's first semester in the program.**

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

1. Submit iPOS to Graduate Program Coordinator in an email (with screenshot). Graduate Program Coordinator obtains Associate Head of Graduate Studies (AHGS) approval on behalf of the student.
2. Submit final iPOS through MyASU once notified by the Graduate Program Coordinator of AHGS approval.

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

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

## **17. GPA and Grade Requirements**

Students enrolled in the History MA program are required to maintain a grade point average of 3.0 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 3.0, 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 3.0 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.0 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. Students may receive a "EN" if they never participated in a course or a "EU" if they did not complete the course. 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 Graduate 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 Graduate 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 the completion of their degree. Students must meet the standards and deadlines of the Graduate College and 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 be given the opportunity to meet with the AHGS to discuss difficulties the student may be having in reaching the goals of the program. The student's advisor and the Online Director may be included in this meeting. A written plan will be set in place by the AHGS, giving the student specific steps to remedy the deficiency and a time period to complete the plan, during which the student will be placed on academic probation for a specific period identified in the letter. Students placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

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

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

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

- 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.
- Failure to follow the 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. To appeal a recommendation for dismissal, the student should follow guidelines set out in the dismissal letter and contact the Associate Director of Graduate Studies for the School of Historical, Philosophical, and Religious Studies in writing by the specified date. All mail and email will be sent to the addresses on file for the student. The student is responsible for checking mail regularly. A student may appeal any action concerning dismissal by following directions outlined in the dismissal letter(s).

## **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 Graduate 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 Graduate Program Coordinator or Graduate College as appropriate.

## 21. Transfer Courses

Students may request that graduate credit in history 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; in the majority of cases, only 6 credit hours will be granted because otherwise students will have no opportunity to take electives in the program. 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 Program Coordinator. The Graduate Program 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 vital 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**

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 the 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 Graduate 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. Continuous Enrollment**

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

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

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

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

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

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

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

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

Students who have completed coursework and are enrolled in HST 595: Continuing Registration, but who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an [Enrollment Verification Request](#) to the Graduate Program Coordinator, who will obtain the SHPRS

Director's signature and submit the form to the Registrar on the student's behalf.

### **E. Withdrawal Requests**

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

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

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