

**Arizona State University  
Graduate Certificate in Holocaust and Genocide  
Studies  
Student Handbook**

**2024-2025**

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# 1. Welcome to the Program

Welcome to the Holocaust and Genocide Studies graduate certificate program at Arizona State University! We are excited to have you as part of our program. The objective of this handbook is to help you navigate your time at ASU, outlining resources intended to help you succeed and policies that will help keep you in good academic standing and on schedule for completion. Our hope is that much of the information you need is in this handbook, and that you will consult it first when questions arise. If you can't find the answer here, you should always reach out to your program lead Yan Mann and/or your Academic Advisor Kathy O'Malley. We're here to help, and know that not every topic can be covered in these pages.

Our program is first and foremost about studying the legacy of the Holocaust and other world genocides through an interdisciplinary lens—learning from amazing professors and peers and uncovering the insights, tragedies, ironies, and lessons from the study of comparative genocide. 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 universities 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. 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 useful information elsewhere as well.

**Your Peers:** One of the beneficial things about this program is you will meet dozens of peers just as curious and dedicated to learn about genocide in all of its complexities. Introduce yourself! Exchange email addresses! Form study groups! Draw on each other's knowledge and expertise!

**Your Advising Team:** As an online student, ASU has a host of personnel who will help you along your educational journey including Enrollment Coaches, Success Coaches, and program advisors. However, your first and best point of contact will always be people within the certificate program. Your program lead should be your first point of contact for questions about academic matters, and your Academic Advisor can help answer administrative questions, including questions about the iPOS and course requirements.

**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 much of the information you need about ASU services at this page.

**ASU Writing Center:** ASU Writing Centers offer a dynamic, supportive learning environment for currently enrolled ASU graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. ASU students can schedule a 30-

minute appointment for one-on-one writing tutoring live via Zoom. Writing tutoring for drop-ins are limited and is subject to tutor availability. Please call (480) 965-9072 if you need help scheduling, changing, or canceling an appointment. Online Graduate Writing Tutoring: Monday-Friday: 11:00 a.m. - 5:00p.m. Arizona time <https://tutoring.asu.edu/student-services/>.

Financial Aid/Scholarships: [ASU Online Resources](#) offers the most up-to-date information from ASU.

*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 counselors who are licensed in all 50 states.

### 3. An Inclusive Student Community

The Holocaust and Genocide Studies 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 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. The history and legacy of genocide is often messy and contested, and our interpretations will not always align. But we can talk and write about it openly, civilly, and honestly.

As a student in this program, you are also 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](#).

### 4. Key Personnel

Several SHPRS faculty and staff work together to oversee and implement the Holocaust and Genocide Studies certificate program. The following is a quick description of roles and responsibilities.

The **Program Lead** manages the certificate program. They advise students, help develop the course schedule, and work to maintain the quality and rigor of the program.

The **Academic Advisor** ensures the accuracy and accessibility of program forms and monitors student progress through the program. The Academic Advisor 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 graduate certificate in Holocaust and Genocide Studies. The Director of Online Programs works closely with the Associate Head of History Graduate Studies to ensure the integrity of the certificate program.

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

Resource	Email/URL	Phone
Certificate Program Lead, Yan Mann	<a href="mailto:Yan.Mann@asu.edu">Yan.Mann@asu.edu</a>	(480) 965-5778
Manager, Graduate Advising, Kathy O'Malley	<a href="mailto:Kathy.OMalley@asu.edu">Kathy.OMalley@asu.edu</a>	(480) 727-2179
Director of Online Programs, Peter Van Cleave	<a href="mailto:pvanaclea@asu.edu">pvanaclea@asu.edu</a>	(480) 965-5778
SHPRS Director, Richard Amesbury	<a href="mailto:Richard.Amesbury@asu.edu">Richard.Amesbury@asu.edu</a>	(480) 965-5778
Associate Head for Graduate Studies, History, Christopher Jones	<a href="mailto:CJones36@asu.edu">CJones36@asu.edu</a>	(480) 965-5778

## 5. Situating the Holocaust and Genocide Studies Program in ASU

ASU is an enormous enterprise, and it will help you navigate your time here to have a quick orientation of the major branches of the university that touch on this program. The Holocaust and Genocide Studies certificate 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—sets 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 lead and/or Academic Advisor.

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

## 6. Disclaimer

This handbook is designed to clarify procedures and requirements relating to graduate work in the Holocaust and Genocide Studies graduate certificate. It will be regularly revised and updated. If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Programs. All past and present SHPRS handbooks can be found on our [resources page](#).

## 7. Program Description and Overview

The focus of the graduate certificate in Holocaust and Genocide Studies is to develop students' understanding of the nature and impact of the Holocaust and other genocides, as well as advance their inquiry, research, analytical, communication, and writing skills. These skills can advance careers and achievement in a number of areas, including higher education, secondary education, military service, human rights work, public relations, diplomacy, international relations, and law.

The curriculum for the Holocaust and Genocide Studies program consists of:

- Core/Required courses
- Elective courses

Students enrolled in the program should be able to complete program requirements and receive their certificate within one year. Students must complete all certificate 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.

## 8. Admission Requirements and Application Process

An applicant must have the minimum of a bachelor's degree (or equivalent) or master's degree from a regionally accredited college or university. Students from any field, who demonstrate potential, will be considered for admission. Applicants' potential for success is determined by the quality of writing and clarity of thought demonstrated in the letter of intent and responses to the application questions. Letters of recommendation that describe a student's ability to deliver high-quality academic work and persist to an academic goal will receive priority. An applicant's GPA and academic performance, particularly in humanities coursework, will also indicate potential.

A minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program is required. A minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program is required.

### **Applicants are required to submit:**

Graduate admission application and application fee  
Official transcripts  
Letter of intent/personal statement  
Written responses to unit-developed prompts  
Resume

An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

The personal statement should be about 500 words in length, be addressed to the admission committee, and explain the applicant's educational background and training, career goals, familiarity with the study of the Holocaust and other genocides, and detail why the applicant is pursuing the certificate.

During the application process, applicants will be prompted to write one short written response; 500-800 words to a question related to the study of genocide. While the admissions form can be completed within 30 minutes, applicants for the certificate should devote additional time to the writing prompt. This response will serve to demonstrate to the committee a student's writing ability and potential for thoughtful participation in degree coursework. Applicants are encouraged to allocate additional time, at

least a few hours, to think and write out their response while making sure they produce a coherent answer with evidence to support their arguments.

## 9. Course Requirements

There is one core course, one additional requirement, and four electives in the Holocaust and Genocide Studies program for a total of 18 hours.

### **Required Core (3 credit hours)**

HST 570 Readings in Holocaust and Genocide Studies (3 credit hours)

### **Other Requirements (3 credit hours)**

HST 571 Holocaust: Collaboration and Resistance (3 credit hours)

HST 454 History of Genocide (3 credit hours)

HST 598 Topic: Holocaust, War and German Memory (3 credit hours)

### **Electives (12 credit hours)**

#### **Current list:**

HST 585 Professional Experience (3 credit hours)

HST 591 Genocide, War, and Memory (3 credit hours)

HST 598 The Holocaust and World War II Today (3 credit hours)

HST 598 Diplomacy – Preventing Genocide (3 credit hours)

HST 598 Eastern Front: War of Annihilation (3 credit hours)

### **Additional Curriculum Information**

Courses in other requirements can be replaced with advisor approval. Students should see unit for an approved list of elective topics.

## 10. Course Descriptions for Key Courses

### **A. Required Core:**

#### **HST 570: Readings in Holocaust and Genocide Studies:**

This course identifies six major themes that are at the heart of the emerging field of Holocaust and Genocide Studies – Ancient Mass Killing vs. Modern Genocide; Ideology’s Role in Genocide; Problems in Categorization (Bystander, Witness, Survivor, Perpetrator, Conspirator); Representations of the Holocaust; Prosecution, Justice, Prevention; Denial and Distortion. These topics are major ongoing issues in the historiography on genocide, and each week features key readings on these debates. Paired with the readings are discussion forums to further the debate and allow students the ability to step into those arenas. Students also will keep a journal throughout the semester that allows them to reflect more personally on their learning experiences. The final project is an synthesis essay on one of the themes, where students take a deep dive into the debate to help outline the current field of scholarship



in that area. Overall, the course gets a broad sampling of major debates and questions about the study of genocide.

**B. Other Requirements:**

**Students must take at least one of the following three courses to fulfill the requirement. Students are able to take the other courses from the list, and they will count as elective credit.**

**HST 571: Holocaust: Collaboration and Resistance:**

Once the Nazi regime began a systematic, clandestine, continent-wide genocide against European Jews in 1941, Jewish men, women, and children resisted the rule of the Nazi dictatorship and its satellite regimes and movements. What “resisting” meant differed widely and dramatically in significance and risk, depending on time and place. Jews did so as their neighbors in some cases became accomplices in Nazi mass killing, while, in others, complete strangers acted as rescuers. This course examines those dynamics of resistance and collaboration that entangled the lives and deaths of millions of Jews during the Holocaust. Each week of the course features a key reading, a first-person account related to a major moment of resistance against the Nazis/pro-Nazi collaborators. The assignments task students with carefully analyzing and assessing the readings, questioning how and to what degree they grasp the horrendous context of genocide and erasure out of which they emerged.

**HST 454: History of Genocide:**

This course examines the individuals and institutions responsible for the most infamous episodes of state-sanctioned violence in the 20th century, with special emphasis on the Holocaust.

**HST 598: Holocaust, War, and German Memory:**

Holocaust, War, and German Memory examines film, television, and monument/ memorial/museum representations of the Holocaust and World War II from a West German, an East German, and a unified German perspective. Each of these perspectives provides for unique ways of depicting their nation’s National Socialist past and memory of that past. The selected examples explore the influence of these diverse sociopolitical ideologies and cultural/ generational shifts for shaping critical conversations about memory and trauma.

**C. Electives (a working list):**

**HST 591: Genocide, War, and Memory:**

This is a research seminar with a concentration on an individual research paper. The course will have a rotating focus under broader themes of genocide, war and memory, but the first iteration of the class will be on the social history of war and genocide in one geographic location, Poland, which became the epicenter of the genocide of more than 5.7 million Jews; half of them Polish. Social history means that this is not a course on military or diplomatic history but on social/ethnic relations on the ground, among ordinary people, who experienced the war first-hand. Students will be introduced to the experiences of multiethnic Polish society under the German and Soviet occupations (1939-1945). Additionally, there will be a focus on the history of the Holocaust and the memory of Polish-Jewish relations in that period. Students will then be asked to conduct their own research based on published primary and secondary

sources (in English; knowledge of Polish or any other language is not required), which will result in a final research paper.

**HST 598: The Holocaust and World War II Today:**

This course is led by a former U.S. Ambassador and Special Envoy for Holocaust Issues. The course examines the Holocaust history and legacy and focuses on what it means today for diplomacy between countries – the United States, Germany, Austria, France and other countries touched by the Holocaust. Students will explore the Holocaust as history, but also the remaining unresolved issues of the Holocaust such as justice and restitution for Holocaust survivors and their families. The importance of remembrance and education about the Holocaust and the lessons of the Holocaust for the future will also be discussed and evaluated, and related to other current Genocides and the importance of preventing future reoccurrence of these tragedies.

**HST 598: Diplomacy – Preventing Genocide:**

This graduate MA course will focus on the role of diplomacy and “soft power” in preventing war crimes, atrocities, crimes against humanity and ultimately Genocide. Using the history and experience of the Holocaust and murder of six million Jewish people during World War II, the students will also examine other tragic events in the 20th and 21st century where the ultimate human rights violations were perpetrated – death of innocents. Victims of these crimes include civilians during war or civil war, i.e. military conflict or innocents as a result of hate, prejudice and persecution of minorities.

**HST 598 Eastern Front: War of Annihilation:**

The Second World War in Europe was decided on the Eastern Front. The vast majority of Germany’s Wehrmacht was lost fighting against the Red Army in Adolf Hitler’s War of Annihilation. Soviet soldiers and civilians suffered from the first days of the war as the Holocaust by Bullets was implemented by German Einsatzgruppen while prisoners of war were neglected and died by the tens of thousands during the first months of the invasion. This course explores the evolution of Hitler’s war on the Eastern Front and the Soviet response through a variety of narratives from politicians, military commanders, soldiers, and civilians. By paying particular attention to the experiences, including challenges and struggles, of victims, bystanders, and perpetrators, including the fluidity of those categories, this course offers an in-depth exploration of what happens when the line separating combatants from non-combatants fades as an ideologically fueled race war was unleashed against the Soviet Union on and off the battlefield.

**HST 585: Professional Experience:**

Internship-like course that requires students to fulfill 180 hrs. of engagement in a professional setting in which historical knowledge and skills are needed. Students will need to organize the experience and then receive approval from the Professional Experience instructor in order to enroll in the course. Experience must be related to a topic on the Holocaust or genocide studies.

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

Students enrolled in the Holocaust and Genocide Studies certificate 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 required for the degree. **The iPOS should be completed before the end of the first semester in the program.**

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

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

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

## 12. GPA and Grade Requirements

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA).

- The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits).
- Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
- The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.

If the GPA falls below 3.0, the student is automatically placed on academic probation for one semester with the expectation that the GPA will improve and meet the requirement by the end of the following semester. Failure to raise the GPA and meet other terms set in the academic probation letter may result in dismissal from the program. The Program for Holocaust and Genocide 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.

## 13. 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. Incomplete Grades

If a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an "Incomplete Grade Request" form must be completed by the student and instructor and filed with the Academic Advisor at the end of the term in which the "I" is entered. The form can be found on the [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, preferably 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 calendar year. The instructor is responsible for entering the student's final grade. If the "I" grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

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

## 14. 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 Holocaust and Genocide Studies program as stated in this handbook to maintain satisfactory progress. Students who fail to meet requirements will receive written notice from the AHGS

identifying the deficiency and given the opportunity to meet with the AHGS to discuss difficulties the student may be having in reaching goals of the program. The student's advisor and the Director of Online Programs 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 being employed in the department and may lose any funding the student has received from the department.

When the student satisfactorily remedies the deficiency, 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 their 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 class, 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 3.0.
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

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

## 15. 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 Graduate Program Coordinator to be sure courses 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 in MyASU will link students to an online graduation application and information on how to apply for the graduation ceremony.

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

## 16. Transfer Courses

Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester of admission in the Holocaust and Genocide Studies program. The courses may not have been used toward a previous degree. The course must revolve around the Holocaust or other genocides, or devote substantial time and attention to topics related to the study of genocide. Up to 3 credit hours, may be used upon the approval of the program lead and the AHGS.

An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions Office. The student submits a written request with a copy of the syllabus and a statement from their advisor in support of the request to the Academic Advisor. The Academic Advisor will present the request to the program lead and AHGS, and notify the student of the decision.

## 17. 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. The unauthorized use of generative AI also falls under ASU's academic integrity policies. 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.**

## 18. 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](#).

## 19. Safety, Discrimination, and Harassment

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

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

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

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

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact

[titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/)

## 20. 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 prior to the beginning of the term in which the student will take a leave of absence. The Request to Maintain Continuous Enrollment form can be found on the [Graduate College website](#).

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

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

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

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

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



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

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

#### **E. Withdrawal Requests**

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

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

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

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

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