ASU School of Historical, Philosophical
and Religious Studies
Arizona State University

Arizona State University
Graduate Certificate in Digital Humanities
Student Handbook

2017-2018

Table of Contents

Graduate Certificate in Digital Humanities

1. Introduction

The objective of this handbook is to provide information on requirements for students enrolled in the Graduate Certificate in Digital Humanities to ensure consistency in program objectives, maintain the quality of the certificate to be awarded, and to enable students to progress through their program in a timely manner. It also provides important web links for students to search concerning various policies and procedures set by Arizona State University, the Graduate College office, and the School of Historical, Philosophical and Religious Studies (SHPRS) on academic standards expected from all students in academe.

It is the responsibility of the student to be familiar with policies and regulations of the Office of Graduate College and Arizona State University and meet deadlines for registration and payment of fees. The best resources to find this information are the ASU Graduate College Website, the ASU Catalog, and the Graduate Policies and Procedures Manual. Students should discuss questions concerning progress toward their degree with the Graduate Coordinator.

All university related emails are sent to the ASU email address. Students are required to have an active ASU email account and check it frequently. A guide for establishing and maintain an ASU email account is found on this website.

Resource	Email/URL	Location	Phone
ASU Policies and Academic Calendars	https://catalog.asu.edu/		
Graduate College	http://graduate.asu.edu/	Interdisciplinary Bldg. B, Room 170	(480) 965-6113
Graduate Programs Coordinator, Lindsey Plait Jones	lindseyplaitjones@asu.edu	Coor Hall, 4th Floor, Room 4578	(480)727-3778
Director, Graduate Certificate in Digital Humanities, Jacque Wernimont	jacqueline.wernimont@asu.edu		
SHPRS Director, Matt Delmont	matthew.delmont@asu.edu	Coor Hall, 4th Floor, Room 4482	
Student Health & Counseling Services	https://eoss.asu.edu/health	Health Services Bldg	(480) 965-3349 Crisis Hotline: (480) 921-1006
University Registrar	https://students.asu.edu/registration	Student Services Bldg, Suite 140	(480) 965-3124
International Students and Scholars Center	https://international.asu.edu	Student Services Bldg, Suite 170	(480) 727-4776
Disability Resource Center	https://eoss.asu.edu/drc	Matthews Center Building, 1st floor	(480) 965-1234

2. SHPRS Organization

The School of Historical, Philosophical and Religious Studies (SHPRS) is housed in the College of Liberal Arts and Sciences and comprises the discipline faculties of History, Philosophy, Religious Studies, and American Studies. The Director of SHPRS is the School's chief administrative officer responsible for the overall operation of the School (i.e. faculty, budget, facilities, university policies and school standards and procedures). The Director establishes an Executive Committee made up of the Associate Directors (Undergraduate Studies, Graduate Studies, and Research) and Heads of Faculty for each faculty to advise him on the needs and resources of their academic groups.

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

3. Digital Humanities Graduate Certificate Faculty

While the Digital Humanities Graduate Certificate program is housed in SHPRS, the associated faculty reside in a number of disciplines and centers across ASU, including the departments of English, History, German, Biology, and Arts, Media and Engineering. Students within this program will need to identify one or more Supervisory Committee members to advise their work toward this certificate, and may choose faculty members working in disciplines related to their certificate-related studies.

4. Affiliated Resource and Training Centers
- Institute for Humanities Research
- Nexus Lab
- Department of English
- School of International Letters and Cultures
- New College of Interdisciplinary Arts and Sciences
- School of Film, Dance, and Theatre
- Ira A. Fulton Schools of Engineering
- School of Historical, Philosophical, and Religious Studies
- Applied Humanities Lab (contact Kristine Navarro for information)

5. Academic Integrity

The School of Historical, Philosophical and Religious Studies strongly supports the high standard of academic integrity set by Arizona State University. Failure of any graduate student to meet these standards, either in academic coursework or related research activities, may result in serious consequences including suspension or expulsion from the university or, if discovered after a degree is awarded, may result in the university revoking that degree.

Violations of academic integrity include the obvious offenses of cheating, fabricating information/results, tampering and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one's own work. It is extremely important that students become familiar with what academic integrity entails so they do not inadvertently "cross the line." The Graduate College office recommends several websites to help students with this:
- Student Academic Integrity Resources

- [Be in the Know](#)
- [Plagiarism](#)
- [CLAS Academic Integrity Webpage](#)

6. Research Integrity and Assurance

The Office of Research Integrity and Assurance's Institutional Review Board (IRB) oversees all research at ASU that involves living human or animal subjects. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project. Students should plan to contact the IRB in the planning stages of their research to get approval prior to initiating research: More information can be found on their website: [Institutional Review Board](#).

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

7. Safety, Discrimination, and Harassment

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

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

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

8. Tuition and Enrollment

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. Full-Time Status for International Students
International F-1 and J-1 Visa students must maintain full-time enrollment status. Any exception to full-time enrollment must be previously approved by the International Student and Scholars Center. More information can be found in the Graduate Policies and Procedures Manual, published by the Graduate College office.

C. Withdrawal Requests
Before considering complete withdrawal from the certificate, students should explore the possibility of "Incomplete" grades, which allow a student additional time to complete coursework based upon a documented agreement signed by the instructor, student, and Program Director. More information can be found in section 14 of this handbook. Questions should be directed to the Graduate Coordinator.

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

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

9. Program Overview
The digital revolution has transformed every discipline in the university, including humanities and qualitative social science fields. The graduate certificate in Digital Humanities will provide graduate students with methods and skills central to conducting humanities research that employs both qualitative and quantitative approaches. Specifically, it is designed to provide graduate students in the humanities and social science with cross training in interdisciplinary collaboration, project-based communication skills, and the simultaneous application of quantitative and qualitative research skills.

Students will enter with expertise in their enrolled graduate program and will craft a course of study for the certificate that draws on their existing curriculum in their enrolled graduate program, while also training them in new methods.

10. Course Requirements

A. Study Requirements
15 Credit Hours
- CDH 501: Digital Humanities: Critical Theory and Methods (3 credit hours)
- CDH 580: Digital Humanities Lab (3 credit hours)
- CDH 593: Applied Project (3 credit hours)
- Electives (6 credit hours total) (See elective list below)

*Only one 400-level elective course (3 credit hours) is allowable to count towards the graduate certificate in Digital Humanities.

No more than 20 percent (3 credits) of the minimum required credit hours for the graduate certificate may be transferred from another university. All transfer work must meet the Graduate College office transfer policies. No more than 40 percent (6 credits) of coursework towards the requirements of the graduate certificate can be completed prior to admission to the certificate program.

B. Electives
- Students coming from a computational discipline should select at least **one** elective that enhances their skills in humanistic inquiry.
- Students coming from a humanities or arts discipline should select at least **one** elective that develops computational/technical skills.
- Students who come from backgrounds other than computer sciences or humanities and the arts will work with their academic advisor to select appropriate elective coursework.
- Because many of the courses listed are transdisciplinary, students should consult with the Graduate Coordinator or their CDH Supervisory Committee when making their elective selections.

C. Elective Course List

Humanistic Approach	
AME 530	Experiential Media Methodology and Theory I
AME 541	Interactive Forms
ENG 494	Topic: Writing in Digital Communities
ENG 553	Technologies of Writing
ENG 553	Technologies of Writing Topic: Video Game Studies
ENG 560	Genre Studies Topic: Digital Rhetoric
ENG 654	Advanced Studies in Rhetoric, Writing, Technology, and Culture Topic: Digital Literacies and Social Media
SLC 598 OR ENG 447, OR FMS 442	Experimental Narrative
FMS 483	Techno-Entertainment Convergences

ENG 421	Studies in Shakespeare
DCE 540	Issues in Media for Dance
IAP 465	Media Technologies and the Arts
IAP 466	Digital Interactivity, Advanced
IAP 467	Acoustic Ecology
IAP 494	Advanced Video Production
COM 429	Semiotics and Visual Communication
HST 502	Public History Methodology

Computational Approach	
AME 494	Topic: Animating Virtual Worlds
AME 494	Topic: Interactive Materials
AME 494	Topic: Programming for Social and Interactive Media
AME 532	Creating by Algorithm
BMI 501	Introduction to Biomedical Informatics
BMI 502	Foundations of Biomedical Informatics Methods I
BIO 570	Fundamentals of CAS Science
FSE 501	Technology Entrepreneurship
GIS 501	Fundamentals of Geographic Information Science
GIT 502	New Media Internet Technologies
GIT 515	Website Design and Technologies
GIT 519	Advanced Scripting for the Web
GTD 506	Quantitative Analysis in Technology and Development
IFT 510	Principles of Computer and Information Technology
IFT 530	Information Analysis, Modeling, Representation, and Communication
IFT 540	Software Development for Information Technology
OMT 504	Law and Ethics for Technical Professionals
OMT 520	Strategic Management of Technology
SMC 521	Methods and Tools in Simulation and Modeling
SMC 541	Foundations of Simulation and Modeling

STP 501	Theory of Statistics I: Distribution Theory 3
STP 502	Theory of Statistics II: Inference
STP 535	Applied Sampling Methodology
CST 500	Research Methods
COM 507	Qualitative Research Methods in Communication
COM 508	Quantitative Research Methods in Communication

11. Interactive Plan of Study (iPOS)

Students enrolled in graduate programs at ASU are required to file and maintain an online Plan of Study with the Graduate College office. It is referred to as the iPOS (Interactive Plan of Study). The iPOS is accessed through the student's MyASU, under the "My Programs and Degree" section. This Plan of Study serves as an agreement between the student, the academic unit, and the Office of Graduate College to identify the selected Supervisory Committee, verify the quality and acceptability of the culminating document, and to verify the coursework required for the degree.

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

Student should follow the steps below to complete the iPOS process:
1. Create an iPOS in MyASU in consultation with the research advisor.
2. Obtain Chair approval of iPOS (via email or in writing, using the screenshot) and submit this approval to the Graduate Coordinator.
3. Submit final iPOS through MyASU.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area of interest. Course changes are frequently needed as a student moves through the program, but these are easily requested through the iPOS system. All iPOS changes are approved by the Graduate Coordinator, who must receive approval from the student's Chair (in writing or via email).

12. GPA Requirement

Students enrolled in the Graduate Certificate in Digital Humanities are required to maintain a grade point average of 3.0 on both the iPOS and as an overall Graduate GPA. If the GPA falls below 3.0, the student is automatically placed on program academic probation for one semester. The student will receive a probationary notice, in which the requirements to return to good academic standing will be detailed, along with the consequences of what will occur if improvement does not take place. It is expected that the student's GPA will improve and the student will meet the requirements by the end of the following semester. The School of Historical, Philosophical and Religious Studies may submit a recommendation to the Dean of Graduate Studies to dismiss a student from the program if the following situations occur:
- The student has received three Cs or lower in graduate-level (500 or above) program courses taken after admission into the certificate;
- If a student's Graduate GPA or Plan of Study (iPOS) GPA falls below 3.0 for two consecutive semesters;

- If it becomes impossible for a student to graduate with a 3.0 GPA in classes identified in the Plan of Study.

13. Transfer Courses

No more than 20 percent (3 credits) of the minimum required hours for the certificate may be transferred from another university. All transfer work must meet the Graduate College office transfer policies. A minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above, which means that only one 400-level elective course (3 credit hours) is allowable to count towards the certificate. No more than 40 percent of coursework towards the requirements of the graduate certificate can be completed prior to admission to the certificate program, meaning that only 6 credit hours of courses can be transferred in to count towards the certificate requirements.

Students may request that graduate credit earned at ASU or another accredited university be used toward certificate requirements if the coursework was completed within three years of the first semester of admission in the Graduate Certificate in Digital Humanities. The courses must be related to the student's research and may not have been used toward a previous degree. An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions office. The student submits a written request with a copy of the syllabus in support of the request to the Graduate Coordinator. The coordinator will present the request to the Director and notify the student of the decision.

14. Grades

A. Overview

Graduate students are expected to maintain high grades in all courses in order to show mastery of course material and skills. ASU's grading scale can be found on the [Grades and Grading Policies webpage](#). Translations of numerical grades (1-100) into letter grades ("A" through "E") can be acquired from instructors. In rare cases, graduate courses are offered on a Pass/Fail basis, in which case a student will earn either a "Y" to indicate passage or an "E" to indicate failure. A grade of "Y" contributes to a student's earned hours but does not affect GPA. A failing grade of "E" is calculated into a student's GPA. Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS.

Students who wish to dispute a grade should refer to the [CLAS Academic (Grade) Grievance webpage](#) for instructions.

B. Incomplete Grades

If a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an "Incomplete Grade Request" form must be completed by the student and professor and filed with the Graduate Coordinator at the end of the term in which the "I" is entered. The form can be found on the on the SHPRS Graduate Blackboard and on [ASU's website](#).

Graduate students should avoid taking a grade of "I" (Incomplete) for any graded course work. SHPRS strongly encourages students to finish any coursework for incompletes in a timely manner, within one month of the end of the term. Per university policy, coursework for classes marked "Incomplete" must be completed, and the grade must be changed, within one academic year. The instructor is responsible for entering the student's final grade. If the "I" grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

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

15. Satisfactory Academic Progress

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

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed may result in the following:
- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to Graduate College to dismiss the student from the certificate program.

A recommendation of immediate dismissal may occur under certain circumstances such as:
- Violation of academic integrity policies;
- Unprofessional or threatening behavior in the classroom, or any public setting in which the student is representing their degree program, The School of Historical, Philosophical and Religious Studies, or Arizona State University;
- A student's Graduate Cumulative GPA or Plan of Study (iPOS) GPA falls below 3.0 for two consecutive semesters;
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

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

16. Supervisory Committee

The Office of Graduate College requires graduate certificate students to establish a Supervisory Committee to direct their graduate study. A Supervisory Committee has two basic charges:

- to recommend and approve the student's program of study;
- to guide the student through the completion of the applied project.

The committee is comprised of at least one member who is a Program Faculty Member in an area of research closely related to the student's area of research. Additional members may be added. The student and the Chair/committee work together to develop a plan of study, applied project topic, and research plan. The Certificate Director must approve all Supervisory Committee selections, which are made using the Supervisory Committee Selection form. This form should be requested from the Graduate Coordinator, to whom it is submitted once the student has gathered committee member signatures.

The Supervisory Committee must be selected by the end of the semester in which a student is enrolled in CDH 580.

17. Culminating Project

The Applied Project is the culminating event for the Computational and Digital Humanities Certificate. It entails 240 hours of supervised digital humanities methods practice for an approved project as placed in consultation with project supervisor and IHR Nexus Lab Director. The student will enroll in 3 credit hours of CDH 593 during the semester in which the Applied Project is completed.

The student will be asked to complete the following:
- To analyze, develop, and implement project leadership strategies within assigned project team.
- To analyze, develop, and implement strategic planning initiatives for digital humanities projects.
- To generate and implement analysis of project development practices.
- To develop and implement robust assessments of both the impact and effectiveness of digital humanities projects.

Students in the course will be assigned to projects based on their interests, skills, and the needs of the project collection. In the course of this work, students will have multiple opportunities to engage deeply in the design, implementation, and project management of digital humanities research projects. The culminating experience will be a final paper regarding the student's work on the applied project that is submitted while the students are enrolled in the CDH 593 course. The paper and any products from the Applied Project will be submitted to a lead faculty mentor, who will evaluate the scholarship presented.

18. Graduation

It is important for students to closely follow graduation deadlines and procedures set by the Graduate College office. 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 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 office as appropriate.