

# **Arizona State University Online History MA Student Handbook**

## **2017-2018**

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## 1. Introduction

The objective of this handbook is to provide information on degree requirements to ensure consistency in program objectives, maintain the quality of the degree program, and enable students to progress through the program efficiently. The handbook also provides information about policies and procedures set by Arizona State University, the Graduate College, and the School of Historical, Philosophical, and Religious Studies (SHPRS) regarding academic standards. Students with questions concerning progress toward the degree should contact their Advisor, the Director of Online Programs, and/or the Academic Success Specialist.

It is the responsibility of the student to be familiar with policies and regulations of the Graduate College and Arizona State University and meet deadlines for registration and payment of fees. Information is available through the [ASU Graduate College Website](#) and [ASU Catalog](#).

All university-related emails are sent to the student's ASU email address. Students are required to have an active ASU e-mail account and check it frequently. For assistance with matters regarding your ASU email account, visit <https://contact.asu.edu/>.

**Enrolled students can find information on the SHPRS Online History MA Blackboard site, accessible via My ASU>Blackboard>Organizations>SHPRS MA Graduate.**

Resource	Email/URL	Phone
Director, Online Graduate Programs, North American Advisor, Penelope Moon	<a href="mailto:penmoon@asu.edu">penmoon@asu.edu</a>	480.965.3645
Academic Success Specialist, Roxanne Shand	<a href="mailto:roxanne.shand@asu.edu">roxanne.shand@asu.edu</a>	480.965.5387
SHPRS Director, Matthew Delmont	<a href="mailto:matthew.delmont@asu.edu">matthew.delmont@asu.edu</a>	
Associate Director of Graduate Studies, SHPRS Miguel Aguilera	<a href="mailto:maaguile@asu.edu">maaguile@asu.edu</a>	
Director, History Graduate Studies, Christopher Jones	<a href="mailto:cjones36@asu.edu">cjones36@asu.edu</a>	
Global History Advisor, Sina Machander	<a href="mailto:sina.machander@asu.edu">sina.machander@asu.edu</a>	
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
Student Support Services	<a href="https://eoss.asu.edu/dos/supportservices">https://eoss.asu.edu/dos/supportservices</a>	

Student Health & Counseling Services	<a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a>	Crisis Hotline: 480.921.1006
International Students & Scholars Center	<a href="https://students.asu.edu/international/issc">https://students.asu.edu/international/issc</a>	
Disability Resource Center	<a href="https://eoss.asu.edu/drc/">https://eoss.asu.edu/drc/</a>	480.965.1234 TDD: 480.965.9000
Online Student Perks	<a href="http://asuonline.asu.edu/student-resources/student-perks">http://asuonline.asu.edu/student-resources/student-perks</a>	
ASU Online Community	<a href="http://asuonline.asu.edu/student-resources/asu-online-community">http://asuonline.asu.edu/student-resources/asu-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="http://help.asu.edu/">http://help.asu.edu/</a> <a href="http://asuonline.asu.edu/live-chat">http://asuonline.asu.edu/live-chat</a>	855.278.5080

## 2. 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 Graduate Programs.

## 3. 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.

The **Director of Online Graduate 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 Graduate Programs works closely with the Director of History Graduate Studies and serves on the Graduate Studies Committee to ensure the integrity of the Online History MA.

The **Director of History Graduate Studies (DGS)** monitors and ensures the integrity of all

graduate programs in History. The Director determines program requirements and resolves issues related to the programs.

The **Academic Success Specialist** coordinates students in the Online History MA, ensuring the accuracy and accessibility of program forms and monitoring student progress through the program. The Academic Success Specialist serves as a liaison between the Director of Online Graduate Programs, the Director of History Graduate Studies, and the student.

#### **4. Online History Master's Program**

The focus of the Online Master of Arts degree in History (hereafter Online History MA) is to develop students' understanding of the complex nature of the historical record, as well as their advanced inquiry, research, analytical, and writing skills. These skills can advance careers and achievement in a number of areas, including higher education, secondary education, historical and archival research, public history, law, journalism, and public service.

#### **5. Community**

Connecting with others is an essential component of any intellectual enterprise. Such connections are important regardless of the modality of instruction. 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 engage in peer-to-peer mentoring, grow intellectually, and develop personal connections with students and faculty. Students are encouraged to request to join by visiting

<https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/>.

#### **6. 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 recommends several websites to help students with this:

- [Student Academic Integrity Resources](#)
- [Be in the Know](#)
- [Plagiarism](#)
- [CLAS 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 before their first semester, on MyASU.

## 7. 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. 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.

## 8. 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 Success Specialist 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 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.

**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.**

## **9. Enrollment and Tuition**

### **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 Graduate 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**

Students must enroll in at least one class in either Session A or Session B each fall and spring semester. Summer enrollment is not required. 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, Marine Corps, 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 Success Specialist, 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 DGS. More information can be found in section 19 of this handbook. Questions should be directed to the Academic Success Specialist.

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.

More information on withdrawals can be found on the [Graduate College Registration webpage](#). The [CLAS 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.

## **10. Program Overview**

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

The curriculum for the online History MA degree program consists of:

- Required courses
- Elective courses
- Professional experience (optional)
- Culminating experience

Students enrolled in the History MA program should be able to complete program requirements and receive their degree within two years. Students must complete 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 MA Program. The count begins from the first semester of admission to the student’s academic program.

## 11. Course Requirements

All core courses required by a graduate program must be at least 500-level. A maximum of 6 credit hours of 400-level coursework can be included on an iPOS, with Advisor approval.

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

- HST640: Historical Methods
- HST641: North American Core
- 1 additional Core Course:
  - HST 642: European Core,
  - HST 643: Global/Comparative Core,
  - or HST 502: Public History Methodology
- HST591: Research Seminar (2 classes)
- Electives (12 credit hours)
  - Up to 6 credit hours from related fields may be included in plan of study with school and advisor approval
- HST597: Capstone (strongly encouraged) or HST 593: Applied Project (requires special approval; see p. 12)

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

- HST640: Historical Methods
- HST643: Global/Comparative History Core
- 1 additional Core Course:
  - HST 641: North American Core,
  - HST 642: European Core,
  - or HST 502: Public History Methodology
- HST591: Research Seminar (2 classes)
- Electives (12 credit hours)
  - Up to 6 credit hours from related fields may be included in plan of study with school and advisor approval
- HST597: Capstone (strongly encouraged) or HST 593: Applied Project (requires special approval; see p. 12)

## 12. Course Descriptions for Key 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.

**HST 640 Historical Methods** This 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. (Formerly HST 515 Studies in Historiography)

**HST 502, 641-643 “Core” Courses** Students must take two “core” courses to graduate. The core courses are: HST641: North America Core, HST642: Europe Core, HST643: Global/Comparative Core, and HST502: Public History Methodology. 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’ decisionmaking with regards to teaching survey-level courses.

**HST 598 Special Topic Courses** These 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 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** The Practicum courses are special 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 give students an opportunity to gain real-world experience related to their career aspirations. The professional experience must be conducted for 180 hours. At the conclusion of the professional experience, the student submits a written report. Three credit hours are given for completion of the professional experience. Some students conduct several to reach the total hours, others in one. Interested students should contact their advisor for more information.

## 14. Culminating Experience

Students in the Online History MA program complete a culminating experience that can take one of two forms: capstone or applied project. The Culminating Experience demonstrates graduate-level professional accomplishment. Online MA students are strongly encouraged to pursue the Capstone Portfolio as their culminating experience.

### A. Capstone

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.

Students should identify their intention to complete HST 597: Capstone on their iPOS by the time they complete 15 credit hours. Students who have already earned 15 hours, but would like to pursue the Capstone option, may request to do so by contacting the Academic Success Specialist.

#### i. Capstone Components

Once a student completes all other course requirements, the student may enroll in HST597: Capstone (3 credit hours). The outcome of this course will be the production of a digital portfolio consisting of five components:

1. **Significant research paper or historical project** (approximately 20 pages) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a revised paper/project from previous coursework. Students should seriously consider any recommendations and editorial suggestions made by the original instructor, address any methodological shortcomings, and copyedit the work prior to 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 work of historical synthesis** (approximately 20 pages). This can take the following forms: Historiographical or Thematic Essay that traces a theme/topic across 8-12 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, but may connect works the student has encountered across individual courses. The essay should be a revised and polished assignment from previous coursework.
3. **CV/Resumé and Cover Letter**
4. **Statement of Purpose or Professional Philosophy**
5. **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.

#### 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 reject.

## **B. Applied Project**

In very rare cases, students may opt to pursue an original research project to fulfill their Applied Project requirement.

### **i. Project Proposal**

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

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

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

When all committee members are satisfied, the chair and committee members sign their approval on the History MA Prospectus/Proposal Approval Form and give the form to the Academic Success Specialist. The Coordinator will obtain final approval from the Director of Graduate Studies in History and will retain the form in the student's file. The student may then enroll in HST 593. If the committee decides that the student is not ready to proceed, the supervisory committee chair will explain in writing to the student and the Director of Graduate Studies in History what measures need to be taken before the student can proceed.

### **ii. Oral Defense & Evaluation of the Applied Project**

The project will be evaluated by the Supervisory Committee. The Supervisory Committee will determine the modality of the defense. An oral defense is required.

**At least one month prior to the oral defense**, the student must submit a defensible copy of the written work to the supervisory committee for review. Revisions must be complete before the final defense. Students will consult the supervisory committee to schedule the defense.

The student provides an electronic copy of the final document to the Academic Success Specialist for his/her file. The Committee Chair informs the Academic Success Specialist of the final outcome of the defense.

After deliberation, the committee may pass the student's work as a whole, or may fail it as a whole. **There is no "pass with revisions" option for the defense of the Applied Project option.**

## **15. Supervisory Committees**

All students are supported by committees of SHPRS Graduate Faculty members, who guide them in developing a plan of study and completing research and writing of the culminating experience for the master's program. These committees vary depending on the culminating experience a student chooses for the master's degree (applied project or capstone). More information can be found below.

### **A. Capstone Supervisory Committee**

Students who elect to pursue the Capstone option will automatically be assigned a Supervisory Committee consisting of the members of the MA Program Committee and, thus, 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 2017-2018 school year are:

- Chair: Christopher Jones
- Member: Penelope Moon
- Member: Sina Machander

### **B. Applied Project Supervisory Committee**

Students who elect to pursue the Applied Project must form a Supervisory Committee of at least two faculty members whose areas of expertise relate closely to the proposed research project. The chair of the committee must be a tenured or tenure-track member of the SHPRS History Graduate Faculty. Students submit a completed Committee Selection Form to the Academic Success Specialist before they reach 15 credit hours in the program. The Supervisory Committee must be approved by the Director of Graduate Studies. The committee will work with the student to determine the parameters of the Applied Project.

Additional members of the Supervisory Committee may be selected from SHPRS faculty and faculty from outside units who have been approved to serve on graduate committees. A list can be found on the Graduate College [website](#). A list of SHPRS History Faculty, including their area of specialty, can be found on the [History MA program page](#). Other faculty not listed may be eligible to serve on MA Applied Project Supervisory Committees. In general, ASU professors, assistant professors, associate professors, clinical professors, professors of practice, and research professors may serve as committee chairs, co-chairs, or members. Lecturers and instructors are evaluated by the DGS and Graduate College on a case-by-case basis.

#### **i. Committee Selection Form**

Committee members must be selected before a student reaches 15 credit hours toward the degree, when the iPOS is due. Once a Chair/Research Advisor has been selected, the student prints the Committee Selection Form from the SHPRS Graduate Blackboard page, obtains the signature of the Chair and additional members, and submits the form to the Academic Success Specialist. The student can then enter the committee on the iPOS.

#### **ii. Committee Member Changes**

The Committee members listed on the Plan of Study serve as the Supervisory Committee. Any changes must first be approved by the DGS and then submitted through the online iPOS system for final approval by the Graduate College.

Students complete the Supervisory Committee Member Change Request form to request a change and submit it to the Academic Success Specialist. The form can be found on the SHPRS Graduate Blackboard page (MyASU>Blackboard>Organizations>SHPRS MA Graduate>Forms). Students must obtain the signatures from the new member, previous member and Supervisory Committee Chair, then submit the original form with signatures to the Academic Success Specialist. The Academic Success Specialist will obtain the DGS' approval.

## 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 student reaches 15 credit hours within the program.**

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

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

## 17. GPA and Grade Requirements

Students enrolled in the History Master's program are required to maintain a grade point average of 3.3 on the iPOS GPA, Overall Graduate GPA, and Cumulative GPA. The iPOS GPA is based on all courses that appear on a student's approved iPOS. The Cumulative GPA represents all courses completed at ASU during the graduate career. The Overall Graduate GPA is calculated based on all courses numbered 500 or higher that appear on the transcript after admission to the program. These GPAs are all visible through MyASU. If the GPA falls below 3.3, the student is automatically placed on a History program academic probation for one semester with the expectation that the GPA will improve and meet the requirement by the end of the following semester. Failure to raise the GPA and meet other terms set in the academic probation letter may result in dismissal from the program. The Director 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 in graduate-level (500 or above) history courses taken after admission to the program.
- A student's Cumulative GPA, Plan of Study (iPOS) GPA, or semester GPA falls below 3.3 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.3 iPOS GPA.

## 18. 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 History program. The courses must be history related and may not have been used toward a previous degree. Up to 12 credit hours may be used upon the approval of the student's advisor and the Director of Graduate Studies in History.

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 Success Specialist. The Academic Success Specialist will present the request to the Director of Graduate Studies in History and notify the student of

the decision.

## 19. 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 [CLAS 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 Academic Success Specialist 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 Academic Success Specialist 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 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.

## **20. Satisfactory Academic Progress**

All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the History graduate programs as stated in this handbook to maintain satisfactory progress in their respective degree program. Students who fail to meet requirements will receive written notice from the DGS identifying the deficiency and given the opportunity to meet with the DGS to discuss difficulties the student may be having in reaching 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 DGS, 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:

- Termination of funding.
- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to the Dean of Graduate College to dismiss the student from his/her degree program.

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

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

The student will be notified in writing that 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 by following directions outlined in the dismissal letter(s).

## **21. 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 Academic Success Specialist 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 Academic Success Specialist or Graduate College office as appropriate.

## Appendix 1

### Online History MA General Timeline

1-15 credit hours	<ul style="list-style-type: none"><li>• Select Area of Study</li></ul>
By 15 credit hours	<ul style="list-style-type: none"><li>• In consultation with Advisor, determine culminating experience option</li><li>• If pursuing Applied Project, establish Supervisory Committee</li><li>• Establish Interactive Plan of Study (iPOS)</li></ul>
15-30 credit hours	<ul style="list-style-type: none"><li>• Complete required coursework</li><li>• Submit Applied Project Proposal to Supervisory Committee for approval if pursuing the Applied Project</li></ul>
Final semester	<ul style="list-style-type: none"><li>• Register for HST 597</li><li>• Complete Capstone or Applied Project</li><li>• Apply for Graduation</li><li>• Finalize iPOS</li></ul>