

**Arizona State University  
History PhD Program  
Student Handbook**

**2017-2018**

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## 1. Introduction

The objective of this handbook is to provide information on degree requirements for students enrolled in the History PhD program to ensure consistency in program objectives, maintain the quality of the degree to be awarded, and 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. This handbook and all program policies are reviewed annually and are subject to change.

It is the responsibility of the student to be familiar with policies and regulations of the Graduate College office 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](http://catalog.asu.edu/), the [ASU Course Catalog](http://catalog.asu.edu/), and the [Graduate Policies and Procedures Manual](#). Students should discuss questions concerning progress toward their degree with their Supervisory Committee Chair (Research Advisor), the Director of Graduate Studies, and/or the Graduate Coordinator. Enrolled SHPRS graduate students can also find program procedures, forms and references on the SHPRS Graduate Blackboard: Blackboard > My Organizations > SHPRS PhD Graduate.

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 the [Contact ASU webpage](#).

Resource	Email/URL	Location	Phone
ASU Policies and Calendars	<a href="https://catalog.asu.edu/">https://catalog.asu.edu/</a>		
Graduate College	<a href="http://graduate.asu.edu/">http://graduate.asu.edu/</a>	Interdisciplinary Bldg, B Wing, Room 170	(480) 965-6113
SHPRS Director, Matthew Delmont	<a href="mailto:Matthew.Delmont@asu.edu">Matthew.Delmont@asu.edu</a>	Coor Bldg, 4 <sup>th</sup> floor, Room 4482	
Associate Director of Graduate Studies, SHPRS Miguel Aguilera	<a href="mailto:Miguel.Aguilera@asu.edu">Miguel.Aguilera@asu.edu</a>		
Director of Graduate Studies for History Chris Jones, Fall 2017	<a href="mailto:Cjones36@asu.edu">Cjones36@asu.edu</a>	Coor Hall, 4 <sup>th</sup> Floor, Room 4504	
Director of Graduate Studies for History Alex Aviña, Spring 2018	<a href="mailto:Alexander.Avina@asu.edu">Alexander.Avina@asu.edu</a>	Coor Hall, 4 <sup>th</sup> Floor, Room 4506	
Grad Programs Coordinator Lindsey Plait Jones	<a href="mailto:Lindseyplaitjones@asu.edu">Lindseyplaitjones@asu.edu</a>	Coor Hall, 4 <sup>th</sup> Floor, Room 4578	(480)727-3778
Student Health & Counseling Services	<a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a>	Health Services Bldg (by footbridge that crosses University Dr.)	(480) 965-3349 Crisis Hotline: (480) 921-1006
University Registrar	<a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a>	Student Services Bldg, Suite 140	(480) 965-3124

International Students and Scholars Center	<a href="https://international.asu.edu">https://international.asu.edu</a>	Student Services Bldg, Suite 170	(480) 727-4776
Disability Resource Center	<a href="https://eoss.asu.edu/drc">https://eoss.asu.edu/drc</a>	Matthews Center Building, 1 <sup>st</sup> 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: 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 his/her 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 History Graduate Committee, representing the various history fields, works with the DGS to review applications in admitting new graduate students. The DGS works with the Graduate Committee to improve the history graduate programs. It consists of several history faculty members that are appointed by the DGS and by election.

## 3. History PhD Program

The focus of the History program is to encourage the development of advanced skills in research, critical analysis, writing, and teaching needed for a professional career. The PhD program enables the recipient to seek professional employment as a faculty member in higher education, as a researcher, as a teacher, or as a public historian. Students may enter the PhD program either directly from a B.A. or, more commonly, with a master's degree in hand.

## 4. Affiliated Resource and Training Centers

[Melikian Center: Russian, Eurasian, and East European Studies](#)

[Jewish Studies](#)

[Center for the Study of Religion and Conflict](#)

[School of Transborder Studies](#)

[Arizona Center for Medieval and Renaissance Studies](#)

## 5. History Graduate Faculty

The Graduate Faculty in History consists of [SHPRS History Graduate Faculty within the academic discipline of History](#) and Graduate Faculty from other academic disciplines that have been approved by the SHPRS History Graduate Faculty to serve as Supervisory Committee Chairs and/or members. A list of SHPRS History Graduate Faculty can be found on the [Graduate College History PhD webpage](#).

## 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 office recommends several websites to help students with this:

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

As future historians, students must become familiar with the Statement on Standards of Professional Conduct on the American Historical Association [website](#).

## 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. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project.

Students should 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 dissertation 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. 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 any violation of these policies 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.

## **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 795 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

The Graduate College will remove any student from the program who fails to maintain continuous enrollment without obtaining official leave approval from the Graduate College. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

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

The History Graduate Program requires full-time study in the first two semesters after admission to the program, excluding summer semester, and encourages full-time enrollment each fall and spring until coursework is completed. Nine hours each semester is considered full-time for students who are not on TA or RA funding; six hours is considered full-time for students with TA or RA appointments. Audited courses do not count toward full-time enrollment. Students are strongly encouraged to enroll in nine hours each semester throughout the program (regardless of funding status) to achieve good progress through the curriculum and meet program expectations. More information is available on the Graduate College website under [“Registration and Enrollment”](#).

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

## **D. Enrollment Verification Requests**

Students who have completed coursework and are enrolled in HST 795: 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 Registrar.

## **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 22 of this handbook. Questions should be directed to the Graduate Coordinator.

A student may apply for a leave status with the Graduate College in an extraordinary case in which serious illness or injury (medical leave), significant personal situation (compassionate leave) prevents a student from continuing classes, or in the case of military activation. This leave status cannot exceed a maximum of two semesters during the student’s enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities including the library.

More information on withdrawals can be found on the [Graduate College Registration webpage](#) and the [CLAS Medical/Compassionate Withdrawal webpage](#). The [Doctoral 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.

## **10. Residency**

Doctoral students in SHPRS must live in Tempe and maintain a presence in the department in their first years in the program as they complete coursework. Students sometimes wish to move elsewhere for research later in the program, though graduate students are encouraged to maintain regular contact and be an active and visible part of SHPRS. Graduate students on TA funding must be in local residence (i.e. able to be on campus multiple days a week) unless they obtain approval from their supervisory committees and DGS to live remotely. Formal petitions for this purpose are available through the Graduate Programs Coordinator. Approvals to live remotely while on funding are subject to the curricular needs of SHPRS.

Living in state provides many benefits, including lower tuition with in-state residency classification. Students must live in Arizona for at least 12 months and file a petition with the ASU Registrar in order to qualify for in-state residency status. To gather more information and apply, please visit <https://students.asu.edu/residency>.

## **11. Program Overview & Timeline**

The PhD in history offers outstanding opportunities for graduate study in North American and European history with thematic concentrations in indigenous history, American West, urban history, environment and sustainability studies, politics and policy, immigration, gender, race and ethnicity, culture, and world/comparative history. The Program is also one of the leaders in the field of public history, which trains students for careers in historic preservation, museums, historical societies, publishing houses, and government agencies.

Our PhD graduates cultivate a strong background in historical research methodology and scholarly analysis which is needed to develop expertise in a chosen historical subject area and prepares them for competitive careers.

The curriculum for the History PhD Program consists of:

- Coursework
- Demonstration of an advanced research skill related to the area of study
- Professional Experience (Public History field only)
- Qualifying examination
- A dissertation prospectus
- Completion and final defense of the dissertation

History PhD students select three committee members to guide their program of study and designate three fields of study in which they will conduct their coursework. One field must be geographic, one thematic, and a third can be either geographic or thematic. One geographic field must be either an entire country, continent, or an area comparable in size that might constitute the kind of field covered in an undergraduate survey course. Fields will be defined by each student and their committee members, then approved by the DGS. Mastery of course content in these fields will be evaluated in Qualifying Examinations.

Students enrolled full-time in the History PhD program are expected to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within five years after passing the Comprehensive Examination or the maximum of 10 consecutive years from the time of initial enrollment – whichever is shortest.

Students admitted to the doctoral program with a bachelor's degree complete 84 credit hours, consisting of 60 hours of coursework, 12 hours of research and 12 hours of dissertation. Students entering with a MA may submit a request to the DGS to use 30 hours for the completion of the MA degree toward the 84 required. If approved, the remaining 54 semester hours of credit must be in residence at ASU, consisting of 30 hours of course work, 12 hours of research and 12 hours of dissertation.

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

Students enrolled in graduate programs at ASU are required to file an online Plan of Study with the Graduate College office. It is referred to as the iPOS – the 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 Graduate College to identify the selected Supervisory Committee, verify the quality and acceptability of the culminating document, and approve the coursework required for the degree.

History PhD students must submit the iPOS by April 1st of their first year and it must be approved by the student's Chair, the Director of Graduate Studies in History, and the Graduate College office. The student will submit the iPOS to the Graduate Coordinator, who will obtain DGS/Graduate College approval. At the time when the iPOS is submitted, students should also notify the Graduate Coordinator of their approved fields of study and committee members.

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

- Create an iPOS in MyASU in consultation with the research advisor.
- Obtain Chair approval of iPOS (via email or in writing, using the screenshot) and submit this

- approval to the Graduate Coordinator.
- Submit final iPOS through MyASU.

*Note: The Graduate Coordinator cannot approve an iPOS without receiving Chair approval first.*

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area(s) 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).

At the time in a student's first year of study when the iPOS is submitted, the student must also submit a Field Approval form designating his/her chosen fields of study. Fields of study should be chosen in discussion with a student's committee and the form should be sent to the DGS for approval once all committee members have signed.

### **13. Supervisory Committee**

The Graduate College requires all graduate students to establish a Supervisory Committee to direct their graduate study. A Supervisory Committee has three basic charges:

- to recommend and approve the student's program of study;
- to advise the student regarding dissertation research;
- to administer the final oral examination in defense of the dissertation.

The committee must be comprised of at least three committee members: a Chair, who is the student's research advisor, and two other members. Additional members may be added.

Graduate Faculty in History consist of [SHPRS Graduate Faculty within the academic discipline of History](#) and Graduate Faculty from other academic disciplines that have been approved by the SHPRS History Graduate Faculty to serve as Supervisory Committee Chairs and/or members. A list of History Graduate Faculty members and their endorsements to chair or serve on committees can be found [here](#).

The student's Chair serves as the research advisor and must be a tenured or tenure-track member of the History Graduate Faculty endorsed to Chair. The student and the Chair work together to develop the student's plan of study, dissertation topic, and research plan.

Students may have two faculty members serve as Co-Chairs (Co-Advisors). In this scenario, one of the Co-Chairs must be a tenured or tenure track faculty member in the SHPRS History Graduate Faculty. The other Co-Chair may be a member of the broader set of History Graduate Faculty. Remaining members of Supervisory Committee may be from either list. Co-Chairs and members who are not approved History Graduate Faculty may be eligible, but the student must work with the Graduate Coordinator, who will need to provide appropriate paper work to obtain permission from the Director of Graduate Studies (DGS) and the Graduate College.

All members of the committee must be approved by the DGS and the Graduate College and at least two members, including the Chair, must be SHPRS History Graduate Faculty. ***The Supervisory Committee, Chair(s), and members must be selected by April 1<sup>st</sup> of the student's first year in the program.***

#### **A. Committee Selection Form**

Committee members must be selected by the end of each student's first year in the academic program, preferably by April 1 when the iPOS is due. Once a Chair has been selected, the student prints and completes 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 Graduate Coordinator. The student can then enter the committee on the iPOS.

### **B. External Supervisory Committee Members**

History students may select one university faculty not affiliated with ASU to serve on their Supervisory Committee. To get approval to appoint an external member, students need to submit [the Committee Approval Request – Individual Student Committee form](#) to the Graduate Coordinator, along with the external member's current CV.

### **C. Committee Member Change**

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 Graduate Coordinator. The form can be found on the SHPRS Graduate Blackboard page (MyASU>Blackboard>Organizations>SHPRS PhD Graduate> Forms). Students must obtain the signatures from the desired member(s), outgoing member(s), and Supervisory Committee Chair, then submit the original form with signatures to the Graduate Coordinator, who will obtain the signature of the Director of Graduate Studies.

## **14. Professional Development Workshops**

Workshops will periodically be offered that cover such topics as: how to write a dissertation prospectus; how to write a C.V. / job letter; and how to prepare for preliminary American Historical Association interviews. Students are expected attend these workshops during their enrollment in the PhD program whenever possible.

## **15. Teaching Assistantships**

Students who receive teaching assistantships and associateships (TAs) will be assigned as graders in courses taught by faculty or advanced graduate students. In the first semester of the teaching assistantship, students must be assigned to experienced instructors. In accordance with ABOR regulations, faculty must provide instruction in teaching and written feedback to their teaching assistants.

[The TA/RA Handbook](#), published by Graduate College, clarifies all conditions of TA appointment, benefits (tuition remission, insurance, parental leave), and University policies. The [ASU TA Resource Guide](#) provides clarity on TA roles and responsibilities, designing syllabi, instruction, and addressing concerns or problems. TAs should become familiar with both of these resources before beginning an assistantship. Any problems that cannot be resolved in concert with the assigned faculty member should be addressed to the DGS or the SHPRS Director.

Teaching Assistantships and Associateships are extended to students on an annual or semester basis and are renewed based on the availability of funding and the student's satisfactory fulfillment of related duties and progress in the academic program. Continuation of funding should not be assumed, but is confirmed by letter that must be signed and returned to the department. The Director of Graduate Studies has to offer and renew funding. Students who do not adequately fulfill their duties as TAs or make appropriate academic progress while on TA funding may be placed on probation and/or removed from funding in subsequent years.

Newly hired TAs must also attend the Teaching Assistant/Associate Development (TAD) Program offered by the university. Orientation information and professional development activities are listed on the [TAD webpage](#). International Teaching Assistants must prove English proficiency before they begin teaching by passing the [SPEAK Test](#) with a score of 55 or higher or the [Internet-Based TOEFL \(iBT\)](#) with a score of 26 or higher on the oral portion of the test. In the event that an international student required to take the SPEAK Test or iBT has not become fully certified to teach, the faculty member must meet regularly with the student to provide guidance in instructional design.

The history program offers all doctoral students the opportunity to do independent teaching before they graduate. Prior to teaching their first course, students must complete and pass HST/REL/PHL 700 Introduction to College Teaching. Students on teaching assistantships who do not wish to teach their own course will be assigned to assist faculty members or advanced graduate students who are teaching courses that qualify for teaching assistants.

## **16. Advanced Research Skill**

The History Faculty requires candidates to demonstrate proficiency in an advanced research skill. The Research Advisor/Committee Chair meets with the student to determine an appropriate skill and how proficiency will be demonstrated. A foreign language will be expected for some students, particularly those in the East Asian and European fields. More than one foreign language or more than one non-linguistic advanced research skill may be assigned.

A non-linguistic skill may include topics such as:

- Quantitative methods of analysis
- Geographic Information System mapping
- Documentary editing
- Training in archival management
- Oral history interview techniques and historic preservation
- Interdisciplinary training in fields relevant to the student's research interests, such as geography, anthropology, sociology, political science or public administration, literature, ethnic studies, women's studies, ecology, etc.

***Selection of the research skill must be completed by the end of the second semester in the program.***

Students are required to submit the History Advanced Research Skill Proposal Form (refer to the SHPRS PhD Graduate Blackboard > Forms) to document the selected skill and obtain approval. This form will serve as a record and agreement that includes:

- research skill to be demonstrated,
- how the skill relates to the student's research, and
- how the skill will be demonstrated.

If coursework is selected, courses must focus on the skill in question and one of the courses should require a project that demonstrates competency in the skill as assessed by the instructor of the course. Students must obtain written (email) permission from their Chair and DGS if they want to use coursework approved for the research skill toward their program course requirement.

Competency in the Advanced Research Skill will be indicated on the Plan of Study by the course designation HST 692. All doctoral students must enroll in at least one credit of 692 during the semester when they intend to demonstrate their competence in the research skill. The student receives a grade of

“Y” (satisfactory) in the semester the skill is demonstrated.

The student notifies the Graduate Coordinator when the skill has been demonstrated and provides an electronic copy of the final written report. The student should also submit the final Advanced Research Skill form, with all signatures, to the Graduate Coordinator. The Graduate Coordinator then obtains the DGS’s signature. Finally, the student should also follow up with their Chair in order to receive a final grade for HST 692.

*The Advanced Research Skill needs to be demonstrated before the Qualifying Exam is scheduled.*

## **17. Public History Professional Experience**

Students whose research areas include Public History must complete a professional experience as part of their Plan of Study. The Public History professional experience varies from a full-time, eight-week program to a half-time, 16-week program. Professional experiences are conducted for 180 hours. Some students conduct several professional experiences to reach the total hours, others complete all the hours through one professional experience. Generally the professional experience is conducted in the summer after the first year of study. All students begin the process in discussion with their research supervisor to determine student interests and to discuss potential organizations and settings for the experience. All organizations that take on an intern must enter into an affiliation agreement with ASU and students must also complete internal paperwork that documents the supervisor, work schedule, duties, and rate of compensation. At the conclusion of the professional experience the student submits a written report. Three credit hours are given for completion of a professional experience.

*The professional experience requirement must be completed before the Qualifying Exam is scheduled.*

## 18. Course Curriculum

Students select courses under the advisement of their Committee Chair/Research Advisor. Requirements are summarized below:

### A. Students entering with a BA must take a minimum of 84 credit hours, including:

- HST 640 Historical Theory & Methodology (3 credits)
- Core Courses:
  - HST 502 Public History Methodology (3 credits)
  - HST 641 North American History (3 credits)
  - HST 642 European History (3 credits)
  - HST 643 Global History (3 credits)
- Electives (30 credit hours):
  - HST 591 Research Seminars (6 credits)
  - HST 598 Special Topics (6 credits)
  - HST 790 Individualized Reading and Conferences (credits vary)
- HST 682 Advanced Research Skill (1 credit)
- HST/REL/PHL 700 Introduction to College Teaching *if planning to teach* (3 credits)
- Research: HST 792 (6-12 credits)
- Dissertation: HST 799 (12 credits)

*For students entering with a BA: Electives may include up to 6 credit hours in related, 500-level and above, non-HST courses with Chair & DGS approval. Students must take at least 6 credit hours of HST 591.*

### B. Students entering with an approved MA must take a minimum of 54 credit hours, including:

- HST 640 Historical Theory & Methodology (3 credits)
- Core Courses:
  - HST 502 Public History Methodology (3 credits)
  - HST 641 North American History (3 credits)
  - HST 642 European History (3 credits)
  - HST 643 Global History (3 credits)
- HST 591 Research Seminars (6 credits)
- HST 598 Special Topics (6 credits)
- HST 682 Advanced Research Skill (1 credit)
- HST/REL/PHL 700 Introduction to College Teaching *if planning to teach* (3 credits)
- HST 790 Individualized Reading and conferences (credits vary) (optional)
- Research: HST 792 (6-12 credits)
- Dissertation: HST 799 (12 credits)

*Students entering with an MA may substitute up to 6 credit hours in related, 500-level and above, non-HST courses for 598 courses with Chair & DGS approval.*

### C. 400-Level Courses

Graduate students may, with advisor and DGS approval, take up to 6 credits of 400-level courses as electives (to be included in the iPOS) in the case that appropriate graduate courses are not available. 400-level courses taken prior to admission and 400-level courses graded as “Pass/Fail” are not acceptable. 400-level courses not listed on the iPOS do not satisfy the Graduate College continuous enrollment policy; graduate level courses must be taken concurrently to satisfy this requirement.

## 19. Courses for All PhD Students

**HST 640 Historical Theory and Methodology** – Historical theory and methodology is required for all PhD students. It provides a rigorous introduction to the theoretical and methodological foundations of the historical discipline, coordinated by one professor and team-taught by several members of the history faculty.

PhD students are required to take four “core” courses:

**HST 502 Public History Methodology, HST 641 North American History, HST 642 European History, and HST 643 Global History.** The core courses are meant as surveys of the historical content in each field. They introduce students to major chronological periods, historiographical debates, and major themes or relevant methodologies.

**HST 598 Special Topic Courses** – At least one HST 598 course is offered each fall and spring semester. Topics offered change per semester. Students are required to take two HST 598 courses. Additional HST 598 courses can be taken as electives. These courses introduce students to pivotal books that influenced the historiography of relevant fields, strengthen students’ abilities to identify and evaluate historical arguments, and train students to write historiographical essays, book reviews, and other pertinent genres.

**HST 591 Research Seminar** – At least one HST 591 is offered each fall and spring semester. Students are required to take two HST 591 courses. Additional HST 591 courses can be taken as electives. These courses require students to complete original research projects, demonstrate strong research and evaluative abilities, and make original historical arguments supported by appropriate sources.

**HST 584 Public History Professional Experience** – Arranged on an individual basis with the assistance of the student’s supervisory committee chair and the Graduate Programs Coordinator. A grade of “Y” (satisfactory) is given when all requirements are completed.

**HST 692 Advanced Research Skill** – One credit hour is taken the semester the student plans to demonstrate competency in their advanced research skill. The skill and how it will be demonstrated is determined by the student’s Supervisory Committee.

**HST/REL/PHL 700 Introduction to College Teaching** – A three-unit course focused on pedagogical methods and instructional design. Students are required to complete and pass this course before they will be authorized to teach an independent course.

**HST 790 Individualized Readings and Conferences** – This is a custom-arranged course with a single professor to support student preparation in the fields of specialization. These independent study courses are arranged with individual faculty members. They allow a student to do intensive reading with the objective of acquiring a sophisticated knowledge of a topic. For 3-credits of Readings and Conference, students are expected to read the equivalent of a book each week during the semester. When these courses are linked to a lecture course (400-level), the student is expected to do additional graduate level work to justify receiving graduate credit for the lecture course.

Students wanting to take an independent study course will need to complete the “Reading and Conference 590/790 Request Form” on the SHPRS PhD Graduate Blackboard site. It must be prearranged prior to the start of the semester it is taken and have approval from the Chair of the student’s Supervisory Committee and the Director of Graduate Studies in History. To obtain approval, the student must submit a 1-2 page written proposal that states the reason for the independent study, how it relates to the student’s research

plan, the content of the course (syllabus), and how it will be evaluated to the Chair of the student's Supervisory Committee and to the DGS in History. A resource list that provides information on readings and/or other methods that may be used to support the proposed course must also be provided.

**HST 792 Dissertation Research** – 6-12 credit hours must appear on the Plan of Study. These hours must be taken after successful completion of the Qualifying Exams.

**HST 799 Dissertation Writing** – Exactly 12 credit hours must appear on the Plan of Study. These hours should be taken after the 12 hours of HST 792 are completed.

**HST 795 Continuous Enrollment** – This 1-credit course can be taken to show continuous enrollment after all coursework is completed, while the student continues research and writing of the dissertation.

## **20. GPA Requirements**

Students enrolled in the PhD History program are required to maintain a grade point average of 3.5 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 a student's GPA falls below 3.5, 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 DGS may also recommend a student for dismissal from the program if the following situations occur:

1. The student receives three C or lower grades in history courses taken after admission to the program.
2. A student's Cumulative GPA, iPOS GPA, or Overall Graduate GPA falls below 3.5 for two consecutive semesters.
3. It becomes impossible for a student to graduate with a 3.5 iPOS GPA.

## **21. Transfer Courses**

Students entering the PhD Program with a previously earned master's degree in history or a related field may request 30 credit hours be applied toward the total credit hours required for the degree, reducing the total hours to 54. Students may request the transfer of up to 12 additional credit hours of coursework beyond the 30 hours granted for a previously earned master's degree. These credit hours may not have been used in earning another degree.

Students may request that graduate credit earned at ASU or while attending 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 related to the student's research and not have been used toward a previous degree. A total of 12 hours can be used and requires the approval of the student's advisor and the DGS in History.

An original transcript showing the 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 syllabi for transfer courses and a statement from his/her advisor in support of the request to the Graduate Coordinator. The coordinator will present the request to the DGS and notify the student with the decision.

Transfer courses can only be used toward elective course hours. All program requirements (core courses, advanced research skill, qualifying exams, prospectus defense, and dissertation defense) must be completed while at residence at Arizona State University. Any exceptions must be approved by the Committee Chair and Director of Graduate Studies in History.

## **22. 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 Graduate Coordinator to determine whether auditing is an option. This grading option may not be changed after the drop/add period has ended. Audited courses are given a final grade of "X". Audited courses do not count toward full-time enrollment calculations or the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, 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 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 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 with two or more incompletes at any time 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.

### **23. 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 be 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 Chair 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:

1. Termination of funding.
2. 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:

1. Violation of academic integrity policies.
2. Unprofessional or threatening behavior in a 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.
3. A doctoral student's GPA falls below a 3.5.
4. Failure to follow proper procedure set by the office of Research Integrity and Assurance.

The student will be notified in writing (via email and post) 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).

### **24. First-Year Portfolio and Progress Review**

All first-year doctoral students must prepare a portfolio of the work they have accomplished so their progress in the program can be assessed.

#### **A. Portfolio Contents**

The portfolio must be submitted to the Graduate Coordinator by the date of spring commencement each year and consists of the following materials:

1. One exemplary paper from HST 500 or other relevant core course (HST 640).

2. One exemplary short paper from each course in which such papers are written, e.g., book reviews, analytical discussions, etc.
3. A long paper or seminar paper from each course in which such papers are written.
4. A copy of the iPOS course selection page.
5. A copy of the completed Field Approval Form signed by the DGS.
6. A copy of the completed Advanced Research Skill Proposal Form signed by the DGS.
7. A two-page single-spaced essay by the student evaluating his or her progress, accomplishments, plans, and concerns.

Copies of papers provided should be clean (without faculty comments or grades). The Graduate Coordinator will establish a file for each doctoral student that will contain the student's portfolio of work.

Faculty members will be responsible for providing a one-paragraph narrative evaluation of each student's performance in his or her class following the submission of grades each semester and may read student portfolios at any time.

### **B. Evaluation**

The Director of Graduate Studies will select a committee of three faculty members from each field to evaluate the work for students in that field. Members of the committee will select a Chair for purposes of administration and communication. The DGS in History is not eligible to serve on this committee. After reviewing each student's work, the committee will recommend to the DGS whether the student should (a) continue in the program unconditionally, (b) continue with conditions, or (c) be dismissed from the program. These results are typically submitted to the DGS within two weeks of spring commencement. DGS conveys the committee's decision to the student.

### **C. Results of the Review**

Students who are permitted to continue in the doctoral program may be retained with stipulated conditions. Examples of specific conditions that may be attached to a student's continued participation in the graduate program include:

1. A requirement that grades improve or incompletes be completed in a specified time
2. A requirement to take specific courses in addition to those required for the PhD
3. Acceptance of a new program focus or a new committee

A student may appeal the committee's decision no later than June 15 of the year in question by contacting the DGS in History, who will arrange for a meeting of the student's advisor and a representative of the review committee. The student in question will submit a statement indicating the reasons for appealing the decision. A final decision of this 3-member committee must be announced no later than July 1 of that year. That decision is final.

The portfolio will be maintained until the student passes qualifying exams, at which time it will be destroyed.

## **25. Qualifying Examination**

The History Program administers written and oral qualifying examinations that test the student's competence in their three fields and determines whether the student is ready to move on to dissertation research. The qualifying examination is scheduled in consultation with the student's committee upon completion of coursework. *Before* taking the qualifying examination, doctoral students must: complete all required coursework except for dissertation and research credits (HST 792 and 799), demonstrate proficiency in the Advanced Research Skill, and complete Professional Experience, if required. Occasionally, with approval from the committee and the DGS, a student may take comprehensive exams

during the semester in which they will finish coursework. Students entering with a BA are expected to pass qualifying exams before the end of their fourth year; students entering with an MA are expected to pass qualifying exams before the end of their third year. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

During the semester students take qualifying exams, they are required to register for one of the following:

1. at least one semester hour of credit that appears on the iPOS
2. at least one semester hour of appropriate graduate-level credit (HST 792, HST 799, or HST 795)
3. at least one hour of a graduate-level course

### **A. Written Examination**

The three exam committee members (who are typically, but not always, members of the student's supervisory committee) will write the examination questions, decide the number of questions that students will be required to answer, and decide upon their methods of deliberation. Students must answer at least one question related to each of their chosen research fields. All committees must include some element of choice in the exam questions (for example, requiring students to answer four out of six questions). Citation requirements will be provided to students prior to the exam. The exam is administered through the History Qualifying Exam Blackboard, which is prepared by the Graduate Coordinator. Questions are released to the student at a specified time and students are given seven days to complete the exam. Students submit their responses through SafeAssignment on the Blackboard site. Any questions about exam expectations or procedures can be directed to Supervisory Committee Chairs or the Director of Graduate Studies in History.

### **B. Oral Examination**

After the student has completed the written exam and the Supervisory Committee has reviewed it, the student will undergo a culminating oral examination. This usually takes place between seven to ten days after the written portion. The oral examination tests a student's ability to engage in discussion of issues relevant to his or her fields of competence. The focus will be on the student's answers to the written examination questions as well as the student's proposed dissertation topic. In cases where some or all of the written examinations are below the Pass level, a strong oral examination is necessary in order for the student to pass the comprehensive examination. The student's Chair is charged with convening and administering the oral exam.

To schedule the oral examination, students should coordinate a date and time with their committee, then request a room reservation in advance from the SHPRS front desk staff on Coor Fourth Floor by calling (480) 965-5778 or emailing [SHPRSEFrontDesk@asu.edu](mailto:SHPRSEFrontDesk@asu.edu).

### **C. Exam Results**

The Graduate Coordinator provides a "History Comprehensive Exam Results Form" to the Chair of each examining committee prior to the start of the exam. Committee members discuss student responses and record their individual decision of the outcome on each exam on the results form. The committee Chair submits the completed form to the DGS in History and the DGS emails each student with the results. The coordinator submits the outcome to the Graduate College.

The committee may recommend the following grades: Pass with distinction (in cases of extraordinary performance), Pass, or Fail.

When an examining committee agrees that a student did not successfully complete the exam, the Chair of the committee must gather comments from the other members and write a summarized explanation of why the student failed and a recommendation whether the student should be permitted to re-take the exam

if the student petitions to do so. This report is given to the DGS in History to discuss with the student.

Students who fail the exam may petition the Graduate College for a re-examination. This is done by completing the [Petition to the Graduate College Office form](#). Students will need to obtain signatures for this form in the following order: each member of the examining committee, the Director of Graduate Studies, and the Faculty Head.

In most cases, re-examination is possible. If, however, the examining committee has determined that the student's exam responses are seriously inadequate (e.g. badly flawed or limited analysis, addressing only a few books on the reading list, considerably shorter than the required length), they may recommend to the DGS that the student not be permitted to retake the exam. The academic unit may also decide not to support the student's petition if there is evidence of serious misconduct, including plagiarism.

Retakes may not be taken earlier than three months after the initial exam, nor later than six months after the initial exam. The student coordinates a new exam date with his/her advisor and the examining committee and informs the DGS and Program Coordinator. Once the retake exam is scheduled, no postponements are allowed, except under exceptional circumstances that must be documented and approved by the DGS with the agreement of the examining committee. Failed exams can only be re-taken once. A student may not continue in the program without passing the Qualifying Exam.

## **26. ABD Status**

When the student has completed all course work, demonstrated proficiency in the advanced research skill, completed Secondary Field requirements and passed the qualifying exam, the student is in ABD (All But Dissertation) Status and is ready to begin steps toward PhD Candidacy. At this point, students enroll in HST 792.

## **27. Master's in Passing (MIP)**

The Master's in Passing (MIP) is a non-thesis master's degree awarded to PhD students who have passed the prospectus defense and who wish to earn a master's degree on the way to completion of the PhD. It is not a mandatory component of the PhD program, but is available to students who wish to apply for it and who were admitted to the program without an MA in history. Students who were admitted to the PhD program without a master's degree in history and have not used 30 hours from a previously earned master's degree on their PhD Plan of Study are eligible to apply for the MIP. Students who wish to earn the MIP must undergo a culminating experience. The culminating experience for this degree, in lieu of a thesis, is a research portfolio that includes:

1. One exemplary paper from HST 500 or equivalent core course (such as HST 640),
2. A research paper from HST 591,
3. One exemplary short paper from each course in which such papers are written,
4. A two-page essay by the student evaluating his or her progress, interest plans, and concerns, and
5. Faculty assessments of the student's performance in each class.

***Requirements for the MIP portfolio may be met using the student's first year portfolio with the addition of current faculty assessments and self-evaluation.***

Students who wish to pursue the MIP must have the approval from their Chair and the DGS and an approved PhD iPOS on file. The student should meet with the SHPRS Graduate Coordinator who submits a request for the MIP to the Graduate College. An additional iPOS is created that lists the requirements

for an MA degree in history. Students should include the following coursework:

1. 3 credit hours of HST 502 Public History Methodology
2. 3 credit hours of HST 591 Seminar
3. 9 credit hours of HST 598 or 500 level HST coursework
4. 15 credit hours of 500 level courses which support the student's research (6 credit hours can be non-HST coursework in a closely related field).

To receive the degree, students must also complete an application to graduate. Students will typically enter into and graduate from this "program" and continue with the PhD program without interruption. On occasion, some students choose to earn the MIP and leave the PhD program. This decision should be discussed with the DGS and faculty advisor. Students who do not plan to continue in the PhD program but want to complete a master's thesis should meet with the Graduate Programs Coordinator to discuss the possibility and procedure of changing to the master's thesis or thesis-equivalent degree.

## **28. PhD Candidacy**

Graduate students enrolled in a PhD Program do not officially become PhD Candidates until they have successfully completed all coursework, demonstrated proficiency in an advanced research skill, passed the qualifying examination, and successfully defended a dissertation prospectus.

## **29. Dissertation Prospectus**

### **A. Written Prospectus**

Upon satisfactory completion of the written qualifying examination, the candidate will immediately begin to prepare for the submission of the dissertation prospectus which the candidate should defend no later than the close of the spring semester following the oral exam. The student will prepare a prospectus of approximately 10-15 double-spaced pages (*plus* a single-spaced bibliography appended at the end) that includes the following:

1. A clear statement of the topic and the proposed dissertation, including all the major questions to be explored.
2. A discussion of the historiographical and theoretical context of the study and the contribution that it will make to the scholarly literature on the topic. Students should address in particular the originality of their study and its significance.
3. An explanation of the research methods to be used and the types of primary source documents to be consulted. The student should comment on the ways in which the sources and methods will shape the analysis and justify the choice of sources and methods.
4. A tentative chapter outline, with brief summaries (one paragraph) of each chapter's contents.
5. A tentative schedule for research, writing, and completing the project. This section should include an accounting of the preliminary research that the student has already completed on the topic and what research remains to be accomplished.
6. A preliminary bibliography, listing the principal secondary sources and the major archival or other primary sources to be used.

### **B. Dissertation Prospectus Defense**

The student's Supervisory Committee will administer the prospectus defense and mentor the student on the work of the dissertation. The discussion at the defense will include a thorough review and critique of the prospectus to ensure that the student is well prepared for independent research and that the dissertation will meet rigorous scholarly standards. Following the prospectus defense, the candidate will be excused

for the committee to deliberate. The committee may recommend the student for admission to doctoral candidacy or ask that further work be done on the prospectus. The student will be asked to make revisions and obtain approval from all committee members before any further work towards the dissertation can begin. It is the responsibility of the committee Chair to ensure the revisions are completed. The committee may request another written prospectus and/or oral defense.

The committee Chair will report the results and any conditions on the Prospectus Results Form and submit it to the DGS in History. The DGS reports the results to the Graduate Coordinator, who enters the results on the Graduate College student record. If the dissertation prospectus is approved and the student has met all other Graduate College requirements, the Dean of the Graduate College approves the student for advancement to candidacy. A letter is sent to the student from Graduate College to confirm the candidacy status and informs the student of remaining Graduate College requirements for graduation. Once a student is admitted to candidacy, he/she may enroll in HST 799 (dissertation).

### **30. Dissertation**

The dissertation must be an original contribution to knowledge and demonstrate the candidate's proficiency in independent research and historical exposition. With the supervision of the Chair, the candidate identifies primary and secondary research sources to begin dissertation work as prescribed in the dissertation prospectus. The dissertation proposes a question in the field and the student marshals his or her argument with the support of primary and secondary sources to produce a well-written dissertation that contributes to scholarship in the field.

#### **A. Dissertation Format and Committee Review**

The style of the document is determined by the Committee Chair and is usually based on style manuals, such as *A Manual for Writers* by Kate L. Turabian or *The Chicago Manual of Style*. The format of the document must follow the specifications presented in the Graduate College office Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. A good resource for formatting information is the [Graduate College office website](#). Students should also use the Graduate College office formatting tool to check their document. The formatting tool only checks for formatting issues. Students should review the topic of Academic Integrity presented in this handbook and can submit the document to Safe Assign through the SHPRS Graduate Blackboard.

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

#### **B. Oral Defense of the Dissertation**

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

#### **C. Scheduling a Dissertation Defense and Format Review**

When revisions have been made and all members of the committee agree that the document is ready, for a defense, the student arranges a date and time for the defense with all committee members. The Chair of the Supervisory committee should consult with all members of the committee to determine if the

dissertation is ready to defend. If all committee members agree that the defense can be held, the Chair will inform the student, who then takes charge of scheduling the defense. The student should consult all committee members, including the Chair, to determine the date and time of the defense. The student requests a conference room by completing the [Room Request](#) form.

Scheduling the defense with the Graduate College office is done through MyASU (MyASU > My Programs and Degree Progress > Defense). The “Defense” tab provides an electronic form to schedule the final defense and must be submitted **no later than 10 business days prior to the planned defense date**. In addition to submitting this form, the final draft of the dissertation document needs to be emailed to the Graduate College office for format review – **no later than 10 calendar days prior to the planned defense**. Once this form is submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the dissertation). A complete and defendable copy of the dissertation document must also be submitted to the Graduate College office (via email) for format review. Before submitting the document, students are encouraged to use the Graduate College Office [format tool](#).

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

#### **D. Dissertation Defense Reminder**

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

#### **E. Dissertation Defense Results**

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

Each member of the committee signs the form to indicate their decision. If revisions are needed, the Chair must sign the form a second time once revisions have been completed. A copy of the completed form is given to the SHPRS Graduate Coordinator for the student’s file and the original copy is submitted to the Graduate College. Once the Pass/Fail form is submitted, the student will see “Defense Status: Pass” in the defense section. Right below the “Defense Status” the student will see “Format Review Status”. The “Review Status” will change to “Ready for ETD/ProQuest”. The document can then be submitted by following the instructions found [here](#). The student will be sent an email from the Graduate College office when the final submission to ProQuest has been done. An electronic copy of the dissertation is sent to the Hayden Library.

### **31. Steps Toward 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 PhD 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.

Once the dissertation has been completed, all “Z” or “NR” grades earned for 792 and 799 courses must be changed to “Y” to show successful completion of the dissertation. Students must request these grade changes from instructors via email and may contact the Graduate Coordinator if they need assistance. In order for a graduation application to be processed, students may not have any “NR” grades or any “Z” grades in courses other than REL 795 on their transcripts at the time of degree conferral.

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.

Appendix 1

**History PhD Timeline Summary**

	<b>Entering program with BA</b>	<b>Entering program with MA</b>
<b>Beginning of first semester</b>	<ul style="list-style-type: none"> <li>• Begin coursework</li> <li>• Select Supervisory Committee Chair and fields of study</li> </ul>	
<b>End of second semester</b>	<ul style="list-style-type: none"> <li>• Select Supervisory Committee members</li> <li>• Submit Plan of Study (iPOS) by April 1</li> <li>• Submit first year portfolio by spring commencement date</li> </ul>	
<b>Second year</b>	<ul style="list-style-type: none"> <li>• Continue coursework</li> </ul>	<ul style="list-style-type: none"> <li>• Complete coursework</li> <li>• Complete professional experience (Public History)</li> <li>• Complete Secondary Field course requirement</li> <li>• Demonstrate proficiency in Advanced Research Skill</li> </ul>
<b>Third year</b>	<ul style="list-style-type: none"> <li>• Complete coursework</li> <li>• Complete professional experience (Public History)</li> <li>• Complete Secondary Field course requirement</li> <li>• Demonstrate proficiency in Advanced Research Skill</li> </ul>	<ul style="list-style-type: none"> <li>• Pass comprehensive exams beginning of fall semester</li> <li>• Enroll in HST 792</li> <li>• Pass Dissertation Prospectus Defense by spring semester</li> <li>• Attain PhD Candidate Status</li> </ul>
<b>Fourth year</b>	<ul style="list-style-type: none"> <li>• Pass comprehensive exams beginning of fall semester</li> <li>• Enroll in HST 792</li> <li>• Pass Dissertation Prospectus Defense in spring semester</li> </ul>	<ul style="list-style-type: none"> <li>• Write dissertation document and prepare to defend</li> <li>• Enroll in HST 799</li> </ul>
<b>Fifth year onward</b>	<ul style="list-style-type: none"> <li>• Attain PhD Candidate Status</li> <li>• Write dissertation document and prepare to defend</li> <li>• Enroll in HST 799</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to write dissertation document and prepare to defend</li> <li>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</li> <li>• Pass final defense of dissertation</li> <li>• Electronically submit dissertation to ProQuest</li> </ul>
<b>Final year (ten years maximum)</b>	<ul style="list-style-type: none"> <li>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</li> <li>• Pass final defense of dissertation</li> <li>• Electronically submit dissertation to ProQuest</li> </ul>	