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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/.

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<thead>
<tr>
<th>Resource</th>
<th>Email/URL</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Director of Online Programs, Penelope Moon</td>
<td><a href="mailto:penmoon@asu.edu">penmoon@asu.edu</a></td>
<td>(480) 965-3645</td>
</tr>
<tr>
<td>North American Advisor, Peter Van Cleave</td>
<td><a href="mailto:peter.vancleave@asu.edu">peter.vancleave@asu.edu</a></td>
<td>(480) 727-9648</td>
</tr>
<tr>
<td>Global History Advisor, Matthew Casey</td>
<td><a href="mailto:Matthew.Casey@asu.edu">Matthew.Casey@asu.edu</a></td>
<td></td>
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<tr>
<td>Academic Success Specialist, Roxanne Shand</td>
<td><a href="mailto:roxanne.shand@asu.edu">roxanne.shand@asu.edu</a></td>
<td>(480) 965-5387</td>
</tr>
<tr>
<td>SHPRS Interim Director, Tracy Fessenden</td>
<td><a href="mailto:tracy.fessenden@asu.edu">tracy.fessenden@asu.edu</a></td>
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<tr>
<td>SHPRS Associate Director of Graduate Studies, Leah Sarat</td>
<td><a href="mailto:leah.sarat@asu.edu">leah.sarat@asu.edu</a></td>
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<tr>
<td>Director of Graduate Studies in History, Aaron Moore</td>
<td><a href="mailto:asmoore3@asu.edu">asmoore3@asu.edu</a></td>
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<tr>
<td>Graduate College</td>
<td><a href="http://graduate.asu.edu">http://graduate.asu.edu</a></td>
<td>(480) 965-6113</td>
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<tr>
<td>University Registrar</td>
<td><a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a></td>
<td>(480) 965-3124</td>
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Enrolled students can find information on the SHPRS Graduate Programs Website: https://sites.google.com/asu.edu/shprsgrad
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<td>Student Health &amp; Counseling Services</td>
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<td>Crisis Hotline: (480) 921-1006</td>
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<td>International Students &amp; Scholars Center</td>
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<td>Disability Resource Center</td>
<td><a href="https://eoss.asu.edu/drc/">https://eoss.asu.edu/drc/</a></td>
<td>(480) 965.1234 TDD: (480) 965-9000</td>
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<tr>
<td>Pat Tillman Veterans Center: Active Duty Military, Reserve &amp; Veterans’ Support Services</td>
<td><a href="https://veterans.asu.edu/militaryonline@asu.edu">https://veterans.asu.edu/militaryonline@asu.edu</a></td>
<td>(480) 884-1906</td>
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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 Programs.

3. SHPRS Organization
The School of Historical, Philosophical and Religious Studies (SHPRS) is housed in the College of Liberal Arts and Sciences (CLAS) and comprises the discipline faculties of History, Philosophy, and Religious 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 discipline to advise administration 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, monitor and ensure program integrity, determine program requirements, and resolve various student issues.
The Director of Online Programs is responsible for the development and delivery of the Online History MA, and supervises the advising of students in the program. The Director of Online Programs works closely with the 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 ensures the accuracy and accessibility of program forms and monitors student progress through the program. The Academic Success Specialist serves as a liaison between the Director of Online Programs, the Director of History Graduate Studies, and the student.

The Academic Advisors conduct initial advising sessions with students newly admitted to the program and advise students about their programs of study and potential course selections. They may also troubleshoot issues related to course access and act as liaisons between students and instructors.

4. Program Description and Overview
The focus of the Master of Arts degree in History 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.

The History MA program (online) 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 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 program. The count begins from the first semester of admission to the student’s academic program.

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 students
engage in peer-to-peer mentoring, grow intellectually, and develop personal connections with other students and faculty. Students are encouraged to request to join by visiting https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/.

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 or results, falsifying academic records, tampering, and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one’s own work. It is extremely important that students become familiar with what academic integrity entails so they do not inadvertently violate University policy. The Graduate College recommends several websites to help students with academic integrity:

- ASU Academic Integrity Policy (Office of the Provost)
- ASU Student Academic Integrity Resources
- 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 on MyASU before beginning their first semester in the program.

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. (Note: most oral history interviews no longer require IRB review.) Students should plan to contact the IRB in the planning stages of their research to get approval, if necessary, prior to initiating research. More information can be found on their website: Institutional Review Board.

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.

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 Programs before submission to the Graduate College for final approval. This request must be filed prior to the beginning of the term in which the student will take a leave of absence. The Request to Maintain Continuous Enrollment form can be found on the Graduate College website.
Students who fail to maintain continuous enrollment without obtaining an official leave approval from the Graduate College will be removed from the graduate program by the Graduate College. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

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

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

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

D. Enrollment Verification Requests
Students who have completed coursework and are enrolled in HST 595: Continuing Registration, but who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an Enrollment Verification Request to the Academic 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. Course Requirements
All courses required by a graduate program must be at least 500-level. MA students are allowed to count up to 6 hours of 400-level coursework toward the degree. Enrollment in a 400-level course requires an override and that override requires advisor consent. Send Roxanne Shand an email detailing the course number, name, and session and she’ll start the override process.

A. North American History (30 credit hours)
- HST 640: Historical Methods
- HST 641: North American Core
- 1 additional core course:
  - HST 642: European Core,
  - HST 643: Global/Comparative Core,
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – at least one in the North American field
- Electives (12 credit hours)
  - Up to 6 credit hours from related fields may be included in plan of study with school and advisor approval
- HST 597: Capstone (strongly encouraged) or HST 593: Applied Project (requires special approval; see p. 12)

B. Global History (30 credit hours)
- HST 640: Historical Methods
- HST 643: Global/Comparative History Core
- 1 additional core course:
  - HST 641: North American Core,
  - HST 642: European Core,
  - or HST 502: Public History Methodology
- HST 591: Research Seminar (2 classes) – at least one in the global history field
- Electives (12 credit hours)
  - Up to 6 credit hours from related fields may be included in plan of study with school and advisor approval
- HST 597: Capstone (strongly encouraged) or HST 593: Applied Project (requires special approval; see p. 12)

Once a student reaches 27 hours in the program, they must obtain an override from the Academic Success Specialist to take any additional course that isn’t HST 597 Capstone.
11. 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.

HST 502, 641-643 Core Courses Students must take two core courses to graduate. The core courses are: HST 641: North America Core, HST 642: Europe Core, HST 643: Global/Comparative Core, and HST 502: 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.

12. 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.

Students are allowed to take up to 6 credit hours of Professional Experience. Interested students should contact their advisor for more information.
13. 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 must 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, must request to do so by contacting the Academic Success Specialist.

i. Capstone Components

Once a student completes all other course requirements, the student enrolls 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.

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 defendable 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.
14. 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 2018-2019 school year are:
- Chair: Aaron Moore
- Member: Penelope Moon

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, 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
Resource Site. 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.

15. 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.

Once a student reaches 27 hours in the program, they must obtain an override from the Academic Success Specialist to take any additional course that isn’t HST 597 Capstone.

16. 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.
17. 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 may not have been used toward a previous degree. Up to 12 credit hours, 6 of which can be from related fields, 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.

18. Grades

A. Overview

Graduate students are expected to maintain high grades in all courses in order to show mastery of course material and skills. ASU’s grading scale can be found on the Grades and Grading Policies webpage. Translations of numerical grades (1-100) into letter grades (“A” through “E”) can be acquired from instructors. In rare cases, graduate courses are offered on a Pass/Fail basis, in which case a student will earn either a “Y” to indicate passage or an “E” to indicate failure. 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.

19. 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:

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

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).

20. Graduation Procedures
It is important for students to closely follow graduation deadlines and procedures set by the Graduate College. Links to the graduation process are also on the MyASU website under the “My Programs and Degree Progress” section. The iPOS should be reviewed with the SHPRS MA 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

History MA General Timeline

<table>
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<th>1-15 credit hours</th>
<th>• Select area of study</th>
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| By 15 credit hours | • Determine culminating experience  
|                    | • Establish a supervisory committee  
|                    | • Create an Interactive Plan of Study (iPOS) |
| 15-30 credit hours | • Complete required coursework  
|                    | • Submit applied project proposal to supervisory committee for approval if pursuing the applied project |
| Final semester     | • Register for HST 597  
|                    | • Complete culminating experience  
|                    | • Apply for graduation  
|                    | • Finalize iPOS |