Arizona State University
History, Philosophy, and Religious Studies
Master’s Programs
Student Handbook

(Tempe-based programs only)

2018-2019
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1. Introduction
The objective of this handbook is to provide information on degree requirements for students enrolled in the SHPRS MA programs to ensure consistency in program objectives, maintain the quality of degrees to be awarded, and enable students to progress through their programs in a timely manner. It also provides important links to students concerning various policies and procedures set by Arizona State University, the Graduate College and the School of Historical, Philosophical and Religious Studies (SHPRS) concerning academic standards expected from all students. This handbook and all program policies are reviewed annually and are subject to change.

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

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

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<th>Resource</th>
<th>Email/URL</th>
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<td><a href="https://sites.google.com/asu.edu/shprsgrad">https://sites.google.com/asu.edu/shprsgrad</a></td>
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<td>Graduate College</td>
<td><a href="http://graduate.asu.edu/">http://graduate.asu.edu/</a></td>
<td>Interdisciplinary Bldg, B Wing, Room 170</td>
<td>(480) 965-6113</td>
</tr>
<tr>
<td>Interim SHPRS Director, Tracy Fessenden</td>
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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 disciplines 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 (ExComm) made up of the associate directors of undergraduate studies, graduate studies, and research and heads of faculty for each discipline to advise the SHPRS director on the needs and resources of their academic groups.

The school director, in collaboration with the associate director of graduate studies (ADGS), assigns a faculty member from each academic discipline to serve as director of graduate studies (DGS) in their discipline. The role of the DGS is to work with the discipline’s faculty to develop new programs, assign graduate teaching assistantships, monitor and ensure program integrity, determine program requirements, and resolve various student issues.

The history, religious studies, and philosophy disciplines also convene graduate committees, made up of graduate faculty members, who work with the DGS to review applications in admitting new graduate students, improve the graduate programs, oversee student evaluation and mentoring, resolve student concerns, and make policy decisions.

Within each faculty, there are tenured and tenure track faculty who are eligible to serve on supervisory committees for graduate students. Lists of these faculty members can be found on the websites of each
academic program.

The disciplines of SHPRS share a staff who support hiring and HR, budgeting and payroll, course scheduling, maintaining the academic catalog and program integrity, advising for undergraduate and graduate students, communications, and event planning. SHPRS employs dedicated program coordinators and academic success specialists who support graduate students in navigating the landscape of Arizona State University from matriculation to completion of each student’s academic program.

3. Graduate Faculties
Graduate faculties consist of faculties internal to each SHPRS discipline and faculty from other ASU academic programs approved by the SHPRS Internal Unit Graduate Faculty to serve as supervisory committee members. A complete list of the graduate faculties who are internal to each discipline can be found on the SHPRS Grad Programs webpages. SHPRS graduate faculty, including their endorsements for supervisory committee roles (chair/member) can be found in the ASU Graduate Faculty Search listing.

4. 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

History 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.

5. 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.
When a thesis document is submitted to Graduate College for format review, the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to include the data collected for that particular research.

Further information can be found on the Institutional Review Board website.

6. 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. ASU has strict policies against discrimination based on race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status. Providing a safe environment, free from harassment (sexual, religious, racial, etc.), is a priority concern for ASU and should be reported immediately when it occurs or is witnessed.

There are different types and levels of discrimination and harassment. Students should become aware of them so they are careful not to cause an offense and to recognize when they have become a victim. Descriptions can be found in the Academic Affairs Manual. Students who witness offensive behavior or experience inappropriate and unwelcome responses should contact the Office of Equity and Inclusion (Phone: 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.

7. 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/REL/PHI 595 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
SHPRS 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.

D. Enrollment Verification Requests
Students who have completed coursework and are enrolled in HST/REL/PHI 595: Continuing Registration and who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an Enrollment Verification Request to the Registrar. This form will not allow loans to be disbursed; it is only for deferral of payment.

E. Withdrawal Requests and Leaves of Absence
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. 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 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.
8. Interactive Plan of Study (iPOS)

All ASU graduate students are required to file an online Plan of Study with Graduate College. The online plan is referred to as the iPOS (Interactive Plan of Study) and is accessed through the student’s MyASU, under “My Programs and Degree”. The iPOS serves as an agreement between the student, academic unit, and the Graduate College to identify the selected supervisory committee, verify the selection and passage of the culminating experience, and plan what coursework will be completed to earn the degree.

**Students must submit the iPOS by April 1st of their first year.** The iPOS must be approved by the student’s chair, the DGS, and Graduate College. The graduate coordinator cannot approve an iPOS without receiving chair and DGS approval first.

Since students are required to identify courses for future semesters on the iPOS, they should enter courses that best match program requirements and their area of interest. Course changes are expected as students progress in their program. Students should request a course change prior to taking any coursework that is not listed on the original iPOS by emailing their faculty advisor and the graduate coordinator and then making appropriate changes on their iPOS. The coordinator will obtain DGS approval and enter it into the online system to indicate that a change has been formalized.

**Note to history students:** Once a student reaches 27 hours in the program, they must obtain an override for any additional course that isn’t a culminating course (e.g. HST 597 Capstone).

9. 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 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 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 graduate coordinator at the end of the term in which the “I” is entered.

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 “I” must be completed, and the grade must be changed, within one academic year. The instructor is responsible for entering the student’s final grade. If the “I” grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

No student may accumulate more than two incompletes at any one time. Should this situation occur, the director of graduate studies will recommend the student be barred from taking a full load of course work until one or more of the incompletes are removed, which can affect the student’s ability to apply for SHPRS and ASU funding. Students who accrue 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.

10. Transfer Credits
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 to an ASU graduate 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 require the approval of the student’s chair and the DGS.

An original transcript showing a final grade for the transfer course(s) needs to be on file with the Office of Graduate Admission. The student submits a written request with a copy of the syllabus and a statement or support from his or her chair in support of the request to the graduate coordinator. The coordinator will present the request to the DGS and notify the student of the decision.

11. 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.

12. Satisfactory Academic Progress
Graduate students are expected to make steady progress towards completion of their degrees. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the 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 employment in the department and may lose any funding or opportunity for future funding given by ASU.

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed will result in one or more of the following options:

- Termination of funding, if any.
- Recommendation from the SHPRS Director to the Graduate College to dismiss the student from the degree program.

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

- Failure to follow proper procedure set by the office of Research Integrity and Assurance.
- Violation of the University’s academic integrity policies.
- Unprofessional or threatening behavior in a classroom, internship, 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.
- Student’s GPA falls below program requirements.

The student will be notified in writing that they are recommended for dismissal and will be given ten business days to appeal the dismissal decision or complete a voluntary withdrawal. Voluntary withdrawal from the program will avoid the notation of a dismissal on the student’s record. To appeal a dismissal recommendation, the student should follow guidelines set out in the dismissal letter and contact the SHPRS Director 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).

**13. Graduation**

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 graduate coordinator to be sure courses and exams have been recorded appropriately.

Once the graduation semester has been determined and the iPOS has been reviewed, the first step is to apply for graduation. Clicking the “Graduation” tab will link students to an online graduation application and information on how to apply for the graduation ceremony.

The student should check the progress of an application to graduate periodically and refer any questions to the graduate coordinator or Graduate College as appropriate.
H1. History Master’s Program Overview
The focus of the History MA program is to encourage the development of advanced research skills, critical analysis of the literature, and writing skills needed for a professional career. The program offers advanced study toward the discipline’s first professional degree and provides students the fundamental training needed for careers in secondary school teaching, historical research, and public history. It also prepares students for entering a PhD program or for a professional degree in another discipline.

Students have three options in regards to primary fields of study: a geographic focus, public history, or global history. Students select a primary area of study in a geographic area – North America, Europe, or East/Southeast Asia. Alternatively, public history requires an internship and course work approved by the public history advisor. Public history students are also expected to pick a general geographic area of study for their research.

The degree can be completed in one of three ways: the traditional MA with a thesis, a capstone portfolio, or an applied project. A final written product and oral defense of the culminating document is required for all options.

The curriculum for the history MA program consists of:
- coursework
- internship (required for public history only);
- a thesis prospectus or applied project proposal (not required for capstone portfolio);
- completion of a thesis, capstone portfolio, or applied project.

Students enrolled full-time in the history MA program should be able to complete program requirements and receive their degree within two years. The Graduate College requires continuous enrollment every fall and spring semester for the duration of the program and has set a limit of six years from admission to earn the degree. Extensions are not permitted; students who do not meet this requirement will be automatically withdrawn. Readmission is not guaranteed.

H2. 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

H3. 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. Students first select a committee chair, who can guide the student in adding other members to the committee. These committees vary depending on the culminating experience a student chooses for the master’s degree (thesis, applied project, or capstone portfolio). All committee selections
and changes must be approved by committee members and the DGS.

**A. Committee Selection Form**

Committee members must be selected by April 1 of the student’s first year in the program, when the iPOS is due. The student prints and completes the Committee Selection Form, obtains the signature of the chair and all members, and submits the form to the graduate coordinator, who will obtain a signature from the DGS. The student must also enter the supervisory committee members on their iPOS.

**B. Committee Member Changes**

The Committee members listed on the iPOS serve as the supervisory committee. Any changes to a student’s committee must 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. Students must obtain the signatures from the new member, previous member and committee chair, then submit the original form with signatures to the graduate coordinator. The graduate coordinator will obtain the signatures from the History DGS.

**C. Thesis Supervisory Committee**

The Graduate College requires graduate students to establish a supervisory committee to direct their graduate study. A supervisory committee recommends and approves the student's program of study, advises a student regarding the thesis, and administers the final oral defense of the thesis.

This committee must be comprised of at least three members: a tenured or tenure track SHPRS history graduate faculty member in an area of research closely related to the student’s area of research to serve as the committee chair, and two additional members with expertise related to the student’s research. A list of history graduate faculty and their specialties can be found on the SHPRS website. The student’s chair and at least one other member or co-chair must be endorsed by the Graduate College to chair and be a member of the SHPRS history graduate faculty.

Students who wish to add committee members who are not members of the SHPRS history graduate faculty must work with the graduate coordinator to receive approval from the history DGS and the Graduate College.

Students also have the option of having 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, endorsed to chair or co-chair. The other co-chair must be endorsed to chair or co-chair in the history graduate faculty.

All members of the committee must be approved by the DGS and the Graduate College. At least two members must be SHPRS history graduate faculty.

**D. Applied Project Supervisory Committee**

Students who select the Applied Project option for their culminating experience must have a supervisory committee to recommend and approve the student’s plan of study, advise a student regarding the Applied Project, and administer the final oral defense of the Applied Project.
The committee is comprised of at least two members: a tenured or tenure track SHPRS history graduate faculty member endorsed to chair in an area of research closely related to the student’s area of research to serve as the committee chair (primary advisor), and at least one additional member with expertise in the student’s area of research.

A list of history graduate faculty members can be found here. This list specifies faculty endorsements to chair, co-chair, and serve as members on graduate committees. Students who wish to add faculty/academic professionals who are not members of the SHPRS history graduate faculty must work with the graduate coordinator to receive approval from the DGS and Graduate College.

All members of the committee must be approved by the director of graduate studies in history and the Graduate College. At least two members must be SHPRS history graduate faculty.

E. Capstone Portfolio Supervisory Committee
Students who pursue the capstone portfolio as their culminating experience will automatically be assigned a supervisory committee consisting of the members of the MA Program Committee. The chair of the MA Program Committee will serve as the chair of the student’s supervisory committee. Students who select the capstone portfolio must enter the committee chair and members into the iPOS, but do not need to submit paperwork to establish this committee.

Members for the 2018-2019 year are:

- Chair: Aaron Moore
- Member: Penelope Moon
H4. Course Requirements
The History MA program offers a flexible selection of graduate courses in the various fields. Students select courses under the advisement of their committee chair. All core 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 the graduate coordinator an email detailing the course number, name, and session to start the override process.

A. Geographic Primary Field Study Requirements
30 credit hours required
- Core courses (Choose 2: 1 related to geographic area of study and 1 additional):
  - HST 641: North American History
  - HST 642: European History
  - HST 643: Global/Comparative History
  - HST 502: Public History Methodology
- HST 640: Historical Methods
- HST 591 Research Seminars related to field of study (3 credits required for thesis; 6 for capstone & applied project)
- HST electives (up to 6 credits in related disciplines may be taken with chair and DGS approval)
- Culminating experience:
  - HST 599 Thesis (6 credits),
  - HST 597: Capstone Portfolio (3 credits), or
  - HST 593: Applied Project (3 credits)

B. Public History Study Requirements
30 credit hours required
- HST 502: Public History Methodology
- HST 640: Historical Methods
- 1 additional core course selected from the following:
  - HST 641: North American History
  - HST 642: European History
  - HST 643: Global/Comparative History
- HST 591 Research Seminars (3 credits required for thesis; 6 for capstone & applied project)
- HST electives (courses in related disciplines may be taken with chair and DGS approval)
- HST 580: Practicum: Professional Experience
- Culminating experience:
  - HST 599 Thesis (6 credits),
  - HST 597: Capstone (3 credits), or
  - HST 593: Applied Project (3 credits)
C. Global History Study Requirements

30 credit hours required

- HST 640: Historical Methods (3 credits)
- HST 643: Global/Comparative History (3 credits)
- 1 additional core course (3 credits)
  - HST 642: European History
  - HST 641: North American History or
  - HST 502: Public History Methodology
- HST 591 Research Seminars (6 credits required; at least 1 course must be global or comparative history)
- HST electives (12 credits required; up to 6 credits in related disciplines may be taken with chair and DGS approval)
- Culminating experience:
  - HST 599 Thesis (6 credits),
  - HST 597: Capstone (3 credits), or
  - HST 593: Applied Project (3 credits)

H5. Course Descriptions for Key Courses

A. Courses for all History MA Students

HST 580: Practicum – Practicum courses are special courses that focus on a particular skill, especially, but not exclusively, relevant to public history. Often taught by distinguished visiting historians or working professionals.

HST 590: Reading & Conference (Independent Study)
This is an individually arranged course with a single instructor to support student preparation in the fields of specialization. It allows a student to do intensive reading with the objective of acquiring a sophisticated knowledge of a topic. For three credits of reading 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 who wish to take an independent study course will need to complete and submit the Reading and Conference 590/790 Request form to the graduate coordinator before the start of the semester. The form must be signed by the chair and DGS before submission to the coordinator. The form must be accompanied by:

- A 1-2 page written proposal including the reason for the independent study, how it relates to the student’s research plan, a calendar/timeline of the course, and a plan for evaluation/assessment.
- A resource list for the course including readings or other research materials.

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. Research seminar topics vary by semester.

HST 593: Applied Project – Course credit used to develop the culminating project.
HST 597: Capstone – Course credit used to develop the culminating project.

HST 599: Thesis – Course credit used to develop a culminating thesis.

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 640: Historical Methods – This course explores the history and methodology of the discipline of history, including how interpretative frameworks have changed over time and how historians have understood the function of their discipline. As such, the course functions as an ideal gateway course into the program. (Formerly HST 515 Studies in Historiography)

HST 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.

B. Courses for Public Historians

HST 502: Public History Methodology – Introduces historical methodological concepts, stresses a problem-solving approach, and underscores the utility of the historical process as a means of examining, studying, and analyzing a wide range of issues and problems.

HST 580: Practicum: Professional Experience – This course is a structured practical experience arranged by the student in consultation with the public history advisor. Students earn a grade of “Y” (satisfactory) upon successful completion of the professional experience requirement.

HST 591: Public History Seminar – Provides an organized class setting for the research and writing of a report on a topic relevant to Public History and likely to be the foundation for the thesis. Students with a Public History field will take the HST 591 seminar in Public History. If an additional HST 591 is used as an elective, it must be an HST 591 that is not in Public History so the student has experience writing in the geographic primary field as well as Public History.

H6. Public History: Professional Experience
The public history professional experience varies from a full-time, eight-week program to a half-time 16-week program. Internships are conducted for 180 hours. Some students conduct several internships to reach the total hours, others in one. Students are allowed to take up to 6 credit hours of professional experience. Interested students should contact the public history advisor for more information.

Generally, the professional experience is conducted in the summer after the first year of study. All students begin the process in discussion with their faculty advisor to determine student interests and discuss potential organizations and settings for the program. Before completing an internship, students must submit an internship proposal. All organizations that take on an intern must enter into an affiliation agreement with ASU using the Student Placement Agreement form and students must complete internal paperwork that documents the supervisor, work schedule, duties, and rate of compensation. Contact the public history advisor to obtain all required documents.
At the conclusion of the professional experience, the student submits a written report. Three credit hours are given for completion of the professional experience.

**H7. 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 DGS may also recommend a student for dismissal from the program if the following situations occur:

- The student has received three C or lower grades 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.

**H8. Culminating Experiences**

In the first year of the program, the student should choose one of three culminating experiences to be completed to prove mastery of coursework and research undertaken in their plan of study. Each student can choose between a thesis, applied project, or capstone portfolio, all of which are described below.

The student must decide by April 1 of their first year which culminating experience to undertake, in conversation with the chair and committee members, and designate appropriate culminating courses on the iPOS. The culminating experience can be changed by notifying the graduate coordinator via email. Permission from the student’s chair for the student to change the culminating event must also be shared with the graduate coordinator.

**A. Thesis**

The primary culminating experience of the master’s degree program is the writing, presentation, and defense of a thesis based on original research.

**i. Thesis Prospectus**

A thesis prospectus must be approved by the student’s committee before the student enrolls in HST 599 Thesis. The prospectus consists of a ten-page overview of the thesis project that may include, but is not limited to the following components:

- an abstract as a title page with the student’s committee listed;
- a thesis argument;
- a section on methodology;
- a section on the scope of the project;
- a table of contents;
• a section on the thesis contribution to scholarship in the field; and
• a bibliography of primary and secondary sources is added to the end of the report.

The student provides a copy to each member of their committee for review and to receive feedback on the thesis project. This can be done individually or in a meeting of the entire committee, at the discretion of the committee chair.

When the review is completed, the chair of the committee sends an email to the student with the results and recommendations and copies the DGS and the graduate coordinator. Committee members sign the History Prospectus Defense results form and give the form to the graduate coordinator, who will get the DGS’s signature and place the form in the student’s file.

The student may then enroll in HST 599. If the committee decides that the student is not ready to proceed with the thesis, the student and the DGS should be informed in writing of what measures need to be taken before the student can proceed.

ii. Thesis
The thesis, an extended essay of approximately 100 pages, addresses a topic chosen by the student in consultation with the faculty advisor who serves as chair of the supervisory committee. The thesis explores a limited subject in depth, analyzing, explaining, and drawing conclusions from the information gleaned from primary and secondary sources. The thesis thereby demonstrates the student's ability to do research in the primary sources of the field, survey and synthesize the relevant secondary literature on the topic, organize and develop an argument, and analyze and argue points cogently. Primary sources are broadly construed to include a variety of original source materials, e.g., diaries, letters, oral histories, government documents, photographic evidence, and material culture objects. A Public History thesis is expected to be of similar length to a traditional thesis and is to be constructed around a research question and related scholarly literature.

iii. Thesis Format and Committee Review
The style of the document is determined by the committee chair/advisor 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 Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. Students should also use the Graduate College formatting tool to check their document. The formatting tool only checks for formatting issues, not for content, spelling, or grammar. Students should review the topic of Academic Integrity presented in this handbook for further information on plagiarism.

At least one month prior to the date the student plans to defend, the student must submit a copy of the final thesis 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 for format review.

iv. Thesis Oral Defense
The oral defense is open to the public and advertised to the whole school. Defenses include a presentation of the argument of the thesis 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 thesis, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair.

v. Scheduling a Thesis Oral 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 thesis 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 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 thesis document needs to be emailed to the Graduate College 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 thesis). A complete and defendable copy of the thesis document must also be submitted to the Graduate College (via email) for format review. Before submitting the document, students are encouraged to use the Graduate College 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.

vi. Thesis Defense Reminder
Students should send an email to members of their supervisory 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.

vii. Thesis Defense Results
Results of the final defense are recorded on the Graduate College Pass/Fail Form which is generated at the time the defense is scheduled and emailed to the committee chair, DGS, and graduate coordinator. If the student and his/her chair or research advisor do not want the thesis 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 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 when the final submission to ProQuest has been done. An electronic copy of the document is sent to the Hayden Library.

B. Capstone Portfolio
The capstone portfolio allows students to build a culminating experience that reflects the breadth and depth of their MA experience and to articulate the value of the degree to potential employers or admissions committee members.

i. Planning for a Capstone Portfolio
Students who elect to complete a capstone portfolio as their culminating event should identify their intention to their advisor by the time they complete 15 credit hours. Students who have already completed 15 hours and would like to complete a capstone portfolio must contact the graduate coordinator as soon as possible.

ii. Completing a Capstone Portfolio
Once a student completes all other course requirements, the student may enroll in HST 593: Applied Project: Capstone Portfolio (3 credit hours). The outcome of this course will be the production of a digital portfolio consisting of four components:

1. **Significant research paper or historical project** (20-30 pages) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a significantly revised paper/project from previous coursework. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.

2. Choose one of the following:
   2A. **Thematic or Historiographic essay** (minimum 20 pages) that explores the salience of a particular theme or topic in history. The essay should trace the theme/topic across 8-12 significant works of historical inquiry (i.e., historical monographs or seminal scholarly articles). Ideally, a student will connect works they have encountered across individual courses.

   2B. **Public History Assignment** that demonstrates consideration of issues related to engaging the general public in the exploration of historical issues. The Public History component should be a significantly revised and polished assignment from previous coursework.

3. **CV/Resumé and Cover Letter**

4. **Personal Statement or Prospectus** (2 pages) that articulates the relevance and importance of historical knowledge and skills to the student’s life and career aspirations OR a prospectus detailing a larger research project the student hopes to pursue if moving on to a PhD program A brief analysis articulating how the component demonstrates mastery of program outcomes should accompany each component.
iii. Evaluation of Capstone Portfolio
Students completing a capstone portfolio will enroll in 597 and their projects will be evaluated by the HST 597 instructor. The MA Program Committee will choose to either accept or reject the recommendation made by the HST 597 instructor as to whether a student’s portfolio meets unit standards.

C. Applied Project
The applied project is a product of rigorous research expressed in a format relevant to the professional expectations and applications of people working in public history or K-12 history education. The Applied Project may take the form of a documentary editing project, a museum exhibit design, a historical interpretation plan, a historic preservation project report, a legislative history and policy white paper, etc. K-12 teachers might opt to develop a project involving curriculum assessment and development placed in the context of the scholarly literature related to the teaching and learning of history. In all cases, the applied project will represent an extensive scholarly investigation and original contribution by the student in consultation with their faculty advisor and committee. Students who plan to do an applied project are required to submit a proposal that articulates the parameters of the project to their supervisory committee for approval. Students must have the approval of their supervisory committee for their applied project prior to enrolling in HST 593.

i. Applied 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:

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

The student develops this report in collaboration with their faculty advisor. When the advisor indicates that the report is ready to share with the other committee members, the student provides a copy of the report to each member of the 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 committee chair (faculty advisor).

When all committee members are satisfied, the chair and Committee Members sign their approval on the History MA Prospectus Defense Results Form and give the form to the graduate coordinator. The coordinator will obtain final approval from the history DGS and place 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 committee chair will explain in writing to the student and the DGS what measures need to be taken before the student can proceed.

ii. Applied Project Format Review
The written document is not submitted to the Graduate College. It is submitted only to the supervisory committee, so students do not complete the format review with the Graduate
College; however, the format used must be approved by the committee chair and follow
guidelines in Turabian or the Chicago Manual of Style.

iii. Applied Project Oral Defense
The Applied Project option requires an oral defense. The oral defense is open to the public,
though the deliberations at its conclusion are reserved exclusively for members of the
supervisory committee. 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 an applied project
defense.

The student provides an electronic copy of the final document to the graduate coordinator for
their file. The committee chair informs the graduate coordinator of the final outcome of the
defense.

iv. Scheduling an Applied Project Oral Defense
At least one month prior to the oral defense, the student must submit a defendable copy of the
written work to the faculty members who officially make up the supervisory committee for a
critical review. Revisions are made and the final defense is scheduled. The schedule for
submitting work and the oral defense should be determined in consultation with the committee
chair, as committee members need a few weeks to review these works. Students should expect
to make revisions before the final defense. The student works with the Committee to find an
agreed upon date and time, and then the student requests a conference room by completing
the Room Request form. (You may need to login as you do for your MyASU).

The student sends an email to the graduate coordinator with information about the defense,
including, the date, time, room, and topic. The oral defense is announced by SHPRS to students
enrolled in the school. At the conclusion of the student’s presentation, those in attendance
leave and the committee deliberates for final discussion. The committee may pass the student’s
work as a whole or may fail as a whole. There is no “pass with revisions” option for the defense
of the Applied Project option.

v. Applied Project Option Defense Reminder
Students must send an email to members of their supervisory committee a few days before the
exam to remind them of the location and time. Any problems with the agreed-upon date should
be reported to the graduate coordinator as soon as possible.

vi. Applied Project Option Defense Results
Non-Thesis defense results should be recorded on the Non-Thesis Defense Results form. The
student should print out this document prior to their defense. The supervisory committee
records their results, signs the document, and turns the form into the graduate coordinator to
add to the students file. The graduate coordinator will post the final decision within the
student’s iPOS, and the student will be informed of the final results. The student must send a
copy of the final document to the graduate coordinator to store in the student’s file.
## History MA Program Summary

| Start of First Semester                                                                 | • Select committee chair/advisor  
|                                                                                       | • Select field of study: North America, East/Southeast Asia, Europe, public history, global history |
| End of Second Semester                                                                 | • Select supervisory committee members by April 1  
|                                                                                       | • Submit plan of study (ipos) by April 1 |
| Year Two                                                                               | • Complete required coursework  
|                                                                                       | • Complete internship (public history requirement)  
|                                                                                       | • Submit thesis prospectus/applied project proposal to supervisory committee for approval  
|                                                                                       | • Write and prepare to defend the culminating document  
|                                                                                       | • Apply for graduation and follow graduate College timeline and procedures for scheduling final defense and format review  
|                                                                                       | • Pass final defense of culminating document  
|                                                                                       | • Submit thesis to ProQuest or submit of applied project to graduate coordinator |
P1. Philosophy MA Program Overview
General areas of research in the Philosophy MA program include ethics, political philosophy, metaphysics, epistemology, philosophy of law, philosophy of science, philosophy of language, philosophy of religion, and the history of philosophy. Members of our faculty are involved in interdisciplinary work in a variety of fields and enjoy close ties with the Lincoln Center for Applied Ethics, the College of Law, and a number of other graduate programs at ASU. Philosophy sponsors an active colloquium series and regular philosophical conferences on diverse topics. The Lincoln Center for Applied Ethics also sponsors a wide range of activities, including large-scale conferences, distinguished visitors, and support for graduate study.

The MA program in Philosophy is designed to prepare students to:
- teach philosophy at the community college level,
- enter doctoral programs, and
- work in any area that requires critical, analytical thinking (such as medicine, law, government, or publishing).

The program seeks to maintain a balance between course offerings in the traditional areas of philosophy and opportunities for study of current philosophical developments. In addition to coursework, students must complete and defend a culminating experience, which may be the thesis or the non-thesis option (portfolio). There is no foreign language requirement.

Students enrolled full-time in the Philosophy MA program are able to complete their program and receive their degree within two years. The Graduate College requires continuous enrollment every fall and spring semesters for the duration of the program and has set a time limit of six years to complete the degree. The count begins from the first semester of admission to the program.

P2. Philosophy Graduate Faculty
The Graduate Faculty in Philosophy consists of SHPRS faculty members internal to the philosophy discipline and graduate faculty from other academic disciplines that have been approved by the SHPRS Philosophy Graduate Faculty to serve as committee chairs and/or members.

A list of all Philosophy Graduate Faculty that includes faculty from other related academic programs (i.e. the Sandra Day O’Connor College of Law and the School of Life Sciences) who are approved to serve as a chair, co-chair, or member can be found on the Graduate College website.

P3. Supervisory Committee
Students enrolled in the program are required to establish a supervisory committee, consisting of a committee chair and at least two additional faculty members, to direct their graduate study. This committee has three basic charges:
- to recommend and approve the student’s program of study;
• to advise a student regarding his/her thesis or portfolio; and
• to administer the final oral examination in defense of the thesis/portfolio.

The committee is comprised of at least three members: a chair who is a tenured or tenure track SHPRS Philosophy Graduate Faculty member in an area of research closely related to the student’s area of research and two or more additional members with expertise in the student’s area of research. At least two members, including the chair or at least one co-chair, must be from the ASU Philosophy internal unit graduate faculty.

The student’s chair must be a tenured or tenure-track member of the SHPRS philosophy internal unit graduate faculty who is endorsed to chair committees in the program. Students have the option of having two faculty members serve as co-chairs (co-advisors). A list of the faculty approved to serve on supervisory committees and their endorsements as chairs or members can be found here.

The supervisory committee, chair or co-chairs, and members must be selected by April 1 of the student’s first year. All members of the committee must be approved by the DGS and the Graduate College and at least two members, including the chair or one co-chair, must be ASU Philosophy Graduate Faculty.

A. Committee Selection Form
At the end of a student’s first year in the program, the student prints and completes the Committee Selection Form, obtains the signature of the chair and additional members, and submits the form to the graduate coordinator. The student must then enter the committee on the iPOS. The graduate coordinator will seek approval of the committee and iPOS course selections from the DGS.

B. External Supervisory Committee Members
A student may select one university faculty not affiliated with ASU to serve on their supervisory committee. To get approval to appoint an external member, the student must 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. Students must obtain the signatures from the desired member(s), outgoing member(s), and committee chair, then submit the original form with signatures to the graduate coordinator, who will obtain the signature of the DGS.
P4. Course Requirements

Credits used toward the degree (listed on the iPOS) must include approved graduate-level courses. Students must complete a thesis or portfolio at the conclusion of the MA program. The requirements for each option are as follows:

A. Thesis Option Course Requirements
30 credit hours
- PHI Epistemology course (3 credits)
- PHI History of Philosophy course (3 credits)
- PHI Metaphysics course (3 credits)
- PHI Value Theory course (3 credits)
- PHI electives (12 credits)
- PHI 599: Thesis (6 credits)

B. Portfolio Option Course Requirements
30 credit hours
- PHI Epistemology course (3 credits)
- PHI History of Philosophy course (3 credits)
- PHI Metaphysics course (3 credits)
- PHI Value Theory course (3 credits)
- PHI electives (15 credits)
- PHI 592: Research (3 credits)

In addition to maintaining a 3.0 GPA or higher, students must earn a "B" (3.00) or higher in a course in each of the following core areas listed above: epistemology, history, metaphysics, and value theory.
P5. Courses for Philosophy MA Students
Below is a list of courses that may be offered in the program in each core area of study. The list is not exhaustive and the categories may change depending on the faculty member who teaches the course in a given semester. Students should check with the instructor or DGS each semester to determine which areas are satisfied by the courses offered.

A. Epistemology

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 560</td>
<td>Topics in Epistemology</td>
<td>3</td>
</tr>
<tr>
<td>PHI 562</td>
<td>Perception</td>
<td>3</td>
</tr>
<tr>
<td>PHI 565</td>
<td>Probabilism</td>
<td>3</td>
</tr>
</tbody>
</table>

B. History of Philosophy

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 581</td>
<td>Studies in Ancient Greek Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 582</td>
<td>Studies in Modern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 586</td>
<td>20th and 21st Century Philosophers</td>
<td>3</td>
</tr>
<tr>
<td>PHI 587</td>
<td>Topics in the History of Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Metaphysics

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 570</td>
<td>Topics in Metaphysics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 571</td>
<td>Studies in Philosophy of Mind</td>
<td>3</td>
</tr>
<tr>
<td>PHI 572</td>
<td>Studies in Philosophy of Language</td>
<td>3</td>
</tr>
<tr>
<td>PHI 576</td>
<td>Realism</td>
<td>3</td>
</tr>
</tbody>
</table>

D. Value Theory

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 540</td>
<td>Topics in Value Theory</td>
<td>3</td>
</tr>
<tr>
<td>PHI 541</td>
<td>Normative Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 544</td>
<td>Studies in Meta-Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 545</td>
<td>Studies in Philosophy of Law</td>
<td>3</td>
</tr>
<tr>
<td>PHI 546</td>
<td>Studies in Political Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

PHI 590 Reading and Conference
Reading and Conference is an independent study course arranged with individual faculty members. Students who wish to take an independent study course will need to complete the Reading and Conference Request form. It must be prearranged prior to the start of the semester it is taken and have the approval of the student’s chair as well as the director of graduate studies in philosophy. This process includes a one-two 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.
A resource list providing information on readings and/or other methods supporting the proposal must also be provided.

**P6. Colloquia**
All students enrolled in the MA program are expected to be active participants in the intellectual life of the philosophy program at ASU. In particular, students are expected to attend philosophy colloquia, which normally take place Friday afternoons. These events offer learning and networking opportunities that go beyond what is offered in the classroom.

**P7. GPA and Grade Requirements**
Students enrolled in the Philosophy MA program are required to maintain a minimum grade point average of 3.0 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 3.0, the student is automatically placed on academic probation for one semester with the expectation that the GPA will improve and meet the requirement by the end of the following semester. Failure to raise the GPA and meet other terms set in the academic probation letter may result in dismissal from the program.

The DGS may also recommend a student for dismissal from the program if the following situations occur:
- The student receives three C or lower grades in philosophy courses taken after admission to the program.
- A student’s Cumulative GPA, iPOS GPA, or Overall Graduate GPA falls below 3.0 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.0 iPOS.
P8. Culminating Experience
Students in the Philosophy MA program may choose between two culminating experiences: a thesis or a portfolio.

A. Thesis
Students in the Philosophy MA program are required to complete and defend a thesis before graduation. The MA thesis must demonstrate the student’s ability to pursue advanced independent research, evaluate and analyze evidence, and present a reasoned and coherent argument.

i. Format
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. Students may also select a style from a professional journal (i.e. Philosophy of Science) but must provide an article from the journal to Graduate College Format Review along with the thesis so reviewers can compare documents.

The format of the document must follow the specifications presented in the Graduate College Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. At least one month prior to the date the student plans to defend, the student must submit a copy of the final thesis draft to the faculty members who officially make up the supervisory committee so they can provide 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 for format review. Students should also review the topic of Academic Integrity presented at the beginning of this handbook for information about avoiding plagiarism.

ii. Scheduling a Thesis Defense
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 student can reserve a conference room for the defense through the SHPRS Room Request form.

At least 50% of the student’s supervisory committee must be physically present for the final defense, including the chair (or one co-chair) and the student. Absent members may participate by one of the following methods:
- Videoconference
- Teleconference
- Provide questions to a substitute Philosophy Graduate Faculty member to attend as a proxy.

Students are asked on the electronic Scheduling a Defense form how each member will be attending (in person, videoconference, etc.). If the circumstances change on the day of the exam, the student or chair should immediately contact the graduate coordinator to contact Graduate College with the changes. If the coordinator is not available, the chair or student should contact Graduate College directly.

Scheduling the defense with the Graduate College 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** (click the “Next Steps” link under Dissertation Defense” > “Schedule your Defense”).

**iii. Format Review**

In addition to submitting this form, the final draft of the thesis document needs to be emailed to the Graduate College for format review – **no later than 10 calendar days prior to the planned defense**. Students should check the Graduate College website for formatting instructions. A complete and defendable copy of the thesis document must be submitted to the Graduate College (via email) for format review. Before submitting the document, students are encouraged to use the Graduate College format tool. The formatting tool checks for formatting issues only.

**iv. Oral Defense**

The oral defense is open to the public. It is posted on the Graduate College website and announced by email to all faculty, staff and students in the School of Historical, Philosophical, and Religious Studies. Defenses include a presentation of the argument of the thesis by the candidate and questions from each of the committee members. The student and guests are asked to leave the examination room so final deliberations among committee members, exclusively, can take place. The student is invited back to the examining room for final results. The exam duration can last between one and two hours.

**v. Defense Reminder**

Students should send an email to members of their supervisory committee a few days before the defense to remind them of the location and time of the defense. Any problems with the agreed upon date should be reported to the graduate coordinator as soon as possible.

**vi. Defense Results**

Results of the final defense are recorded on the Graduate College Pass/Fail Form which is generated at the time the defense is scheduled and emailed to the committee chair and graduate coordinator. Each member of the committee signs the form to indicate their decision. Members attending via video/teleconferencing need to email their exam result decision to the committee chair and ask that he/she sign on their behalf. The chair signs the member’s name and then puts his/her initials next to the signature. If a substitute is provided, the substitute signs the absent member’s name and puts his/her initials next the signature.

The chair must enter a brief description of minor revisions if the “minor revision’ outcome is selected. If “major revisions” is selected, the chair should give a full explanation of the changes on a separate document and attach it to the form. If the changes can be made within 10 days of the exam, the chair signs the form a second time at the bottom verifying that revisions have been completed and the form submitted to Graduate College. If the revisions will take longer than 10 days, a copy of the form with the document describing the required changes is submitted to Graduate College without final signature on the revision section. When the changes are complete, the chair then signs the form at the bottom and the form is submitted. A copy must be kept by the chair and/or graduate coordinator in this case, as Graduate College will not release submitted forms back to students, faculty, or staff.

If the student and chair do not want the thesis published for a period of time due to ongoing research, publication, or the sensitive information presented in the document, an “embargo” can be requested via the Pass/Fail form for approximately two years.
Before the Pass/Fail form is submitted to Graduate College, a copy of the completed form is given to the graduate coordinator for the student’s file. Once the Pass/Fail form is submitted the student will see “Defense Status: Pass” in the defense section. Right below the “Defense Status” you 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 when the final submission to ProQuest has been done. An electronic copy of the thesis is sent to the Hayden Library.

B. Portfolio/Non-Thesis Option
Students who choose the portfolio (non-thesis) option will be required to submit two papers that focus on the student’s major area of research and demonstrate the ability to carry out independent research in philosophy.

i. Review
At least one month prior to the date the student plans to the defense, the student submits a copy of the final Portfolio draft to the faculty members who officially make up the supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography.

ii. Oral Defense
The Portfolio Option requires an oral defense. Before scheduling the oral defense, the student provides each committee member with drafts of the written work. The schedule for submitting work and the oral defense should be determined in consultation with the committee chair. Committee members need a few weeks to review these works and return comments and the student should expect to make revisions before the final defense.

The student arranges a date and time for the defense with all committee members and then reserves a conference room for the defense through the SHPRS Room Request Form. The student notifies the graduate coordinator with the date of the defense so the Portfolio Reporting form can be prepared and sent to the chair.

iii. Submission & Format
The portfolio is not submitted to the Graduate College for format review; however, a final electronic copy must be submitted to the graduate coordinator, who transfers the electronic file to the Philosophy server for future reference. The style must be approved by the committee chair and follow guidelines in Turabian, the Chicago Manual of Style or that of a professional journal in philosophy. Students may follow format guidelines as presented in the Graduate College Format Manual.

iv. Defense Results
Following the defense, the chair submits the signed reporting form indicating each member’s decision on the outcome of the exam to the coordinator. The coordinator will notify Graduate College of the final results.
R1. Religious Studies MA Program Overview
The focus of the Religious Studies MA program is to promote scholarly excellence and understanding about the ways in which religion has been a vital feature of the human condition and remains an important force in the world. Scholarly excellence is achieved through the ability to critically analyze primary and secondary sources and the inculcation of strong writing skills needed for a professional career.

The MA program endows the degree recipient with the fundamental training needed for teaching at the community college level and provides students with the research and writing skills to pursue careers in law and business. The program also prepares students to enter a PhD program or a professional degree program in another discipline.

A. Overview
The MA program is a comparative study of religion that seeks to understand the phenomena of religion across a wide spectrum of cultural contexts and historical periods. Reflecting the different interests and areas of expertise of the faculty, the curriculum incorporates a variety of approaches to the subject. Primary areas of study include Asia, Buddhism, Christianity, Hinduism, Islam, Judaism, Modern Western religious traditions, and The Americas (including African American, Latin American, and Indigenous American traditions).

Although MA students often concentrate on a single religious tradition in their thesis work, the program seeks a broadly comparative understanding of religion, not simply a specialist’s training in a single tradition. Comparative cultural topics and social theories are central to the curriculum and these include material culture; popular religion; post-coloniality and nationalism; religion and gender; religion, secularism, and modernity; religious conflict and peace studies; and ritual studies.

B. Six Areas of Specialization
Students who complete a thesis must select one area of specialization below. Students selecting the portfolio option select a major specialization and a minor specialization.

- **Comparative Historical Studies of Religion**: Historical studies of religious traditions and comparative studies of related phenomena and issues in two or more traditions. Particular emphasis in beyond the Americas, Buddhism, Christianity, (including Eastern Orthodoxy), East and Southeast Asian religions, Hinduism, Judaism, and Russian.
- **Critical Studies in Religion**: Theoretical studies, including theological and ethical inquiry, critical theory, and cultural studies.
- **Religion and Modernity**: The impact of the Enlightenment, science and technology, colonialism, and other developments in the modern period upon social communities around the world.
- **Religion, Society, and Power**: The study of conflict and power in relation to religious movements and discourses, including issues of identity, gender, class, race, ethnicity, and violence.
- **Religion and Science**: Historical and philosophical study of the relationship between science and religion during different historical periods and in different cultural settings.
Students enrolled full-time in the Religious Studies MA program are normally able to complete program requirements and receive their degree within two years. The Graduate College requires continuous enrollment, every fall and spring semester, for the duration of the program and has a set limitation of six years to complete the degree beginning from the first semester of the student’s admission to MA program.

R2. Affiliated Centers and Programs
African American Studies Program
Arizona Center for Medieval and Renaissance Studies
Asian Pacific American Studies Program
Center for Asian Research
Center for the Study of Religion and Conflict
Hispanic Research Center
Jewish Studies
School of Human Evolution and Social Change
School of Social Transformation
School of Transborder Studies

R3. Religious Studies Graduate Faculty
The Graduate Faculty in Religious Studies consists of Religious Studies faculty internal to SHPRS and faculty members from other ASU academic programs approved by the SHPRS Religious Studies Internal Unit Graduate Faculty to serve as supervisory committee members. A complete list of the Religious Studies Internal Unit Graduate Faculty can be found on the SHPRS website. Religious Studies Graduate Faculty including their possible supervisory committee roles (chair, co-chair, or member), dependent on DGS guidance and approval, can be found on this Graduate College webpage.

R4. GPA and Grade Requirements
Students enrolled in the Religious Studies PhD program are required to maintain a minimum 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:

- Student receives three C or lower grades in courses taken after admission to the program.
• Student’s Cumulative GPA, iPOS GPA, or Overall Graduate GPA falls below 3.5 for two consecutive semesters.
• It becomes impossible for a student to graduate with a 3.5 iPOS GPA.

R5. Foreign Language Requirement
An exam in a foreign language may be mandated by the student’s supervisory committee to assess knowledge of the pertinent foreign language of the student’s chosen field of study. Proficiency in reading a foreign language is usually established by passing the language exam(s) administered through the School of International Letters and Cultures (SILC) at ASU. Students working in any area of the Americas are strongly encouraged to demonstrate proficiency in Spanish. Students who wish to proceed to doctoral studies should seriously consider mastering a foreign language as a way to strengthen their application to PhD programs.

Language exams are offered two times per year by the School of International Letters and Cultures (SILC) at ASU. Exam applications, which identify the selected examination book, must be submitted to the School of International Letters and Cultures approximately one month before the scheduled exam date. The student must complete the Religious Studies Program Foreign Language Approval form prior to scheduling the exam through SILC. The form requires justification for the selected language, exam book selected, as well as supervisory committee and DGS approval. Re-examinations must also be approved by the supervisory committee and DGS.

The Foreign Language examination text must:
• be in the foreign language chosen by the student’s supervisory committee;
• be a minimum of 200 pages;
• be a scholarly work;
• not be fiction or poetry;
• relate to the student’s closest relevant field of study or research (language learning books from foreign language courses may not be used).

Students will be graded on their ability to translate a short text from the foreign language being tested into coherent English. Translations should include main ideas and important details of the passage. Test results are Pass/Fail. Students earn a “Pass” grade if:
• Translated text contains main ideas and important details of the foreign language text;
• Vocabulary and grammar contain main ideas and important details of the foreign language text;
• English translation consists of grammatically correct sentences which form a coherent text that stands on its own as an understandable piece of prose.

Students who do not pass the language test on the first try may retake the exam once. If a student fails the exam on the second attempt, he or she must meet with their chair and the DGS of Religious Studies to determine terms of academic probation which may result in dismissal from the program.
R6. Course Requirements
The Religious Studies MA Program offers a flexible curriculum of required coursework and electives that best supports the student’s area of specialization. Students select courses under the advisement of their committee chair (faculty advisor).

A. Course Requirements for Thesis Option
30 credit hours
- REL 501: Methods & Theory (3 credits)
- REL 502: Methods & Theory (3 credits)
- Electives (18 credits)
  - 12 credits related to area of research may be taken in another discipline with DGS approval
- REL 599: Thesis (6 credits)

A student’s iPOS may include up to six credit hours of 400-level course work or one three-credit REL 690: Reading and Conference course with DGS approval.

B. Course Requirements for Non-Thesis/Applied Project
Students select a Major Specialization and a Minor Specialization
30 credit hours
- REL 501 – Methods & Theory (3 credits)
- REL 502 – Methods & Theory (3 credits)
- Major area of concentration (12 credits)
  - 6 credits related to area of research may be taken in another discipline with DGS approval
- Minor area of concentration (6 credits)
  - 3 credits related to area of research may be taken in another discipline with DGS approval
- Elective related to area of research (3 credits)
- REL 593 – Applied Project (3 credits)

A student’s iPOS may include up to six credit hours of 400-level course work or one three-credit REL 690: Reading and Conference course with DGS approval.

C. Reading and Conference Courses: REL 690
These custom-arranged courses with a single instructor support student preparation in their research. 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. Reading and Conference courses cannot replace required seminars.

To obtain approval for a Reading and Conference Course (REL 690), the student must submit a 1-2 page written proposal and the Reading and Conference Request form to their chair and the DGS 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 the student’s knowledge will be evaluated. 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.

This must be done and submitted, with all signatures, to the graduate coordinator several weeks before the start of the semester to allow time for the course to be created and the student to register.

R7. Culminating Experience
There are two options for the culminating experience: a thesis or a non-thesis (applied project) option. The thesis option is recommended for students intending to seek admission to a doctoral program upon completion of the master’s or planning to teach at a community college. The applied project is recommended for students intending to augment their primary area of expertise and professional training in fields such as: counseling, journalism, law, social work, and K-12 education. An oral defense of the final written work is required for both options.

A. Thesis Option
The master’s thesis must demonstrate the ability to pursue advanced independent research, evaluate, and analyze evidence, and present a reasoned and coherent argument. The style of the document is determined by the committee chair/advisor 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 *Format Manual*; students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. Please note that the formatting tool only checks for formatting issues; students should review the topic of Academic Integrity presented in this handbook for information on preventing plagiarism.

*At least one month prior to the date the student plans to defend, the student must submit a copy of the final thesis draft* to the faculty members who officially make up the supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography. The critical review gives the student the opportunity to make revisions before submitting the document to the Graduate College for format review.

i. Scheduling a Thesis Defense
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 required defense with all committee members. The student requests a conference room by completing the Room Request form. (You may need to login as you do for your MyASU). The student must also forward the graduate coordinator approval from the committee chair to schedule the defense.

Scheduling the defense with the Graduate College 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.*

ii. Format Review
The final draft of the thesis needs to be e-mailed to the Graduate College 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 thesis). A complete and defendable copy of the thesis document must also be submitted to the Graduate College for format review. Before submitting the document, students are again encouraged to use the Graduate College format tool.

iii. Thesis Defense Reminder
Students must send an e-mail reminder to all members of their supervisory committee three days before the defense to remind them of the location and time of the defense. Any problems with the agreed upon date should be reported to the graduate coordinator as soon as possible.

iv. Thesis Oral Defense
The oral defense is open to the public. The defense is posted on the Graduate College website and announced by e-mail to all faculty, staff, and students in the School of Historical, Philosophical, and Religious Studies. Oral defenses include a presentation of the argument of the thesis by the candidate and questions from each of the committee members. The exam duration is approximately 2 hours. The deliberations at its conclusion are closed and reserved exclusively for members of the thesis supervisory committee.

v. Thesis Defense Results
Results of the final defense are recorded on the Graduate College Pass/Fail Form that is generated at the time the defense is scheduled and e-mailed to the committee chair and graduate coordinator. Students may pass, pass with minor revisions, pass with major revisions, or fail. If the student and their chair does not want the thesis published for a period of time due to ongoing research, publication, or the sensitive information presented in the document, an “embargo” can be requested for approximately two years.

Each supervisory committee member signs the defense form indicating his or her decision. If revisions are needed, the chair must, when revisions are completed, sign the form at the bottom verifying that revisions have been completed. The completed form is given to the graduate coordinator, who places a copy in the student’s file and submits the original 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” you 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.

B. Applied Project/Portfolio Option

i. Documents
Students who choose the applied project option (sometimes referred to as the portfolio) will be required to submit three papers that summarize and display the student’s knowledge and research skills gained during their time in the program. These three papers include one on theory and method, one on the student’s major area of study, and one on the student’s minor area of study. The three papers can be three revised papers written in courses taken by the student and/or contain new and additional substantive work.

Three credit hours of REL 593: Applied Project must be taken and appear on the plan of study (iPOS).
At least one month prior to the defense date, the student must submit a copy of the final Applied Project draft to the faculty members who officially make up the supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography.

ii. Applied Project Defense
An oral defense is required for the applied project option. Before scheduling the oral defense, the student provides each supervisory committee member with drafts of the written work. The schedule for submitting work and the oral defense should be determined in consultation with the supervisory committee chair. Supervisory committee members need at least three weeks to review the documents and return comments for which the student needs to make revisions before the final defense.

The Applied Project is not submitted to the Graduate College for format review; however, the format must be approved by the committee chair and must follow guidelines in A Manual for Writers by Kate L. Turabian or the Chicago Manual of Style. The supervisory committee may pass the student’s work as a whole or may fail it as a whole.

iii. Scheduling an Applied Project Defense and Reporting Outcome
The student arranges a date and time for the required defense with all supervisory committee members and reserves a conference room using the SHPRS online Room Reservation and Equipment Checkout form. The chair of the committee sends an e-mail to the graduate coordinator with the results of the exam and copies all members of the supervisory committee. The instructor and/or graduate coordinator submits a grade of “Y” for REL 593.
## Religious Studies MA Program Summary

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>1st Semester</td>
<td>• Begin coursework, including REL 501</td>
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<tr>
<td>2nd Semester</td>
<td>• Continue coursework, including REL 502</td>
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<td></td>
<td>• Selection of committee chair/advisor by April 1</td>
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<td></td>
<td>• Complete Plan of Study (iPOS) by April 1</td>
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<tr>
<td>3rd Semester</td>
<td>• Continue coursework</td>
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<td>• Pass foreign language exam, if applicable</td>
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<tr>
<td>4th Semester</td>
<td>• Complete required coursework</td>
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<td>• Write and prepare to defend the culminating document</td>
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<td></td>
<td>• Apply for graduation and follow <a href="#">Graduate College Timeline and Procedures</a> for scheduling final defense and format review</td>
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<tr>
<td></td>
<td>• Pass final defense of thesis or applied project (check Graduate College timeline for last day to defend)</td>
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<tr>
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<td>• Submit thesis to ProQuest or applied project to the graduate coordinator</td>
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