Arizona State University
Online History MA Program
Student Handbook

2016-2017

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

It is the responsibility of the student to be familiar with policies and regulations of the Office of Graduate Education and Arizona State University and meet deadlines for registration and payment of fees. Information is available through the ASU Graduate Education Website and ASU Catalog.

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

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<tr>
<th>Resource</th>
<th>Email/URL</th>
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<tr>
<td>Director, Online Graduate Programs, Penelope Moon</td>
<td><a href="mailto:penmoon@asu.edu">penmoon@asu.edu</a></td>
<td>480.965.3645</td>
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<tr>
<td>Director, History Graduate Studies, Christopher Jones</td>
<td><a href="mailto:cjones36@asu.edu">cjones36@asu.edu</a></td>
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<tr>
<td>Graduate Programs Coordinator, Roxanne Shand</td>
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<td>480.965.5387</td>
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<tr>
<td>Public History Advisor, Rebecca Andersen</td>
<td><a href="mailto:rkander1@asu.edu">rkander1@asu.edu</a></td>
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<tr>
<td>Office of Graduate Education</td>
<td><a href="http://graduate.asu.edu">http://graduate.asu.edu</a></td>
<td>480.965.6113</td>
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<td>TDD: 480.965.9000</td>
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Enrolled students can find information on the SHPRS Online History MA Blackboard site, accessible via My ASU>Blackboard>Organizations>SHPRS MA Graduate.
The Graduate Programs Coordinator is responsible for implementing and maintaining policies and procedures for graduate programs, monitoring and ensuring program integrity, determining program discipline. The role of the DGS is to work with the discipline’s faculty to serve as Director of Graduate Studies (DGS) in their discipline. The role of the DGS is to work with the discipline’s faculty to develop new programs, assign Graduate Teaching Assistantships, monitor and ensure program integrity, determine program requirements, and resolve various student issues.

The **Director of Online Graduate Programs** is responsible for the development and delivery of the Online History MA, and supervises the advising of students in the program. The Director of Online Graduate Programs works closely with the Director of History Graduate Studies and serves on the Graduate Studies Committee to ensure the integrity of the Online History MA.

The **Director of History Graduate Studies** monitors and ensures the integrity of all graduate programs in History. The Director determines program requirements and resolves issues related to the programs.

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

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### 2. Disclaimer
This handbook is designed to clarify procedures and requirements relating to graduate work in the Online History MA. It will be regularly revised and updated. If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Graduate Programs.

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

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

The **Director of Online Graduate Programs** is responsible for the development and delivery of the Online History MA, and supervises the advising of students in the program. The Director of Online Graduate Programs works closely with the Director of History Graduate Studies and serves on the Graduate Studies Committee to ensure the integrity of the Online History MA.

The **Director of History Graduate Studies** monitors and ensures the integrity of all graduate programs in History. The Director determines program requirements and resolves issues related to the programs.

The **Graduate Programs Coordinator** coordinates students in the Online History MA, ensuring the accuracy and accessibility of program forms and monitoring student progress through the program. The Graduate Programs Coordinator serves as a liaison between the Director of Online Graduate Programs, the Director of History Graduate Studies, and the student.
4. Online History Master’s Program
The focus of the Online Master of Arts degree in History (hereafter Online History MA) is to develop students’ understanding of the complex nature of the historical record, as well as their advanced inquiry, research, analytical, and writing skills. These skills can advance careers and achievement in a number of areas, including higher education, secondary education, historical and archival research, public history, law, journalism, and public service.

5. Community
Connecting with others is an essential component of any intellectual enterprise. Such connections are important regardless of the modality of instruction. To help build community among History master’s students, the program maintains a closed group on Facebook where students and professors can share history-related or graduate-school-related information. This informal site is designed to help engage in peer-to-peer mentoring, grow intellectually, and develop personal connections with students and faculty. Students are encouraged to request to join by visiting https://www.facebook.com/groups/ASUOnlineHistoryMastersStudents/.

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

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

- Student Academic Integrity Resources
- Be in the Know
- Plagiarism

Students should also become familiar with the Statement on Standards of Professional Conduct on the American Historical Association website.

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Violations of academic integrity include the obvious offenses of cheating, fabricating information/results, tampering and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one’s own work. It is each student’s responsibility to become familiar with and uphold University policies.
7. Research Integrity and Assurance

The Office of Research Integrity and Assurance’s Institutional Review Board (IRB) oversees all research at ASU that involves living human or animal subjects. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project. Students should plan to contact the IRB in the planning stages of their research to get approval prior to initiating research. More information can be found on their website: Institutional Review Board. When a thesis document is submitted to Graduate Education for format review the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.

8. Safety, Discrimination, and Harassment

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

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

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

9. Program Enrollment Requirements

A. Continuous Enrollment

Once admitted, students must enroll continuously, each fall and spring semester, until all requirements for the degree have been met. Students who have completed all course requirements may enroll in HST 595 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

A student may apply for a leave status with the Graduate Education office; however, this leave status cannot exceed a maximum of two semesters during the student’s enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities, e.g., the library. An application for leave status (for reasons including the birth of a
child or military leave) must be endorsed by the student’s Advisor and the SHPRS Director of Online Graduate Programs before submission to the Graduate Education office for final approval. This request must be filed prior to the beginning of the term in which the student will take a leave of absence. The Request to Maintain Continuous Enrollment form can be found on the Graduate Education office website.

Students who fail to maintain continuous enrollment without obtaining an official leave approval from the Office of Graduate Education will be removed from the graduate program by the Office of Graduate Education. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

B. Full-Time & Half-Time Status
Students must enroll in one class in either Session A or Session B each fall and spring semester. Summer enrollment is not required. To achieve full-time enrollment status, students must enroll in nine credit hours each semester. Most students in this program enroll in half-time study, which entails five to six hours each semester.

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

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

C. Withdrawal Requests
Before considering complete withdrawal, students should explore the possibility of “Incomplete” grades, which allow a student additional time to complete coursework based upon a documented agreement signed by the professor, student, and DGS. More information can be found in section 17 of this handbook. Questions should be directed to the Graduate Coordinator.

A student may apply for a leave status with the Office of Graduate Education 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 Education Registration webpage. The “Master’s/Certificate Request to Maintain Continuous Enrollment” form can be found on the Graduate Education office website. Students requesting leave who are on financial aid are strongly encouraged to consult Financial Aid and Scholarship Services prior to requesting the leave. International students with an F1/J1 visa must consult with the International Students and Scholars Center to discuss the immigration consequences that may result from their withdrawal from ASU.
10. Program Overview
The Online History MA program offers two primary areas of study: North American History or Public History. Students must select one area of study.

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

- Coursework
- Demonstration of an advanced research skill
- Professional Experience (Public History field only)
- Completion of an Applied Project

Students enrolled in the History MA program should be able to complete program requirements and receive their degree within two years. Students must complete all degree requirements and graduate within six years. There is no extension and students who fail to complete within six years must reapply to the MA Program. The count begins from the first semester of admission to the student’s academic program.

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

A. North American History (30 credit hours)
- HST640: Historical Methods (Formerly HST515: Studies in Historiography)
- HST591: Research Seminar (2 classes)
- HST641: North American “Core” (previously HST598: North America to/from 1865)
- 1 additional “Core” Course: HST 642: European Core, HST 643: Global/Comparative Core, or HST 502: Public History Methodology
- Advanced Research Skill
- Electives
  - Up to 6 credit hours may be used from related fields with approval from Director of History Graduate Study and Advisor
- HST593: Applied Project or Applied Project; Capstone Portfolio

Public History (30 credit hours)
- HST640: Historical Methods (Formerly HST515: Studies in Historiography)
- HST502: Public History Methodology
- 1 additional “Core” Course: HST 641: North America Core, HST 642: European Core, or HST 643: Global/Comparative Core
- HST591: Research Seminar (2 classes)
- Advanced Research Skill
- Electives
  - Course in related fields (e.g., museum studies, non-profit management, design, policy studies, cultural resource management) may be used with approval from Director of History Graduate Study and Advisor.
- HST 580 Practicum: Professional Experience
- HST593: Applied Project or Applied Project; Capstone Portfolio
12. **Course Descriptions for Key Courses**

**HST 502 Public History Methodology** This core course introduces students to historical research methodologies, techniques, and strategies used by public historians through readings, short papers, and guest speakers. Required for students in the public history concentration.

**HST 591 Research Seminar** The research seminar instructs students in the preparation of research papers grounded in the primary source materials of a particular field. Students become acquainted with the basic knowledge and techniques needed to research, organize, and write a paper based on primary sources. They also learn what research manuals, guides, and manuals of style are used within the field. If a single paper is written, it is expected to be similar in nature to articles appearing in the major professional journals in the discipline of History. Research seminar topics vary by semester.

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

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

**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 593 Applied Project** Course credit used to develop the culminating project.

**HST580: Practicum: Professional Experience** This course is a structured practical experience arranged by the student in consultation with the Director of Public History. Students earn a grade of “Y” (satisfactory) upon successful completion of the professional experience requirement.

**HST 580 Practicum** The 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. HST580 may be used by a student to meet the Advanced Research Skill requirement.

13. **Advanced Research Skill (ARS)**

A. **HST 580 Option**

Any HST 580 course will fulfill the ARS requirement. Students choosing this option do not need to secure additional approval, but must identify the course on their iPOS and pass the course with at least a B+ grade.

B. **Alternate Coursework Option**

Non-HST 580 coursework: Students may opt to take another course to meet the ARS requirement. The course must be 500-level History course or a non-History course at the 400+ level. Students wishing to fulfill the requirement in this way must submit a proposal using the History Advanced Research Skill Proposal form (on Blackboard>SHPRS MA Graduate>Forms). The proposal must be submitted and approved before the course is taken and no later than halfway through the program of study (15 credit hours). To earn ARS credit, the student must pass the course with at least a B+ grade.
C. Areas of Focus
Online History MA students must demonstrate proficiency in an advanced research skill (ARS) to complete the program. Areas in which students might demonstrate advance research skills include, but are not limited to:

- Quantitative methods of analysis (e.g., statistics)
- Oral History
- Digital History
- Non-fiction Writing
- Genealogy
- Geographic Information Systems
- Foreign language related to the field of study
- Interdisciplinary training in a field relevant to the student’s interests (e.g., political science, public administration, museum studies, literature, ethnic studies, women’s studies, ecology).

Students can fulfill their ARS in either of two ways: by taking a section of HST 580 that addresses the skill or by completing another course and submitting an ARS Proposal form to clarify how the skill will be addressed.

The Advanced Research Skill requirement must be met before the Applied Project proposal is presented.

14. Professional Experience

A. Public History Students
The Professional Experience is a traditional and important Public History requirement. Students are eligible to submit a proposal for the professional experience after completing nine credit hours of courses, which must include HST 502 and either HST 640, 641, 642, or 643. The Professional Experience and HST 502 must be completed prior to the student’s culminating experience.

The professional experience must be conducted for 180 hours. Some students conduct several to reach the total hours, others in one.

All public history students begin the process in discussion with Dr. Rebecca Andersen to determine student interests and discuss potential organizations and settings for the program. Before completing an internship, students must submit an Internship Proposal to Dr. Andersen. Please check the SHPRS MA Graduate Blackboard (MyASU>Blackboard>Organizations>SHPRS MA Graduate>History MA—Online) to download and complete 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.

B. Non-Public History Students
Students in the geographical fields of study may take a professional experience for elective credit. Interested students should contact the Online Graduate Studies Director, Dr. Penelope Moon, for more information.
15. Culminating Experience

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

A. Capstone Portfolio

The Capstone Portfolio allows students to showcase the breadth and depth of their MA experience and to articulate the value of the degree to potential employers or admissions committee members.

Students should identify their intention to complete HST 593: Applied Project: Capstone Portfolio on their iPOS by the time they complete 15 credit hours. Students who have already earned 15 hours, but would like to pursue the Capstone Portfolio option, may request to do so by contacting the Graduate Coordinator.

i. Portfolio Components

Once a student completes all other course requirements, the student may enroll in HST593: Applied Project: Capstone Portfolio (3 credit hours). The outcome of this course will be the production of a digital portfolio consisting of five components:

1. **Significant research paper or historical project** (approximately 20 pages) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a revised paper/project from previous coursework. Students should seriously consider any recommendations and editorial suggestions made by the original instructor, address any methodological shortcomings, and copyedit the work prior to submission. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.

2. **A work of historical synthesis** (approximately 20 pages). This can take the following forms: Historiographical or Thematic Essay that traces a theme/topic across 8-12 significant works of historical inquiry (i.e., historical monographs or key scholarly articles). The essay should be a revised and polished paper from previous coursework, but may connect works the student has encountered across individual courses; OR Public History Essay that demonstrates consideration of issues related to engaging the general public in the exploration of historical issues. The essay should be a revised and polished assignment from previous coursework.

3. **CV/Resumé and Cover Letter**

4. **Statement of Purpose or Professional Philosophy**

5. **Defense.** The Capstone Portfolio must include an oral presentation in which the student presents the findings of their research paper/project, justifies their methods, and places their work in a broader context. HST593 instructors will determine the medium students will use to deliver their oral defense.

ii. Evaluation of the Portfolio

The student’s portfolio will be evaluated by the HST 593 Instructor and the MA Program Committee to determine whether a student’s portfolio meets unit standards. The Instructor will first make a recommendation, which the MA Program Committee will choose to accept or reject.
B. Applied Project
In special cases, students may opt to pursue an original research project to fulfill their Applied Project requirement.

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

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

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

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

iii. Oral Defense & Evaluation of the Applied Project
The project will be evaluated by the Supervisory Committee. The Supervisory Committee will determine the modality of the defense. An oral defense is required.

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

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

After deliberation, the committee may pass the student’s work as a whole, or may fail it as a whole. There is no “pass with revisions” option for the defense of the Applied Project option.
16. Supervisory Committees
All students are supported by committees of SHPRS Graduate Faculty members, who guide them in
developing a plan of study and completing research and writing of the culminating experience for the
master’s program. These committees vary depending on the culminating experience a student chooses for
the master’s degree (applied project or capstone portfolio). More information can be found below.

A. Capstone Portfolio Supervisory Committee
Students who elect to pursue the Capstone Portfolio option will automatically be assigned a Supervisory
Committee consisting of the members of the MA Program Committee and, thus, do not need to submit a
Committee Selection Form. The chair of the MA Program Committee will serve as the Chair of the
student’s Supervisory Committee. The committee members for the 2016-2017 school year are:

- Chair: Christopher Jones
- Member: Penelope Moon
- Member: Rebecca Andersen

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

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

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

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

Students complete the Supervisory Committee Member Change Request form to request a change
and submit it to the Graduate Coordinator. The form can be found on the SHPRS Graduate
Blackboard page (MyASU>Blackboard>Organizations>SHPRS MA Graduate> Forms). Students
must obtain the signatures from the new member, previous member and Supervisory Committee
Chair, then submit the original form with signatures to the Graduate Coordinator. The Graduate
Coordinator will obtain the DGS’ approval.
17. Interactive Plan of Study (iPOS)
Students enrolled in the Online History MA program are required to file and maintain an online Plan of Study (hereafter iPOS) with the Office of Graduate Education. The iPOS is accessed through the student’s MyASU, under the “My Programs and Degree” section. The iPOS serves as an agreement between the student, academic unit, and the Office of Graduate Education to verify the type, quality, and acceptability of the coursework and Culminating Experience required for the degree. The iPOS should be completed before the student reaches 15 credit hours within the program.

The iPOS “hard copy” worksheets can be found on the SHPRS MA Graduate Blackboard. Students should complete the worksheet in consultation with their Advisor, and list the courses needed to meet program requirements. Student should follow the steps below to complete the iPOS process:
1. Complete iPOS hard copy worksheet or work through iPOS process in MyASU.
2. Submit iPOS to Graduate Coordinator in an email (with screenshot) or as a hard copy. The Graduate Coordinator obtains DGS approval on behalf of the student.
3. Submit final iPOS through MyASU once notified by the Graduate Coordinator of DGS approval.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements. Course changes are frequently needed as a student moves through the program, but these are easily requested through the iPOS system. All iPOS changes must be submitted to the Graduate Coordinator for approval.

**iPOS worksheets are available on the SHPRS MA Graduate Blackboard site.**

18. GPA Requirement
Students enrolled in the History Master’s program are required to maintain a grade point average of 3.3. 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. The DGS may submit a recommendation to the Dean of Graduate Studies to dismiss a student from the program if the following situations occur:

- The student has received three Cs or lower in graduate-level (500 or above) 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 GPA in classes identified in the Plan of Study.

19. Transfer Courses
Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester of admission in the History program. The courses must be history related and may not have been used toward a previous degree. Up to 12 credit hours may be used upon the approval of the student’s advisor and the Director of Graduate Studies in History.

An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions Office. The student submits a written request with a copy of the syllabus and a statement from their advisor in support of the request to the Graduate Coordinator. The Graduate Coordinator will present the request to the Director of Graduate Studies in History and notify the student of the decision.
20. Incomplete Grades
Graduate students should avoid taking a grade of “I” (incomplete) for any graded course work. Incompletes must be completed within one calendar year. 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 DGS may recommend the student be barred from taking further course work until one or more of the incompletes are removed. Students with three incompletes can register for no more than one course and will lose any graduate assistantship they hold. Students violating these conditions may be recommended for dismissal from the program.

21. Satisfactory Academic Progress
All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Office of Graduate Education as well as the requirements established by the History graduate programs as stated in this handbook to maintain satisfactory progress in their respective degree program. Students who fail to meet requirements will receive written notice from the DGS identifying the deficiency and given the opportunity to meet with the DGS to discuss difficulties the student may be having in reaching goals of the program. The student’s Chair and the Online Director may be included in this meeting. A written plan will be set in place by the DGS, giving the student specific steps to remedy the deficiency and a time period to complete the plan, during which the student will be placed on academic probation for a specific period identified in the letter. Students placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed will result in one or more of the following options:
- Termination of funding.
- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to the Dean of Graduate Education to dismiss the student from his/her degree program.

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

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

It is important for students to closely follow graduation deadlines and procedures set by the Graduate Education office. Links to the graduation process are also on the MyASU website under the “My Programs and Degree Progress” section. The iPOS should be reviewed with the SHPRS MA Graduate Coordinator to be sure courses and exams have been recorded appropriately.

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

The student should check the progress of his/her application to graduate periodically and refer any questions to the Graduate Coordinator or Graduate Education office as appropriate.
### Online History MA General Timeline

<table>
<thead>
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<th>1-15 credit hours</th>
<th>• Select Area of Study</th>
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| By 15 credit hours| • In consultation with Advisor, determine Applied Project option  
• If pursuing Applied Project, establish Supervisory Committee  
• Establish Interactive Plan of Study (iPOS)  
  Submit proposal for Advanced Research Skill if using a non-HST 580 course to fulfill the requirement |
| 15-30 credit hours| • Complete required coursework  
• Complete Professional Experience (Public History Area of Study requirement)  
• Submit Applied Project Proposal to Supervisory Committee for approval if pursuing the Applied Project: Non-Portfolio option |
| Final semester    | • Register for HST 593  
• Complete Applied Project  
• Apply for Graduation  
• Defend Applied Project |