# Table of Contents

**SHPRS-WIDE PHD PROGRAM POLICIES & PROCEDURES**

1. Introduction: Handbook Purpose and Student Responsibility ........................................ 4  
2. SHPRS Organization .................................................................................................. 6  
3. PhD Program Overviews ......................................................................................... 6  
4. Graduate Faculties .................................................................................................. 7  
5. Academic Integrity .................................................................................................. 7  
6. Research Integrity and Assurance ......................................................................... 7  
7. Safety, Discrimination, and Harassment ............................................................... 8  
8. Enrollment and Tuition ......................................................................................... 8  
9. Residency ................................................................................................................ 10  
10. Interactive Plan of Study (iPOS) ........................................................................... 10  
11. Teaching Assistantships ...................................................................................... 11  
12. Supervisory Committee ....................................................................................... 11  
13. Transfer Credits .................................................................................................... 13  
14. Satisfactory Academic Progress ........................................................................ 13  
15. Grades ................................................................................................................... 14  
16. PhD Candidacy and ABD Status ........................................................................ 15  
17. Doctoral Dissertation .......................................................................................... 15  
19. Applying for Graduation ....................................................................................... 17  

**HISTORY PROGRAM POLICIES & PROCEDURES**

H1. History Program Overview & Timeline ................................................................ 18  
H2. History Course Curriculum .................................................................................. 19  
H3. Courses for All History PhD Students .................................................................. 20  
H4. GPA and Grade Requirements ........................................................................... 21  
H5. First-Year Portfolio and Progress Review ......................................................... 21  
H6. Professional Development Workshops .............................................................. 22  
H7. Advanced Research Skill .................................................................................... 23  
H8. Public History Professional Experience ............................................................ 24  
H9. Qualifying Examination ...................................................................................... 24  
H10. Master’s in Passing (MIP) .................................................................................. 26  
H11. Dissertation Prospectus .................................................................................... 27  
History PhD Timeline Summary ............................................................................ 28

**PHILOSOPHY PROGRAM POLICIES & PROCEDURES**

P1. Philosophy Program Overview & Timeline ......................................................... 29  
P2. Course Requirements ........................................................................................... 30  
P3. Courses for Philosophy PhD Students ................................................................. 31  
P4. Colloquia .............................................................................................................. 31  
P5. GPA and Grade Requirements ........................................................................... 31
P6. Comprehensive Examination 32
P7. Masters in Passing (MIP) 33
P8. Dissertation Prospectus 34

RELIGIOUS STUDIES PROGRAM POLICIES & PROCEDURES
R1. Religious Studies Program Progression 35
R2. Doctoral Research Tracks 35
R3. Coursework 37
R4. Annual Review of Students 39
R5. GPA and Grade Requirements 39
R5. Foreign Language Requirement(s) 40
R6. Doctoral Comprehensive Examination 41
R7. Dissertation Prospectus 43
Religious Studies PhD Timeline Summaries 45
1. Introduction: Handbook Purpose and Student Responsibility

This handbook provides information on degree requirements for students enrolled in SHPRS PhD 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 web links for students concerning various policies and procedures set by Arizona State University, the Graduate College, the College of Liberal Arts and Sciences (CLAS), and the School of Historical, Philosophical, and Religious Studies (SHPRS) on academic standards expected from all students. The handbook and all program policies are reviewed annually and are subject to change.

It is the responsibility of each student to be familiar with policies and regulations of the Graduate College and Arizona State University and meet deadlines for registration and payment of fees. The resources for this information are the ASU Graduate College Website, the ASU Catalog, and the Graduate Policies and Procedures Manual. Students should discuss questions concerning progress toward their degree with their supervisory committee chair, the director of graduate studies (DGS), and/or the graduate coordinator.

Enrolled SHPRS graduate students can also find program procedures, forms, and references on the SHPRS PhD Graduate Resource Website.

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

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<th>Location</th>
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<td>Interim SHPRS Director, Tracy Fessenden</td>
<td><a href="mailto:tracy.fessenden@asu.edu">tracy.fessenden@asu.edu</a></td>
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<tr>
<td>SHPRS Associate Director of Graduate Studies, Leah Sarat</td>
<td><a href="mailto:leah.sarat@asu.edu">leah.sarat@asu.edu</a></td>
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<tr>
<td>Director of Graduate Studies in History, Aaron Moore</td>
<td><a href="mailto:aaron.s.moore@asu.edu">aaron.s.moore@asu.edu</a></td>
<td>Coor 4548</td>
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<td>Director of Graduate Studies in Religious Studies, Huaiyu Chen</td>
<td><a href="mailto:huaiyu.chen@asu.edu">huaiyu.chen@asu.edu</a></td>
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<td>Director of Graduate Studies in Philosophy, Angel Pinillos</td>
<td><a href="mailto:pinillos@asu.edu">pinillos@asu.edu</a></td>
<td>Coor 3366 (480) 727-3778</td>
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<td>PhD Graduate Programs Coordinator, Lindsey Plait Jones</td>
<td><a href="mailto:lindseyplaitjones@asu.edu">lindseyplaitjones@asu.edu</a></td>
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<td>Student Services, 170 Matthews Center Building (480) 727-4776</td>
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<td>Disability Resource Center</td>
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<td>Bookstore</td>
<td><a href="https://www.bkstr.com/arizonastatestore/home/en">https://www.bkstr.com/arizonastatestore/home/en</a></td>
<td>525 E. Orange Street (480) 965-3191</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. PhD Program Overviews

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

B. Philosophy PhD Program
The Philosophy faculty offer a PhD program focusing on practical and applied philosophy. General areas of research 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.

C. Religious Studies PhD Program
The focus of the Religious Studies Doctoral 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 understand at least one foreign language, critically analyze primary and secondary sources, and the inculcation of strong writing skills needed for a professional career.

The PhD program enables the degree recipient to seek professional employment as a faculty member in higher education, a researcher, or a teacher. Students may enter the PhD program either directly from a bachelor’s degree program or with a master’s degree.

4. Graduate Faculties
Graduate faculties consist of faculty 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.

5. 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.
6. 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.

Students are required to contact the IRB in the planning stages of their research to obtain approval prior to initiating any investigations. The Office of Research Integrity and Assurance requires that the student’s faculty committee member supervising the research also has IRB approval. When a dissertation document is submitted to Graduate College for format review, the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to include the data collected for that particular research.

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

7. 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.

8. 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 795 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

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

C. Full-Time Status
SHPRS requires full-time study in the first fall and spring semesters after admission to a graduate program. 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, are enrolled in HST/REL/PHI 795: 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 (I) grades, which allow a student additional time up to one year 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 of absence (also called “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.

9. Residency

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

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

10. Interactive Plan of Study (iPOS)

Students enrolled in graduate programs at ASU are required to file an online Plan of Study (iPOS) with the Graduate College. The iPOS is accessed through MyASU, under “My Programs and Degree”. This plan serves as an agreement between the student, the academic unit, and the Graduate College to identify the selected supervisory committee, verify the quality and acceptability of the culminating document, and approve the coursework required for the degree.

PhD students must submit an iPOS by April 1st of their first year in a program. The iPOS must be approved by the student’s chair, their DGS, and the Graduate College.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area(s) of interest. Changes to the iPOS are almost always necessary as a student moves through the program; these are easily requested through the iPOS system. All iPOS changes are approved by the graduate coordinator, who must receive approval from the student’s chair (in writing or via email).

Note to History Students: At the time the iPOS is submitted, history students must also submit the Research Fields Proposal and Advanced Research Skill (ARS) Proposal forms. Fields of study and the ARS should be chosen in discussion with a student’s committee and the form should be sent to the DGS for approval once all committee members have signed. More information can be found in the history section of this handbook.
11. Teaching Assistantships & Associateships

Students who receive teaching assistantships and associateships (TAs) will be assigned as graders in courses taught by faculty or doctoral candidates (assistants) or will teach their own courses (associates).

In the first semester of the teaching assistantship, students must be assigned to experienced instructors. In accordance with ABOR regulations, faculty must provide instruction in teaching and written feedback to their teaching assistants.

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

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

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

The SHPRS graduate programs attempt to offer all doctoral students the opportunity to teach independently before they graduate. Prior to teaching their first course, students must complete and pass HST/REL/PHL 700 Introduction to College Teaching.

TAs who do not wish to teach their own course will be assigned to assist faculty members or advanced graduate students who are teaching courses that qualify for teaching assistants.

12. Supervisory Committee

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

- Recommend and approve the student’s plan of study.
- Advise a student regarding the topic and for a dissertation.
- Administer the final oral examination in defense of the dissertation.
The committee must be comprised of at least three people: a chair and two other members. An additional one to two members may be added, one of whom can be external to ASU. No more than five people may serve on a committee.

A. Committee Chair and Member Selection
Each graduate student is responsible for choosing a committee chair as primary dissertation director and advisor. In making this important choice, students should consider several qualities of a potential chair: expertise in a particular field, religious tradition, geographical area, time period, theory and/or methodology, availability, scholarly reputation, and the possibilities for developing a good working relationship.

In most cases, students will choose a chair because of that professor’s expertise in a field, time period, religion, theme, or geographic region related to the proposed dissertation topic. Students interested in Buddhism, for example, will normally work with one of our Buddhologists; those studying history of the Americas will study with one of our Americanists. Supporting members of the student’s supervisory committee should complement the methodological and/or theoretical strengths of the chair and bring additional geographical, historical, theoretical, methodological, thematic, or other relevant scholarly expertise.

The student’s chair must be a tenured or tenure-track member of the discipline’s internal unit graduate faculty (the faculty who officially work within the relevant discipline at ASU, not those employed by other units) who is endorsed to chair. The student and the supervisory committee chair work together to develop a plan of study, dissertation topic, and research plan.

Students have the option of having two faculty members serve as co-chairs (co-directors and co-advisors). Co-chairs must be tenured or tenure track faculty members in the discipline’s internal unit graduate faculty.

At least two members of a student’s supervisory committee, including the chair or co-chairs, must be internal unit graduate faculty.

All supervisory committee members need to be approved by the DGS and Graduate College. The supervisory committee’s chair(s) and members should be selected by April 1 of the student’s first year.

B. Supervisory Committee Selection Form
Supervisory committee members must be selected by April 1 of each student’s first year in the academic program. 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.

C. External Supervisory Committee Members
Students may select one university faculty member not affiliated with ASU or their discipline’s graduate faculty to serve on their supervisory committee. To get approval to appoint an external member, students need to submit a Committee Approval Request – Individual Student Committee form to the graduate coordinator, along with the external member’s current CV and date of birth. The external committee member can be added in addition to at least three faculty members from within the discipline’s internal unit graduate faculty.

D. Supervisory Committee Member Changes
Faculty listed on the student’s plan of study (iPOS) serve as their supervisory committee. Supervisory committee chair and member changes must first be approved by the DGS, and then submitted through the iPOS for final approval by the Graduate College.

*Note to Religious Studies students: You may not change the chair of their committee more than once, except in the case of your chair leaving the department during your time in the program.*

The student completes a [Supervisory Committee Member Change Request form](#) to request a change and submits it to the graduate coordinator. Students must obtain signatures from the chair, outgoing member(s), new member(s), the remaining supervisory committee, and finally the DGS. The student then submits the original form with signatures to the graduate coordinator.

### 13. Transfer Credits

Students entering SHPRS PhD programs with a previously earned master’s degree in their discipline or a related field may request 30 credit hours be applied toward the total credit hours required for the degree, reducing the total hours required to complete the PhD to 54.

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 their program. 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, contingent upon the approval of the student’s chair and the DGS.

An original transcript showing an MA degree was awarded or, in the case or transfer course, coursework showing a final grade for the courses, needs to be on file with the [Office of Graduate Admissions](#). The student submits a written request with a copy of the syllabus and a statement or support from their chair in support of the request to the graduate coordinator. The graduate coordinator will present the request to the DGS and notify the student with the decision.

### 14. 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 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, 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).

15. Grades
A. Overview
Graduate students are expected to maintain high grades in all courses in order to show mastery of course material and skills. ASU’s grading scale can be found on the Grades and Grading Policies webpage. Translations of numerical grades (1-100) into letter grades (“A” through “E”) can be acquired from instructors. In rare cases, graduate courses are offered on a Pass/Fail basis, in which case a student will earn either a “Y” to indicate passage or an “E” to indicate failure. A grade of “Y” contributes to a student’s earned hours but does not affect GPA. A failing grade of “E” is calculated into a student’s GPA. Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS. Students may be required to re-take core courses if earned grades are below the standard set by their program.

Students who wish to dispute a grade should refer to the CLAS Academic (Grade) Grievance webpage for instructions.

B. Auditing Courses
In some cases, students may choose to audit a class, allowing them to attend but not earn credit. Students must obtain approval from the instructor and their supervisory committee chair prior to enrollment. Auditing is not an option for every course; contact the graduate coordinator to determine whether auditing is an option. This grading option may not be changed after the drop/add period has ended. Audited courses are given a final grade of “X”. Audited courses do not count toward full-time enrollment calculations or the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance. Audited courses do not satisfy Graduate College continuous enrollment policies.

C. Incomplete Grades
Graduate students should avoid taking a grade of "I" for any graded course work. However, if a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student’s control), an Incomplete Grade Request form must be completed by the student and professor and filed with the graduate coordinator at the end of the term in which the incomplete ("I") is entered.

Per university policy, coursework for classes marked “I” must be completed, and the grade must be changed by the instructor, within one academic year. SHPRS strongly encourages students to finish coursework to rectify incomplete grades in a timely manner, usually within one month of the end of the term. If the “I” is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete. Accrual of “I” grades may be seen by graduate faculty as evidence that a student is not making satisfactory academic progress.

No student may accumulate more than two “I” grades at any one time. Should this occur, the student may be barred from taking a full load of coursework until one or more of the “I”s are removed, which can affect the student’s ability to apply for SHPRS and ASU funding. Students with two or more incompletes at any time will automatically be placed on academic probation. Students with three incompletes on a graduate transcript can register for no more than one course and will lose any graduate assistantship they hold and will be placed on probation.

Students violating these conditions or who fail to meet the requirements of probation will be recommended for dismissal from the program.

16. PhD Candidacy and ABD Status
Graduate students enrolled in a PhD program do not officially become doctoral candidates until they have successfully completed all coursework, demonstrated proficiency in any required languages or skills, passed the qualifying/comprehensive examination, and successfully defended a dissertation prospectus.

Students will receive notification when they have been advanced to candidacy. Notification will include a list of Graduate College requirements that need to be completed for the degree. The student must complete 24 semester hours of research/dissertation credits (12 hours of each) and must pass the oral defense of the dissertation. The student’s supervisory committee will direct the research and writing of the dissertation. Doctoral candidates, at their chair’s discretion, may begin applying for tenure track faculty positions.

17. Doctoral Dissertation
Research and writing of the dissertation comprise final stage of the doctoral program. During this time, students should stay in communication with their chair and supervisory committee members about the status of their progress toward completing the degree by remaining in the local area unless doing fieldwork. Chairs generally read and comment upon individual chapters of the dissertations. Committee members may elect to read chapters as they are completed and/or the entire dissertation when completed. Feedback, comments, and revisions should be done in a timely manner. The supervisory committee must have sufficient time, a minimum of three weeks before the defense, to read the
doctoral dissertation. Doctoral candidates should expect revisions that must be completed prior to depositing the dissertation and graduating.

A. Dissertation Format and Committee Review
The style of the document is determined by the committee chair and is usually based on style manuals, such as A Manual for Writers by Kate L. Turabian or The Chicago Manual of Style. The format of the document must follow the specifications presented in the Graduate College Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. Students should also review the topic of Academic Integrity presented in this handbook.

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

B. Format Review
The final draft of the dissertation document must be emailed to the Graduate College for format review – no later than 10 calendar days prior to the planned defense. After being submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the dissertation). This review process contains several recursive steps. Students must diligently check for updates from the format review team.

The oral defense is open to the public and advertised to the school. Defenses include a presentation of the argument of the dissertation by the candidate and questions from each of the committee members. Schedule a defense well in advance. Doctoral defenses take no more than three hours total. At the time of the defense, members may approve the dissertation as is, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair.

A. Scheduling a Dissertation 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 supervisory committee members. The student requests a conference room by completing the Room Request form.

Scheduling the defense with 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.

B. Dissertation Defense Reminder
The student must send an email reminder to all members of their supervisory committee at least three days before the exam confirming the time and location of the exam. Any problems with the agreed upon time and date must be reported to the graduate coordinator as soon as possible.
C. Dissertation Defense Results
Results of the final defense are recorded on the Graduate College Dissertation Results Form (informally called the Pass/Fail Form) that is generated at the time the defense is scheduled and emailed to the committee chair and graduate coordinator. Students may pass, pass with minor revisions, pass with major revisions, or fail. If the student does not want the dissertation published for a period of time due to ongoing research, impending publication by a press, or sensitive information contained in the document, an embargo can be requested for approximately two years. Directions for obtaining an embargo are included with the Pass/Fail form.

At the conclusion of the defense, each supervisory committee member signs the defense form indicating their decision. If revisions are needed, the chair must, when revisions are completed, sign the form verifying that revisions have been completed. The completed form is given to the graduate coordinator, a copy is placed in the student’s file and the coordinator submits the original to the Graduate College. Once the results 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.

19. Applying for Graduation
Students need 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 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.

In order to graduate, students must complete an oral dissertation defense and submit the results form, submit a Survey of Earned Doctorates, and complete the dissertation submission process. They must also have their iPOS reviewed by the graduate coordinator, committee chair, and DGS.

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

The student should check the progress of their application to graduate periodically on MyASU and refer any questions to the graduate coordinator or Graduate College as appropriate.
H1. History Program Overview & Timeline
The PhD in history offers outstanding opportunities for graduate study in North American and European history with thematic concentrations in indigenous history, American West, urban history, environment and sustainability studies, politics and policy, immigration, gender, race and ethnicity, culture, and world/comparative history. The program is also one of the leaders in the field of public history, which trains students for careers in historic preservation, museums, historical societies, publishing houses, and government agencies.

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

The curriculum for the History PhD Program consists of:
- Coursework
- Demonstration of an advanced research skill related to the area of study
- Qualifying examination
- A dissertation prospectus
- Completion and final defense of the dissertation

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

Students enrolled full-time in the History PhD program are expected to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within 10 consecutive years from the time of initial enrollment.

Students admitted to the doctoral program with a bachelor’s degree complete 84 credit hours, consisting of 60 hours of coursework, 12 hours of research and 12 hours of dissertation. Students entering with a MA may submit a request to the DGS to use 30 hours for the completion of the MA degree toward the 84 required. If approved, the remaining 54 semester hours of credit must be in residence at ASU, consisting of 30 hours of course work, 12 hours of research and 12 hours of dissertation.
H2. History Course Curriculum
Students select courses under the advisement of their committee chair/research advisor. Requirements are summarized below:

A. Students entering with a BA must take a minimum of 84 credit hours, including:
   - HST 640 Historical Theory & Methodology (3 credits)
   - Core Courses (12 credits):
     - HST 502 Public History Methodology (3 credits)
     - HST 641 North American History (3 credits)
     - HST 642 European History (3 credits)
     - HST 643 Global History (3 credits)
   - Electives (30 credit hours):
     - HST 591 Research Seminars (6 credits)
     - HST 598 Special Topics (6 credits)
     - HST 790 Individualized Reading and Conferences (credits vary)
   - HST 682 Advanced Research Skill (1 credit)
   - HST/REL/PHL 700 Introduction to College Teaching if planning to teach (3 credits)
   - Research: HST 792 (6-12 credits)
   - Dissertation: HST 799 (12 credits)

For students entering with a BA: Electives may include up to 6 credit hours in related, 500-level and above, non-HST courses with chair & DGS approval.

B. Students entering with an approved MA must take a minimum of 54 credit hours, including:
   - HST 640 Historical Theory & Methodology (3 credits)
   - Core Courses:
     - HST 502 Public History Methodology (3 credits)
     - HST 641 North American History (3 credits)
     - HST 642 European History (3 credits)
     - HST 643 Global History (3 credits)
   - HST 591 Research Seminars (6 credits)
   - HST 598 Special Topics (6 credits)
   - HST 682 Advanced Research Skill (1 credit)
   - HST/REL/PHL 700 Introduction to College Teaching if planning to teach (3 credits)
   - HST 790 Individualized Reading and conferences (credits vary) (optional)
   - Research: HST 792 (6-12 credits)
   - Dissertation: HST 799 (12 credits)

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

C. 400-Level Courses
Graduate students may, with advisor and DGS approval, take up to 6 credits of 400-level courses as electives (to be included in the iPOS) in the case that appropriate graduate courses are not available. 400-level courses taken prior to admission and 400-level courses graded as “pass/fail” are not acceptable. 400-level courses not listed on the iPOS do not satisfy Graduate College continuous enrollment policy; graduate level courses must be taken concurrently to satisfy this requirement.
H3. Courses for All History PhD Students

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

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

**HST 598 Special Topic Courses**: These courses introduce students to pivotal books that influenced the historiography of relevant fields, strengthen students’ abilities to identify and evaluate historical arguments, and train students to write historiographical essays, book reviews, and other pertinent genres.

**HST 591 Research Seminar**: These courses require students to complete original research projects, demonstrate strong research and evaluative abilities, and make original historical arguments supported by appropriate sources.

**HST 584 Public History Professional Experience**: Arranged on an individual basis with the assistance of the student’s supervisory committee chair and the graduate programs coordinator. A grade of "Y" (satisfactory) is given when all requirements are completed.

**HST 682 Advanced Research Skill**: One credit hour is taken the semester the student plans to demonstrate competency in their advanced research skill. The skill and how it will be demonstrated is determined by the student’s supervisory committee.

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

**HST 790 Individualized Reading and Conference**: This is a custom-arranged course with a single professor to support student preparation in the fields of specialization. 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 hoping to take an independent study course will need to complete the [Reading and Conference 590/790 Request Form](#). It must be prearranged prior to the start of the semester it is taken and have approval from the chair of the student’s supervisory committee and the DGS. To obtain approval, the student must submit a 1-2 page written proposal that states the reason for the independent study, how it relates to the student’s research plan, the content of the course (syllabus), and how it will be evaluated to the chair of the student’s supervisory committee and the DGS. A resource list that provides information on readings and/or other methods that may be used to support
the proposed course must also be provided.

**HST 792 Dissertation Research:** 6-12 credit hours must appear on the iPOS. These hours are taken after successful completion of the Qualifying Exams.

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

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

**H4. GPA and Grade Requirements**
Students enrolled in the History 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 or incompletes 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.

**H5. First-Year Portfolio and Progress Review**
All first-year doctoral students must prepare a portfolio of the work they have accomplished so their progress in the program can be assessed.

**A. Portfolio Contents**
The portfolio must be submitted to the graduate coordinator by the date of spring commencement each year and consists of the following materials:
1. One exemplary paper from HST 500 or other relevant core course (HST 640)
2. One exemplary short paper from each course in which such papers are written (e.g., book reviews, analytical discussions, etc.)
3. A long paper or seminar paper from each course in which such papers are written
4. A copy of the iPOS course selection page
5. A copy of the completed Field Approval Form signed by the DGS
6. A copy of the completed Advanced Research Skill Proposal Form signed by the DGS
7. A two-page, single-spaced essay by the student evaluating their progress, accomplishments, plans, and concerns

Copies of papers provided should be clean (without faculty comments or grades). The graduate coordinator will establish a file for each doctoral student that will contain the student’s portfolio of work. Students may submit papers via email to the coordinator.

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

B. Evaluation
The DGS will select a committee of three faculty members to evaluate the work of the first-year students. Members of the committee will select a chair for purposes of administration and communication. The DGS is not eligible to serve on this committee. After reviewing each student’s work, the committee will recommend to the DGS whether the student should (a) continue in the program unconditionally, (b) continue with conditions, or (c) be dismissed from the program. They should also provide some feedback and recommendations about the student’s performance to the DGS. These results are typically submitted to the DGS within two weeks of spring commencement. The DGS conveys the committee’s decision to the student.

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

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

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

H6. Professional Development Workshops
Workshops will periodically be offered that cover such topics as: how to write a dissertation prospectus; how to write a C.V. / job letter; and how to prepare for preliminary American Historical Association interviews. Students are expected attend these workshops during their enrollment in the PhD program whenever possible.
H7. Advanced Research Skill
The history faculty requires students to demonstrate advanced proficiency in a research skill related to the student’s dissertation. The research advisor/committee chair meets with the student to determine an appropriate skill and how proficiency will be demonstrated. A foreign language will be expected for some students, particularly those in the East Asian and European fields. More than one foreign language or more than one non-linguistic advanced research skill may be assigned.

A non-linguistic skill may include topics such as:
- quantitative methods of analysis
- Geographic Information System (GIS) mapping
- documentary editing
- training in archival management
- oral history interview techniques and historic preservation
- interdisciplinary training in fields relevant to the student’s research interests, such as geography, anthropology, sociology, political science or public administration, literature, ethnic studies, women's studies, ecology, etc.

Selection of the research skill must be completed by the end of the second semester in the program, when paperwork is submitted for the First Year Portfolio.

Students are required to submit the History Advanced Research Skill Proposal Form to the graduate coordinator to document the selected skill and obtain approval. This form will serve as a record and agreement that includes:
- research skill to be demonstrated,
- how the skill relates to the student’s research, and
- how the skill will be demonstrated.

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

Competency in the Advanced Research Skill will be indicated on the Plan of Study (iPOS) by the course designation HST 682. All doctoral students must enroll in at least one credit of the placeholder course HST 682 during the semester when they intend to demonstrate their competence in the research skill. The student receives a grade of “Y” (satisfactory) in the semester the skill is demonstrated.

The student notifies the graduate coordinator when the skill has been demonstrated and provides an electronic copy of the final written report. The student should also submit the final Advanced Research Skill form, with all signatures, to the graduate coordinator. The graduate coordinator then obtains the DGS’s signature. Finally, the student should follow up with their chair in order to receive a final grade for HST 682.

The Advanced Research Skill needs to be demonstrated before the Qualifying Exam is scheduled.
H8. Public History Professional Experience
Students whose research areas include public history must complete a professional experience as part of their Plan of Study. The public history professional experience varies from a full-time, eight-week program to a half-time, 16-week program. Professional experiences are conducted for 180 hours. Some students conduct several professional experiences to reach the total hours, others complete all the hours through one professional experience. Generally, the professional experience is conducted in the summer after the first year of study. All students begin the process in discussion with their research supervisor to determine student interests and to discuss potential organizations and settings for the experience. All organizations that take on an intern must enter into an affiliation agreement with ASU and students must also complete internal paperwork that documents the supervisor, work schedule, duties, and rate of compensation. At the conclusion of the professional experience the student submits a written report. Three credit hours are given for completion of a professional experience.

H9. Qualifying Examination
The history program administers written and oral qualifying examinations that test each student’s competence in their three designated fields and determines whether the student is ready to move on to dissertation research. The qualifying examination is scheduled in consultation with the student’s committee upon completion of coursework.

Before taking the qualifying examination, doctoral students must: complete all required coursework except for dissertation and research credits (HST 792 and 799), demonstrate proficiency in the Advanced Research Skill, and complete a professional experience if required. Occasionally, with approval from the committee and the DGS, a student may take comprehensive exams during the semester in which they will finish coursework. Students entering with a BA are expected to pass qualifying exams before the end of their fourth year; students entering with an MA are expected to pass qualifying exams before the end of their third year. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

During the semester students take qualifying exams, they are required to register for one of the following:
1. at least one semester hour of credit that appears on the iPOS,
2. at least one semester hour of appropriate graduate-level credit (HST 792, HST 799, or HST 795),
3. or at least one hour of a graduate-level course

A. Written Examination
The three exam committee members (who are typically, but not always, members of the student’s supervisory committee) will write the examination questions, decide the number of questions that students will be required to answer, and decide upon their methods of deliberation. Students must answer at least one question related to each of their chosen research fields. All committees must include some element of choice in the exam questions (for example, requiring students to answer four out of six questions). Citation requirements will be provided to students prior to the exam. The exam is administered online by the graduate coordinator. Questions are released to the student at a specified time and students are given seven days to complete the exam. Responses are checked for plagiarism. Any questions about exam expectations or procedures can be directed to supervisory committee chairs or the director of graduate studies in history.
B. Oral Examination
After the student has completed the written exam and the supervisory committee has reviewed it, the student will undergo a culminating oral examination. This usually takes place between seven to ten days after the written portion is completed. The oral examination tests a student's ability to engage in discussion of issues relevant to their fields of competence. The focus will be on the student’s answers to the written examination questions as well as the student’s proposed dissertation topic. In cases where some or all of the written examinations are below the Pass level, a strong oral examination is necessary in order for the student to pass the comprehensive examination. The student’s chair is charged with convening and administering the oral exam.

To schedule the oral examination, students should coordinate a date and time with their committee, then request a room reservation in advance using the online Room Request form.

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

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

When an examining committee agrees that a student did not successfully complete the exam, the chair of the committee must gather comments from the other members and write a summarized explanation of why the student failed and a recommendation whether the student should be permitted to re-take the exam if the student petitions to do so. This report is given to the DGS to discuss with the student.

Students who fail the exam may petition the Graduate College for a re-examination. This is done by completing a Petition to the Graduate College. Students will need to obtain signatures for this form in the following order: each member of the examining committee, the DGS, and SHPRS director.

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

Retakes may not be taken earlier than three months nor later than 6 months after the initial exam. The student coordinates a new exam date with his/her advisor and the examining committee and informs the DGS and graduate coordinator. Once the retake exam is scheduled, no postponements are allowed, except under exceptional circumstances that must be documented and approved by the DGS with the agreement of the examining committee. Failed exams can only be re-taken once. A student may not continue in the program without passing the qualifying exam.
H10. Master’s in Passing (MIP)

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

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

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

Students who wish to pursue the MIP must have the approval of their chair and the DGS and an approved PhD iPOS on file. The student should meet with the graduate coordinator who submits a request for the MIP to the Graduate College. An additional iPOS is created that lists the requirements for an MA degree in history. Students should include the following coursework:

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

To receive the degree, the graduate coordinator must ask the Graduate College to open an MA plan of study and then the student completes an application to graduate through MyASU. Students will typically enter into and graduate from this “program” and continue with the PhD program without interruption. On occasion, some students choose to earn the MIP and leave the PhD program. This decision should be discussed with the DGS and faculty advisor. Students who do not plan to continue in the PhD program but want to complete a master’s thesis should meet with the graduate coordinator to discuss the possibility and procedure of changing to the master’s thesis or thesis-equivalent degree.
H11. Dissertation Prospectus

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

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

B. Dissertation Prospectus Defense
The student’s supervisory committee will administer the prospectus defense and mentor the student on the work of the dissertation. The discussion at the defense will include a thorough review and critique of the prospectus to ensure that the student is well prepared for independent research and that the dissertation will meet rigorous scholarly standards. Following the prospectus defense, the candidate will be excused for the committee to deliberate. The committee may recommend the student for admission to doctoral candidacy or ask that further work be done on the prospectus. The student will be asked to make revisions and obtain approval from all committee members before any further work towards the dissertation can begin. It is the responsibility of the committee chair to ensure the revisions are completed. The committee may request another written prospectus and/or oral defense.

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

<table>
<thead>
<tr>
<th></th>
<th>Entering program with BA</th>
<th>Entering program with MA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning of first semester</strong></td>
<td>• Begin coursework</td>
<td>• Select supervisory committee chair and fields of study</td>
</tr>
<tr>
<td><strong>End of second semester</strong></td>
<td>• Select supervisory committee members</td>
<td>• Submit Plan of Study (iPOS) by April 1</td>
</tr>
<tr>
<td></td>
<td>• Submit first year portfolio by spring commencement date</td>
<td>• Submit Plan of Study (iPOS) by April 1</td>
</tr>
<tr>
<td><strong>Second year</strong></td>
<td>• Continue coursework</td>
<td>• Complete coursework</td>
</tr>
<tr>
<td></td>
<td>• Complete coursework</td>
<td>• Complete professional experience (Public History)</td>
</tr>
<tr>
<td></td>
<td>• Complete coursework</td>
<td>• Demonstrate proficiency in Advanced Research Skill</td>
</tr>
<tr>
<td><strong>Third year</strong></td>
<td>• Complete coursework</td>
<td>• Pass comprehensive exams beginning of fall semester</td>
</tr>
<tr>
<td></td>
<td>• Complete professional experience (Public History)</td>
<td>• Enroll in HST 792</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate proficiency in Advanced Research Skill</td>
<td>• Pass Dissertation Prospectus Defense by spring semester</td>
</tr>
<tr>
<td></td>
<td>• Pass comprehensive exams beginning of fall semester</td>
<td>• Pass Dissertation Prospectus Defense by spring semester</td>
</tr>
<tr>
<td><strong>Fourth year</strong></td>
<td>• Pass comprehensive exams beginning of fall semester</td>
<td>• Enroll in HST 799</td>
</tr>
<tr>
<td></td>
<td>• Enroll in HST 792</td>
<td>• Write dissertation document and prepare to defend</td>
</tr>
<tr>
<td></td>
<td>• Pass Dissertation Prospectus Defense by spring semester</td>
<td>• Enroll in HST 799</td>
</tr>
<tr>
<td><strong>Fifth year onward</strong></td>
<td>• Attain PhD Candidate Status</td>
<td>• Continue to write dissertation document and prepare to defend</td>
</tr>
<tr>
<td></td>
<td>• Write dissertation document and prepare to defend</td>
<td>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</td>
</tr>
<tr>
<td></td>
<td>• Enroll in HST 799</td>
<td>• Pass final defense of dissertation</td>
</tr>
<tr>
<td></td>
<td>• Attain PhD Candidate Status</td>
<td>• Electronically submit dissertation to ProQuest</td>
</tr>
<tr>
<td><strong>Final year (ten years maximum)</strong></td>
<td>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</td>
<td>• Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review</td>
</tr>
<tr>
<td></td>
<td>• Pass final defense of dissertation</td>
<td>• Pass final defense of dissertation</td>
</tr>
<tr>
<td></td>
<td>• Electronically submit dissertation to ProQuest</td>
<td>• Electronically submit dissertation to ProQuest</td>
</tr>
</tbody>
</table>
P1. Philosophy Program Overview & Timeline
The PhD program in Philosophy features a focus on Practical and Applied Philosophy and an interdisciplinary coursework component related to the student's dissertation topic.

**Practical Philosophy** includes the fields of ethics, philosophy of law, social and political philosophy, feminist ethics, and political philosophy.

**Applied Philosophy** includes both the application of theories developed within any of the sub disciplines of philosophy to everyday problems or phenomena (for example, the application of philosophy of language to hate speech or philosophy of mind to computing and artificial intelligence). Applied philosophy also includes the application of research produced by or methods used in other disciplines to understanding and addressing philosophical questions (for example, the application of data-gathering instruments used in psychology to questions in experimental philosophy).

Students may design dissertation projects in any of the major subfields of philosophy. For their interdisciplinary coursework supporting the dissertation project, students might, for example, pursue a certificate in Social Transformation, Gender Studies, or Responsible Innovation in Sciences, Engineering and Society, or take the core courses in Psychology, the Social Justice and Human Rights, Justice Studies, or Human Dimensions of Science and Technology graduate programs.

Students enrolled full-time in the Philosophy PhD program are able to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within ten consecutive years from the time of initial enrollment.
## P2. Course Requirements

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Applied Philosophy     | 3 credit hours | • Must earn a B grade or better.  
                          |                                                                                     | • Subject to chair approval, certain courses in this area may simultaneously satisfy one of the other area requirements. If a course is utilized to satisfy the Applied Philosophy requirement and another requirement simultaneously, the student must take another elective in order to meet the total credit hour requirement.  
                          |                                                                                     | • Courses taken in this area must meet at least one of the following two criteria:  
                          |                                                                                     |   • focuses on the application of philosophical theories to a specific issue of contemporary concern;  
                          |                                                                                     |   • makes substantial use of or reference to research in other disciplines.  
                          |                                                                                     | Must earn a B grade or better in each course.                                       |
| Epistemology           | 3 credit hours |                                                                                                                                           |
| Formal Methods         | 3 credit hours |                                                                                                                                           |
| History of Philosophy  | 3 credit hours |                                                                                                                                           |
| Metaphysics            | 3 credit hours |                                                                                                                                           |
| Value theory           | 3 credit hours |                                                                                                                                           |
| Electives              | 12-42 credit hours | • 12 credit hours required if student has an approved MA.  
                          |                                                                                     | • 42 credit hours required if student enters with a BA.  
                          |                                                                                     | • At least 9 credit hours and no more than 18 credit hours must be from other disciplines supporting the student’s proposed dissertation area. |
| Research               | 12 credit hours | PHI 792                                                                                                                                   |
| Dissertation           | 12 credit hours | PHI 799                                                                                                                                   |
| Total                  | 84 credit hours |                                                                                                                                           |

**A. 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.
P3. Courses for Philosophy PhD Students

Below is a list of 3-credit courses that may be offered in the program with an associated category. 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.

### Epistemology
- PHI 560  Topics in Epistemology
- PHI 562  Perception
- PHI 565  Probabilism

### History of Philosophy
- PHI 581  Studies in Ancient Greek Philosophy
- PHI 582  Studies in Modern Philosophy
- PHI 586  20th and 21st Century Philosophers
- PHI 587  Topics in the History of Philosophy

### Applied Philosophy
- PHI 520  Topics in Applied Philosophy
- PHI 521  Bioethics
- PHI 522  Ethics of Sustainability
- PHI 524  Disaster Ethics
- PHI 525  Rational Choice
- PHI 526  Evolution and Strategic Interaction
- PHI 527  Justice and Reparations
- PHI 529  Feminist Philosophy
- PHI 530  Moral Psychology
- PHI 531  Philosophy of Emotion
- PHI 532  Experimental Philosophy
- PHI 533  Philosophy and Art

### Metaphysics
- PHI 570  Topics in Metaphysics
- PHI 571  Studies in Philosophy of Mind
- PHI 572  Studies in Philosophy of Language
- PHI 576  Realism

### Value Theory
- PHI 540  Topics in Value Theory
- PHI 541  Normative Ethics
- PHI 544  Studies in Meta-Ethics
- PHI 545  Studies in Philosophy of Law
- PHI 546  Studies in Political Philosophy

### Formal Methods
- PHI 555  Topics in Formal Methods
- PHI 556  Advanced Symbolic Logic

### Colloquia

All students enrolled in the Philosophy PhD Program are expected to be active participants in the intellectual life of the philosophy program. In particular, students are expected to attended philosophy colloquia, which normally take place Friday afternoons. These events offer learning and networking opportunities that go beyond what is offered in the classroom.

### GPA and Grade Requirements

Students enrolled in the Philosophy PhD 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:
- Student receives three C or lower grades or incompletes in courses taken after admission to the program.
- 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 GPA.

P6. Comprehensive Examination
The comprehensive examination evaluates progress in the program and determines if the student has demonstrated proficiency in his/her area of specialization and can advance as a PhD candidate. Examination includes both a written and oral component. Students are expected to complete the exam no later than the second semester of their fourth year but are encouraged to complete it before then. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

Students are eligible to take the examinations when all required coursework (with the exception of research and dissertation hours) has been completed. With prior approval of the DGS, the exam can be taken during the same semester students finish coursework. Students must also have an updated plan of study (iPOS) approved by their chair, DGS for Philosophy, and Graduate College. The student must take one of the following in the semester they take exams:
- At least one semester hour of credit that appears on the Plan of Study;
- At least one semester hour of appropriate graduate-level credit, for example: Research (792), or Continuing Registration (795);
- At least one hour of a graduate-level course.

A. Reading List
The student, with the advice of their committee, constructs a bibliography related to their area of specialization. Approval of the bibliography must be secured from the committee one semester in advance of the scheduled written examination. The approval may, but need not, occur during the semester when the student is still fulfilling course requirements. Committee members will use this bibliography as a basis to generate questions for the exam. At least 30 days before the exam, the committee shall provide the student with a list of questions from which the written examination questions will be taken.

B. Scheduling the Exam
The written examination occurs on a single day and shall last no longer than six hours; three hours in the morning and three hours in the afternoon. No notes of any kind can be used during the written examination. The oral examination should be taken within two weeks of the written examination, depending on the availability of the committee.
The student should schedule the written exam in coordination with the graduate coordinator and their chair at least two weeks before they plan to sit for the examination. The graduate coordinator will assist in procuring the necessary materials (computer, flash drive, etc.), and facilitate the exam or designate a proxy facilitator (SHPRS faculty or staff).

The oral exam can be scheduled for a date and time that suit all involved (student and committee). The student should reserve a room by submitting the Online Room Reservation Form.

C. Exam Results
Results of the written and oral portions of the examination are recorded on the Philosophy Comprehensive Exam Results Form, which must be signed by all members of the committee. The committee chair submits the completed form to the graduate coordinator for processing.

The committee may recommend the following scores: pass with distinction (in cases of extraordinary performance), pass, or fail.

D. Failed Exam
If an examining committee agrees that a student did not successfully complete the exam, the chair of the committee must gather comments from the other members and write a summarized explanation as to why the student failed and include a recommendation as to whether the student should be permitted to re-take the exam if the student decides to petition to do so. This report is given to the DGS in Philosophy to discuss with the student.

Students who fail the exam may petition the Graduate College for a re-examination by completing the Petition to the Graduate College. Only one re-examination is permitted, which must take place no earlier than three months and no later than one year from the date of the failed examination. Graduate College may withdraw a student from the degree program if the student's petition for re-examination is not approved or if the student fails to successfully pass the retake of the comprehensive exam.

P7. Masters in Passing (MIP)
The Master’s in Passing (MIP) is a master’s degree awarded to PhD students who have passed comprehensive exams and who wish to earn a master’s degree on the way to completion of the PhD. It is not a mandatory component of the PhD program.

Students who were admitted to the PhD program without a master’s degree in philosophy are eligible to apply for the MIP. Students complete the following steps before contacting the graduate coordinator for the MIP application:

- Complete 30 hours of graduate course work, including completion of the core course requirements for the master’s degree, and receive a grade average of ‘B’ or higher.
- Complete both the written and oral portions of the comprehensive examination for Philosophy PhD program.

Students planning on completing the Master’s in Passing should contact the graduate coordinator for the application and instructions. A master’s degree iPOS is required and the student must apply for graduation according to the timelines specified by the Graduate College for the semester the student plans on receiving the degree.
P8. Dissertation Prospectus
The prospectus is a written document describing and justifying a student’s intended dissertation research. It must be completed and approved by the first semester of their fifth year in the program. Each doctoral candidate will prepare a prospectus of four to seven pages for the dissertation. The format and design of the prospectus will be determined by the candidate and committee chair.

The prospectus should include the following:
- a dissertation statement,
- a discussion of the relevant literature,
- a discussion of the approach to the project,
- a bibliography, and
- a sample dissertation chapter.

The prospectus must be reviewed and approved by each member of the student’s supervisory committee. The document does not need to be presented to the committee as a scheduled exam, but all members must approve the document. Results are recorded on the Philosophy Prospectus Results form and submitted to the graduate coordinator, who reports the results to the Graduate College. After the Dissertation Prospectus is passed, a student can be advanced to doctoral candidacy (ABD status).
R1. Religious Studies Program Progression
The doctoral program has two main goals: to train graduate students for careers as scholars and teachers in the academic study of religion and to provide supplementary training for graduate students in a range of related programs (including history, anthropology, political science, journalism, secondary education, and justice studies) who would benefit from greater expertise regarding the nature and role of religion around the world.

A. Phase I – Meet Requirements of MA Degree:
The student entering the PhD Program with a previously earned master’s degree may request that 30 credit hours be applied toward the total credit hours required for the PhD degree and begin their program in Phase II. These credits cannot replace core course requirements; they are applied as a blanket 30 credits toward elective requirements.

Students who have not earned a previous master’s degree approved for use in the program will focus in the first phase on earning a Master’s in Passing (MIP). They must fulfill all the requirements of the Religious Studies MA program, including course work, language exams, and either a thesis or portfolio culminating event. Mastery of the Phase I material is demonstrated by successful completion and oral defense of the thesis or the portfolio. For additional information on the MIP, please consult the program coordinator and/or the DGS.

All students must complete the foreign language requirement before moving to Phase II.

B. Phase II – Coursework & Examinations
Students advance to Phase II of the program when the MIP degree is attained. They take 30-36 hours of graduate level coursework to bring the total number of credit hours on the student’s iPOS to 60+.

During Phase II, students must pass written and oral comprehensive exams and successfully defend a dissertation prospectus.

C. Phase III – Candidacy
During Phase III, students complete all research and dissertation requirements (12 credit hours each of 792 and 799 courses) and prepare to defend and submit a dissertation.

Students enrolled full-time are able to graduate within six years. The Graduate College requires degree completion within ten consecutive years from the time of initial enrollment.

R2. Doctoral Research Tracks
Students are required to select an area of study from one of five tracks: Global Christianity, Anthropology of Religion, Religions in the Americas, Religions in Asia, or Islam in a Global Context. Study in our tracks is complemented by faculty in Jewish Studies, Eastern Orthodoxy, and Religions of Russia.
Students typically specify a research track upon admission. Students hoping to change their tracks should submit the Track Change Form. This form is signed by the supervisory committee and approved by the Director of Graduate Studies for Religious Studies.

A. Global Christianity
Students in the Global Christianity track will critically examine Christianity as a global religion, both in its long historical context and in the contemporary world. Students will also consider the academic, intellectual, theological, and missiological dimensions of Christianity and its global extension. They will explore how political, economic, racial, and social factors have, in turn, shaped the face of Christianity across the world. Using a variety of tools, from ancient languages to post-colonial and race theory, students will be encouraged to investigate important questions about Christianity and its history, from considering the complex relationships between Christianity, modernity, and colonialism, to examining Christian ethics and conceptions of international relations and human rights.

B. Anthropology of Religion
The Anthropology of Religion track trains students to account for and engage in research and teaching about the complex and dynamic roles of religion in the world today. Students develop mastery of social theory and ethnographic methods in order to understand the religious idioms and cultural practices that underline many contemporary human behaviors and political ideologies. The Anthro of Religion track formalizes new directions in the field that reflect the dramatic changes religion is undergoing in contemporary cultures and includes debates in cultural identities, post-colonialism, modernity, globalization, gender, traditional values, public discourses in multi-cultural milieux, and media practices. Students in this track are required to take our ethnographic theory and methods seminar and conduct ethnographic fieldwork for their dissertation in the target populations’ pertinent language(s).

C. Religions in the Americas
Students in the Religions of the Americas track focus on a religious tradition or traditions within one of the regions of the Americas, such as North America, Central America, or South America, as appropriate to the focus of the dissertation project. Expertise acquired will include an understanding of religious traditions and practices in their cultural and historical contexts, the study of the relevant language(s), and related course work in history, literature, anthropology, art history, or other fields. Our thematic and/or theoretical research focus trains students in the professional mastery of a body of literature, traditions, and religious practices within the academic study of religion. Topics can include, but are not limited to, both indigenous and immigrant religions and their expressions in Canada, the United States, Mexico, and the nations within Central and South America.

D. Religions in Asia
Students in the Religions in Asia track focus on a religious tradition or traditions within one of the regions of Asia, such as South Asia, Southeast Asia, or East Asia, as appropriate to the dissertation project. Expertise acquired will include an understanding of religious traditions and practices in their cultural and historical contexts, the study of the relevant language(s), and related course work in history, literature, anthropology, art history, media studies, global studies, or other fields. Topics can include, but are not limited to, the concepts, histories, and practices of any of the religious traditions in the regions of Asia including their transnational expansion to and interaction with other regions of the world.
E. Islam in a Global Context
Students in the Islam in a Global Context track develop a transdisciplinary approach drawing on anthropology, sociology, history, and religious studies. We provide students with theoretical tools, conceptual sophistication, and historical and cultural background for studying Islam in various contexts. Students situate their work within particular cultural formations and utilize the language(s) relevant to their project. They draw and expand on projects that are globally or thematically defined or geographically grounded in the Arab Middle East and North Africa, Iran, South and Southeast Asia, Africa, Russia, or beyond. Students engage issues such as ethics, peace and violence, memory and traumatic histories, power, performative embodied practices, state formations, political modalities, social movements, gender, sexuality, race, modernity, urbanism, postcoloniality, globalization, and migration.

F. Religion and Conflict
Within each Religious Studies track of study, students may choose to focus on issues in Religion and Conflict, including religious discourse in the public sphere, religious violence and nation states, religious conflict and the secular, debates over religion and science, and comparative ethics and theories of religious or just war.

R3. Coursework
A. Required Coursework for All Religious Studies Tracks
Students entering the program with an approved MA must complete 54 credits to complete the program. Those entering without an MA must complete 84 credits.

All Religious Studies doctoral students, regardless of their track, take the following core courses:
- REL 501 Classical Theories of Religion (3 credits)
- REL 502 Research Methods in Religious Studies (3 credits)
- REL 700 Introduction to College Teaching (3 credits) - A three-unit course focused on pedagogical methods and instructional design. Students are required to complete and pass this course before they will be authorized to teach an independent course.
- CDH 501 Digital Humanities: Critical Theory & Methods (3 credits) - Course focuses on the histories of digital technologies, their operations, popular conceptions about such tools, and their affordances and limits for humanities scholarship. Students learn how to leverage digital technologies and how to critically read them. Students are encouraged to utilize their final projects to engage specific disciplinary digital tools and methods relevant to their scholarly work.
- REL 792 Research (12 credits)
- REL 799 Dissertation (12 credits)

B. Curriculum for Anthropology of Religion
Anthropology of Religion Track doctoral students take the following core courses in addition to the courses required of all Religious Studies students:
- REL 620 Anthropological Theories of Religion (3 credits) - Basic theories from Levi-Strauss and Victor Turner to the work of Marshall Sahlins, Maurice Bloch, David Scott, etc.
- REL 621 Ethnography of Religion (3 credits) - Ethnographic theory and method approaches to recording and studying lived cultural practice.
• REL 626 Topics in the Anthropology of Religion (3 credits) - Under this rubric, faculty offer seminars on thematic concerns germane to the track, such as the anthropology of ritual, memory, modernity, post-colonialism, conflict and revolution, hybridity, peacemaking and secularism, semiotics, conversion, iconography, embodiment, material culture, etc.

Electives, which may not replace the courses listed above, may include:
• REL 626 Topics in the Anthropology of Religion
• REL 598 Special Topics
• REL 591 or 691 Seminars
• Graduate courses from a related discipline that support the student’s research (up to 6 credits)
• REL 690 Reading & Conference Course (up to 3 credits)

C. Curriculum for Global Christianity Track
Global Christianity track doctoral students take the following core courses in addition to electives:
• REL 510 Religion and Globalization (3 credits)
• REL 570 Global Christianity (3 credits)
• 12+ hours of graduate courses that have Christianity as a primary focus. Examples of such courses include: Missionary Encounter, Mission and Indigenous Christianity in Latin America, and Eastern Christianity.

Electives, which may not replace the courses listed above, may include:
• REL 598 Special Topics
• REL 591 or 691 Seminars
• Graduate level courses from a related discipline that support the student’s research (up to 6 credits)
• REL 690 Reading & Conference Course (up to 3 credits)

D. Curriculum for Religions in the Americas, Islam in a Global Context, and Religions in Asia
Religions in the Americas, Islam in a Global and Religions in Asia track doctoral students take the core courses listed in section A. There are no additional required courses.

Electives, which may not replace the courses listed above, may include:
• REL 598 Special Topics
• REL 591 or 691 Seminars
• Graduate courses from a related discipline that support the student’s research (up to 6 credits)
• REL 690 Reading & Conference Course (up to 3 credits)

E. 400-Level Courses
Graduate students may, with chair 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.

F. REL 690: Reading and Conference Courses
These custom-arranged courses with a single instructor allow a student to do intensive reading with the objective of acquiring a sophisticated knowledge of a topic. For 3 credits of Reading 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, 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.

**R4. Annual Review of Students**

The Religious Studies faculty reviews all graduate students annually to provide students with feedback about their program and identify concerns the faculty may have with their work. The annual review also provides an opportunity for students to keep their committee members and the graduate faculty informed of their professional activities, accomplishments, and progress toward graduation. Students are required to submit an annual self-evaluation that their chair will use to prepare a presentation for the DGS and Graduate Affairs Committee.

Each faculty member reviews each student for whom they are a chair. After each student is reviewed, the student’s chair, in conjunction with the DGS, will prepare a letter reporting to the student their progress, performance, and concerns.

**R5. 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 or incompletes 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.
R6. Foreign Language Requirement(s)
The foreign language requirement specifies proficiency in the language(s) of both primary sources and scholarly literature in the major field of specialization. The specific foreign language(s) required is determined by the student's supervisory committee, who may require two languages or more. At least one foreign language requirement must be met. Proficiency in reading will be required of all students and will be established by passing the language exam(s) administered through the School of International Letters and Cultures (SILC) at ASU. The SILC examination is required for all students with the language requirement and may include students, subject to DGS discretion, who have taken courses or reported proficiency by other methods.

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

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

Additionally, the chosen foreign language and text to be used for an exam (including a re-examination) must be justified by the supervisory committee and approved in advance by the DGS of Religious Studies.

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 that 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, they must meet with their chair and DGS of Religious Studies to determine probation toward the degree which will likely result in a recommendation to dismiss the student from the program.

Undergraduate language classes taken to obtain proficiency for the foreign language requirement do not count toward the total number of hours needed for the program or used to meet proficiency in a language.
R7. Doctoral Comprehensive Examination

The comprehensive examination is designed to ensure the student’s mastery of the field, including its broader issues, theories, and key findings. The exam also tests the student’s ability to organize, synthesize, and analyze a substantial corpus of knowledge and reading in response to questions posed by the faculty. The exam consists of two parts: written and oral. The examination committee is composed of at least three tenured or tenure-track faculty members who are usually, but not always, the student’s supervisory committee. At least two of the three members must be members of the religious studies internal unit graduate faculty.

Students entering with a BA are expected to pass comprehensive exams in their fourth or fifth year in the program; students entering with an approved MA are expected to pass comprehensive exams by the end of their third year in the program. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

Students qualify for comprehensive examination when they have completed Phase II, have an approved Plan of Study, and have completed the language requirement(s). When the chair decides that the comprehensive stage has been reached by the student, the chair will email the DGS (copying the graduate coordinator) to request the examination, provide the names of the committee members, and inform the date and time of the exam. Comprehensive examinations can be taken in the fall or spring semester. In order to take the comprehensive examination, the student is required to be registered for one of the following:

- At least one semester hour of credit that appears on the Plan of Study.
- At least one semester hour of appropriate graduate-level credit, for example: Research (792) or Continuing Registration (795).
- At least one hour of a graduate-level course.

A. Comprehensive Examination Preparation

Bibliographies, reading lists, and conceptual frames for each of the three examination test areas should begin amongst the student and all examination committee members as early as a year prior to the planned examination time. The student is required to meet with their examination committee several months prior to the comprehensive exams in order to begin to form a shared understanding of the student's interests and project as well as the role of each faculty within it.

Each student, in preparation for the comprehensive exams, along with their chair prepares a reading list covering key sub-areas of the student’s research area and includes major works defining those areas (the sub-areas must be approved by the chair). The reading list needs to be approved by the student’s entire supervisory committee (no formal meeting is required for such approval).

Reading lists are extensive, open-ended, and position the field of study in relation to the student's research areas. Recognizing that there are important publications in each field, the faculty in Religious Studies does not use standard reading lists for comprehensive exams or standardized exam questions. As no two exams are alike, there are no sample questions on file. chairs can share past reading lists or exam questions, if available as an illustration or example; however, students should expect their exam questions to be uniquely formulated in relation to their research areas.

Faculty provide each student with a sense of the type of questions they may ask and are explicit about the high level of competence they expect from their student in the exams. A student should have a
general sense about what kind of exam questions to expect. Students should have an outline in mind prior to starting the exam and bring their own research interests in conversation with the strengths and weaknesses of the literature in each examination field. Students may want to make reference to different sections of their comps (e.g. “I discussed this in greater detail in Question #1”) to avoid repetitive answers.

B. Written Examination
The written portion of the comprehensive examination is presented online and is administered by the graduate coordinator. It consists of three written essays – one for each of the following areas:
- Method and theory in the academic study of religion.
- Major world area of study.
- Major religious tradition of study.

Comprehensive examination questions are released to the student one at a time on specified dates and times during a five-day period. One question is given each day, usually Monday, Wednesday, and Friday of one week. The student has four hours to complete and upload each response. Student responses are checked for plagiarism before being evaluated by the exam committee.

C. Oral Examination
After the student has completed all parts of the written exam and the examination committee has reviewed their answers, the student will undergo a culminating oral exam. The oral requirement usually takes place between seven to fourteen days after completion of the written portion. The oral examination tests a student’s ability to engage in discussion of issues relevant to their fields of competence. The focus will be on the student’s answers to the written examination questions as well as the student’s proposed dissertation topic. In cases where some or all of the written examinations are below the Pass level, a strong oral exam is necessary in order for the student to pass the comprehensive examination. The student’s chair is charged with convening and administering the oral exam.

Each student is responsible for scheduling the rooms in which the oral examinations take place by filling out a Room Reservation request or calling (480) 965-5778.

D. Exam Results
The graduate coordinator provides a Religious Studies Comprehensive Exam Results Form to the chair of the examining committee prior to the start of the exam. Examination committee members discuss student responses and record their individual decisions of the outcome on each exam on the results form. The committee chair submits the completed form to the DGS for approval and then the graduate coordinator submits the outcome to the Graduate College.

To pass the comprehensive examination, a student must score a “pass” or “pass with distinction” on all written examinations and complete the oral examination at a passing level as determined by the examining committee. When the members of an examining committee agree that a student did not successfully complete the comprehensive exam, the chair of the committee must gather comments from the other members and write a summarized explanation as to why the student failed and a recommendation given as to whether the student should be permitted to re-take the exam if the student decides to petition to do so. The chair meets with the student to discuss the report.

Students who fail the comprehensive exam may petition the Graduate College for a re-examination by completing the Petition to the Graduate College. Students need to obtain physical signatures for this
petition in the following order: each member of the examining committee followed by the DGS.

Religious Studies does not allow a third retake of the comprehensive examination. Failure of the comprehensive examination will lead to dismissal from the PhD program.

**R8. Dissertation Prospectus**

Students are required to complete a dissertation prospectus that must be approved by their supervisory committee within one academic year (two semesters) of the date they passed their comprehensive exam. A student who fails to meet the deadline must meet with their chair and the DGS to discuss their progress.

**A. Prospectus Format**

The prospectus explains the focus of the research proposed, its relevance, its location within the wider discourse in the field, the contributions the project will make to this conversation, a time line, a discussion of methods, and a general outline of the dissertation chapters. Students need to confer with their chair before preparing the prospectus for advice concerning its format. The proposal should:

- Include clear statement of the *major research question* addressed in the dissertation.
- Present a thorough *literature review* of sufficient scope making the problem statement fully comprehensible. The literature review needs to provide the reader with a clear and concise understanding of the current scholarly discourse about the major question and shows how the project contributes in an original way to its broader scholarly discourse.
- Outline the *sources* of data and defend the selection of those sources.
- Detail the *methods* employed in the research project.
- Delineate plans for obtaining IRB approval, if necessary.
- Include an extensive bibliography of the relevant literature.

Proposals submitted to funding agencies can often be re-worked into a dissertation prospectus.

**B. Prospectus Review & Defense**

When the student completes the prospectus document, the student submits a copy to each member of the prospectus committee and arranges a date and time for the oral defense. Students reserve a room for the defense by submitting a Room Reservation request online or calling (480) 965-5778.

The student must take a Prospectus Defense Results form to their defense. The chair is responsible for obtaining the signatures of the committee and submitting the form to the graduate coordinator.

**C. Defense Results**

If the prospectus committee agrees that a defense was not successful, the chair gathers comments from the other members and writes a summarized explanation as to why the student failed and a recommendation given as to whether the student should be permitted to re-take the defense if the student decides to petition to do so. The chair meets with the student to discuss the report.

Students who fail the prospectus defense may petition the Graduate College for a re-examination. Petitions are initiated by completing the Petition to the Graduate College form. Students will need to obtain signatures, at the committee member’s discretion, for this form in the following order: each member of the examining committee followed by the DGS.
If the petition is approved, the student must submit the new prospectus by the end of six months (the six months begins from the date that the first doctoral dissertation prospectus defense was held). If the academic unit does not grant the student permission to retake the proposal defense, or if the student fails to pass the retake of the prospectus defense, the Graduate College will withdraw the student from the degree program. Religious Studies does not allow a third retake of the prospectus defense.
Religious Studies PhD Timeline Summary – *Students Entering with BA*
(This timeline will vary according to students’ track, language, and/or fieldwork needs, etc.)

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Coursework &amp; Master’s In Passing (MIP)</th>
</tr>
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</table>
| **Fall semester, first year** | • Begin coursework, including REL 501  
• Decide Doctoral Study Track & Foreign Language needs  
• Approach possible committee members |
| **Spring semester, first year** | • Continue coursework, including REL 502  
• Select supervisory committee by April 1  
• Complete Plan of Study (iPOS) by April 1 |
| **First summer** | • Study required foreign language |
| **Second year** | • Continue coursework  
• Pass foreign language exam  
• Look into research grants & awards |
| **Summer 2** | • Study second foreign language, if required by supervisory committee  
• Begin research and/or fieldwork |
| **Fifth to Sixth year** | • Submit and defend Dissertation Prospectus  
• Apply for IRB approval, if needed  
• Research and/or fieldwork  
• Dissertation research and writing |
| **Fourth to Fifth year** | • Complete coursework  
• Pass Comprehensive Examination  
• Prepare Dissertation Prospectus |
| **Seventh to Eighth year onward** | • Apply for graduation and follow Graduate College timeline and procedures for scheduling final defense and Format Review  
• Pass final defense of dissertation  
• Electronically submit dissertation to ProQuest |
| **Phase II** | Coursework, Examinations, and Attaining Candidacy  
*Phase II begins when the student has completed the foreign language requirement and earned an MIP.* |
| **Phase III** | Candidacy and Dissertation  
*Phase III begins once Prospectus Defense is passed and student attains Candidacy.* |

45
Religious Studies PhD Timeline Summary – *Students Entering with MA*
(This timeline will vary according to students’ track, language, and/or fieldwork needs, etc.)

| Phase II | Coursework, Examinations, and Attaining Candidacy
| Students entering with MA begin the program in Phase II, having already met requirements for Phase I. |
| --- | --- |

| Fall semester, first year | • Begin coursework, including REL 501  
• Decide Doctoral Study Track & Foreign Language needs  
• Approach possible committee members |
| --- | --- |

| Spring semester, first year | • Continue coursework, including REL 502  
• Select supervisory committee by April 1  
• Complete Plan of Study (iPOS) by April 1  
• Study required foreign language |
| --- | --- |

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<tr>
<th>First summer</th>
<th>• Language study and/or archival/library research</th>
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| Second year | • Complete required coursework  
• Apply for IRB approval, if needed, during second or third year  
• Pass foreign language exam  
• Study second foreign language, if required by supervisory committee  
• Look into research grants & awards |
| --- | --- |

| Summer 2 | • Begin research and/or fieldwork  
• Prepare for comprehensive exams |
| --- | --- |

| Fall semester, third year | • Pass second foreign language exam, if required  
• Prepare for and pass comprehensive exams  
• Write and prepare to defend Dissertation Prospectus |
| --- | --- |

| Spring semester, third year | • Complete all coursework except 799 credits  
• Submit and defend Dissertation Prospectus  
• Attain PhD Candidate status |
| --- | --- |

| Fourth year | • Begin writing dissertation  
• Enroll in REL 799 |
| --- | --- |

<table>
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<tr>
<th>Fifth year</th>
<th>• Finish writing dissertation and prepare to defend</th>
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</table>

| Sixth Year onward | • Follow Graduate College procedures for scheduling final defense and Format Review, apply for graduation if applicable  
• Pass final defense of dissertation  
• Electronically submit dissertation to ProQuest |
| --- | --- |