

Arizona State University Graduate Certificate in Public History Student Handbook

2025-2026

School of Historical, Philosophical, and Religious Studies
Arizona State University
P.O. Box 874302
Tempe, AZ 85287-3902
Phone: (480) 965-5778
Fax: (480) 965-0310
<https://sites.google.com/asu.edu/shprsgrad>

Table of Contents

1. Welcome to the Program	3
2. Student Success	3
3. An Inclusive Student Community	4
4. Key Personnel	4
5. Situating the Public History Certificate at ASU	5
6. Disclaimer.....	6
7. Program Description and Overview.....	7
8. Admission Requirements and Application Process	7
9. Course Requirements	8
10. Course Descriptions for Key Courses	9
11. Interactive Plan of Study (iPOS).....	12
13. Grades.....	12
14. Satisfactory Academic Progress.....	13
15. Graduation Procedures.....	15
16. Transfer Courses.....	15
17. Academic Integrity.....	15
18. Research Integrity and Assurance.....	16
19. Safety, Discrimination, and Harassment	16
20. Enrollment Requirements.....	17

1. Welcome to the Program

Welcome to the Public History graduate certificate program at Arizona State University! We are excited to have you as part of our program. The objective of this handbook is to help you navigate your time at ASU, outlining resources intended to help you succeed and policies that will help keep you in good academic standing and on schedule for completion. Our hope is that much of the information you need is in this handbook, and that you will consult it first when questions arise. If you can't find the answer here, you should always reach out to your program leads, Mark Tebeau and Katy Kole de Peralta, and/or the Public History Coordinator, Erin Craft or the Graduate Program Coordinator, Jacklyn Collens. We're here to help, and know that not every topic can be covered in these pages.

Our program is, first and foremost, about putting history to work in the world—learning from amazing professors and peers and exploring local and community history, digital humanities, oral history, and the heritage industry. You will not read much about that here, however. This handbook is mostly about the bureaucracy needed to keep you in good standing. Please treat this seriously. It is important that you understand the program resources and requirements. When you are in good standing, you will be free to follow your intellectual passions!

2. Student Success

ASU is one of the largest—if not the largest—research universities in the United States. That means there is a wide range of resources available to help you succeed as a graduate student. We encourage you to take advantage of these resources. Here we highlight some of the resources we expect you to find most useful, though you should be aware that this is necessarily a partial list, and you may find useful information elsewhere as well.

Your Peers: One of the beneficial things about this program is you will meet dozens of peers just as curious and dedicated to learning about public history in all its complexities. Introduce yourself! Exchange email addresses! Form study groups! Draw on each other's knowledge and expertise!

Your Advising Team: As an online student, ASU has a host of personnel who will help you along your educational journey, including Enrollment Coaches, Success Coaches, and program advisors. However, your first and best point of contact will always be people within the certificate program. Your program leads should be your first point of contact for questions about academic matters, and your Graduate Program Coordinator can help answer administrative questions, including questions about the iPOS and course requirements.

ASU Online Resources: [ASU Online](#) has gathered a collection of the most important resources for online students, including financial aid, tutoring, library services, and more. You will find much of the information you need about ASU services on this page.

ASU Writing Center: ASU Writing Centers offer a dynamic, supportive learning environment for currently enrolled ASU graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. ASU students can schedule a 30-

minute appointment for one-on-one writing tutoring live via Zoom. Writing tutoring for drop-ins are limited and is subject to tutor availability. Please call (480) 965-9072 if you need help scheduling, changing, or canceling an appointment. Online Graduate Writing Tutoring: Monday-Friday: 11:00 a.m. - 5:00 p.m. Arizona time <https://tutoring.asu.edu/student-services/>.

Financial Aid/Scholarships: [ASU Online Resources](#) offers the most up-to-date information from ASU. SHPRS also offers some fellowships for graduate students, information for which can be found [here](#).

Graduate College Resources for Wellbeing: ASU's Graduate College has compiled a list of [Graduate Wellness Resources](#) and "[10 Best Practices in Student Wellbeing](#)" that offer helpful resources and advice.

Mental Health: Graduate school is challenging, and those who are most successful typically attend to their mental health. [360 Life Services](#) offers counseling and topic-specific support for online students, including counselors who are licensed in all 50 states.

3. An Inclusive Student Community

The Public History certificate program is committed to creating an inclusive student community in which students from all backgrounds can thrive. We uphold the [ASU Charter](#), which states that we are "measured not by whom we exclude, but rather by whom we include and how they succeed."

We act on these goals in this program through a curriculum that ensures a wide range of historical actors are studied, including those who have historically been underrepresented. We also cultivate community norms of civic discussion. Public history is often messy and contested, and our interpretations will not always align. But we can talk and write about it openly, civilly, and honestly.

As a student in this program, you are also part of the much broader ASU Sun Devil community. There are numerous opportunities for students to attend talks, connect with students in other programs, and join student organizations. Many of these opportunities can be found at [Sun Devil Sync](#).

4. Key Personnel

Several SHPRS faculty and staff work together to oversee and implement the Public History certificate program. The following is a quick description of roles and responsibilities.

The **Program Lead** manages the certificate program. They advise students, help develop the course schedule, and work to maintain the program's quality and rigor. The Program Lead coordinates with the leaders of online programs, graduate directors, and the leadership of SHPRS and external constituencies.

The **Public History Program Coordinator**, alongside the Program Leads, assists students in developing a Professional Experience. The Program Coordinator oversees the Canvas course shell in

which students completing a professional experience must participate. The Program Coordinator supports the Program Lead in coordinating programmatic needs.

The **Graduate Program Coordinator** ensures the accuracy and accessibility of program forms and monitors student progress through the program. The Graduate Program Coordinator serves as a liaison between the Director of Online Programs, the Associate Head of History Graduate Studies, and the student.

The **Director of Online Programs** is responsible for the development and delivery of the graduate certificate in Public History. The Director of Online Programs works closely with the Associate Head of History Graduate Studies to ensure the integrity of the certificate program.

The **Associate Head of History for Graduate Studies (AHGS)** monitors and ensures the integrity of all graduate programs in History. The AHGS determines program requirements and participates in the resolution of issues related to the programs.

Resource	Email/URL	Phone
Certificate Program Lead, Mark Tebeau	Mark.Tebeau@asu.edu	(480) 965-5778
Certificate Program Lead, Katy Kole de Peralta	kkoledep@asu.edu	(480) 965-5778
Graduate Program Coordinator, Jacklyn Collens	Jacklyn.Collens@asu.edu	(602) 543-3469
Public History Senior Program Coordinator, Erin Craft	Erin.Craft@asu.edu	(480) 965-5778
Director of Online Programs, Peter Van Cleave	pvanaclea@asu.edu	(480) 965-5778
SHPRS Director, Richard Amesbury	Richard.Amesbury@asu.edu	(480) 965-5778
Associate Head for Graduate Studies, History, Tobias Harper	Tobias.Harper@asu.edu	(480) 965-5778

5. Situating the Public History Certificate at ASU

ASU is an enormous enterprise, and it will help you navigate your time here to have a quick orientation of the major branches of the university that touch on this program. The Public History graduate certificate is run by the History faculty, who are all members of the School of Historical, Philosophical,

and Religious Studies (SHPRS). SHPRS faculty manage degree programs at the undergraduate and graduate levels in all three disciplines. SHPRS is housed within The College of Liberal Arts and Sciences, which oversees programs ranging from English to Physics. As an online program, this degree works in collaboration with ASU Online, which oversees all of ASU’s online offerings. And as a graduate program, this degree is also overseen by ASU’s Graduate College. Each of these organizations—History, SHPRS, The College, ASU Online, Grad College—sets policies on different matters. You will receive emails and notifications from contacts in each of these organizations at various times, including your enrollment advisors and success coaches. Please read these messages carefully; whenever you have questions, remember that your first point of contact should always be your program lead and/or Academic Advisor.

Here are some links for resources outside of SHPRS for students to be aware of:

Graduate College	http://graduate.asu.edu	(480) 965-6113
ASU Academic Catalog	https://catalog.asu.edu	
University Registrar	https://students.asu.edu/registration	(480) 965-3124
360 Life Services (Counseling)	https://goto.asuonline.asu.edu/360lifeservices/	Crisis Hotline: (833) 223-9883
International Students & Scholars Center	https://students.asu.edu/international/issc	
Student Accessibility & Inclusive Learning Services (SAILS)	https://eoss.asu.edu/accessibility	(480) 965-1234
Online Student Resources	https://asuonline.asu.edu/student-resources/faq/	
ASU Online Community	Online Community	
Pat Tillman Veterans Center: Active Duty Military, Reserve & Veterans’ Support Services	https://veterans.asu.edu militaryonline@asu.edu	(480) 884-1906
Technical Support: ASU Help Center Live Chat	Online Chat	1 (855) 278-5080

6. Disclaimer

This handbook is designed to clarify procedures and requirements relating to graduate work in the Public History graduate certificate. It will be regularly revised and updated. If you discover any errors, omissions, or inconsistencies, please notify the Director of Online Programs. All past and present SHPRS handbooks can be found on our [resources page](#).

7. Program Description and Overview

The focus of the graduate certificate in Public History is to develop students' understanding of the nature and impact of history at work in the world, as well as advance their inquiry, research, analytical, communication, and writing skills. These skills can advance careers and achievement in a number of areas, including archives, museums, national parks, collections management, higher education, secondary education, military service, human rights work, public relations, diplomacy, international relations, and law.

The curriculum for the Public History certificate consists of:

- Core/Required courses
- Elective courses

Students enrolled in the program should be able to complete program requirements and receive their certificate within one year. Students must complete all certificate requirements and graduate within six years. There is no extension, and students who fail to complete it within six years must reapply to the program. The count begins from the first semester of admission to the student's academic program.

8. Admission Requirements and Application Process

An applicant must have a minimum of a bachelor's degree (or equivalent) or master's degree from a regionally accredited college or university. Students from any field, who demonstrate potential, will be considered for admission. Applicants' potential for success is determined by the quality of writing and clarity of thought demonstrated in the letter of intent and responses to the application questions. Letters of recommendation that describe a student's ability to deliver high-quality academic work and persist to an academic goal will receive priority. An applicant's GPA and academic performance, particularly in humanities coursework, will also indicate potential.

A minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program is required. A minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program is required.

Applicants are required to submit:

Graduate admission application and application fee
Official transcripts
Letter of intent/personal statement
Writing sample
Resume/CV
Two letters of recommendation*

An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

The personal statement should be about 500 words in length, be addressed to the admission committee, and explain the applicant's educational background and training, interest in studying public history, and motivation for pursuing graduate study at ASU.

A sample of the applicant's written work should be submitted electronically as part of the online application. Compelling writing samples include a strong thesis, demonstrated use of primary and secondary source evidence, and solid writing foundations (such as proper grammar and logical organization). Applicants will ideally submit a writing sample with a focus on history. If that's not possible, applicants may submit a paper from the humanities or social sciences. The writing sample may be a published or unpublished article, a research paper, or any other extended sample of expository skill no longer than 35 pages.

*Letters of recommendation may be waived for applicants who have already completed a Master of Arts in history or are currently enrolled in the MA program in history or World War II Studies at ASU.

9. Course Requirements

There are two core courses, one additional requirement, and two electives in the Public History certificate program for a total of 15 hours.

Required Core (6 credit hours)

HST 502 Public History Methodology (3 credit hours)

HST/WWS 585 Professional Experience (3 credit hours)

Other Requirements (3 credit hours)

***Students must take one of the following courses. Students are eligible to take all three, and the other two will count as elective credit.**

HST 580 Practicum (3 credit hours)

HST/WWS 585 Professional Experience (3 credit hours)

WWS 563 The Lived Experience of World War II (3 credit hours)

Electives (6 credit hours)

Current list:

HST 580 Oral History (3 credit hours)

HST 580 Archives (3 credit hours)

HST 580 Genealogy (3 credit hours)

HST 580 Communicating History in the Public Sphere (3 credit hours)

HST 598 Public History Lab (3 credit hours)

HST 598 Public History, Media, and Memory (3 credit hours)

HST 591 Reading the Built Environment (3 credit hours)

HST 591 Landscapes (3 credit hours)

HST 591 Historic Preservation (3 credit hours)

HST 485 History in the Wild (3 credit hours)

WWS 569 Memory and Monuments (3 credit hours)

Additional Curriculum Information

HST 585 Professional Experience is cross listed with WWS 585 Professional Experience, and students can take either section to fulfill certificate requirements. For Other Requirements coursework, students complete either an additional 3 credit hours of HST/WWS 585, WWS 563 The Lived Experience in World War II, or take an HST 580 course from an approved list. Students should see the unit for an approved list of elective topics.

10. Course Descriptions for Key Courses

A. Required Cores:

HST 502: Public History Methodology:

This course examines the vast disciplinary field of study and practice of what scholars term “public history.” In HST502: Public History Methodology, you will be introduced to the intellectual and applied foundations of creating, communicating, and disseminating historical knowledge to and with various publics.

HST/WWS 585 Professional Experience:

HST 585 Professional Experience (essentially an internship) is a unique opportunity for students to get direct experience working in public history sites such as museums, historical societies, and archives. This will require 180 hours of and could take up to 2 semesters to complete, so students will enroll in this course during the semester in which they expect to finish the work. Work can also be done in cultural resources management, historic preservation, parks and recreation, or humanities non-governmental organizations. Enrollment in HST 585 requires administrative approval and course prerequisites, so students need to work with the Program Lead and Public History Program Coordinator to ensure that their professional experience is approved and are eligible to enroll in HST 585. Additional information about the approval process can be found in the [Professional Experience Guidelines document](#).

B. Other Requirements:

Students must take at least one of the following three courses to fulfill the requirement. Students are able to take the other courses from the list, and they will count as elective credit.

HST/WWS 585 Professional Experience:

See the description above.

HST 580: Practicum:

These are elective courses that focus on a particular skill, such as genealogical research, oral history methods, and communicating history in the public sphere. A fuller description can be found below in the elective course list.

WWS 563 The Lived Experience of WWII

Using the vast oral history collection of the National World War II Museum in New Orleans, Louisiana, this course examines how individuals experienced the war. A number of factors shaped how people experienced the war—whether one was a soldier, non-combatant, resistor, or collaborator. The course will focus on how ordinary people made sense of their experiences during the war. In addition, students will explore the theory and practice of collecting and using oral histories.

C. Electives (a working list):

HST 580 Communicating History in the Public Sphere:

This course is designed to introduce students to several platforms to communicate historical knowledge beyond the classroom. Whether through museum exhibits, writing op-ed pieces, or developing podcasts, students will identify and offer compelling historical analysis that is created with non-academic audiences in mind.

HST 580 Oral History:

Oral history is a valuable method for gathering historical information. This course offers students opportunities to explore theoretical issues, learn best practices, and gain practical experience preparing for, conducting, documenting, and making accessible oral history interviews.

HST 580 Archives:

This is a practicum class that explores the nature of the historical archives. Students will learn about archival practices and may directly engage in cataloging material and providing metadata for digital archives. In addition, students will examine the politics of the archives and how and why certain information is preserved and promoted.

HST 580 Genealogy:

This course will give you the skills to confidently pursue researching your family history. We will be learning the basics of genealogy research, plus understand how genealogy research is important to an overarching understanding of history. We will also learn the foundation of good genealogy - The Genealogical Proof Standard. The focus of this class will be on learning to assess and evaluate the documentation you find.

HST 591 Reading the Built Environment:

This course covers the basic concepts, documents, and applications used by professionals in the preservation field, while providing students with a variety of hands-on skills used in the field. The built environment is a cultural heritage resource and the field of historic preservation has an array of tools and methods to enable its preservation, conservation, planning, and interpretation.

HST 591 Landscapes:

This course explores the history of landscapes by taking on monuments as its subject. We will distinguish between monuments, memorials, museums, commemoration, memory, history, and heritage, as well as other terms used to think about the ways we embed meaning into the landscape. We will examine the history of monument making, and its relation to landscape, especially in the nineteenth- and twentieth-centuries. We will inquire about the construction of monuments both within a particular historical and spatial context and their reconstruction through historical memory. Though etched in stone, we will recognize that monuments possess a dynamic life course—at the intersection of memory, landscape,

community, and culture. They—monuments—do not remain fixed, as so many of those who erect them would like. Like the past and the landscape itself (both of which give monuments their meaning), monuments are reinvented again and again. They reflect light; they move; they howl; they take new meaning. They also disappear from our consciousness only to reappear in new formation. Our task is not to judge the monument—or its appropriateness—but rather to understand it in a multitude of historical, literary, theoretical, and physical contexts—to embrace their complexity, inscrutability, and ephemerality.

Over the course of the semester, we'll do this by reading about a variety of different types of monuments, exploring different contexts for monuments, and considering different forms and subjects of memorialization and commemoration. We will seek to balance breadth of form versus depth of analysis—surely not covering every possible permutation (cemeteries, for example, will be notably missing.) Nonetheless, we'll understand monumental contexts—historical, biographical, cultural, and physical—as a way to make sense of the process of monument making. We'll do this through reading scholarly literature that is both historically specific but also theoretically. And, we'll apply this in our original historical essays.

HST 591 Historic Preservation:

Through readings and discussions and research, this course delves into key topics ranging from historical precedence and grassroots efforts to global preservation philosophies and economics—e.g. Main Street programs, tax credits and sustainable community revitalization, disaster mitigation and repair—to managing our heritage, from single, important buildings to complete communities and cities.

HST 598 Public History Lab:

The Public History Lab is a readings seminar that will explore a specific topic in public history through a concentrated set of secondary readings that examine the theoretical and practical application of public history. The specific topic varies by session and focus of the instructor.

HST 598 Public History, Media, and Memory:

In this course, students will examine the way in which the movie theater has served as a “site of memory” by watching a series of historically themed films. We will debate the role of filmmaker as historian and critically examine why film has proved to be such a potent technology of memory, influencing popular perceptions of the past and otherwise molding collective memory and identity. How can public historians appropriately use film to convey important meanings about the past? We will conclude the course by looking at the frontiers of media and memory: historically themed video games and the gaming culture these generate. Throughout the course, students will complete short, reflective papers, contribute to online discussion board threads, and write a final essay in which they use the tools of analysis introduced in this course to write a critical review of a historical movie or video game of their choosing.

HST 485 History in the Wild:

This class explores history outside of conventional academic texts and purposes. Students craft historical narratives in ways that engage an audience beyond the professor, present information in forms other than (but not excluding) writing, and identify and use sources found outside of archives.

WWS 569 Memory and Monuments:

Students in WWS 569 will study the historical memory of World War II by examining the processes of commemoration, monument building, and memorialization. Students will explore theories of how

societies remember and forget and how they create collective memory. Readings will provide insight into commemorative practices of World War II by exploring different comparative contexts. Readings will also explore how monuments emerge in quite different forms—from the formal sculpture with which we are so familiar to more vernacular expressions. Finally, students will explore how Americans have remembered other wars—specifically World War I or the Cold War—through both historical podcasts and monographs that explore the ways that memorial landscapes are politically contested.

11. Interactive Plan of Study (iPOS)

Students enrolled in the Public History certificate are required to file and maintain an online Plan of Study (hereafter iPOS) with the Graduate College. The iPOS is accessed through the student's MyASU, under the "My Programs" section. The iPOS serves as an agreement between the student, academic unit, and the Graduate College to verify the type, quality, and acceptability of the coursework required for the degree. **The iPOS should be completed before the end of the first semester in the program.**

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

12. 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.

The Public History graduate certificate program follows The College of Liberal Arts and Sciences policy for grade appeals. Students who wish to dispute a grade should refer to The College's [Academic \(Grade\) Grievance webpage](#) for instructions.

Typically, final course grades appeals are only considered when one or more of the following criteria are met. Appeals requested for areas outside these parameters are not eligible for formal hearings and will not be heard.

- Error in calculating the final course grade for the course.
- The criteria for determining the final course grade was changed from what was specified in the syllabus.
- The evaluation system was not consistently and fairly applied to all students.

B. Incomplete Grades

If a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an "Incomplete Grade Request" form must be completed by the student and instructor and filed with the Academic Advisor at the end of the term in which the "I" is entered. The form can be found on the on [ASU's website](#).

Graduate students should avoid taking a grade of "I" (Incomplete) for any graded course work. SHPRS strongly encourages students to finish any coursework for incompletes in a timely manner, preferably within one month of the end of the term. Per university policy, coursework for classes marked "Incomplete" must be completed, and the grade must be changed, within one calendar year. The instructor is responsible for entering the student's final grade. If the "I" grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

No student may accumulate more than two incompletes at any one time. Should this situation occur, the student may be barred from taking a full load of course work until one or more of the incompletes are removed, which can affect the student's ability to apply for SHPRS and ASU funding. Students accruing two incompletes in one semester will automatically be placed on academic probation. Students with three incompletes on a graduate transcript can register for no more than one course and will be placed on probation. Students violating these conditions or who fail to meet the requirements of probation will be recommended for dismissal from the program.

13. Satisfactory Academic Progress

All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the Public History certificate program as stated in this handbook to maintain satisfactory progress.

A. GPA and Grade Requirements

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA).

- The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits).
- Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
- The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.

If the 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 Program for Public History certificate may also recommend a student for dismissal from the program if the following situations occur:

- The student has received three Cs or lower or incompletes in graduate-level (500 or above) courses taken after admission to the program.
- A student's Cumulative GPA, Plan of Study (iPOS) GPA, or semester GPA falls below 3.0 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.0 iPOS GPA.

B. Satisfactory Academic Progress Procedures

Students who fail to meet requirements will receive written notice from the AHGS identifying the deficiency and given the opportunity to meet with the AHGS to discuss difficulties the student may be having in reaching goals of the program. The student's advisor and the Director of Online Programs may be included in this meeting. A written plan will be set in place by the AHGS, 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 being employed in the department and may lose any funding the student has received from the department.

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

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

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

- Violation of academic integrity policies.
- Unprofessional or threatening behavior in the class, professional experience, or any public setting in which the student is representing their certificate program, the School of Historical, Philosophical and Religious Studies or Arizona State University.
- A student's cumulative GPA falls below a 3.0.
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

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

14. Graduation Procedures

It is important for students to closely follow [graduation deadlines and procedures](#) set by the [Graduate College](#). Links to the graduation process are also on the MyASU website under the “My Programs and Degree Progress” section. The iPOS should be reviewed with the Graduate Program Coordinator to be sure courses 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 in MyASU will link students to an online graduation application and information on how to apply for the graduation ceremony.

The student should check the progress of their application to graduate periodically and refer any questions to the Graduate Program Coordinator or Graduate College as appropriate.

15. Transfer Courses

Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester of admission in the Public History certificate program. The courses may not have been used toward a previous degree. Up to 3 credit hours may be used upon the approval of the program lead and the AHGS.

An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions Office. The student submits a written request with a copy of the syllabus and a statement from their advisor in support of the request to the Academic Advisor. The Academic Advisor will present the request to the program lead and AHGS, and notify the student of the decision.

16. 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. The unauthorized use of generative AI also falls under ASU’s academic integrity policies. 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](#)
- [The College of Liberal Arts and Sciences Academic Integrity Webpage](#)

Students should also become familiar with the Statement on Standards of Professional Conduct on the American Historical Association [website](#). Students must take an academic integrity training on MyASU before beginning their first semester in the program.

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

17. Research Integrity and Assurance

The Office of Research Integrity and Assurance's Institutional Review Board (IRB) oversees all research at ASU that involves living human or animal subjects. (Note: most oral history interviews [no longer require IRB review](#).) Students should plan to contact the IRB in the planning stages of their research to get approval, if necessary, prior to initiating research. More information can be found on their website: [Institutional Review Board](#).

18. Safety, Discrimination, and Harassment

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

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

concern for ASU and should be reported immediately when it occurs or is witnessed.

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

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

19. Enrollment Requirements

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. Leave of Absence

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

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

petition is completed through the iPOS. Ask your Academic Advisor for further instructions if needed.

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

C. Full-Time & Half-Time Status

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

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

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

D. Enrollment Verification Requests

Students who have completed coursework and are enrolled in HST 595: Continuing Registration, but who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an [Enrollment Verification Request](#) to the Academic Advisor, who will obtain the SHPRS Director's signature and submit the form to the Registrar on the student's behalf.

E. Withdrawal Requests

Before considering complete withdrawal, students should explore the possibility of "Incomplete" grades, which allow a student additional time to complete coursework based upon a documented agreement signed by the professor, student, and AHGS. More information can be found in section 13 of this handbook. Questions should be directed to the Academic Advisor.

A student may apply for a leave status with the Graduate College in an extraordinary case in which serious illness or injury (medical leave), significant personal situation (compassionate leave) prevents a student from continuing classes, or in the case of military activation. This leave status cannot exceed a maximum of two semesters during the student's enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities including the library. An official Leave of Absence is requested in the iPOS system – Interactive Plan of Study. For further details, please access the Graduate College's Leave of Absence Policy in the [Graduate Policy Manual](#).

More information on withdrawals can be found on the [Graduate College Registration webpage](#). The [Medical/Compassionate Withdrawal webpage](#) is also an excellent resource. The "Master's/Certificate Request to Maintain Continuous Enrollment" form can be found on the [Graduate College website](#). Students requesting leave who are on financial aid are strongly encouraged to consult [Financial Aid and Scholarship Services](#) prior to requesting the leave. International students with an F1/J1 visa must consult with the [International Students and Scholars Center](#) to discuss the immigration consequences that may result from their withdrawal from ASU.

F. Financial Assistance

Arizona State University accepts financial aid for graduate programs. Financial aid is money that can help you cover tuition, books, course fees and other school-related expenses.

In order to receive most forms of financial aid, you must submit the [Free Application for Federal Student Aid](#) (FAFSA). Most students use multiple forms of financial aid to help finance tuition costs.

Please visit ASU's [Financial Aid and Scholarship Services](#) for opportunities. Also, students can apply for Fellowships and Awards by visiting the Graduate College's [Pay for your Graduate Education Site](#).