Arizona State University
Master of Arts in American Studies
Handbook

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2015-2016
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American Studies MA Program
Student Requirements and Procedures Handbook

Introduction

The objective of this handbook is to provide information on degree requirements for students enrolled in the American Studies MA to ensure consistency in program objectives, maintain the quality of the degree to be awarded, and to enable students to progress through their program in a timely manner. It also provides important web links for students to search concerning various policies and procedures set by Arizona State University, the Graduate Education office, and the School of Historical, Philosophical and Religious Studies (SHPRS) on academic standards expected from all students in academe. Students need to discuss questions concerning progress toward their degree with their Supervisory Committee Chair (Advisor), the Director of Graduate Studies, and/or the Graduate Coordinator. Enrolled SHPRS graduate students can also find program procedures, forms, and references on the SHPRS MA Graduate Blackboard: Blackboard > Organizations > SHPRS MA Graduate > American Studies MA.

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

Students are responsible for familiarizing themselves with all Graduate Education policies, which can be found in the Graduate Policies and Procedures Manual.

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

Resources for Students

<table>
<thead>
<tr>
<th>Resource</th>
<th>Email</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Reference for Policies and Academic Schedules</td>
<td><a href="https://catalog.asu.edu/">https://catalog.asu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Education</td>
<td><a href="http://graduate.asu.edu/">http://graduate.asu.edu/</a></td>
<td>Interdisciplinary Bldg - B</td>
<td>480-965-3521</td>
</tr>
<tr>
<td>Matthew Garcia</td>
<td><a href="mailto:Matthew.J.Garcia@asu.edu">Matthew.J.Garcia@asu.edu</a></td>
<td>Coor Hall, 4th Floor- 4482</td>
<td></td>
</tr>
<tr>
<td>Matthew Delmont</td>
<td><a href="mailto:Matthew.Delmont@asu.edu">Matthew.Delmont@asu.edu</a></td>
<td>Coor Hall, 4th Floor</td>
<td></td>
</tr>
<tr>
<td>Katie Hamilton</td>
<td><a href="mailto:Katie.Hamilton@asu.edu">Katie.Hamilton@asu.edu</a></td>
<td>Coor Hall, 4th Floor - 4554</td>
<td>480-965-4463</td>
</tr>
</tbody>
</table>

Matthew Garcia
Director of School of Historical, Philosophical and Religious Studies

Miguel Aguilera
Associate Director of Graduate Studies, SHPRS

Katie Hamilton
Graduate Programs Student Services Support Coordinator
SHPRS Organization

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

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

The American Studies Graduate Programs Committee works with the DGS to review applications in admitting new graduate students, review and vise program goals and requirements, and discuss various student issues. Members of the committee are selected by the DGS and the SHPRS Director.

Students can address questions concerning policies and/or procedures for the American Studies Graduate Program to the Graduate Coordinator.

American Studies MA

American Studies is constituted by a multi- and transdisciplinary inquiry into the communities and cultures, values and ideologies, and social formations and institutions of the United States. American Studies scholars seek to evaluate the processes and ideas that inform this country and its influences upon other cultures and communities, domestically and abroad. While the array of disciplines span the arts, humanities, and social sciences, the expertise of our faculty at ASU covers a broad range of historical, literary, and media studies, as well as interdisciplinary and community-based approaches. Our Master’s students will be trained to expand their understanding of the history of American cultures and social conditions, while learning the critical contexts for understanding contemporary trends in North America. The Master’s degree provides students with an advanced analytic foundation in American culture and society in all its variety and complexity.

Resource and Training Centers

Melikian Center; Russian, Eurasian, and East European Studies
Jewish Studies
Center for the Study of Religion and Conflict
American Studies Faculty

The MA Graduate Faculty in American Studies consists of Graduate Faculty from various academic disciplines, and is interdisciplinary in nature. The Graduate Faculty have been approved by the American Studies MA Faculty to serve as Supervisory Committee Chairs and/or members. A list of American Studies MA Graduate Faculty and their research areas can be found on the SHPRS website.

Academic Integrity

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

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

Student Academic Integrity Resources
Be in the Know
Academic Integrity
Plagiarism

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

Research Integrity and Assurance

The office of Research Integrity and Assurance (IRB) oversees all research at ASU that involves living human or animal subjects. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project.

Students should plan to contact the IRB in the planning stages of their research to get approval prior to initiating research.

- Research Integrity
- Research Integrity- Additional Information

When a thesis document is submitted to Graduate Education for format review the document is also checked by IRB. Failure to follow the procedures set by the IRB, may result in the student not being able to present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.

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**Discrimination and Harassment**

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

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

**Program Residency Requirement**

**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 Continuing Registration credits, HST 595. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

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

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

**Full-Time Status – 9 credit hours each semester:** The American Studies Graduate Program suggests full-time study in the first 2 semesters after admission to the program, excluding summer school. In the first year, nine hours each semester is considered full-time. Enrollment in nine hours each fall and spring semester is advised to achieve good progress through the curriculum and meet program expectations.

Enrolled students can find all required forms described in this handbook on the SHPRS Graduate Blackboard site, accessible via: My ASU>Blackboard>Organizations>SHPRS MA Graduate>American Studies MA.

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The Master of Arts Degree in American Studies

American Studies is an interdisciplinary study of the United States. All students will be required to take AMS 502, which will provide them a working understanding of American Studies, and the methods and theories American Studies scholars utilize. Students will also be responsible for completing the culminating project, AMS 599-Thesis or AMS 593-Applied Project. The remainder of the curriculum will reflect its interdisciplinary nature by encouraging students to take classes across the disciplines that are central to American Studies as it has been constituted.

The degree can be completed in one of two ways: the traditional MA with a thesis, or the equivalent “non-thesis” option of an applied project. An oral defense is needed for the thesis option only.

The curriculum for the American Studies MA Program consists of:
- coursework;
- a thesis prospectus/non-thesis proposal;
- completion of a thesis or a non-thesis equivalent project;
- an oral defense of thesis (thesis option only).

Time to Completion

Students enrolled full-time in the American Studies MA program should be able to complete program requirements and receive their degree within two years. The Graduate Education office requires continuous enrollment, every fall and spring semesters, for the duration of the program and has set a limit of six years to complete the degree. There is no extension and the student must reapply to the MA Program. The count begins from the first semester of admission to the student’s academic program.

Thesis Supervisory Committee

Students are required to establish a Supervisory Committee to direct their graduate study. The purpose of the committee is:
- to recommend and approve the student's program of study;
- to advise a student regarding the thesis document;
- to administer the final oral examination in defense of the thesis.

Supervisory Committee

The committee is comprised of at least three members: a tenured or tenure track ASU American Studies MA Graduate Faculty member in an area of research closely related to the student’s area of research to serve as the committee Chair/Advisor, and two additional members with expertise in the student’s area of research. Additional members may be added. At least two members must be from the ASU American Studies MA Graduate Faculty. The student and the committee Chair/Advisor work together to develop a plan of study, thesis topic, and research plan. Students have the option of having Co-Chairs. At least one Co-Chair must be a tenured or tenure track faculty member in the ASU American Studies MA Program. Co-Chairs and members who are not approved American Studies MA Graduate Faculty may be eligible to serve, but the student must work with the Graduate Coordinator to determine eligibility.

All members of the committee must be approved by the DGS of American Studies and the Office of Graduate Education. At least two members, including the Chair, must be ASU American Studies MA Graduate Faculty. The Supervisory Committee, Chair(s), and members must be selected by the second semester of the student’s first year (before 15 credit hours have been obtained).
Non-Thesis Supervisory Committee

Students who select a non-thesis applied project as their culminating experience must have a Review Committee to:

- recommend and approve the student's plan of study;
- advise a student regarding the applied project;
- complete final determination of pass/fail for applied project.

The committee is comprised of at least two members: a tenured or tenure track ASU American Studies MA Graduate Faculty member in an area of research closely related to the student’s area of research to serve as the committee Chair/Advisor, and an additional member with expertise in the student’s area of research. The committee must include the instructor of the applied project. Additional members may be added. Faculty who are not approved American Studies MA Graduate Faculty may be eligible to serve, but the student must work with the Graduate Coordinator to determine eligibility.

All members of the committee must be approved by the DGS of American Studies and the Office of Graduate Education. At least one member, the Chair, must be ASU American Studies MA Graduate Faculty. The Supervisory Committee, including the Chair and any additional members, must be selected by the second semester of the student’s first year (before 15 credit hours have been obtained).

Thesis and Non-Thesis Supervisory Committee Forms

Committee Selection Form

Once a Chair/Advisor has been selected, the student prints the Committee Selection Form from the SHPRS Graduate Blackboard page, obtains the signature of the Chair and additional members, and submits the form to the Graduate Coordinator. The student can then enter the committee on the iPOS.

Committee Member Change

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

The student completes The Supervisory Committee Member Change form to request a change and submits it to the Graduate Coordinator. The form can be found on the SHPRS MA Graduate Blackboard page (MyASU>Blackboard>Organizations>SHPRS MA Graduate>Forms).

- Students obtain the signatures from the new member, previous member, and Supervisory Committee Chair.
- Students submit the form to the Graduate Coordinator.
- The Graduate Coordinator will obtain the signatures from the Faculty Director of Graduate Studies and SHPRS Director.
Plan of Study

Students enrolled in graduate programs at ASU are required to file an online Plan of Study with the Graduate Education office. It is referred to as the iPOS – the Interactive Plan of Study. The iPOS is accessed through the student’s MyASU, under the “My Programs and Degree” section. This Plan of Study serves as an agreement between the student, the academic unit, and the Office of Graduate Education to: identify the selected Supervisory Committee, verify the quality and acceptability of the culminating document, and to verify the coursework required for the degree. American Studies MA students must submit the iPOS by the end of their second semester (before 15 credit hours have been obtained). It must be approved by the student’s Chair, the Director of Graduate Studies in American Studies, and the Graduate Education office. The Graduate Coordinator will obtain DGS/Graduate Education approval.

The iPOS “hard copy” worksheets can be found on the SHPRS MA Graduate Blackboard. Students print the worksheet and, in consultation with their Chair, list the courses they agree to take in order to meet program requirements. Student should follow the steps below to complete the iPOS process:

1. Complete iPOS hard copy worksheet with Chair, OR, work through iPOS process in MyASU, and submit “screenshot” of courses to Chair BEFORE final submission.
2. Obtain Chair approval.
3. Submit Chair Approval to Graduate Coordinator (either email or hard copy).
4. Submit final iPOS through MyASU.

Note: The Graduate Coordinator cannot approve an iPOS without receiving Chair approval first.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area of interest. Course changes are frequently needed as a student moves through the program, but these are easily requested through the iPOS system.

Course Requirements

The American Studies MA Program offers a flexible selection of graduate courses in various fields. Students select courses under the advisement of their Advisor.

All students will be required to take AMS 502, which will provide them a working understanding of American Studies, and the methods and theories American Studies scholars utilize. Students will also be responsible for completing the culminating project, AMS 599-Thesis or AMS 593-Applied Project. The remainder of the curriculum will reflect its interdisciplinary nature by encouraging students to take classes across the disciplines that are central to American Studies as it has been constituted. No more than 6-credit hours of 400-level courses can be applied towards the Graduate Plan of Study (iPOS).
Course Curriculum

American Studies MA

<table>
<thead>
<tr>
<th>30 credit hours</th>
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</thead>
<tbody>
<tr>
<td>• American Studies Theory and Methods: AMS 502 (3 credit hours)</td>
</tr>
<tr>
<td>• Electives: Thesis Option (21 credit hours) OR</td>
</tr>
<tr>
<td>Electives: Non-Thesis Applied Project Option (24 credit hours)</td>
</tr>
<tr>
<td>AMS/HST/AFR/ENG/FMS/SST/THE/WST/REL prefix or prefix related to primary field, 500 level and above and related to research*</td>
</tr>
<tr>
<td>• Thesis: AMS 599 (6 credit hours) OR</td>
</tr>
<tr>
<td>Non-Thesis Applied Project Option: AMS 593 (3 credit hours)</td>
</tr>
</tbody>
</table>

*400-Level Courses: Students may take up to 6 credit hours of 400-level courses related to research with approval from the DGS.

3.0 GPA required

Courses used for another program, degree, or certificate program, cannot also be used toward meeting course requirements for the MA degree in American Studies.

GPA Requirement

Students enrolled in the American Studies MA program are required to maintain a grade point average of 3.0. If the GPA falls below 3.0, the student is automatically placed on an American Studies program academic probation for one semester. The student will receive a probationary email, in which the requirements to return to good academic standing will be detailed, along with the consequences of what will occur if improvement does not take place. It is expected that the student’s GPA will improve and the student will meet the requirements by the end of the following semester. The DGS may submit a recommendation to the Vice Provost for Graduate Education to dismiss a student from the program if the following situations occur:

- The student has received three Cs or lower in graduate-level (500 or above) American Studies program courses taken after admission into the program. The allowable 6-credit hours of 400-level courses are also included in this scenario. Students who earn a C grade in “AMS 502” are encouraged to retake the course;
- If a student’s Graduate Cumulative GPA, Plan of Study (iPOS) GPA, or semester GPA falls below 3.0 for two consecutive semesters;
- If it becomes impossible for a student to graduate with a 3.0 GPA in classes identified in the Plan of Study.

Basic Courses for All American Studies Students

AMS 502 American Studies Theory and Methods:
This three credit-hour course explores some of the major themes in American Studies scholarship by considering American cultural formation and change over the last two centuries. We will pay special attention to debates, themes, and problems that have shaped the perception of the United States, domestically and abroad. The principal categories of analysis are race, ethnicity, class, gender, sexuality, and space. The ultimate goal is the production of a major research paper based on primary sources and grounded in the relevant secondary scholarship.

AMS 599 Thesis, or AMS 593 Applied Project:
Six credit-hours of AMS 599 (thesis) is required of students writing a thesis. Students selecting the non-thesis applied project option will take three credit-hours of AMS 593 (applied project) in lieu of AMS 599 in the 30 hours of the Plan of Study.
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 American Studies MA program. The courses must be related to the student’s research and may not have been used toward a previous degree. Up to 12 credit hours may be used upon the approval of the student’s advisor and the DGS.

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 his/her advisor in support of the request to the Graduate Coordinator. The coordinator will present the request to the DGS and notify the student of the decision.

Incomplete Grades

Graduate students should avoid taking a grade of “I” (incomplete) for any graded course work. Incompletes must be completed within one year. “I” grades not replaced with a final grade within one year of the official end of the course, will remain a permanently incomplete. No student should accumulate more than two incompletes at any one time. Should this situation occur, the Director of Graduate Studies may recommend the student be barred from taking further course work until one or more of the Incompletes are removed. Students with three Incompletes may register for no more than one course. Students violating these conditions will be recommended for dismissal from the program.

Culminating Experience – Thesis Option

Thesis Prospectus

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

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

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

When the review is completed, the Chair of the committee sends an email to the student with the results and recommendations and copies the DGS and the Graduate Coordinator. Committee members sign the “American Studies Thesis Prospectus Form” and give the form to the coordinator. The coordinator will obtain the signature from the DGS and retain the form in the student’s file. The student may then enroll in AMS 599 hours. If the committee decides that the student is not ready to proceed with the thesis, the student and the DGS should be informed in writing of what measures need to be taken before the student can proceed.
Thesis

The primary culminating experience of the Master’s degree program is the writing, presentation, and defense of a thesis based on original research. The thesis, an extended essay of approximately 100 pages, addresses a topic chosen by the student in consultation with the Advisor who serves as chair of the supervisory committee. The thesis explores a limited subject in depth, analyzing, explaining, and drawing conclusions from the information gleaned from primary and secondary sources.

Thesis format and Committee Review

The style of the document is determined by the Committee Chair/Advisor. The format of the document must follow the specifications presented in the Graduate Education office Format Manual and students need to adhere closely to the requirements for setting margins, spacing, pagination, etc. A good resource for formatting information is the Graduate Education office website.

Students should also use the Office of Graduate Education formatting tool to check their document. The formatting tool only checks for formatting issues. Students should review the topic of Academic Integrity and, if possible, submit the document to Safe Assign for further evaluation.

At least one month prior to the date the student plans to the defense, the student must submit a copy of the final thesis draft to the faculty members who officially make up the Supervisory Committee for a critical review of the arguments, narrative, footnotes, and bibliography. This gives the student the opportunity to make revisions before submitting the document to the Graduate Education office for format review.

Thesis Oral Defense

The oral defense is open to the public. The date is posted on the Graduate Education office website and announced by email to all faculty, staff, and students in the School of Historical, Philosophical, and Religious Studies. Defenses include a presentation of the argument of the thesis by the candidate and questions from each of the committee members. The exam lasts approximately 2 hours. The deliberations at its conclusion are closed and reserved exclusively for members of the supervisory committee.

Thesis Option - Steps Toward Graduation

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

Apply for Graduation

Once the graduation semester has been determined and the iPOS has been reviewed, the second 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.

For information about applying for graduation, click here.
**Scheduling a Thesis Defense and Format Review**

When revisions have been made and all members of the committee agree that the document is ready for a defense, the student arranges a date and time for the defense with all committee members. The student requests a conference room by completing the [SHPRS Room Request Form](#). You may need to login as you do for your MyASU.

Scheduling the defense with the Graduate Education office is done through MyASU (MyASU > My Programs and Degree Progress > Defense). The “Defense” tab provides an electronic form to schedule the final defense and must be submitted no later than 10 business days prior to the planned defense date. In addition to submitting this form, the final draft of the thesis document must to be emailed to the Graduate Education office for format review – no later than 10 calendar days prior to the planned defense. Once this form is submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the thesis). A complete and defendable copy of the thesis document must also be submitted to the Graduate Education office (via email) for format review. Before submitting the document, students are encouraged to use the Graduate Education Office format tool.

**Thesis Defense Reminder**

Students should send an email to members of their Supervisory Committee a few days before the exam to remind them of the location and time of the exam. Any problems with the agreed-upon date should be reported to the Graduate Coordinator as soon as possible.

**Thesis Defense Results**

Results of the final defense are recorded on the Graduate Education office Pass/Fail Form which is generated at the time the defense is scheduled and emailed to the Committee Chair and Graduate Coordinator. If the student and his/her Chair/Advisor do not want the thesis published for a period of time due to ongoing research, publication, or the sensitive information presented in the document, an “embargo” can be requested via the Pass/Fail form for a period of two years.

Each member of the committee signs the form to indicate their decision. If revisions are needed, the Chair must, again, sign the form at the bottom verifying that revisions have been completed. A copy of the completed form is given to the Graduate Coordinator for the student’s file and the original copy is submitted to the Office of Graduate Education. Once the Pass/Fail form is submitted the student will see “Defense Status: Pass” in the defense section. Right below the “Defense Status” you will see “Format Review Status”. The “Review Status” will change to “Ready for ETD/ProQuest. The document can then be submitted by following the instructions found [here](#). The student will be sent an email from Graduate Education when the final submission to ProQuest has been made. An electronic copy of the thesis is sent to the Hayden Library.
**Culminating Experience – Non-Thesis Option**

Non-Thesis Option – Applied Project: The applied project includes one of the following two options.

1) A unique project that involves an original scholarly investigation selected in consultation with the student’s Advisor (Chair). It must be presented to the student’s Supervisory Committee. It combines the student’s professional career and disciplinary background in his/her area of interest.

2) Requires the completion of a research portfolio that is based on revised research projects.

Non-Thesis Proposal

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

- an abstract as a title page with the student’s committee listed;
- contributions to the field;
- section on methodology;
- section on the scope of the project that includes an overview of the project including organization and format used for presentation, justification for the involvement of any institutions, and research methods used in the research;
- table of contents;
- a bibliography of primary and secondary sources at the end of the report.

The student provides a copy to each member of his/her committee for review and to receive feedback on the thesis project. This can be done individually, or in a meeting of the full committee, at the discretion of the Advisor.

Non-Thesis Applied Project Committee Review

The schedule for submitting work should be determined in consultation with the Advisor. Committee members need a few weeks to review these works and return comments, and the student should expect to make revisions. At least one month prior to the deadline set by the Advisor for the Applied Project, the student must submit a copy of the written work to the faculty members who officially make up the Supervisory Committee for a critical review of the written applied project report. Revisions are made and returned to the student. The student provides an electronic copy of the final document to the Graduate Coordinator for his/her file.

Non-Thesis Option - Steps Toward Graduation

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

Apply for Graduation

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

For information about applying for graduation, click here.
information on how to apply for the graduation ceremony.

**Satisfactory Academic Progress**

All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Office of Graduate Education as well as the requirements established by the American Studies 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 will be given the opportunity to meet with the DGS to discuss difficulties the student may be having in reaching the goals of the program. The student’s Advisor may be included in this meeting. A written plan will be set in place giving the student specific steps to remedy the deficiency and a time period to complete the plan. Failure to resolve the issue as directed may result in the following:

- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to the Vice Provost of Graduate Education to dismiss the student from his/her degree program.

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

- Violation of academic integrity;
- Unprofessional or threatening behavior in the classroom, or any public setting in which the student is representing their degree program, The School of Historical, Philosophical and Religious Studies, or Arizona State University;
- A student’s Graduate Cumulative GPA, Plan of Study (iPOS) GPA, or semester GPA falls below 3.0 for two consecutive semesters;
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

The student will be notified in writing (may be in email form) that he/she is recommended for dismissal and will be given 10 business days to appeal the dismissal decision or complete a voluntary withdrawal. Withdrawal from the program will avoid the notation of a dismissal on the student’s record. Student’s may appeal the decision for dismissal and should contact the Graduate Coordinator for procedures on the appeal process.
# American Studies MA Timeline Summary

<table>
<thead>
<tr>
<th>Beginning of First Semester</th>
<th>Supervisory Committee Chair/Advisor selection</th>
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<tbody>
<tr>
<td>End of Second Semester</td>
<td>Supervisory Committee Members selected</td>
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<tr>
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<td>Plan of Study (iPOS) submitted</td>
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<tr>
<td>Year Two</td>
<td>Thesis Prospectus/Non-Thesis Proposal submitted to Supervisory Committee for approval</td>
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<tr>
<td></td>
<td>Write and prepare to defend thesis/ write and prepare non-thesis equivalent</td>
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<td></td>
<td>Apply for Graduation</td>
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<td></td>
<td>Follow the <a href="http://example.com">Graduate Education office</a> Timeline and procedures for scheduling final defense and format review.</td>
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<tr>
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<td>Final Defense of thesis</td>
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<td>Electronic Submission of thesis to ProQuest OR</td>
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<tr>
<td></td>
<td>Electronic Submission of non-thesis equivalent to Supervisory Committee and Graduate Coordinator</td>
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