HISTORY MASTER OF ARTS HANDBOOK FOR ONLINE STUDENTS

School of Historical, Philosophical, and Religious Studies
Arizona State University
PO Box 874302
Tempe, Arizona, 85287-3902
Phone: 480.965.5778
Fax: 480.965.0310
shprs@asu.edu
http://shprs.clas.asu.edu

2016-2017
### Table of Contents

**PROGRAM OBJECTIVES AND CONTACT INFORMATION** ................................................................. 3  
  Online Master’s Degree Program in History .................................................................................. 3  
  Objectives of the Online History MA Program Handbook ........................................................... 3  
  Disclaimer ........................................................................................................................................ 3  
  Program Leadership and Contact Information ............................................................................. 4  

**ACADEMIC INTEGRITY** ................................................................................................................. 5  

**DISCRIMINATION AND HARASSMENT** ...................................................................................... 5  

**PROGRAM OVERVIEW AND REQUIREMENTS** ........................................................................... 6  
  Areas of Study ................................................................................................................................. 6  
  Enrollment Requirements ............................................................................................................... 6  
  Plan of Study ................................................................................................................................. 6  
  Curricular Requirements ................................................................................................................ 7  
  GPA Requirement ......................................................................................................................... 10  
  Course Descriptions for Key Courses .......................................................................................... 11  
  Transfer Courses ............................................................................................................................ 11  
  Incomplete Grades ......................................................................................................................... 12  

**ACADEMIC PROGRESS AND DEGREE COMPLETION** ............................................................ 13  
  General Program Chronology ........................................................................................................ 13  
  Satisfactory Academic Progress .................................................................................................... 13  

**COMMUNITY** .............................................................................................................................. 14
PROGRAM OBJECTIVES AND CONTACT INFORMATION

Online Master's Degree Program in History

The focus of the Online Master of Arts degree in History (hereafter Online History MA) is to develop students’ understanding of the complex nature of the historical record, as well as their advanced inquiry, research, analytical, and writing skills. These skills can advance careers and achievement in a number of areas, including higher education, secondary education, historical and archival research, public history, law, journalism, and public service.

Objectives of the Online History MA Program Handbook

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

Enrolled students can find information on the SHPRS Online History MA Blackboard site, accessible via My ASU>Blackboard>Organizations>SHPRS MA Graduate.

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

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

Disclaimer

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

<table>
<thead>
<tr>
<th>Resource</th>
<th>Email/URL</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Online Graduate Programs Penelope Moon</td>
<td><a href="mailto:penelope.moon@asu.edu">penelope.moon@asu.edu</a></td>
<td>480.965.3645</td>
</tr>
<tr>
<td>Director, History Graduate Study Matthew Delmont</td>
<td><a href="mailto:Matthew.delmont@asu.edu">Matthew.delmont@asu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Graduate Programs Coordinator Roxanne Shand</td>
<td><a href="mailto:Roxanne.Shand@asu.edu">Roxanne.Shand@asu.edu</a></td>
<td>480.965.5387</td>
</tr>
<tr>
<td>Office of Graduate Education</td>
<td><a href="http://graduate.asu.edu">http://graduate.asu.edu</a></td>
<td>480.965.6113</td>
</tr>
<tr>
<td>ASU Academic Catalog</td>
<td><a href="https://catalog.asu.edu">https://catalog.asu.edu</a></td>
<td></td>
</tr>
<tr>
<td>University Registrar</td>
<td><a href="https://students.asu.edu/registration">https://students.asu.edu/registration</a></td>
<td>480.965.3124</td>
</tr>
<tr>
<td>Student Support Services and Resources</td>
<td><a href="https://graduate.asu.edu/student-support-services">https://graduate.asu.edu/student-support-services</a></td>
<td></td>
</tr>
<tr>
<td>International Student Services</td>
<td><a href="https://graduate.asu.edu/international">https://graduate.asu.edu/international</a></td>
<td></td>
</tr>
<tr>
<td>Disability Resources</td>
<td><a href="https://eoss.asu.edu/drc/">https://eoss.asu.edu/drc/</a></td>
<td>480.965.1234</td>
</tr>
<tr>
<td>Online Student Perks</td>
<td><a href="http://asuonline.asu.edu/student-resources/student-perks">http://asuonline.asu.edu/student-resources/student-perks</a></td>
<td></td>
</tr>
<tr>
<td>ASU Online Community</td>
<td><a href="http://asuonline.asu.edu/student-resources/asu-online-community">http://asuonline.asu.edu/student-resources/asu-online-community</a></td>
<td></td>
</tr>
<tr>
<td>Technical Support:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASU Help Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>855.278.5080</td>
</tr>
</tbody>
</table>

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

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

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

SHPRS 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, the revocation of the 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 a student’s responsibility to become familiar with University policy, which can be accessed via the Provost’s Office and is available at https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf

Several University offices have created websites with information about academic integrity:

Student Academic Integrity Resources
Be in the Know
Academic Integrity
Plagiarism

In addition, the American Historical Association has developed clear standards in its Statement on Standards of Professional Conduct website.

DISCRIMINATION AND HARASSMENT

Arizona State University is committed to providing the university community, including students, faculty, staff, and guests, with an environment that is free of harassment, discrimination, or retaliation. ASU expressly prohibits harassment, discrimination, and retaliation by employees, students, contractors, or agents of the university based on protected status, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, and gender identity. ASU also complies with the Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. 2000ff et seq.).

For detailed information about ASU’s Non-Discrimination, Anti-Harassment, and Non-Retaliation policy (ACD401), see ASU’s Academic Affairs Manual.

Students who witness or experience offensive or inappropriate behavior or unwelcomed responses should contact the ASU’s Office of Equity and Inclusion.
PROGRAM OVERVIEW AND REQUIREMENTS

Areas of Study

The Online History MA program offers two primary areas of study: North American History or Public History. Students must select one area of study.

Enrollment Requirements

The Office of Graduate Education requires continuous enrollment, every fall and spring semesters, for the duration of the program. Enrollment in at least one 7.5 week session (A or B) counts as enrollment for the entire semester. Students have six years to complete the degree (from the first semester of admission). There is no extension. In the event a student misses the six-year deadline, the student must reapply to the MA Program. Students enrolled in the online History MA program should be able to complete program requirements and receive their degree within two years.

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 leave status with the Graduate Education Office; however, this leave cannot exceed two semesters. A student on leave is not required to pay fees, but also cannot place demands on university faculty or use any university facilities (e.g., the library). An application for leave status for any reason must be endorsed by the student’s Supervisory Committee (email approval) and the Director of Online Graduate Programs before submission to the Office of Graduate Education 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. To apply for leave status, complete the “Master’s and Certificate Request to Maintain Continuous Enrollment” form available at https://graduate.asu.edu/forms.

For other policies regarding enrollment, please consult the Graduate Policies and Procedures

Plan of Study

Students enrolled in the Online History MA program are required to file an online Interactive Plan of Study (hereafter iPOS) with the Office of Graduate Education. The iPOS is accessed through the student’s MyASU, under the “My Programs and Degree” section. The iPOS serves as an agreement between the student, academic unit, and the Office of Graduate Education to verify the type, quality, and acceptability of the coursework and Applied Project required for the degree. The iPOS should be completed before the student reaches 15 credit hours within the program.

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

1. Complete iPOS hard copy worksheet with Advisor, OR, work through iPOS process in MyASU, and submit “screenshot” of courses to Advisor BEFORE final submission.
2. Obtain Advisor approval.
3. Submit Advisor 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 Advisor approval first. Since students are required to identify courses for future semesters on the iPOS, they should enter courses that best match program requirements and their area of interest. It is likely that students will need to alter their iPOS a number of times over the course of study. Course changes are frequently needed as students progress in their program and as course availability shifts. Students should request a course change prior to taking any course not listed on the original iPOS. Changes are easily requested through the iPOS system.

iPOS worksheets are available through My ASU on the SHPRS MA Graduate Blackboard site.

Curricular Requirements

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

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

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

I. Area of Study Requirements

North American History (30 credit hours)

- HST640: Historical Methods (Formerly HST515: Studies in Historiography) (3 credit hours)
- HST591: Research Seminar (6 credit hours)
- HST641: North American “Core” (3 credit hours; previously HST598: North America to/from 1865)
- 1 additional “Core” (3 credit hours)*
- Advanced Research Skill
- Electives (at least 9 credit hours of HST coursework)
  - Up to 6 credit hours may be used from related fields with approval from Director of History Graduate Study and Advisor

- HST593: Applied Project (3 credit hours)

Public History (30 credit hours)

- HST640: Historical Methods (Formerly HST515: Studies in Historiography) (3 credit hours)
- HST502: Public History Methodology (3 credit hours)
- 1 additional “Core” course (3 credit hours)*
- HST591: Research Seminar (6 credit hours)
- HST580: Practicum (3 credit hours)
- Advanced Research Skill
- Electives (6 credit hours)*
  - Course in related fields (e.g., museum studies, non-profit management, design, policy studies, cultural resource management) may be used with approval from Director of History Graduate Study and Advisor.

- HST 580 Practicum: Professional Experience (3 credit hours)
- HST593: Applied Project (3 credit hours)

*Core courses—HST641: North America Core, HST642: European Core, HST643: Global/Comparative Core, and HST502: Public History Methodology.
II. Advanced Research Skill
Online History MA students must demonstrate proficiency in an advanced research skill (ARS) to complete the program. Students can fulfill their ARS in one of two ways.

1. HST580: Any HST580 course will fulfill the ARS requirement. Students choosing this option need not secure additional approval, but must identify the course on their iPOS and pass the course with at least a 3.3 GPA.
2. Non-HST580 coursework: Students may opt to take another course to meet the ARS requirement. The course must be 500-level History course or a non-History course at the 400+ level. Students wishing to fulfill the requirement in this way must submit a proposal using the History Advanced Research Skill Proposal form (on Blackboard>SHPRS MA Graduate>Forms). The proposal must be submitted and approved no later than halfway through the program of study (15 credit hours). To earn ARS credit, the student must pass the course with at least a 3.3 GPA.

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

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

III. Professional Experience Requirement (Public History Area of Study ONLY)
The Professional Experience is a traditional and important part of the Public History requirements. Students should begin to prepare for the professional experience after completing nine credit hours of courses, and after completing the HST 502 course. A student’s Professional Experience (180 hours of effort) should be completed prior to the Applied Project. Required documents for the professional experience can be found on the SHPRS MA Graduate Blackboard.

IV. Applied Project
Students in the Online History MA program complete an “Applied Project” as their culminating experience. The Applied Project demonstrates graduate-level professional accomplishment.

Applied Project: Capstone Portfolio option
Online MA students are strongly encouraged to fulfill their Applied Project requirement through the Capstone Portfolio. The Capstone Portfolio allows students to build a culminating experience that reflects the breadth and depth of their MA experience and to articulate the value of the degree to potential employers or admissions committee members.

Students should identify their intention to complete the Applied Project: Capstone Portfolio on their iPOS by the time they complete 15 credit hours.* Once a student completes all other course requirements, the student may enroll in HST593: Applied Project: Capstone Portfolio (3 credit hours). The outcome of this course will be the production of a digital portfolio consisting of five components:
1. Significant research paper or historical project (20-30 pages) that demonstrates facility with primary sources and historiographical awareness. The paper/project should be a revised paper/project from previous coursework. The final product must be of the quality one might submit to a scholarly journal or for presentation at a professional conference.

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

   OR

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

3. CV/Resumé and Cover Letter

4. Personal statement (2 pages) that articulates the relevance and importance of historical knowledge and skills to the student’s life and career aspirations

   OR

   Prospectus (2 pages) detailing a larger research project the student hopes to pursue if moving on to a PhD program.

5. A defense of the portfolio. Students will provide brief analyses that articulate how each component demonstrates mastery of program outcomes. Collectively, these analyses will constitute the student’s MA defense.

The student’s portfolio will be evaluated by the HST593 instructor and the MA Program Committee to determine whether a student’s portfolio meets unit standards.

*Students who have already earned 15 hours, but would like to pursue the Capstone Portfolio option, may request to do so by contacting the graduate coordinator.

**Applied Project: Non-Portfolio option**

In special cases, students may opt to pursue a specific, original research project to fulfill their Applied Project requirement. Regardless of the nature of the proposal, the Applied Project: Non-Portfolio option must represent an extensive scholarly investigation and original contribution by the student.

Students who choose this option must form a Supervisory Committee of at least two faculty members whose areas of expertise relate closely to the proposed research project. It is the student’s responsibility to identify appropriate faculty members and secure their approval to serve on the Supervisory Committee. Students must submit a proposal that articulates the parameters of the applied project to their Supervisory Committee for approval.

A student completing a Non-Portfolio option will enroll in an individual section of HST593 offered by the chair of their Supervisory Committee. Her/his project will be evaluated by their Supervisory Committee and the student will defend the project using a modality to be determined by the committee.
Evaluation of Applied Projects
Students completing an Applied Project: Capstone Portfolio will enroll in HST593: Applied Project—Capstone Portfolio and their projects will be evaluated by the HST593 instructor. The MA Program Committee will choose to either accept or reject the recommendation made by the HST593 instructor as to whether a student’s portfolio meets unit standards.

Students completing an Applied Project: Non-Portfolio option will enroll in a section of HST593 created by their Supervisory Committee chair and their projects will be evaluated by their Supervisory Committee.

Supervisory Committee
To begin the Applied Project, students must have a Supervisory Committee in place.

*Supervisory Committee for Capstone Portfolio Students*
Students who elect to pursue the Capstone Portfolio as their Applied Project will automatically be assigned a Supervisory Committee consisting of the members of the MA Program Committee and, thus, do not need to submit a Committee Selection Form. The chair of the MA Program Committee will serve as the Chair of the student’s Supervisory Committee.

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

Additional members of the Supervisory Committee may be selected from the Graduate Faculty from other academic disciplines who have been approved by the SHPRS History Graduate Faculty to serve as Supervisory Committee members. A list of History Graduate Faculty can be found at [https://graduate.asu.edu/graduate-faculty/degree/LAHISTPHD](https://graduate.asu.edu/graduate-faculty/degree/LAHISTPHD). A list of SHPRS History Faculty, including their area of specialty, can be found at [https://shprs.clas.asu.edu/people/history](https://shprs.clas.asu.edu/people/history).

If a student wishes to change the membership of the Supervisory Committee, the student will need to fill out the Supervisory Committee Member Change Request form and obtain the signatures of the new committee member, the member who is being removed (if applicable), and any additional members of the committee. The student should submit the form to the Graduate Coordinator, who will secure the signatures of the Director Graduate Studies and the Director of SHPRS.

**GPA Requirement**

Students enrolled in the Online History MA program are required to maintain an overall grade point average of 3.3 and a 3.3 GPA in all coursework. If the GPA falls below 3.3, 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.
The Director of Online Graduate Programs may submit a recommendation to dismiss a student from the program if the following situations occur:

- The student receives a grade of C or lower in three graduate-level history courses taken after admission to the program;
- The student’s cumulative GPA falls below 3.3 for two consecutive semesters;

Students who earn less than a 3.3 GPA in a required course (course listed on the iPOS) will be required to retake the requirement in order to graduate.

**Course Descriptions for Key Courses**

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

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

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

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

**HST 598 Special Topic Courses** These courses focus on a unique topic that explores the breadth of knowledge and interpretive trends in a particular field. Topics offered vary.

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

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

**HST 580 Practicum** The Practicum courses are special courses that focus on a particular skill, especially, but not exclusively, relevant to Public History. Often taught by distinguished visiting historians or working professionals. HST580 may be used by a student to meet the Advanced Research Skill requirement.

**Transfer Courses**

Students may request that graduate credit earned at ASU or another accredited university be used toward program requirements if the coursework was completed within three years of the first semester of admission in the History program and the student earned the equivalent of a 3.3 GPA in the course. The courses must be
related to the student’s area of study and may not have been used toward a previous degree. Up to 12 credit hours may be used upon the approval of the student’s Advisor and the Director of History MA Graduate Programs.

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 Director of History Graduate Study and notify the student of the decision.

**Incomplete Grades**

Graduate students should avoid taking a grade of “I” (incomplete) for any graded coursework. “I” grades not replaced with a final grade within one year of the official end of the course will remain permanently incomplete.

No student should accumulate more than two incompletes at any one time. Should this situation occur, the Director of Online Graduate Programs may recommend the student be barred from taking further coursework until one or more of the incompletes are removed. Students with three incompletes will be prohibited from registering from more than one course. Students violating these conditions will be recommended for dismissal from the program.
ACADEMIC PROGRESS AND DEGREE COMPLETION

General Program Chronology

1-15 edit hours

- Select Area of Study

By 15 credit hours

- In consultation with Advisor, determine Applied Project option
- If pursuing Applied Project: Non-Portfolio option, establish Supervisory Committee
- Establish Interactive Plan of Study (iPOS)
- Submit proposal for Advanced Research Skill if using a non-HST580 course to fulfill the requirement

15-30 credit hours

- Complete required coursework
- Complete Professional Experience (Public History Area of Study requirement)
- Submit Applied Project Proposal to Supervisory Committee for approval if pursuing the Applied Project: Non-Portfolio option

Final Semester

- If pursuing Applied Project: Capstone Portfolio, register for HST593: Applied Project: Capstone Portfolio
- Complete Applied Project
- Apply for Graduation
- Defend Applied Project

Applying for Graduation

Once the graduation semester has been determined and the iPOS has been reviewed, students may begin the process of applying for graduation.

For information about applying for graduation click [https://students.asu.edu/graduation](https://students.asu.edu/graduation).

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 for the Online History MA program as stated in this handbook to maintain satisfactory progress in their degree program. Students who fail to meet requirements will receive written notice identifying the deficiency and be given the opportunity to discuss difficulties the student may be having in reaching 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 a recommendation from the Director of the School of Historical, Philosophical and Religious Studies to the
Vice Provost of Graduate Education to dismiss the student from the degree program.

A recommendation of immediate dismissal may occur under certain circumstances such as:
- Violation of academic integrity
- Unprofessional or threatening behavior in program environments (online classroom, professional experience or any 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 GPA falls below a 3.3
- Failure to follow proper procedure set by the Office of Research Integrity and Assurance.

The student will be notified in writing if 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. Students may appeal the decision for dismissal and should contact the Graduate Coordinator for procedures on the appeal process.

COMMUNITY

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