



## PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

This template is to be used only by programs that have received specific written approval from the Provost's office to proceed with internal proposal development and review. The proposal template should be completed in full and submitted to the University Provost's Office [[mailto: curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) ]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost's Office notifies the academic unit that the program may be offered.

### MASTER'S DEGREE PROGRAM

**College/School:** College of Liberal Arts and Sciences

*Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.*

**Department/Division/School:** School of Historical, Philosophical, and Religious Studies

**Proposing faculty group** (if applicable):

**Name of proposed degree program:** Master of Arts (MA) in World War II Studies

**Proposed title of major:** World War II Studies

**Master's degree type:** MA - Master of Arts

If Degree Type is "Other", provide degree type and proposed abbreviation:

**Is a program fee required?** Yes, a program fee is required.

*Note: for more information about program fee requests, visit <https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees>*

Is the unit willing and able to implement the program if the fee is denied? No, we are not able to implement the program.

**Requested effective term and year:** Fall 2018

(The first semester and year for which students may begin applying to the program)

**Delivery method and campus or location options:** *select all locations that apply*

Downtown Phoenix     Polytechnic     Tempe     Thunderbird     West     Other: \_\_\_\_\_

**Both** on-campus and  ASU Online\* - (check applicable campus(es) from options listed above)

ASU Online only (all courses online and managed by ASU Online)

*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at [asuonline@asu.edu](mailto:asuonline@asu.edu) who can provide you with additional information regarding the online request process.*

<b>Do Not Fill in this information: Office Use Only</b>	<b>CIP Code:</b>
<b>Plan Code:</b>	

### PROPOSAL CONTACT

**Name:** Penelope Adams Moon                      **Title:** Director, Online Programs  
**Phone number:** 480.965.3645                      **Email:** penelope.moon@asu.edu

### DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed degree program.

*Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.*



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College/School/Division Dean name:	Kenro Kusumi		
Signature:		Date:	1/25/2018

**Please note:** Proposals for new degrees also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (2 readings), and the Office of the Provost before they can be put into operation.

**The final approval notification will come from the Office of the Provost.**

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### 1. PURPOSE AND NATURE OF PROGRAM

#### A. Provide a brief program description:

A global conflict that impacted millions of people, World War II fundamentally reshaped the political and cultural landscape of our planet. Through advanced interdisciplinary study of World War II students explore the global nature of the conflict, the evolution of governance and political systems, and human responses to conflict, violence and genocide. Program coursework also helps students contextualize current events through study of the war's historical, political, and cultural legacies. The knowledge and skills associated with such study are transferable to a variety of contexts, including education, military service, human rights work, public relations, diplomacy, international relations, and law.

As a fully online, interdisciplinary degree, the Master's program in World War II Studies leverages ASU's online infrastructure and the world-class educational resources and instructional staff of both ASU and the National World War II Museum (NWWM) in New Orleans. As the first degree of its kind in the nation, the World War II Studies MA invites new populations into higher education and engage issues of national and global relevance and importance.

#### B. Will concentrations be established under this degree program? Yes No

(Please provide additional concentration information in the curricular structure section – number 7.)

### 2. PROGRAM NEED

Explain why the university should offer this program (include data and discussion of the target audience and market).

World War II has long been an area of study with broad appeal. Evidence of such appeal resounds in the cultural persistence of World War II-themed literature, film, and television programming, as well as comments made by students in other School of Historical, Philosophical, and Religious Studies (SHPRS) programs. The National World War II Museum has identified similar demand for advanced study in topics related to World War II among their 147,000 paying members and the general public. The museum hosts summer training programs that serve approximately 40 teachers per year. Yet it receives many more qualified applicants for its training programs than it can currently serve. A fully-online graduate program in World War II Studies would engage popular interest in the topic of World War II. There are no comparable fully online MA in World War II Studies degrees offered by other institutions. The closest curricular offering is a graduate certificate (18 credit hours) in World War II Studies offered by American Military University, an arm of the for-profit American Public University System.

In addition, such a program would offer unique learning experiences for ASU students. The National World War II Museum has digitized thousands of archival assets, many more than it can currently exhibit. A degree offered in partnership with the National World War II Museum would grant ASU students unique access to both this rich trove of educational resources and the museum's content experts. A formal agreement on the partnership is immanent. The final details are currently being worked out by the Museum, EdPlus, and the Provost's Office.

The degree program would also offer adult learners an engaging way of honing highly valued transferrable skills.

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Employers consistently identify “soft” or “power” skills—critical thinking, communication, and collaboration skills; time and task management skills; interpersonal skills—as critical to well-functioning workplaces. Graduate education in the humanities, with its emphasis on analytical thinking, project management, and effective communication, can help students hone such skills. The content base through which these skills are developed plays a critical role in attracting and retaining students. Based on existing demand for access to the museum’s resources, as well as SHPRS’ experience offering graduate degrees in History, an online degree in World War II Studies will appeal especially to life-long learners, K12 teachers, and professionals who wish to hone transferrable skills.

A survey conducted by the Museum and SHPRS generated 283 responses over a 4-day period. Of those who responded, 85% identified themselves as being either “Interested” or “Very Interested” in enrolling in an online MA degree program in World War II Studies.

Currently about 10% of students in the online History MA program identify as “life-long” learners (~40 students). Such numbers might indicate the willingness non-career oriented individuals to pursue an entire MA degree.

The degree program will also have broad appeal to K12 teachers who need a graduate degree to move up the pay scale in their districts. The content of the World War II Studies MA will be especially appealing to teachers because World War II is a significant component of the social studies standards for grades 9-12 in most states.

While humanities programs in general help hone transferrable skills that are increasingly identified as valuable by employers (see National Association of Colleges and Employers career readiness standards <http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>), the appeal of the World War II Studies program lies in its combination of skills-building and desirable content.

### **3. IMPACT ON OTHER PROGRAMS**

Attach any letters of collaboration or support from impacted programs (see checklist sheet). Please submit as a separate document.

Letters of Support attached to the proposal:

Paul LePore, Associate Dean, College of Liberal Arts and Sciences

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

Christopher Jones, Director of Graduate Students (History), School of Historical, Philosophical, and Religious Studies

Krista Ratcliffe, Chair, English

Cameron Thies, Director, School of Politics and Global Studies

Louis Mendoza, School of Humanities, Arts, and Cultural Studies, New College (with accompanying comment from Christopher Jones and Elizabeth Langland)

Philip Regier (care of Casey Evans), Dean of EdPlus

### **4. PROJECTED ENROLLMENT**



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How many new students do you anticipate enrolling in this program each year for the next five years?

*Note: The Arizona Board of Regents (ABOR) requires that nine master's degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.*

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format	1 <sup>st</sup> Year	2 <sup>nd</sup> Year (Yr. 1 continuing + new entering)	3 <sup>rd</sup> Year (Yr. 1 & 2 continuing + new entering)	4 <sup>th</sup> Year (Yrs. 1, 2, 3 continuing + new entering)	5 <sup>th</sup> Year (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	75	164	185	185	185

The figures in the table above indicate that we anticipate approximately 100 incoming students by Year 3 and an annual retention rate of 85% retention rate (as per EdPlus analysis).

**5. ACCREDITATION OR LICENSING REQUIREMENTS (if applicable)**

Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.

None

**6. STUDENT LEARNING OUTCOMES AND ASSESMENT**

Attach a PDF copy of the assessment plan printed from the University Office of Evaluation and Educational Effectiveness assessment portal demonstrating UOEEE's approval of your assessment plan for this program. Visit the assessment portal at <https://uoeee.asu.edu/assessment-portal> or contact [uoeee@asu.edu](mailto:uoeee@asu.edu) with any questions.

See Appendix II for the Assessment Plan.

**7. CURRICULAR STRUCTURE**

**A. Curriculum Listing**

Required Core Courses for the Degree			
Prefix and Number	Course Title	New Course?	Credit Hours
WWS561	Decision Points I	Yes	3
WWS562	Decision Points II	Yes	3
WWS563	The Lived Experience of World War II	Yes	3
WWS566	World War II Today	Yes	3
		(Select Yes/No)	
<i>Section sub-total:</i>			12
Elective or Research Courses <i>(as deemed necessary by supervisory committee)</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
WWS567	World War II in Film	Yes	3
WWS568	World War II in Literature	Yes	3
WWS569	Memory and Monuments	Yes	3
	Additional electives*	(Select Yes/No)	
		(Select Yes/No)	



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<p>* As indicated in the "Other Requirements" section below, students must take <i>either</i> HST454 or WWS564. If a student chooses to take HST454 to fulfill the requirement, s/he may take WWS564 as an elective. Likewise, if a student chooses to take WWS564 to fulfill a requirement, s/he may take HST454 as an elective.</p> <p style="text-align: right;">Section sub-total:</p>	<p>Students only need to take 9 elective hours.</p>
<p><b>Culminating Experience(s)</b></p> <p><i>E.g. – Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense)</i></p>	<p><b>Credit Hours</b></p>
<p>WWS597: Capstone</p>	<p>3</p>
<p>Section sub-total:</p>	<p>3</p>
<p style="text-align: center;"><b>Other Requirements*</b></p> <p><i>E.g. – internships, clinical requirements, field studies, foreign language exam as applicable</i></p> <p style="text-align: center;"><b>(*other courses may be used with approval of the academic unit)</b></p> <p><b>NOTE: Students are required to take WWS460/HST460 and either HST454 or WWS564.</b></p> <p>400 Level Class Justification: Along with WWS 563, HST 454 and WWS 564 are all courses that focus on non-combatant experiences during World War II. The curriculum developers envisioned this collection of courses as a sort of block that follows the foundational courses. We would like to require students to take 2 out of 3 of the courses in this block. We have required WWS 563 because it offers students a unique opportunity to engage the remarkable oral history holdings of the National World War II Museum. Students can choose between the other two courses (HST 454 or WWS 564). The justification for allowing students to take either HST454 or WWS564 rests on four points: the existence of a strong, applicable undergraduate course (HST454), the existing policy allowing MA students to take 6 hours of 400-level credit, the potential of the course to attract 4+1 students, and the need for flexibility in staffing. It is very likely that many students will want to take all three courses, counting the extra course as an elective. If we had chosen to build WWS 564 at the 400-level, students would not have been able to take both it and HST454, since they are allowed only 6 hours of 400-level credit and the program already requires WWS/HST460. Offering the choice allows the unit to some flexibility in staffing, particularly when faculty win fellowships or are on sabbatical. This flexibility means that we are not obligated to offer the two courses every year.</p>	<p><b>Credit Hours</b></p>
<p>HST454 History of Genocide or</p>	<p>3</p>
<p>WWS564 The Global War</p>	<p>3</p>
<p>WWS460/HST460: World War II</p>	<p>3</p>
<p>Section sub-total:</p>	<p>6</p>
<p><b>Total required credit hours</b></p>	<p>30</p>

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, capstone course, etc.).
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.

**B. Will concentrations be established under this degree program?**  Yes  No

## 8. COURSES

**A. Course Prefix(es):** Provide the following information for the proposed graduate program.

i. Will a new course prefix(es) be required for this degree program?

Yes  No

If yes, complete the [Course Prefixes / Subjects Form](#) for each new prefix and submit it as part of this proposal submission. Form is located under the courses tab.

**B. New Courses Required for Proposed Degree Program:** Provide course prefix, number, title, credit hours and brief description for any new courses required for this degree program.

**WWS 460 World War II**, 3 credits--This course explores the causes, conduct, and consequences of World War II.

**WWS 561 World War II: Decision Points I**, 3 credits--This course is an in-depth analysis of the origins, impact, and controversies over the key decisions related to the beginning and early years of World War II, with an emphasis on the contingent nature of historical events.

**WWS 562 World War II: Decision Points II**, 3 credits--This course is an in-depth analysis of the origin, impact, and controversies over the key decisions related to the later years and the ending of World War II, with an emphasis on the contingent nature of historical events.

**WWS 563 The Lived Experience of World War II**, 3 credits--This course explores the personal experiences of those who lived through and participated in World War II. The course also introduces students to the complexities of oral history collections and methodologies.

**WWS 564 The Global War**, 3 credits--This course examines the global dimensions of World War II with particular focus on those regions which have been deemphasized in Western historical discourse. NOTE: Students may take either WWS564 OR WWS454: The History of Genocide (an existing course).

**WWS 566 World War II Today**, 3 credits--This course analyzes the impact and legacy of World War II, with an emphasis on the roots of contemporary problems and issues.

**WWS 567: World War II in Film**, 3 credits--This course will offer students a comprehensive survey of how film has represented the Second World War.

**WWS 568: World War II in Literature**, 3 credits--This course will explore the topic of World War II across fiction, non-fiction, film and other film genres.

**WWS 569: Memory and Monuments**, 3 credits--The course focuses on the historical memory of World War II by examining the processes of commemoration, monument building, and memorialization. Through theoretical texts and case studies, students explore how societies remember and forget and how they create collective memory.

**WWS 597 Capstone**, 3 credits--This course 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.



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**9. FACULTY, STAFF, AND RESOURCE REQUIREMENTS**

**A. Faculty**

- i. **Current Faculty** – Complete the table below for all current faculty members who will teach in the program. If listing faculty from an academic unit outside of the one proposing the degree, please provide a support statement from that unit.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Volker Benkert	Assistant Prof	PhD	Modern Germany	Faculty
Aaron Moore	Associate Prof	PhD	Modern Japan/East Asia	Faculty
Jean-Marie Stevens	Instructor	PhD	Military History	Faculty
Elizabeth Horan	Professor	PhD	Comparative Literature	Faculty
Aaron Baker	Professor	PhD	Film and Media	Faculty
Penelope Adams Moon	Associate Clinical Prof	PhD	Modern US/Peace History	Faculty and Administration
Jason Bruner	Associate Prof	PhD	Christianity, European Imperialism, Sub-Saharan Africa	Faculty
Mark Tebeau	Associate Prof	PhD	Urban, Public, & Digital History	Faculty
Linh Vu	Assistant Prof	PhD	Modern China	Faculty

- ii. **New Faculty** - Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members.

The program will also be supported through the hire of an Assistant Clinical Professor (at the PhD level) who will be primarily responsible for teaching courses in the curriculum (HST454, WWS566, WWS597). The Assistant Clinical Professor position will be filled upon program approval.

In addition, the initiative's primary collaborator--the National World War II Museum in New Orleans--will provide instructional staff (hired as ASU faculty associates), all at the PhD-level, who will be responsible for helping deliver HST454, WWS561, WWS562, WWS563, and electives as need dictates. Key instructional personnel from the Museum will include:

Rob Citino, PhD, Samuel Zemurray Stone Senior Historian

Keith Huxen, PhD, Senior Director of Research and History

Martin Loicano, PhD, Executive Director, Institute for the Study of War and Democracy

In the first 1-2 years, the hires will be supported by existing local revenues in SHPRS generated from SHPRS' current online and summer programs. After 2 years we expect that the program will be generating revenue to support the hires.

A formal agreement on the partnership is immanent. The final details are currently being worked out by the Museum, EdPlus, and the Provost's Office.

- iii. **Administration of the program** - Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

Administration of the program will be overseen by Penelope Adams Moon, Director of Online Programs for SHPRS. She will be responsible for managing the activities of the program's dedicated clinical faculty person (see Section 9.A.ii) who will be primarily responsible for coordinating the admissions, academic advising, and scheduling of the program. She will also be responsible for liaising between SHPRS, EdPlus, and staff from the National World War II Museum in New Orleans.

Admissions: Admissions will be supervised by the dedicated clinical faculty member. The admissions process will include application review by the SHPRS Graduate Studies Committee. There will be five admissions

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periods.

**Advising:** Along with advising support from EdPlus, the clinical faculty member and a dedicated graduate coordinator will provide students with academic advising. Informal advising will also be made available to students through the strategic use of closed social media sites dedicated to fostering community among students and between faculty and students.

**Course offerings:** The clinical faculty person will coordinate with the Director of Online Programs, SHPRS program manager, and SHPRS scheduler, as well as the SHPRS Director of Graduate Studies, the SHPRS Director of Undergraduate Studies, and the heads of cooperating units outside of SHPRS to plan and schedule course offerings.

**Staff support:** SHPRS will provide staff support in the form of a dedicated half-time graduate coordinator who will be responsible for advising students, coordinating the application and admissions processes, maintaining the accuracy of the program handbook, and liaising with the Graduate College. Support will also come from the SHPRS scheduler and SHPRS program manager who will assist in program planning and delivery. SHPRS' event and media staff persons will assist in recruitment, outreach, and community building activities, such as graduation receptions and website maintenance. Finally, the program will hire hourly graders as needs dictate.

**B. Resource requirements needed to launch and sustain the program:** Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc.

To best serve students, the program will require the hiring of a dedicated graduate coordinator (.5 FTE), as well as the Assistant Clinical Professor (1.0 FTE) mentioned in Section 9.A.ii. Each of these individuals will need new computers and monitors. The program has also budgeted money in to hire Faculty Associates to ensure that the program does not curtail SHPRS' ability to serve its undergraduate student population when SHPRS tenure-track faculty teach in the new program. The unit has budgeted space in the 2018-19 budget to make these hires in Fall 2018, once the program is fully approved.



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### APPENDIX I OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

(This information is used to populate the [Graduate Programs Search](#)/catalog website.)

1. **Proposed title of major:** World War II Studies

2. **Marketing description** (*Optional - 50 words maximum. The marketing description should not repeat content found in the program description.*)

N/A

3. **Provide a brief program description** (*Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information*)

Through advanced interdisciplinary study of World War II students explore the the causes and effects of World War II, the global nature of the conflict, the evolution of governance and political systems, and human responses to conflict, violence, and genocide. Program coursework also helps students contextualize current events through study of the war's historical, political, and cultural legacies.

4. **Delivery/Campus Information Options:** ASU Online only

5. **Campus(es) where program will be offered:**

*ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content.*

*Note: Office of the Provost approval is needed for ASU Online delivery option.*

ASU Online only (all courses online and managed by ASU Online)

**All other campus or location options (please select all that apply):**

Downtown Phoenix  Polytechnic  Tempe  West  Other: \_\_\_\_\_

**Both on-campus and**  ASU Online\* - (check applicable campus(es) from options listed above)

*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and [Philip Regier](#) (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at [asuonline@asu.edu](mailto:asuonline@asu.edu) who can provide you with additional information regarding the online request process.*

6. **Admission Requirements:**

Applicants must fulfill the requirements of both the Graduate College and the College of Liberal Arts and Sciences.

An applicant must have the 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 point to 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:**

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency
4. three letters of recommendation



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5. letter of intent/written statement
6. Written responses to unit-developed prompts

**Additional Application Information**

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

During the application process, applicants will be prompted to write short written responses to World War II-related questions.. These responses will serve to demonstrate to the committee a student's writing ability and potential for thoughtful participation in degree coursework.

**7. Application Review Terms (if applicable session):**

Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.

*Note: It is the academic unit's responsibility to display program deadline dates on their website.*

Terms	Years	University Late Fee Deadline
<input checked="" type="checkbox"/> Fall (regular) <input type="checkbox"/> Session B	(year): 2018 (year):	July 1st October 1st
<input type="checkbox"/> Spring (regular) <input type="checkbox"/> Session B	(year): (year):	December 1st February 8th
<input type="checkbox"/> Summer (regular) <input type="checkbox"/> Summer B	(year): (year):	May 14th May 14th
<i>Note: Session B is only available for approved online programs.</i>		

**Program admission deadlines website address:** In process

**8. Curricular Requirements:**

**Curricular Structure Breakdown for the Academic Catalog:**  
(To be completed by the Graduate College)

**Required Core (12 credit hours)**

- WWS 561 Decision Points I (3)
- WWS 562 Decision Points II (3)
- WWS 563 The Lived Experience of World War II (3)
- WWS566 World War II Today(3)

**Electives or Research (9 credit hours)**

**Other Requirements (6 credit hours)**

- HST454 History of Genocide or WWS564 The Global War (3)
- WWS460 World War II or HST460: World War II (3)

**Culminating Experience (3 credit hours)**

- WWS 597 Capstone (3)

Additional Curriculum Information



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Please see the academic unit for the approved electives and research course list.

For the other requirements section, students must take either HST454 or WWS564. If a student chooses to take HST454 to fulfill the requirement, they may take WWS564 as an elective. Likewise, if a student chooses to take WWS564 to fulfill a requirement, they may take HST454 as an elective. Other coursework may be used with approval of the academic unit.

### 9. Comprehensive Exams:

**Master's Comprehensive Exam (when applicable), please select from the appropriate option.**

N/A

### 10. Allow 400-level courses: Yes No

*Note: No more than 6 credit hours of 400-level coursework may be included on a graduate student plan of study.*

### 11. Committee:

Required number of thesis committee members (must be at least 3 including chair or co-chairs): N/A

Required number of non-thesis option committee members (must be a minimum of one): 2

### 12. Keywords: List all keywords that could be used to search for this program. Keywords should be specific to the proposed program – limit 10 keywords.

World War II  
WWII  
WW2  
History  
Greatest Generation  
D-Day  
Pearl Harbor  
Atomic Bomb  
Holocaust  
Rosie the Riveter

### 13. Area(s) of Interest

A. Select **one (1)** primary area of interest from the list below that applies to this program.

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">Architecture &amp; Construction</a> | <input type="checkbox"/> <a href="#">Interdisciplinary Studies</a>      |
| <input type="checkbox"/> <a href="#">Arts</a>                            | <input type="checkbox"/> <a href="#">Law &amp; Justice</a>              |
| <input type="checkbox"/> <a href="#">Business</a>                        | <input type="checkbox"/> <a href="#">Mathematics</a>                    |
| <input type="checkbox"/> <a href="#">Communication &amp; Media</a>       | <input type="checkbox"/> <a href="#">Psychology</a>                     |
| <input type="checkbox"/> <a href="#">Education &amp; Teaching</a>        | <input type="checkbox"/> <a href="#">STEM</a>                           |
| <input type="checkbox"/> <a href="#">Engineering &amp; Technology</a>    | <input type="checkbox"/> <a href="#">Science</a>                        |
| <input type="checkbox"/> <a href="#">Entrepreneurship</a>                | <input type="checkbox"/> <a href="#">Social and Behavioral Sciences</a> |
| <input type="checkbox"/> <a href="#">Health &amp; Wellness</a>           | <input type="checkbox"/> <a href="#">Sustainability</a>                 |
| <input checked="" type="checkbox"/> <a href="#">Humanities</a>           |   |

B. Select **one (1)** secondary area of interest from the list below that applies to this program.

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">Architecture &amp; Construction</a> | <input checked="" type="checkbox"/> <a href="#">Interdisciplinary Studies</a> |
| <input type="checkbox"/> <a href="#">Arts</a>                            | <input type="checkbox"/> <a href="#">Law &amp; Justice</a>                    |
| <input type="checkbox"/> <a href="#">Business</a>                        | <input type="checkbox"/> <a href="#">Mathematics</a>                          |



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- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">Communications &amp; Media</a>   | <input type="checkbox"/> <a href="#">Psychology</a>                     |
| <input type="checkbox"/> <a href="#">Education &amp; Teaching</a>     | <input type="checkbox"/> <a href="#">STEM</a>                           |
| <input type="checkbox"/> <a href="#">Engineering &amp; Technology</a> | <input type="checkbox"/> <a href="#">Science</a>                        |
| <input type="checkbox"/> <a href="#">Entrepreneurship</a>             | <input type="checkbox"/> <a href="#">Social and Behavioral Sciences</a> |
| <input type="checkbox"/> <a href="#">Health &amp; Wellness</a>        | <input type="checkbox"/> <a href="#">Sustainability</a>                 |
| <input type="checkbox"/> <a href="#">Humanities</a>                   |   |

**14. Contact and Support Information:**

<b>Office Location - Building Code &amp; Room:</b> <i>(Search ASU map)</i>	Coor Hall, Room 4544
<b>Campus Telephone Number:</b> <i>(may not be an individual's number)</i>	480.965.5778
<b>Program Email Address:</b> <i>(may not be an individual's email)</i>	shprs@asu.edu
<b>Program Website Address:</b> <i>(if one is not yet created, use unit website until one can be established)</i>	shprs.clas.asu.edu
<b>Program Director (Name):</b>	Penelope Adams Moon
<b>Program Director (ASURITE):</b>	penmoon
<b>Program Support Staff (Name):</b>	Roxanne Shand
<b>Program Support Staff (ASURITE):</b>	rshand1
<b>Admissions Contact (Name):</b>	Roxanne Shand
<b>Admissions Contact (ASURITE):</b>	rshand1

**15. Application and iPOS Recommendations:** List the Faculty and Staff who will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

NAME	ASURITE	ADMSN	POS
Roxanne Shand	rshand1	yes	yes



**PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM**

**APPENDIX II**

**Assessment Plan**



Academic Program Assessment Plan 2016-2017

<b>Date:</b> 1/16/2018	<b>Program Name:</b> MA in World War II Studies	<b>Status:</b> UOEEE Provisional Approval
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**Comment**

**Assessment Plan**

<b>Outcome 1:</b>	Graduates of the program will be able to evaluate the global, social, cultural, economic, and/or political legacy of World War II since 1945, with particular attention to differing narratives
Measure 1.1	Performance on WWS566: WWII Today assignment as assessed by the faculty-developed rubric, including evaluation of the connections between World War II-era developments/events/decisions and more recent developments/events/decisions.
Performance Criterion 1.1	Seventy-five percent or more of students will earn a B or above on the assignment.
Measure 1.2	Performance on WWS563: Lived Experience assignment as assessed by the faculty-developed rubric, including evaluation of the student's awareness of differences between narratives.
Performance Criterion 1.2	Seventy-five percent or more of students will earn a B or above on the assignment.
Measure 1.3	
Performance Criterion 1.3	
<b>Outcome 2:</b>	Graduates of the program will be able to analyze the contingent nature of historical events.
Measure 2.1	Performance on WWS561: Decision Points I position paper as assessed by the faculty-developed rubric, including evaluation of the student's critical thinking about available historical alternatives.
Performance Criterion 2.1	Seventy-five percent or more of students will earn a B or above on the assignment.
Measure 2.2	Performance on WWS562: Decision Points II position paper as assessed by the faculty-developed rubric, including evaluation of the student's critical thinking about available historical alternatives.
Performance Criterion 2.2	Seventy-five percent or more of students will earn a B or above on the assignment.
Measure 2.3	
Performance Criterion 2.3	
<b>Outcome 3:</b>	Graduates of the program will be able to analyze how factors such as race, class, and gender shaped World War II, including the lived experiences of combatants and noncombatants.
Measure 3.1	Performance on objective and written components of WWS460: World War II exam as assessed by the faculty-developed rubric.
Performance Criterion 3.1	Seventy-five percent or more of students will earn a B or above on the final exam.
Measure 3.2	Performance on WWS563: The Lived Experience of World War II or WWS564: The Global War assignment or HST454: History of Genocide assignment as assessed by the faculty-developed rubric.



## PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

Performance Criterion 3.2      Seventy-five percent or more of students will earn a B or above on the assignment.

Measure 3.3

Performance Criterion 3.3

**Outcome 4:**                      Graduates of the program will be able to generate public-facing projects that communicate the historical importance and/or legacy of World War II.

Measure 4.1                      Performance on WWS566: World War II Today course project as assessed by the faculty-developed rubric, including effective communication and professionalism.

Performance Criterion 4.1      Seventy-five percent or more of students will earn a B or above on the assignment.

Measure 4.2                      Performance on WWS563: The Lived Experience of World War II course project as assessed by the faculty-developed rubric, including effective communication and professionalism.

Performance Criterion 4.2      Seventy-five percent or more of students will earn a B or above on the assignment.

Measure 4.3

Performance Criterion 4.3

**Outcome 5:**                      Graduates of the program will be able to compose evidence-based arguments grounded in the analysis of sources.

Measure 5.1                      Performance on WWS561: Decision Points I or WWS562: Decision Points II position paper as assessed by the faculty-developed rubric, including the student's critical evaluation of primary and/or secondary source material.

Performance Criterion 5.1      Seventy-five percent or more of students will earn a B or above on the assignment.

Measure 5.2                      Performance on WWS564: The Global War or WWS454: The History of Genocide assignment as assessed by the faculty-developed rubric, including the student's critical evaluation of primary and/or secondary source material.

Performance Criterion 5.2      Seventy-five percent or more of students will earn a B or above on the assignment.

Measure 5.3

Performance Criterion 5.3



**PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM**

**APPENDIX III**

**Letters of Support**

**College of Liberal Arts and Sciences (CLAS) – Official Submission**

**From:** Paul LePore [<mailto:Paul.Lepore@asu.edu>]

**Sent:** Thursday, February 08, 2018 4:50 PM

**To:** [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)

**Cc:** Paul LePore <[Paul.Lepore@asu.edu](mailto:Paul.Lepore@asu.edu)>; P.F. Lengel <[PFLengel@asu.edu](mailto:PFLengel@asu.edu)>; Kyle Rader <[kwrader@asu.edu](mailto:kwrader@asu.edu)>; Jenny Smith <[jenny.smith@asu.edu](mailto:jenny.smith@asu.edu)>

**Subject:** Proposal to establish a graduate degree - MA in World War II Studies

Please accept the attached proposal to establish a Master of Arts in World War II Studies.

Thanks,  
PL

**PAUL C. LEPORE, Ph.D.**

Associate Dean

**College of Liberal Arts and Sciences**

Foundation Building, Suite 110

Arizona State University | P.O. Box 876605 | Tempe, Arizona 85287-6605

480.965.6506 | Fax: 480.965.2110 | e-mail: [paul.lepore@asu.edu](mailto:paul.lepore@asu.edu)

**ASU College of Liberal Arts and Sciences** — *Transforming learning, discovery and lives*



**PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM**

School of Historical, Philosophical and Religious Studies, CLAS



December 15, 2017

To Whom It May Concern:

On behalf of the School of Historical, Philosophical and Religious Studies, I am pleased to support the new online MA in WWII Studies. This is an interdisciplinary degree designed in collaboration with the National WWII Museum in New Orleans. In planning this degree over the last year and a half, we have drawn on our experience with our successful online MA in History degree. We have the resources and capacity to manage this interdisciplinary degree and to offer the necessary courses for students in this new MA degree. By partnering with the WWII Museum we will be able to reach new audiences of potential students and we believe there will be significant interest in this degree. The degree will serve students who want to understand the history and consequences of WWII.

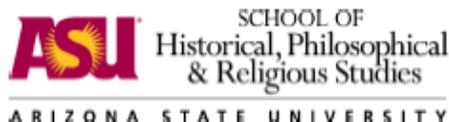
Sincerely,

A handwritten signature in black ink that reads 'Matthew Delmont'.

Matthew Delmont  
Director and Professor  
School of Historical, Philosophical and Religious Studies



PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM



Christopher Jones  
Associate Professor  
Director of Graduate Studies--History  
School of Historical, Philosophical, and Religious Studies  
Arizona State University  
Cjones36@asu.edu

December 15, 2017

Dear Proposal Review Committee,

I write to report that the World War II Studies program has gone through significant internal review by History and SHPRS faculty. These have taken the form of engagement by several faculty with research expertise relevant to the program, the History Graduate Committee, and the entire SHPRS faculty.

A team of SHPRS faculty has been extremely involved with this project from the beginning, helping to design the program, articulate its goals, and craft the proposal. Faculty members including Matthew Delmont, Penelope Moon, Volker Benkert, and myself have traveled to New Orleans for visits with the National World War II Museum staff, and led the hosting of museum staff on their trips to Tempe. In addition, several other SHPRS faculty have been engaged in group discussions of the program design and priorities including Aaron Moore, Linh Vu, Jason Bruner, Jean-Marie Stevens, and Peter Van Cleave.

The World War II Studies program was discussed in numerous meetings of the History Graduate Committee over the last 18 months. On November 1, 2017, the program was discussed intensively, and the committee voted unanimously to support moving forward with it.

In May 2017, several members of the National World War II Museum visited Tempe and gave a public presentation open to all SHPRS faculty about their work and potential ideas for the collaboration. On November 15, 2017, Director Matthew Delmont presented the updated proposal at a school-wide faculty meeting. All faculty were then invited to a follow-up meeting on November 17, 2017 to discuss any questions, ideas, or concerns. At both these meetings, SHPRS faculty presented a number of helpful suggestions to enhance the program and no major objections were presented.

As Director of Graduate Studies for History, I participated in all of these activities and can ensure we sought the widest collaboration from our fellow faculty members possible. I and my fellow faculty members held several frank and open conversations, all of which have built support for the program and improved its design. Please let me know if you have additional questions. Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Jones'.

Christopher Jones

College of Liberal Arts and Sciences  
PO Box 874302 Tempe, AZ 85287-4302  
(480) 965-5778 Fax: (480) 965-0310  
<http://shprs.clas.asu.edu/>

Department of English – Support

Friday, December 15, 2017 at 4:41:51 PM Mountain Standard Time

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**Subject:** Re: Request for letter of support for MA in WWII Studies proposal  
**Date:** Wednesday, December 13, 2017 at 3:54:50 PM Mountain Standard Time  
**From:** Krista Ratcliffe  
**To:** Matthew Delmont  
**CC:** Penelope Moon

Hi Matt,

I absolutely support this program. It looks great.

Best,  
Kris

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**From:** Matthew Delmont <mdelmon1@asu.edu>  
**Sent:** Wednesday, December 13, 2017 2:38:19 PM  
**To:** Krista Ratcliffe  
**Cc:** Penelope Moon  
**Subject:** Request for letter of support for MA in WWII Studies proposal

Dear Kris,

I hope you are doing well. As you know, we are proposing the establishment of a new fully-online MA degree in World War II Studies in collaboration with the National World War II Museum in New Orleans. The Graduate College has determined that the program will not significantly impact units outside of SHPRS, but as per earlier conversation, the program anticipates the collaboration of English faculty. I'm writing today to solicit your support for this proposal.

We are hoping that new online elective courses developed by Elizabeth Horan (WWS568: World War II in Literature) and Aaron Baker (WWS567: World War II in Film) might serve students in the World War II Studies MA program and graduate students in English and Film and Media Studies. Revenues generated by the course will follow the instructor of record. I've attached a working curriculum to give you a sense of the program.

We're hoping to submit the full proposal by Monday. If you agree to support this proposal, a simple affirmative response to this email will suffice.

Please let me know if you have any questions and thanks for your help.

All best,  
Matt

Matt Delmont  
Director and Professor  
School of Historical, Philosophical & Religious Studies  
Arizona State University

Website: <http://mattdelmont.com/>  
Book/Project websites:  
<http://whybusingfailed.com/>  
<http://nicestkids.com/>  
<http://makingroots.net/>  
<http://blackquotidian.com/>

**PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM**

School of Politics and Global Studies, CLAS

Friday, December 15, 2017 at 4:42:48 PM Mountain Standard Time

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**Subject:** Re: Request for letter of support for MA in WWII Studies proposal  
**Date:** Wednesday, December 13, 2017 at 3:11:27 PM Mountain Standard Time  
**From:** Cameron Thies  
**To:** Matthew Delmont  
**CC:** Penelope Moon

Dear Matt,

SPGS fully supports your creation of an online MA in World War II Studies. Best of luck with this endeavor!

Best,  
Cameron

**Cameron G. Thies**  
Professor & Director  
School of Politics & Global Studies  
Arizona State University

6748 Lattie F. Coor Hall  
P.O. Box 8733902  
Tempe, AZ 85287  
p: [480-727-2518](tel:480-727-2518) f: [480-985-3929](tel:480-985-3929)  
email: [cameron.thies@asu.edu](mailto:cameron.thies@asu.edu)  
web: <https://pgs.clas.asu.edu/>

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**From:** Matthew Delmont <[mdelmon1@asu.edu](mailto:mdelmon1@asu.edu)>  
**Date:** Wednesday, December 13, 2017 at 2:38 PM  
**To:** Cameron Thies <[CAMERON.THIES@asu.edu](mailto:CAMERON.THIES@asu.edu)>  
**Cc:** Penelope Moon <[penmoon@asu.edu](mailto:penmoon@asu.edu)>  
**Subject:** Request for letter of support for MA in WWII Studies proposal

Dear Cameron,

I hope you are doing well. As you know, we are proposing the establishment of a new fully-online MA degree in World War II Studies in collaboration with the National World War II Museum in New Orleans. The Graduate College has determined that the program will not significantly impact units outside of SHPRS, but asked us to confirm this with a letter of support from you, as director of the School of Politics and Global Studies.

If you do anticipate that the program will impact SPGS in any way, please let me know. I've attached a working curriculum to help guide your assessment.

We're hoping to submit the full proposal by Monday. If you agree to support this proposal, a simple affirmative response to this email will suffice.

Please let me know if you have any questions and thanks for your help.

All best,  
Matt

**New College of Interdisciplinary Arts and Sciences – Impact for HST 454**

**Subject:** RE: HST 454 followup

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**From:** Louis Mendoza  
**Sent:** Wednesday, December 27, 2017 10:32 AM  
**To:** Christopher Jones  
**Subject:** Re: HST 454 followup

No problem Chris.

Here's an update which may prove sufficient for you to forward your proposal.

SHArCS provisionally approves SHPRS' use of HST 454: History of Genocide contingent on an agreement being reached by Deans Kenney, Langland, and Sandrin restricting the offering of this course solely to ocourse sections. We restrict its offering in other formats based on concerns that it would harm our enrollments in a course that is vital to our History BA and the Forensic Science BA program.

If you wish, I can provide you approval that refers to the above referenced agreement once I have been sure that it has been agreed to by all appropriate parties.

Best wishes for the holiday season,

Louis

**Dr. Louis Mendoza, Director**

School of Humanities, Arts, and Cultural Studies  
New College of Interdisciplinary Arts and Sciences  
4701 W. Thunderbird Rd., FAB N201  
Glendale, AZ 85306-4908  
P.O. Box 37100, MC 2151, Phoenix AZ 85069-7100  
Arizona State University  
Office: 602-543-6242  
<https://newcollege.asu.edu/humanities-arts-cultural-studies-degree-programs>

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[School of Humanities, Arts and Cultural Studies | New College](#)

[newcollege.asu.edu](http://newcollege.asu.edu)

School of Humanities, Arts and Cultural StudiesWelcome to the School of Humanities, Arts and Cultural Studies at the New College, where students learn to think ...

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Begin forwarded message:



**PROPOSAL TO ESTABLISH A NEW MASTER'S  
DEGREE PROGRAM**

**From:** Christopher Jones <[cjones36@mainex1.asu.edu](mailto:cjones36@mainex1.asu.edu)>  
**Date:** December 22, 2017 at 10:56:29 AM CST  
**To:** Julia Sarreal <[Julia.Sarreal@asu.edu](mailto:Julia.Sarreal@asu.edu)>  
**Subject:** HST 454 followup

Julia,

It turns out the dean's office would like a statement from your unit stating we have permission to use HST 454, and they'd like that as soon as possible. I realize the timing is not convenient at all, so whatever you can do on this front is appreciated.

From what I understand, this is very common practice and of mutual benefit. I believe that Stephen Toth has regularly taught HST 355: Total War and the Crisis of Modernity, which was developed by Rachel Fuchs and Victoria Thompson at Tempe, for example.

I believe an email stating there was permission would be sufficient in this case.

Sorry again to bother you over the break. Hope you get some nice time away and we can connect in the new year on non-bureaucratic matters. Cheers,

Chris

Christopher Jones  
Associate Professor, SHPRS  
Arizona State University  
[cjones36@asu.edu](mailto:cjones36@asu.edu)

CLAS response

**Subject:** RE: Time sensitize request for e-mail for WWII course proposal

Begin forwarded message:

**From:** Elizabeth Langland <[Elizabeth.Langland@asu.edu](mailto:Elizabeth.Langland@asu.edu)>  
**Date:** December 28, 2017 at 1:45:20 PM MST  
**To:** Matthew Delmont <[mdelmon1@asu.edu](mailto:mdelmon1@asu.edu)>  
**Cc:** Penelope Moon <[penmoon@asu.edu](mailto:penmoon@asu.edu)>  
**Subject:** Re: Time sensitize request for e-mail for WWII course proposal

Dear Matt,

I am happy to approve the agreement with New College that SHPRS be allowed to teach HST 454, History of Genocide, only as an online course to fully online students.

Regards,  
Elizabeth

Elizabeth Langland  
Interim Dean of Humanities  
College of Liberal Arts and Sciences  
Arizona State University

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**From:** Matthew Delmont <[mdelmon1@asu.edu](mailto:mdelmon1@asu.edu)>  
**Date:** Thursday, December 28, 2017 at 12:07 PM  
**To:** Elizabeth Langland <[Elizabeth.Langland@asu.edu](mailto:Elizabeth.Langland@asu.edu)>  
**Cc:** Penelope Moon <[penmoon@asu.edu](mailto:penmoon@asu.edu)>  
**Subject:** Time sensitize request for e-mail for WWII course proposal

Dear Elizabeth,

I hope you are doing well. I'm writing with a time sensitize request related to our WWII Studies online MA proposal. One of the courses we would like to offer as part of the curriculum is HST 454: History of Genocide. This course was created by New College and we are seeking to offer it as an o-course to fully online students. To move forward with the proposal the Dean's office has asked us to get e-mail confirmation from you indicating that we will offer this only as an o-course. I've copied Louis Mendoza's e-mail below outlining the agreement for SHPRS to teach HST 454 as an o-course.

"SHArCS provisionally approves SHPRS' use of HST 454: History of Genocide contingent on an agreement being reached by Deans Kenney, Langland, and Sandrin restricting the offering of this course solely to ocourse sections. We restrict its offering in other formats based on concerns that it would harm our enrollments in a course that is vital to our History BA and the Forensic Science BA program.

If you wish, I can provide you approval that refers to the above referenced agreement once I have been sure that it has been agreed to by all appropriate parties."

ASUOnline/EdPlus – Support



MEMORANDUM

To: Gemma Garcia  
From: Casey Evans  
Date: December 15, 2017  
Subject: Master of Arts World War II Studies

Dear Gemma,

Congratulations!

The Master of Arts World War II Studies program has received support from Dean Philip Regier to be offered through ASU Online. This program must complete university governance reviews for formal approval. Please include this support memo along with your proposal submission when it is submitted formally to the university (to [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)) by your dean or their designee.

Please note that in order to proceed with implementation you must receive final approval to launch an online program from the University Provost.

Once again, congratulations! We are excited to work with you on your new program.

Thank you!

Casey Evans

Director, Program and Project Management  
EdPlus at ASU  
Arizona State University  
Phone: (480) 884-1631  
[Casey.l.evans@asu.edu](mailto:Casey.l.evans@asu.edu)



## PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

### (NEW GRADUATE INITIATIVES)

#### PROPOSAL PROCEDURES CHECKLIST

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

- Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals.** Please see the academic strategic plan website at: <https://provost.asu.edu/curriculum-development>.
- Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**
  - Additional information can be found at the Provost's Office Curriculum Development website: [Courses link](#)
  - For questions regarding proposing new courses, send an email to: [courses@asu.edu](mailto:courses@asu.edu)
- Prepare the applicable proposal template and operational appendix for the proposed initiative.**
- Obtain letters or memos of support or collaboration (if applicable).**
  - when resources (faculty or courses) from another academic unit will be utilized
  - when other academic units or degree programs may be impacted by the proposed request
  - if the program will have an online delivery option support will be required from the Provost's office and ASU Online. *(Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request.)*
- Obtain the internal reviews/approvals of the academic unit.**
  - internal faculty governance review committee(s)
  - academic unit head (e.g. Department Chair or School Director)
  - academic unit Dean or their designee (will submit approved proposal to the [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

#### **Additional Recommendations**

All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that the Graduate College strongly recommends that academic units establish after the program is approved for implementation.

- Establish satisfactory academic progress policies, processes and guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.
- Establish a Graduate Student Handbook for the new degree program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook, provided to students when they are admitted to the degree program and published on the website for the new degree, gives students this information. To be included in the handbook are the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and a link to the Graduate Policies and Procedures website: [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies).