

# Graduate Handbook

**ASU** School of Politics  
and Global Studies  
Arizona State University

July 2018

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**The policies and descriptions in this handbook are subject to be changed or updated at any time. Please consult with the Director of Graduate Studies or the Graduate Coordinator to ensure the policies listed are current and correct.**

**Graduate Program Handbook**  
**Political Science**  
School of Politics and Global Studies  
Arizona State University  
July 2018

This set of guidelines will help graduate students understand the requirements, processes and expectations of graduate work in Political Science at ASU. These guidelines will also help students stay on track to complete their graduate program in a timely manner. These guidelines, however, must be read in the context of general University and Graduate College requirements, processes and expectations. Students are expected to be familiar with and follow these guidelines. Failure to meet filing dates and general timelines can delay or derail student progress.

**PhD in Political Science**

**PhD Initial Advising**

Upon admission to the PhD program, the student will be assigned a faculty advisor for their first year in the program. This need not be the faculty member who ultimately chairs the prospectus or dissertation committee but is someone who can help develop the student's initial Interactive Plan of Study (IPOS).

**Coursework/IPOS**

Students are generally expected to complete their substantive coursework during the first two years of the program. In the first semester, doctoral students should enroll in POS 598 (permanent number 596), a one-credit workshop facilitated by the Director of Graduate Studies (DGS), and in POS 503, Empirical Political Inquiry. Following the first two years, students will enroll in a variety of credits including research, independent study, reading and conference, and dissertation hours.

The student should, in the second semester, submit an Interactive Program of Study (IPOS) in consultation with the faculty advisor. IPOS information and instructions are available through the student's "MyASU" web page. See <https://graduate.asu.edu/sites/default/files/how-to-ipos.pdf> for instructions on how to complete and edit the IPOS. The IPOS serves as a proposed roadmap of courses to be taken and the timeline to be followed. An IPOS must be filed with Graduate College before students can apply for comprehensive exams and a prospectus defense. Students are responsible for making any updates or changes that need to be made to the IPOS once it has been filed.

A minimum of 84 semester hours of graduate work constitutes the formal credit hour requirements for the PhD. Graduate College requires that at least 30 of these hours, not

including 799 Dissertation credit hours, be taken after admission to the PhD program. Exactly 12 hours of POS 799 Dissertation credit must be included on the IPOS. If a student is a Teaching or Research Assistant (on program funding), the student must enroll in at least 9 credit hours every semester. Continuous enrollment is required until the degree is awarded. See also: <https://graduate.asu.edu/key-policies>

Students are expected to take courses for the first four semesters that will prepare them for comprehensive exams by the beginning of their fifth semester. Each subfield has required methods courses, research courses, and core seminars for major and minor fields and these must be included on the IPOS. The faculty advisor and the student will set timelines for course completion and exams, bearing in mind the goal of being prepared to take comprehensive exams by the beginning of the fifth semester at ASU.

Students may, with the advice of their advisor and/or committee, plan to take additional course work directed toward dissertation research after successfully completing comprehensive exams.

**Note:** Students should not register for courses outside the School without the approval of the faculty advisor and the DGS.

Students in particular fields should be attentive to the expectations of those fields. For instance, students who plan to specialize in Comparative Politics are expected to acquire sufficient language proficiency in the language of the countries and/or regions they are planning to study in order to conduct fieldwork and read materials. These students should either enter the program with sufficient proficiency in the language(s) of the countries/regions they wish to study in their dissertation project or are expected to acquire such proficiency during their time of residency at ASU through intensive language courses at the university.

### **Credit Transfer**

Students may apply 30 credit hours from a previously awarded Master's degree toward their doctoral plan of study with approval of the Graduate College. For students with an MA from another accredited institution, generally it is preferable to petition Graduate College to have the MA transferred as a blanket 30 credit hours. Students must submit a petition to the DGS in order to transfer any credits outside of a blanket 30 MA degree.

A maximum of 12 credit hours of approved course work *not* applied to a previously awarded degree may count toward the 84 hours for the doctoral degree, with the approval of the Director of Graduate Studies and the Graduate College. Please see the Pre-Admission Credits policy at <https://graduate.asu.edu/policies-procedures> for more information.

Foreign degrees of some equivalence to a U.S. Master's degree may, at the discretion of the School and Graduate College, be transferred in for up to 30 credit hours.

Questions regarding whether particular courses meet School requirements (e.g., POS 603) are decided in the School by the DGS and relevant faculty. Students will need to file a petition with the DGS and provide syllabi for courses they would like to apply to their major or minor requirements.

### **Comprehensive Exams**

Students are required to take a written examination in both a major field and a minor field, chosen from the subfields of American Politics, International Relations, Comparative Politics, and Political Theory. Students may also opt for a secondary minor in Methods and Models. Both the major and minor exams are taken just prior to the start of the fall semester of the third year. A student will not be allowed to take comprehensive exams unless having an approved IPOS, reviewed and approved by the DGS. Students should complete all major and minor degree requirements prior to taking the exams, unless approved by the DGS. The major exam is an exam of an entire sub-field in political science (e.g., Comparative Politics) of both depth and breadth. The minor sub-field examination is also an exam of an entire sub-field in political science (e.g., International Relations); it is not just an exam of one small focus area within that subfield.

Comprehensive exam committees are determined by faculty in each sub-field. Exam committees write a single exam for all students taking the exam in a particular field. Students should contact the faculty chair of their exam committee for recommended readings.

***Evaluation:*** After reading the exam pertinent to her or his area, each exam committee member reports the initial evaluation to the DGS who compiles the results and sends them to the exam committee chair. The examinations are graded “Pass with Distinction,” “Pass,” “Recommend Oral,” or “Fail”. If there is to be no oral exam, then the committee completes and signs the Report of Doctoral Comprehensive Examinations form for submission to the DGS. If an oral examination is deemed necessary, then the committee completes and signs the form after the oral exam. The purpose of an oral exam is to provide the committee members with an option to question the candidate further if they are unsatisfied with the quality of the answers on the written exams, but not an outright failure. The oral exam is scheduled as soon as possible by the student in consultation with their committee. Exam committees report their evaluation to the chair, who convey results to the DGS. The DGS will inform the student of the final decision in writing and may also inform the student verbally. Failure in either comprehensive examination will be considered final and the student will be recommended for dismissal from the PhD program. Students who have failed an exam may petition the DGS for a one-time re-examination the following semester. For a student re-taking an exam, there is no option for an oral examination. The only grade options are “Pass” or “Fail.”

### **Dissertation Prospectus**

To advance to candidacy, the student must give an oral defense of the dissertation prospectus. This defense must take place no later than five months after the student successfully passes both comprehensive examinations.

The student is responsible for assembling their own prospectus committee and should be considering committee members for a prospectus/dissertation while preparing for comprehensive exams. The student should officially form their committee within two months of passing both major and minor exams. The exam committee for the prospectus has at least three members, two of whom, including the chair, must be approved graduate faculty in the School of Politics and Global Studies (SPGS). The chair of the committee must also be a full-time, tenured faculty member. The majority of a committee must always be SPGS faculty. In exceptional circumstances, a political science faculty member may co-chair a committee with a non-political science faculty member with the approval of the DGS. The committee should be formalized by the student by submitting a committee designation on the IPOS and notifying the DGS and Graduate Coordinator in writing.

The prospectus is a working document describing and justifying the intended dissertation research question(s), methodology(ies), data (qualitative &/or quantitative), resources (where is the data; how will they be collected; how will the research be financed, and where will it be conducted), timeline, and any additional factors the committee deems relevant. An approved prospectus launches the student into the doctoral thesis research, and should be able to serve as the basis of grant applications. The prospectus provides the initial framework to guide the doctoral research. When the dissertation prospectus has been successfully defended and finalized, the committee will sign the appropriate forms that will advance the student to candidacy.

### **Advancing to Candidacy**

Students are advanced to candidacy by the School of Politics and Global Studies (SPGS) and Graduate College immediately after they have passed the comprehensive examinations, fulfilled the substantive course requirements, and defended the dissertation prospectus.

Students may take courses after they advance to PhD candidacy to prepare further for dissertation work. Any plans to take additional courses should be discussed with the dissertation committee chair.

Students may be eligible to teach their own courses after advancing to candidacy based on advisor and DGS approval, course availability, and scheduling needs.

### **Dissertation**

The dissertation committee supervises the PhD candidate's dissertation, which is an original piece of research conducted by the student. Students are responsible for assembling their own dissertation committee. Typically, members of the prospectus committee will also serve on the dissertation committee, although the dissertation committee need not be comprised of the same faculty members as the prospectus. The dissertation committee is a three to five member committee. The chair of the committee must be a full-time, tenured member of the political science graduate faculty in the School of Politics and Global Studies. The majority of committee members must be full-

time tenured or tenure-track faculty members in the School of Politics and Global Studies. Other faculty may be from other units at ASU, but this requires approval from the DGS and committee chair.

### **Dissertation defense**

The dissertation must be a sustained original contribution to knowledge in the field of political science and demonstrate the student's proficiency as an independent scholar. The project is, in all but extraordinary circumstances, developed directly from the dissertation prospectus.

Students should work closely with their committee members to determine deadlines and schedule the defense. The faculty committee will sign a pass/fail form that is submitted to the Graduate Coordinator and Graduate College. The committee chair must be physically present at the student's defense. The final dissertation must be submitted electronically through Graduate College. Students are expected to follow guidelines regarding formatting and other writing requirements. Students should adhere to all deadlines outlined by Graduate College. Information can be found on the Graduate College website: <https://graduate.asu.edu/completing-your-degree/defenses>

### **Master of Arts in Passing (MIP)**

Students in the doctoral program may choose to obtain a Master of Arts in Passing (MIP). Students in this category may sit for a portfolio review; this is an oral examination over a revised and improved seminar paper. The exam is conducted by a committee composed of three ASU faculty members, including at least two SPGS faculty members (the DGS is automatically one of the members). The chair of the committee must be a full-time, tenured member of the graduate faculty in the School of Politics and Global Studies. The majority of committee members must be full-time tenured or tenure-track faculty members in the School of Politics and Global Studies. Other faculty may be from other units at ASU, but this requires approval from the DGS and committee chair. Students who are successful in this review and have completed at least 30 hours of coursework toward the PhD are then awarded a Master of Arts degree. Students interested in this process should contact the Graduate Coordinator for the necessary paperwork.

### **Registration/Continuous Enrollment**

Graduate students must be registered for a minimum of one hour of graduate level credit that appears on the IPOS or in an appropriate graduate level course in the academic unit in which they are pursuing their degree program whenever university facilities or faculty services are used. This includes registration during any fall and spring semester or summer session if either written or oral examinations are taken or if a student is employed as an RA over a summer session. If a student is a TA/RA (on SPGS funding), the student must enroll in at least 9 credit hours every semester unless approved by the DGS. Continuous enrollment in fall and spring semesters in at least one graduate credit is required until the degree is awarded. See also: <https://graduate.asu.edu/policies-procedures>

**Maximum time limits**

A PhD candidate must take the final oral examination in defense of the dissertation within five years of passing the written comprehensive examinations, and must do so within no more than ten years of having started the PhD program. Graduate courses taken prior to admission that are included on the IPOS must have been completed within three years of the semester and year of admission to the program (previously awarded Master's degrees used on the IPOS are exempt). Most students should complete the PhD in five years. Some students may need additional time to conduct grant-funded field research.

**Satisfactory academic progress**

Grades are one indicator of satisfactory progress towards the degree, but not the only one. Students are expected to take required coursework on schedule, attend colloquia sponsored by the School of Politics and Global Studies, keep to general recommended timelines, demonstrate professional commitment and maintain professional behavior. Students are also required to adhere to Graduate College's policies on maintaining academic progress towards degree completion (<https://graduate.asu.edu/policies-procedures>) and the ASU Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>). All students will be asked to submit a yearly progress report and be evaluated by the faculty. Students will then be provided individualized feedback by the DGS.

**Grade point average (GPA)**

To be eligible for a PhD degree from the political science program at ASU, a student must achieve a grade point average of "B" (3.0) or better in all courses numbered 500 and above. The political science program requires that grades of "A+," "A", "A-", "B+", "B", or "Y" be obtained in all coursework counted for the PhD. Students receiving a grade of a B- or below should notify the DGS in writing no later than two weeks after grades are posted. A student may be recommended for dismissal from the PhD program when the semester, cumulative or graduate GPA falls below 3.0, and in particular if the student fails to achieve at least a 3.0 GPA in the first 9 credit hours in the political science program. Although a 3.0 is the minimum acceptable GPA for a student in the PhD program, students should be aware that a GPA below 3.3 is cause for concern.

A grade of XE (failure due to academic dishonesty) will result in the School recommending to the Graduate College and/or the College of Liberal Arts and Sciences that the student be dismissed from the PhD program. See also the ASU Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>) and the Graduate College Satisfactory Academic Progress policy (<https://graduate.asu.edu/policies-procedures>).

**Teaching Assistants/Research Assistants (TA/RA)**

SPGS provides some ½ time (20-hours per week) graduate assistantships, which are awarded each academic semester depending on the needs of the School and funding availability. Priority is given to students in their first five years of the PhD program. Students should not expect to be funded after their fifth year on funding, if they leave the program for a number of years (for instance, to attend law school), or if they are not in residence.



Students must make satisfactory progress toward their degree, fulfill the duties of their TA/RA positions, and maintain professional conduct to be eligible for School funding. Satisfactory progress requires students to maintain a “B” 3.0 GPA average in graduate courses, have no more than one Incomplete grade on their transcript at any given time, advance to candidacy by the end of the sixth semester at the latest, and complete the PhD by the end of the fifth year.

Students in TA or RA roles will be evaluated by their advising faculty member each semester, and may request to see copies of their evaluations. Students failing to meet benchmarks or satisfactory performance in their employment roles are at risk of losing funding. Special circumstances may make it difficult for certain students to reach these benchmarks and exceptions may be made on a case-by-case basis.

Students are responsible for monitoring their own financial accounts with the university. Students should familiarize themselves and abide by the ASU Graduate College TA/RA handbook: <https://graduate.asu.edu/ta-ra-handbook>

### **Test of Spoken English (SPEAK test)**

All prospective international TAs whose native language is not English must pass the SPEAK test before they are allowed primary teaching responsibilities. Information on the guidelines and required scores can be found in the offer letter or at <https://learnenglish.asu.edu/international-teaching-assistant>.

### **Outside funding sources/travel**

The university offers scholarships and grants, some of which are posted on the Graduate College web site. Students are encouraged to apply for outside awards and are expected to apply for Graduate College’s Completion and Dissertation fellowships as eligible. See also: <https://graduate.asu.edu/pay-for-college>

Students are encouraged to seek outside funding, particularly for dissertation research. For example, the National Science Foundation (NSF) awards dissertation research money. Seeking external funding may be a condition of receiving internal funding. See also the Graduate and Professional Student Association's Research Grant Program: <https://gpsa.asu.edu/funding#research>

Students may receive funding for professional development such as training seminars and attending conferences. Students attending any conference or workshop on behalf of the university must give a practice presentation to the graduate cohort and available faculty at least ten working days prior to departure. The student should ensure that the date and time for the practice presentation will allow for the faculty advisor to be present. This practice presentation should be coordinated and publicized in conjunction with the Graduate Coordinator at least a week prior to the proposed presentation date.

## **Graduation**

Application for graduation, scheduling a defense, and other milestones should be made no later than the date specified in the Graduate College 10-day working calendar.

Students are responsible for knowing and adhering to the deadlines regarding degree completion and graduation: <https://graduate.asu.edu/completing-your-degree/deadlines>.

## **Job placement/professional development/support**

Students intending to seek employment in a university or college should join the American Political Science Association in order to access “e-Jobs”, which has the most comprehensive listing of academic jobs in political science. Students are strongly encouraged to familiarize themselves with the APSA’s job services (including the e-Jobs listings) well before they plan on applying for academic jobs. The *Chronicle of Higher Education* is an additional, but far less comprehensive, source for job listings. For job applications, the student should set up a portfolio with either a private service such as Interfolio, or with ASU’s Office of Career Services (<https://eoss.asu.edu/cs>). It is the student’s responsibility to handle all aspects of the job application, with the understanding that the chair of the student’s PhD committee will provide guidance and suggestions. The political science program does not compile and/or send out students’ job applications. Students are encouraged to set up a website hosted by ASU while on the job market. Please speak to the DGS or Graduate Coordinator about these opportunities.

## **Independent Study/Reading & Conference Courses**

(POS 590/790 and 592/792 courses)

POS 590/790 (Reading and Conference) are graduate-level, independent study courses. In order to register for POS 590/790, students must be formally admitted to the graduate program, have the permission of the DGS, and identify a professor who is willing to supervise the reading projects. The forms for POS 590/790 are available on the School’s website and through the Graduate Coordinator.

A maximum of six hours of POS 590 may be included in an MA program of study and a maximum of twelve hours of 590/790 in a PhD program of study. The course may include such assignments as intensive reading in a specialized area and a writing syntheses of literature on a specified topic.

POS 592/792 (Research) may be taken to do individual research projects. In order to register for POS 592/792 students must be formally admitted to the program, have the permission of the DGS, and identify a professor who is willing to supervise the research. Students must complete the appropriate 592/792 form. The forms for POS 592/792 are available on the School’s website and through the Graduate Coordinator.

**Ph. D. degree requirements**

*All PhD students are required to take POS 503.*

The following courses are required for major and minor areas:

If your **major** field is **American Politics**:

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 604 Polimetrics II

POS 530 American Politics

Two electives in American Politics

If your **minor** field is **American Politics**:

POS 503 Empirical Political Inquiry

POS 530 American Politics

Two electives in American Politics

If your **major** field is **Comparative Politics**

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 604 Polimetrics II

POS 550 Comparative Politics

Three electives in Comparative Politics

If your **minor** field is **Comparative Politics**:

POS 503 Empirical Political Inquiry

POS 550 Comparative Politics

Two electives in Comparative Politics

If your **major field is International Relations**:

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 604 Polimetrics II or approved Methods course

POS 560 International Relations

Three electives in International Relations

If your **minor** field is **International Relations**:

POS 503 Empirical Political Inquiry

POS 560 International Relations

Two electives in International Relations

If your **major** field is **Political Theory**

POS 503 Empirical Political Inquiry

POS 540 Ancient Political Theory

POS 541 Modern Political Theory

Three electives in Political Theory

If your **minor** field is **Political Theory**:

POS 503 Empirical Political Inquiry

POS 540 Ancient Political Theory

POS 541 Modern Political Theory

One elective in Political Theory

If your **minor** field is **Methods and Models (secondary minor only)**

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 604 Polimetrics II

One elective in Methods and Models

## General PhD Roadmap:

Below is an example of how a doctoral student could fulfill all requirements within five years. Actual course offerings will vary. Students should work with the faculty advisor to make course selections.

### First semester

POS 503  
Major Field Seminar (i.e. 530)  
Major Elective  
Professionalization workshop (1 credit)

### Second semester

POS 603  
Minor Field Seminar (i.e. 560)  
Major Elective

### Third semester

Major Elective  
Minor Elective  
POS 604

### Fourth semester

Minor Elective  
Other Elective  
Other Elective

### Fifth semester

Comprehensive exams (August)  
Write and defend prospectus  
Take additional necessary courses  
Write grant/fellowship proposals  
Enroll in POS 790 or 792

### Sixth semester

Submit articles/grant proposals  
Enroll in POS 792 or POS 799

### Seventh semester

Focus on dissertation (POS 799\*)  
Prepare publications/conf. paper  
Teach own course if available  
Submit external fellowship applications

### Eighth semester

Focus on dissertation (POS 799)  
Prepare publications/conf. papers  
Prepare materials for job market

### Ninth semester

Polish dissertation  
Actively on job market  
Prepare/submit publications

### Tenth semester

Apply for graduation  
Actively on job market  
Schedule and hold defense  
Submit publications

\*Exactly 12 hours of POS 799 Dissertation are required to be included on the IPOS.  
84 total credit hours of graduate work are required.

## **Masters of Arts in Political Science**

The Master of Arts (MA) degree provides advanced education for those students preparing for teaching, research, or applied careers in political science. It may be taken as a terminal program or as a step toward eventual fulfillment of the requirements for the PhD. This is not a professional degree which leads directly into a job in the government, in politics, or with an NGO.

Although undergraduate course work in political science is not a prerequisite for admission, it is assumed that MA students will have a basic understanding of elementary statistics and the undergraduate content of the political science fields of concentration that they wish to study. Students without such a background should allow sufficient time to acquire it. Students are required to complete either a Thesis or a Non-Thesis/Portfolio as part of the MA program.

### **Initial Advising**

Upon admission to the MA program, the student will be assigned a faculty advisor for their first year in the program. This need not be the faculty member who ultimately chairs the culminating event committee, but is someone who can help develop the student's initial Interactive Plan of Study (IPOS).

### **Coursework/IPOS**

In consultation with a faculty advisor in the student's subfield, the student files an official Interactive Plan of Study (IPOS) to outline the planned course of study for the degree. The faculty member should be consulted at the earliest possible date about drawing up an IPOS. The DGS can assist the student in selecting a faculty advisor. IPOS information and instructions are available through the student's "MyASU" web page. See <https://graduate.asu.edu/sites/default/files/how-to-ipos.pdf> for instructions on how to complete and edit the IPOS. Students are responsible for making any updates or changes that need to be made to the IPOS once it has been filed.

The IPOS, approved by the DGS, must be filed by the end of the second semester of course work at ASU, including any transfer credits or credits being brought in from other ASU units.

The student's faculty advisor, in consultation with the student, identifies the courses which will satisfy the MA requirements. Each semester, the student is expected to take seminars in his/her major field and electives until coursework is completed. A maximum of six semester hours in approved courses taken at ASU in other departments and a maximum of six hours of independent study (POS 590) may count towards the 30-hour requirement. A maximum of six semester hours may be transferred in from other accredited institutions, at the discretion of the faculty advisor, the DGS, and the Graduate College.

Continuous enrollment in at least one credit of graduate coursework in fall and spring semesters is required until the degree is awarded. If a culminating event occurs during a

summer session, the student must be enrolled for at least one credit in the session they apply for graduation. See also: <https://graduate.asu.edu/key-policies>

### **Culminating Event Requirements:**

For the MA degree in political science, the student must complete and successfully defend a non-thesis portfolio/research paper or a thesis. The student is responsible for recruiting a supervisory committee in the semester prior to the defense. The committee for the defense must have three members, two of whom, including the chair, must be approved graduate faculty in the School of Politics and Global Studies. The chair of the committee must be a full-time tenured faculty member in the School of Politics and Global Studies. The majority must always be ASU political science faculty. The third committee member must be the DGS. In exceptional circumstances, a political science faculty member may co-chair a committee with a non-political science faculty member with the approval of the DGS.

### ***Non-Thesis/Portfolio Requirements:***

The non-thesis/portfolio is typically developed out of a research paper completed for a political science graduate seminar. Students must defend the substantially revised and improved paper at the end of the fourth semester before their three-member supervisory committee. It is assumed this paper would be of sufficient quality and format to be submitted to a professional conference or possibly for publication. Students should submit a draft of the thesis or portfolio to the committee chair at least three weeks prior to the scheduled oral defense.

### ***Thesis Option Requirements***

MA students selecting the Thesis option must complete exactly six hours of thesis (POS 599) with the faculty members who are advising the thesis. Students should carefully review the information at <https://graduate.asu.edu/completing-your-degree/format> well in advance of the preparation of the final copy of the thesis, since it outlines all relevant procedures. An oral examination by the student's supervisory committee in defense of the thesis is required. Normally, an MA student will defend the thesis in the fourth semester. Selecting the thesis option requires the student to follow the graduation deadlines set forth by Graduate College (see <https://graduate.asu.edu/completing-your-degree/deadlines>). Students should submit a draft of the thesis or portfolio to the committee chair at least three weeks prior to the scheduled oral defense.

### **Maximum Time Limit**

All MA requirements listed on the IPOS must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the IPOS must have been completed within three years of the semester and year of admission to the MA program.

### **Satisfactory Academic Progress**

Grades are one indicator of satisfactory progress towards the degree, but not the only one. Students are expected to take required coursework on schedule, attend colloquia sponsored by the School of Politics and Global Studies, keep to the general recommended timelines, demonstrate professional commitment and maintain professional behavior.

Students are also required to adhere to the Graduate College's policies on maintaining academic progress towards degree completion (<https://graduate.asu.edu/policies-procedures>) and the ASU Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>). All students will be asked to submit a yearly progress report and be evaluated by the faculty. Students will then be provided individualized feedback by the DGS.

### **Grade Point Average (GPA)**

To be eligible for an MA degree from the Political science program at ASU, a student must achieve a grade point average of "B" (3.0) or better in all courses used on the IPOS towards the degree, exclusive of deficiencies. The political science program requires that grades of "A+," "A", "A-", "B+", "B", or "Y" be obtained in all coursework counted for the MA. A student may be recommended for dismissal from the MA program when the semester, cumulative or graduate GPA falls below 3.0, and in particular if the student fails to achieve at least a 3.0 GPA in the first 9 credit hours in the Political science program. A grade of XE (failure due to academic dishonesty) will result in the School recommending to the Graduate College and/or the College of Liberal Arts and Sciences that the student be dismissed from the MA program. See also the ASU Student Code of Conduct: <https://eoss.asu.edu/dos/srr/codeofconduct> and the Graduate College Satisfactory Academic Progress policy (<https://graduate.asu.edu/policies-procedures>).

### **Graduation**

Application for graduation, scheduling a thesis defense, defending a portfolio and other milestones should be made no later than the date specified in the Graduate College 10-day working calendar. Students are responsible for knowing and adhering to the deadlines regarding degree completion and graduation: <https://graduate.asu.edu/completing-your-degree/deadlines>.



**M.A. degree requirements**

*All MA students are required to take POS 503.*

A minimum of 30 semester hours is required for the Master of Arts degree.

If your field is **American Politics:**

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 530 American Politics

Two electives in American Politics

If your field is **Comparative Politics:**

POS 503 Empirical Political Inquiry

POS 603 Polimetrics I

POS 550 Comparative Politics

Two electives in Comparative Politics

If your field is **International Relations:**

POS 503 Empirical Political Inquiry

POS 560 International Relations

POS 603 Polimetrics I

Three electives in International Relations

If your field is **Political Theory:**

POS 503 Empirical Political Inquiry

POS 540 Ancient Political Theory

POS 541 Modern Political Theory

Two electives in Political Theory

### **4+1 accelerated degree program**

Undergraduate majors in SPGS may be considered for admission into the 4+1 accelerated program. The Graduate College has approved a plan whereby undergraduates can “share” credits for both their undergraduate and graduate degrees. Students can count one 400-level course and two designated 500-level courses as credit hours for both degrees. Using this system of shared credits, students will be able to complete both degrees in five years. Students in the 4+1 program must complete their Bachelor’s degree with a minimum 3.4 GPA within one year of being admitted to the 4+1 program.

Deferrals and plan changes are not allowed for a 4+1 student. The 4+1 program requires specific guidelines, time frame and shared course hours. There are no exceptions.

### **Satisfactory Academic Progress**

Students in the 4+1 accelerated degree program must maintain at least a 3.0 GPA in all categories (graduate, cumulative, and semester GPA). The student may not be allowed to continue on to the graduate portion of the program based on a GPA lower than a 3.0 in any category, faculty feedback, poor performance, or unsatisfactory conduct in the graduate program that violates the ASU Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>). Students are also required to adhere to the Graduate College’s policies on maintaining academic progress towards degree completion (<https://graduate.asu.edu/policies-procedures>).

### **Grade Point Average (GPA)**

To be eligible for an MA degree from the political science program at ASU, a student must achieve a grade point average of “B” (3.0) or better in all courses used on the IPOS towards the degree, exclusive of deficiencies. The political science program requires that grades of “A+,” “A,” “A-,” “B+,” “B,” or “Y” be obtained in all coursework counted for the MA. A student may be recommended for dismissal from the MA program when the GPA falls below 3.0, and in particular if the student fails to achieve at least a 3.0 GPA in the first 9 graduate credit hours in the political science program. A grade of XE will result in the School recommending to the Graduate College and/or the College of Liberal Arts and Sciences that the student be dismissed from the MA program. The XE grade denotes failure through academic dishonesty.

## **General Program Information**

Information for all Political Science graduate degree programs:

### **Resources**

Students are encouraged to utilize university resources as needed for personal issues they may face during time as a graduate student. Staff members such as the Graduate Coordinator, the DGS, the School Director, and faculty advisors should be utilized for support as needed for personal and professional issues that may arise during a student’s graduate career. Students are also encouraged to speak to the DGS, the Graduate Coordinator, or their faculty advisor to report situations or individuals that may be negatively impacting others.

All students who are also university employees (including TA/RAs) are required to complete the Title IX training through the Office of Equity and Inclusion.

<https://cfo.asu.edu/titleIX>

ASU Counseling Services offers confidential, personal counseling and crisis services for students. Student Services Building, Room 334.

<https://eoss.asu.edu/counseling>

The Disability Resource Center provides services to qualified students with disabilities.

<https://eoss.asu.edu/drc>

International Students and Scholars Center: <https://issc.asu.edu/>

### **Medical/Compassionate Withdrawal**

If a student experiences a serious illness, injury or other significant personal situation that prevents that student from continuing in classes, students may request a medical/compassionate withdrawal. Students are encouraged to contact the Director of Graduate Studies and the committee chair/advisor if requesting this type of withdrawal. Students should first make use of the regular withdrawal procedures, request incompletes or make other arrangements with instructors if possible. **All applications for medical/compassionate withdrawal require thorough and credible documentation.**

<https://clas.asu.edu/resources/medical-withdrawal>

### **Dates and Deadlines**

The academic calendar and the Graduate College 10-day working calendar lists deadlines for filing a IPOS, adding/dropping courses, applying for graduation, submission of a thesis/dissertation to Graduate College, and the last date to hold an oral defense of a thesis/dissertation. Students are expected to familiarize themselves and adhere to all deadlines.

<https://students.asu.edu/academic-calendar>

<https://graduate.asu.edu/sites/default/files/10-working-day-calendar.pdf>

### **Funds**

School funding may be available for graduate students to take part in professional development opportunities.

Funds may be available for students to present at professional conferences (i.e. APSA), participate in trainings or workshops such as the Inter-university Consortium for Political and Social Research (ICPSR), or undertake field research. If students are interested in applying for funds for other activities or for other purposes, they should contact the DGS. If funds are available throughout the year, the DGS and Graduate Coordinator will make students aware and request applications by a certain date.

Any graduate student attending any conference or workshop on behalf of the university must give a practice presentation to the graduate cohort and available faculty at least ten

working days prior to departure. The student should ensure that the date and time for the practice presentation will allow for the faculty advisor to be present. This practice presentation should be coordinated and publicized in conjunction with the Graduate Coordinator at least a week prior to the proposed presentation. There is a competitive process by which funds are distributed, and students should adhere to all deadlines as communicated by the School. Students are also encouraged to explore funding opportunities through the university (CLAS, GPSA, etc.)

### **Work Space**

The Political Science program has limited desk space available for graduate students. Students will be assigned space as available. The work spaces will be open during normal business hours.

Printing and copying is only available for student who are teaching their own course. If students are making photocopies for a course they are assisting with as a TA, they should receive a copy code from the faculty member instructing the course.

### **Internships**

For some students an internship is a useful experience. MA students may count up to six hours of POS 584 internship toward their programs of study and PhD students may count up to twelve hours toward their programs of study. Permission to include internship credit on the IPOS must be granted by the student's advisor and the DGS.

### **Graduate Association of Political Science (GAPS)**

The Graduate Association of Political science (GAPS) is an independent, ASU-registered organization of, by, and for graduate students studying political science at ASU. GAPS aim to increase the quality of graduate study and professional development through organized deliberation and action. The Association functions as a forum for students to deliberate about common concerns, to present student needs and concerns to the School administration in an organized way, to facilitate communication between grad students and faculty, to assist the integration of new students into the School, and as a social space.

In addition to regular meetings open to all grad students, GAPS holds social events and charity drives on a semester basis. GAPS officers are elected annually, and represent graduate student interests by meeting regularly with School administrators and attending relevant faculty meetings. Although participation is voluntary, every political science program graduate student is automatically a member of GAPS and is represented by the organization.

*Please note: GAPS was inactive during the 2017-18 academic year. If you are interested in reactivating the group, please contact the Graduate Coordinator.*

## **Student Rights and Responsibilities**

### **Academic Deficiencies**

Academic deficiency is defined as a GPA of less than 3.0. To be eligible for a graduate degree in Graduate College, a student must achieve a grade point average of “B” (3.0) or better in all work taken for graduate credit, exclusive of deficiencies, and in all work specifically included in the program of study. Only grades of “A+”, “A”, “A-“, “B+”, “B”, or “Y” may be counted in the program of study for the MA or PhD degrees.

At the end of each semester, any student receiving a grade of B or below in any graduate class or earning a grade point average of less than 3.0 must immediately make an appointment to speak with the DGS. Unless the grade point average is raised to a 3.0 or above by the following semester, the graduate committee will recommend to the College of Liberal Arts and Sciences that the student be dismissed from the graduate program. If there are extenuating circumstances that the student believes warrant an exception to this policy, it is the student’s responsibility to make this known, in writing, to the DGS, within 10 business days of receiving notice of the dismissal recommendation. The student should also be prepared to discuss the situation with the full Graduate Committee.

### **Section 1: Graduate Student Grievance in Graduate Handbook**

<https://clas.asu.edu/resources/academic-grievance>

In the event a graduate student feels aggrieved (in either an academic or graduate assistantship situation), the student should:

1. Informally discuss the issue with the DGS as soon as possible and no later than 10 working days from the date of the event or events leading to the sense of being aggrieved. If the grievance involves the DGS, the student should consult the School Director of the School of Politics and Global Studies. The DGS or School Director will then advise the faculty member (or peer) of the fact that the issue has been raised and try to reach some understanding of the issues involved as well as reach a resolution of the issue that is satisfactory to all parties involved.
2. If informal discussions do not lead to a resolution of the problem, the graduate student should then make a formal written complaint to the School Director within 5 working days. The normal procedures for handling such formal grievances will then be invoked.

### **Section 2: Procedures for Graduate Student Appeal of a decision on comprehensive exams, thesis and dissertation defenses.**

Appeals are made only on the basis of procedural concerns.

A student who seeks an appeal will:

1. Within five working days of receiving notice of exam, thesis or dissertation defense results, notify the chair of his/her committee, in writing, of the request for appeal and the reasons for the appeal.

2. Meet with the chair of his/her committee or chair designee, at least one other member of the committee, and the DGS to discuss the request for appeal. This meeting must take place within 10 working days of the notification to the committee chair of the student's request to appeal.
3. If the meeting with the committee chair (or chair designee), at least one other committee member, and the DGS does not reach a conclusion that is acceptable to the student and the student wishes to pursue further appeal, the student will meet with the School Director within five working days of the meeting described in step 2.
4. If no resolution is reached after a discussion with the program head and/or Director of the School, the student must appeal to the College of Liberal Arts and Sciences (CLAS) at ASU and notify the DGS of the appeal to the CLAS within 5 working days of the meeting described in step 3.
5. If the appeal is about a comprehensive exam result, the committee chair/chair designee and committee member(s) referred to in steps 1, 2, 3, must be on the specific (i.e. major or minor field) exam committee.
6. Information on whom to contact in CLAS is in the link below. Students must follow CLAS instructions. The political science program is not responsible for the accuracy or up-to-date (or not) status of CLAS instructions or CLAS information.

### **Academic Dishonesty**

<https://graduate.asu.edu/academic-integrity>

<https://provost.asu.edu/academic-integrity>

#### **I. Student Obligations**

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. Students are responsible for knowing and abiding by the ASU Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>). Policies on academic dishonesty are applicable not only to the student's own academic work but also in work that they perform for others (i.e. in carrying out their responsibilities as a TA or RA). A student may be found to have engaged in academic dishonesty if he or she:

- A. Engages in any form of academic deceit;
- B. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
- C. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
- D. Acts as a substitute for another person in any Academic Evaluation or assignment;
- E. Uses a substitute in any Academic Evaluation or assignment;

- F. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities.
- G. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials to be used or intended for Academic Evaluation;
- H. Engages in Plagiarism;
- I. Uses materials from the Internet or any other source without full and appropriate attribution;
- J. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
- K. Claims credit for or submits work done by another;
- L. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
- M. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
- N. Attempts to influence or change any Academic Evaluation, assignment, or academic record for reasons having no relevance to academic achievement.

## II. Allegations of Academic Dishonesty

These procedures are designed to encourage a fair and appropriate response to allegations of academic dishonesty. They may be modified in individual cases, so long as the student is provided an opportunity to respond to allegations of academic dishonesty within a reasonable time after those allegations have been made. Allegations regarding an international student will be brought to the attention of the International Student Office. An Advisor may accompany the student at any point in the process. The Advisor will not be permitted to participate directly or speak for the student, but may be present during meetings and hearings.

### A. Complaint.

1. Anyone with a good faith basis for believing that a student has violated this policy may report the alleged violation to the responsible instructor, chair, dean, director or designee. The person who pursues the allegation is called the "Initiator" in this policy. If for any reason, an Initiator is unable or unwilling to continue in that role, another university representative may continue as Initiator.
2. An individual who has received an allegation may decide not to initiate a complaint. This decision will not prevent another person from becoming the Initiator.

### B. Response to Complaint.

1. An instructor who believes that a student has violated this policy in a class for which the instructor is responsible may assign any of the following sanctions:
  - a. a reduced grade for an assignment, or

- b. a reduced grade for the course.
2. If the instructor wants to recommend another sanction set forth in Section IV, including an XE grade, the instructor must forward that recommendation for review by the College/School Board and approval by the Dean, Director or designee. The student and the instructor will be provided with an opportunity to provide information to the College/School Board as part of its review.
3. At any time, the student and the Initiator may propose a resolution, but the Dean, Director or designee may choose to pursue the case on behalf of the University.
4. Information regarding the allegation or resolution may be provided to appropriate university representatives.
5. If the Initiator and the student are unable to agree on resolution, then the student, the Initiator, or a representative of the Dean or Director may submit the matter to the Dean, Director or designee of the College/School in which the alleged dishonesty occurred for review by the College/School Board.
6. After a formal request for review has been filed, the student may remain in class or in the program until the appeal has been resolved. The student will not be given a refund, however, if the student is not successful in the appeal and the decision is made to remove the student from the class, program or university.
7. If the matter is not submitted by the student to the Dean, Director or designee for review within 10 days following the time the student is accused of academic dishonesty, the decision or recommendation of the instructor becomes final. If the instructor has submitted a request for an XE or any other sanction to the Dean, Director or designee, and the student has not requested review within 10 days of receiving notice of this request, the Dean, Director, or designee may enter a decision on the request.  
Only if the decision includes suspension or expulsion from the university will the student be able to request further review.

**Please refer to the Student Academic Integrity Policy at <https://provost.asu.edu/academic-integrity> for information on the following portions of the policy:**

- III. REVIEW BY COLLEGE/SCHOOL BOARD*
- IV. SANCTIONS*
- V. GUIDELINES FOR REVIEW OF A DECISION OF SUSPENSION OR EXPULSION*
- VI. PROCEDURES FOLLOWING FINAL DECISION*
- VII. OTHER UNIVERSITY POLICIES*
- VIII. DEFINITIONS*