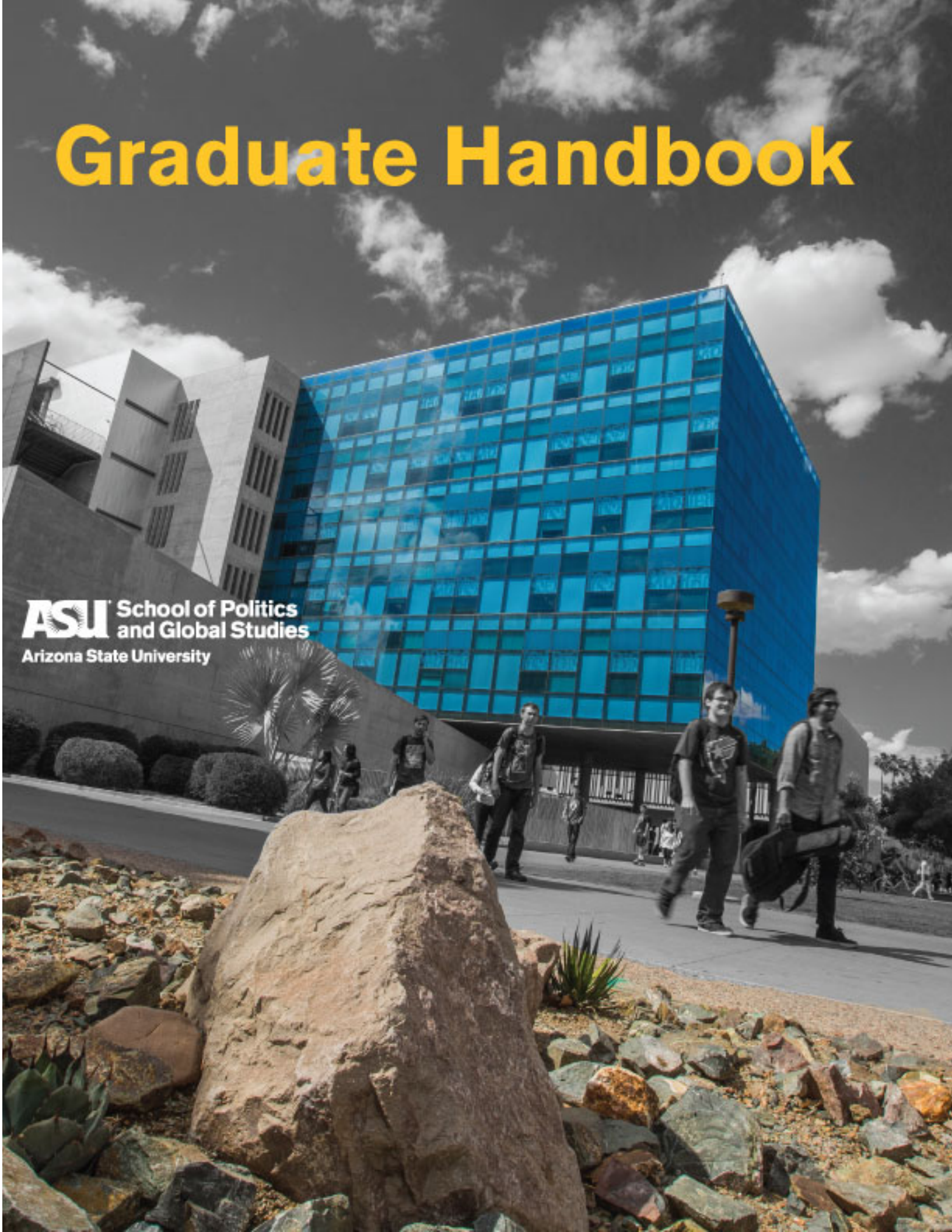


# Graduate Handbook

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



**Political Science Graduate Handbook**  
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**June 2019**

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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 Associate 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  
June 2019

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**

### **Admission Requirements**

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited institution.

Applicants must have 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, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit the following on the graduate admissions application page:

1. graduate admission application and application fee
2. unofficial transcripts\*
3. personal statement
4. writing sample
5. GRE scores
6. three letters of recommendation
7. list of political science courses taken
8. proof of English proficiency if native language is not English

\*Unofficial transcripts are sufficient for application. If an applicant is admitted to the program, official transcripts will need to be sent to the Graduate Admissions office.

### **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 this faculty member can assist the student in selecting initial courses and 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, all doctoral students should enroll in POS 596, a one-credit professionalization workshop overseen by the Associate Director of Graduate Studies (ADGS), POS 503 (Empirical Political Inquiry), and courses that fulfill the requirements for their respective major and minor subfields. During the second year of study the student should complete courses that fulfill the requirements for the major and minor subfields as well as any additional elective courses necessary to attain the required hours of coursework. Following the first two years, students will enroll in a variety of credits including research, independent study, reading and conference, and dissertation hours, to reach the minimum required 84 credits for the PhD and meet continuous enrollment requirements.

At the start of the second year, the student should submit an Interactive Program of Study in consultation with the faculty advisor. IPOS information and instructions are available through the student's MyASU page. 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 take comprehensive exams or defend the prospectus. 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 ADGS.

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**

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

With the approval of the ADGS and the Graduate College, 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. Please see the Pre-Admission Credits policy at <https://graduate.asu.edu/policies-procedures> for more information.

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).

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 SPGS requirements (e.g., POS 603) are decided by the ADGS and relevant SPGS faculty. Students must file a petition with the ADGS and provide syllabi for courses they would like to apply to their major or minor requirements.

### **Comprehensive Exams**

Students are required to take written examinations 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

without having an IPOS approved by the Graduate Coordinator or ADGS. Students should complete all major and minor degree requirements prior to taking the exams, unless approved by the ADGS. Both the major and minor subfield exams cover information from an entire sub-field in political science (e.g., Comparative Politics) rather than focus on a specific question or area of interest.

Faculty members of a given subfield, in coordination with the ADGS, determine the composition of the comprehensive exam committee for that subfield. Exam committees write a single exam for all students taking the exam in a particular field, and all committee members grade all responses. Prior to the exam, students should contact the faculty chair of their exam committee for recommended readings and additional information on the structure of the exam.

**Evaluation:** After reading the exam pertinent to her or his area, each exam committee member reports the initial evaluation to the ADGS, who compiles the results and sends them to the exam committee chair. The examinations are graded *Pass with Distinction*, *Pass*, *Further Clarification Required*, or *Fail*. If the exam result is *Pass with Distinction* or *Pass*, then the ADGS will inform the student of the final decision in writing and may also inform the student verbally, and the Graduate Coordinator will enter the results into the student's IPOS.

The purpose of a *Further Clarification Required* is to provide the committee members with an option to question the candidate further if there is uncertainty regarding specific aspects of the written exam. This option should be construed as an opportunity to elaborate on or clarify specific responses provided in the written exam; it is not an opportunity to retake the exam or to answer additional or alternative questions. This meeting should be scheduled as soon as possible, and ideally within two weeks, by the student in consultation with their committee. Following this meeting, the exam committee will report the result of either *Pass* or *Fail* to the ADGS. The ADGS will inform the student of the final decision in writing and may also inform the student verbally.

A grade of *Fail* on the comprehensive examination will result in the student being recommended for dismissal from the PhD program. Students who have failed an exam may petition the ADGS and the Graduate College for a one-time re-examination the following semester. For a student re-taking an exam, 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 must have at least three members, two of whom, including the chair, must be approved graduate faculty in the School of Politics and Global Studies (SPGS) (see <https://graduateapps.asu.edu/graduate-faculty/degree/LAPOLSCPHD>). 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 ADGS. The student should formalize the committee by submitting a committee designation on the IPOS and notifying the ADGS and Graduate Coordinator in writing.

The prospectus is a working document describing and justifying the intended dissertation research question(s), methodology(ies) that will be employed, data that might be used, the resources needed to complete the project, the timeline of the project, 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 ADGS approval, course availability, and scheduling needs.

### **Dissertation**

The dissertation is an original piece of research conducted by the PhD candidate under the supervision of committee of faculty members. The dissertation represents a sustained original contribution to a body of knowledge in the field of political science and demonstrates the student's proficiency as an independent scholar. The project is, in all but extraordinary circumstances, developed directly from the dissertation prospectus.

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 composed 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 SPGS. The majority of committee members must be full-time

tenured or tenure-track faculty members in the SPGS. Scholars from outside of SPGS, including individuals from other units at ASU or from other universities, may serve on the dissertation committee with the approval of the ADGS, committee chair, and Graduate College.

### **Dissertation defense**

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 and at least two-thirds of the committee 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. A committee composed of three ASU faculty members, including the ADGS and at least one other SPGS faculty member conduct the exam. The chair of the committee must be a full-time, tenured member of the graduate faculty in the SPGS. The majority of committee members must be full-time tenured or tenure-track faculty members in the SPGS. Other faculty may be from other units at ASU, but this requires approval from the ADGS, committee chair, and Graduate College. Students who are successful in this review and have completed at least 30 hours of coursework at ASU 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 every fall and spring semester 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 fall and spring semester unless approved by the ADGS. 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 within no more than ten years of having started the PhD program. 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. However, they are not the only indicator. 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 ADGS.

### **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 ADGS 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.

Appointment to an assistantship requires that a student make satisfactory progress toward their degree; have satisfactorily fulfilled the duties of their prior TA/RA positions; and maintain professional conduct in all duties. 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, 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-graduate-education>

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 from SPGS 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 (APSA) 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://eooss.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 ADGS or Graduate Coordinator about these opportunities.

**Independent Study/Research/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 ADGS, 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 writing a synthesis of the 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 ADGS, 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

Three 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  
Enroll in POS 790 or 792

### Tenth semester

Apply for graduation  
Actively on job market  
Schedule and hold defense  
Enroll in POS 790 or 792  
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 intended to lead 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.

### **Admission Requirements**

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited institution.

Applicants must have 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; or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit the following on the graduate admissions application page:

1. graduate admission application and application fee
2. unofficial transcripts\*
3. personal statement
4. writing sample
5. GRE scores
6. three letters of recommendation
7. list of political science courses taken
8. proof of English proficiency if native language is not English

\*Unofficial transcripts are sufficient for application. If an applicant is admitted to the program, official transcripts will need to be sent to the Graduate Admissions office.

### **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 select courses and 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 the plan of study. IPOS information and instructions are available through the student's MyASU page. 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 Graduate Coordinator, 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 that 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 ADGS, and the Graduate College. 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.

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 ADGS. 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 ADGS.

### ***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.

### **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 ADGS.

### **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

Two 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 up to one 400-level course and three 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 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 ADGS, 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 ADGS, the Graduate Coordinator, or their faculty advisor to report situations or individuals that may be negatively impacting others. Contact information for the Graduate Coordinator and the

Associate Director of Graduate Studies can be found at <https://spgs.asu.edu/graduate-degrees> or at <https://spgs.asu.edu/people>.

### **Tuition, Fees, and Residency Requirements**

Current tuition and fee rates can be found at <https://students.asu.edu/standard-cost-attendance> or using the tuition calculator at <https://students.asu.edu/tuition>. Residency requirements can be found at <https://students.asu.edu/residency>.

### **Title IX**

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. ASU does not discriminate on the basis of sex in the employment, education programs or activities it operates. ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

All students who are also university employees (including TA/RAs) are required to complete the Title IX training; see <https://cfo.asu.edu/titleIX> for information.

### **Counseling Services**

ASU Counseling Services offers confidential, personal counseling and crisis services for students. Student Services Building, Room 334, phone (480) 965-6146 or (480) 921-1006 (24 hours/7 days a week, <https://eoss.asu.edu/counseling>).

### **Disability Resource Center**

The Disability Resource Center provides services to qualified students with disabilities on all ASU campuses. Matthew Center building, 1<sup>st</sup> floor, phone (480) 965-1234, email [DRC@asu.edu](mailto:DRC@asu.edu), <https://eoss.asu.edu/drc>.

### **International Students and Scholars Center**

The International Students and Scholars Center provides advising regarding visas and travel for international students. Student Services Building, Room 170, phone (480) 727-4776, email [ISSC@asu.edu](mailto:ISSC@asu.edu), <https://issc.asu.edu/>.

### **Leaves of Absence (Request to Maintain Continuous Enrollment)**

Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form (available at <https://graduate.asu.edu/student-forms>). This request must be submitted and approved *before* the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having an approved Request to Maintain Continuous Enrollment by Graduate College will enable students to re-enter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student with a Graduate College-approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but in turn is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

### **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>

### **Voluntary Withdrawal from ASU**

If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the Voluntary Withdrawal form available at <http://students.asu.edu/voluntary-withdrawal-form>. Students must separately withdraw from their courses via MyASU. International students should contact the ISSC (info above) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

### **Involuntary Withdrawal by the Graduate College**

Any student who does not comply with the Graduate College policies may be withdrawn from their graduate program after review by the Dean of the Graduate College.

In addition, an academic unit may recommend withdrawal of a student from a graduate program for lack of compliance with published departmental policies or lack of satisfactory academic progress. All such recommendations must be submitted to the Graduate College with appropriate documentation (e.g., nature of issue, communications with student). Only the Dean of the Graduate College may withdraw a student from a graduate program due to lack of compliance with satisfactory academic progress policies.

A student who has been withdrawn from a graduate program due to lack of compliance with published departmental or Graduate College policies, or lack of satisfactory academic progress is eligible to apply for admission to the same program only after one year has passed from the term of the 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/completing-your-degree/deadlines>

**Travel/Professional Development 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 ADGS. If funds are available throughout the year, the ADGS and Graduate Coordinator will make students aware and request applications by a certain date.

Any graduate student presenting at 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 (Graduate College, CLAS, GPSA, etc.)

**Work Space and Printing/Copying**

The Political Science program has limited desk space available for graduate students. Students will be assigned space as available, with priority given to students holding TA positions, and PhD students. Students may request to reserve one of the SPGS conference rooms as needed for study groups, TA meetings, or other program-related purposes. See the Graduate Coordinator to reserve a conference room.

Printing and copying are only available for students 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 ADGS.

### **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 2018-19 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 ADGS. 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 ADGS, 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 Grievances**

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

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



1. Informally discuss the issue with the ADGS 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 ADGS, the student should consult the School Director of the School of Politics and Global Studies. The ADGS 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 Recommendation for Dismissal

A student who is recommended for dismissal from the political science graduate program may appeal that recommendation as follows:

1. Within ten business days of receiving the notice of recommendation for dismissal, the student must notify the School Director, in writing, of the request for appeal and the reasons for the appeal.
2. Within ten business days of receiving the appeal, the Political Science Graduate Committee will review the appeal and made a recommendation to the School Director.
3. Within five business days of receiving the Graduate Committee recommendation, the School Director will reach a decision on whether to uphold the dismissal recommendation.
4. If the School Director decides to uphold the dismissal recommendation, the student may appeal to the College of Liberal Arts and Sciences' (CLAS) Associate Dean for Graduate Initiatives in writing within ten business days of receiving the School Director's decision. The Associate Dean will review the appeal and make a decision on whether to uphold the dismissal recommendation, according to CLAS policies.

## 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>) and Academic Integrity Policy (<https://provost.asu.edu/academic-integrity>), a portion of which is included below. 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*