

**Graduate Program Guide**  
**Political Science**  
Arizona State University  
January 2015

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.

**The Ph. D. Program**

Also see “General Program Information”

**Initial Advising**

Upon admission to the Ph.D. program, the student should identify a faculty advisor. This person should be from one of the fields of interest the student wishes to pursue. This need not be the faculty member who ultimately chairs the Supervisory, Exam or Dissertation Committee but is someone who can help develop the student’s initial plan of study. Students may also consult with the Graduate Director to get advice on identifying a faculty advisor.

**Plan of Study**

The student should, in her/his first semester, fill out a tentative, unofficial program of study in consultation with her/his faculty advisor. This plan of study serves as a proposed roadmap of courses to be taken and the timeline to be followed. Students who enter the program with an MA should file the formal Plan of Study after one semester (9 hours) of course work at ASU; students who enter the program without an MA should file the formal Plan of Study after two semesters (18 hours) of course work at ASU. A formal Plan of Study must be filed with the Graduate College office before students can apply for comprehensive exams and prospectus defense. Students are responsible for petitioning to make any changes that need to be made to the Plan of Study once it has been filed.

A minimum of 84 semester hours of graduate work constitutes the formal credit hour requirements for the Ph.D. The Graduate College requires that at least 30 of these hours , not including 799 Dissertation credit hours, be taken after admission to the Ph. D. program. Exactly 12 hours of POS 799 Dissertation credit must be included on the Plan of Study. Students are expected to take courses that will prepare them for comprehensive exams by the beginning of their fifth semester; students who come in to the program with the MA degree may be ready to take exams by the beginning of their fourth semester. In most cases, a total of 12 courses distributed across major and minor fields and including

the methods requirements provide the background for taking comprehensive exams. Each subfield has required methods course requirements, research courses and core seminars and these must be included on the plan of study. The supervisory committee 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 Supervisory Committee, plan to take additional course work directed toward dissertation research after successfully completing comprehensive exams.

Up to 30 credit hours may be transferred in; see the Graduate College guidelines. For students with an MA from another accredited institution, generally it is preferable to petition the Graduate College to have the MA transferred wholesale for 30 credit hours. Foreign degrees of some equivalence to a U.S. Master's Degree may, at the department and Graduate College discretion, be transferred in for 30 credit hours. In some cases, however, fewer credit hours will be transferred. Questions regarding whether particular courses meet department requirements (e.g., POS 503) are decided in the department by the Graduate Director and relevant faculty. A maximum of 12 hours of approved course work outside the Political Science program but within ASU may count toward the 84 hours for the degree.

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 conduct the fieldwork for their dissertation project. CP 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. Students interested in International Relations are advised that the field requires students to take two field seminars: one in mainstream IR and one in Critical Theory.

Plan of Study forms are available through your "my.asu" web page. See [http://graduate.asu.edu/files/pps/iPOS\\_Student\\_View.ppt](http://graduate.asu.edu/files/pps/iPOS_Student_View.ppt) for instructions on how to file and fill out the form.

### **Supervisory Committees**

A five-member supervisory committee is required to approve the formal Plan of Study and to supervise the Ph.D. comprehensive exams. Three members are normally from the student's major area (with at least two of the faculty full time in the School of Politics and Global Studies) and two are from the minor area. The chair of the Supervisory Committee must be a tenured member of the School of Politics and Global Studies faculty. The five members of the Supervisory Committee are recorded on the Plan of Study.

### **Exam Committees**

The Major Comprehensive Exam Committee is made up of three faculty members, at least two of whom must be full time faculty in the School of Politics and Global Studies. The Chair of the Major Comprehensive Exam Committee is from the Major Field Committee and must be a tenured faculty member in the School of Politics and Global Studies.

The Minor Comprehensive Exam Committee is made up of two faculty members and is chaired by a faculty member from the minor exam field who is full time in the School of Politics and Global Studies. A professor from outside of the Political Science program, may, with the approval of the minor exam committee chair and the Graduate Director, serve on the minor exam committee as the second faculty member. Generally, exam committee members are faculty from whom the student has taken classes.

**The Prospectus Committee.** The faculty who conduct the exam over the proposed dissertation prospectus is generally the same as the dissertation committee. See below.

### **Dissertation Committee**

The Dissertation Committee supervises the Ph.D. candidate's dissertation, which is an original piece of research conducted by the student. The Committee is a three to five member committee, the majority, including the Chair of the committee, must be full time tenured or tenure-track in the School of Politics and Global Studies. Other faculty may be from other units at ASU, but this requires approval from the Graduate Director and committee chair.

### **MASTER OF ARTS IN PASSING**

Students without a Master's degree who are admitted directly into the Ph.D. program complete a Master of Arts in Passing. Students in this category sit for a fourth semester 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 Political Science program members (the Graduate Director is automatically one of the members). Students who are successful in this Review and have completed at least 30 hours of coursework toward the Ph.D., are then awarded a Masters degree (FORMS for filing—need link).

### **Ph.D. COMPREHENSIVE EXAMS**

Students are required to take a written examination in his or her major field and in his or her minor field, chosen from the subfields of American Politics, International Relations, Comparative Politics, Public Policy, and Political Theory, and a minor in Quantitative Methods and Models. Both the major and minor exams are taken just prior to the start of the Fall semester, and in some cases just prior to the start of the spring semester. A student will not be allowed to take comprehensive exams unless he/she has a Plan of Study, with all requisite signatures, reviewed by the Director of Graduate Studies, and filed with the Graduate College. The major exam is an exam of an entire sub-field in political science (e.g., Political Theory) of some depth and breadth. The minor sub-field

examination is 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.

**Forms:** the student must obtain a Report of Doctoral Comprehensive Examinations from the Graduate College web site, complete the standard information requested on the form, and give it to the graduate program administrator. Once exams are completed, committee members sign it and indicate pass or fail. The form is then sent to the Graduate College.

**Exam Process:** The examination committee is composed of three faculty members from the major field and two from the minor field. The same faculty member may not serve on both major and minor exam committees. The exam committee chair must be a tenured political science department faculty member and eligible to chair dissertation committees. If cleared with the committee chair and the Graduate Director, faculty from other ASU academic units (or, in unusual circumstances, from other accredited universities) may serve on the committee. The committee may require oral examinations within two weeks of the written exams. The purpose of the 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. The student recruits her/his exam committee, identifies the chair, and explains her/his intended timeline. Typically, the faculty advisor and the Graduate Director can assist in this process. See also, Supervisory Committees.

After reading the exam pertinent to her or his area, each committee member reports his/her initial evaluation to the Graduate Director who compiles the results and sends them to the examination committee chair. The chair then meets with the committee to discuss whether an oral exam in either area is necessary. This is typically required when the committee finds that the student's written exam is insufficient but not an outright failure. The oral exam is scheduled as soon as possible. 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 Graduate Director. If an oral examination is deemed necessary, then the committee completes and signs the form after the oral exam. After both committees have determined the results of the student's respective exams, they convey the information to the Graduate Director, who then informs the student.

Because the minor exam is graded by the two minor-field committee members, in the case of a one-to-one split decision on the minor exam, the Graduate Director will choose a third reader who will read the student's exam. Having read the exam, the third member will submit his or her evaluation to the Graduate Director. That evaluation will be added to the first two evaluations and those three evaluations will then serve as the basis for determining the result.

The examinations are graded "Pass with Distinction," "Pass," or "Fail". Failure in comprehensive examinations will be considered final unless the Examination Committee, the Graduate Director, Director of the School, and the Dean of the Graduate College approve a re-examination. Failure leads to expulsion from the PhD program.

### **Dissertation Prospectus**

To advance to candidacy, the student must give an oral defense of her/his dissertation proposal. This exam must take place no later than the end of the semester in which the student successfully passes the written comprehensive examinations. Approval from the entire Graduate Advisory Committee will be required to delay the oral defense of the prospectus by one semester. The committee is typically drawn from the student's comprehensive exam committee, but may be re-constituted to reflect the particular areas of expertise on the dissertation topic. The oral exam committee for the prospectus has at least three members, two of whom, including the chair, must be faculty in the Political Science Program. The majority must always be ASU political science faculty (see Supervisory Committees/Dissertation Committee section above). In exceptional circumstances, a Political Science faculty member may co-chair a committee with a non-Political Science faculty member.

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 her/his doctoral thesis research, and should be able to serve as the basis of grant applications. It provides the initial framework to guide the doctoral research. When the dissertation prospectus is finalized, the committee will sign the appropriate forms that will move the student to candidacy.

### **ADMISSION TO CANDIDACY**

Students are advanced to admission to candidacy by the Graduation Office immediately after they have passed the comprehensive examinations, fulfilled the research skill requirements, and defended their dissertation prospectus. Following the semester in which they are admitted to candidacy, students must ensure that they will graduate with a total of 84 graduate credit hours. This includes the required 12 hours of 799 dissertation credits. If a student is a TA (on Program funding), he or she must enroll in at least 9 credit hours every semester. Continuous enrollment is required until the degree is awarded. See also: [http://graduate.asu.edu/academic\\_policies/doctoral.html](http://graduate.asu.edu/academic_policies/doctoral.html)

### **Course Work/skills beyond comprehensive exams.**

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.

### **Dissertation and Defense**

The dissertation must be a sustained original contribution to knowledge and demonstrate the student's proficiency as an independent scholar. The subject is, in all but extraordinary circumstances, developed directly from the dissertation prospectus, which had been approved by the members of the student's dissertation committee.

Your committee members may ask you for a paper copy of the draft dissertation which you then defend in an oral exam. The final version must be submitted electronically to the Graduate College and information on that process is here:

[http://graduate.asu.edu/academic\\_policies/completing.html](http://graduate.asu.edu/academic_policies/completing.html)

Be sure to meet all deadlines established by the Graduate College.

## **REGISTRATION**

Graduate students must be registered for a minimum of one hour of graduate level credit that appears on the Plan of Study 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 semester or summer session in which written or oral examinations are taken. All graduate assistants and associates must register for a minimum of nine credit hours.

## **MAXIMUM TIME LIMITS**

A Ph.D. 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 Ph.D. program. Graduate courses taken prior to admission that are included on the Plan of Study 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 Plan of Study are exempt). The Political Science Program is set up with the goal of having students finish all requirements for the Ph.D. by the end of their 5<sup>th</sup> year in the Ph.D. program. The Program recognizes that some students may need additional time to conduct grant-funded field research.

## **GRADE POINT AVERAGE**

To be eligible for a Ph.D. 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, 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 Ph.D. A student may be recommended for dismissal from the Ph.D. 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 credit hours in the Political Science program. A grade of XE will most likely result in the department applying to the Graduate College to have the student expelled from the PhD program. The XE grade denotes failure through academic dishonesty. (See link to Students rights & responsibilities). [http://graduate.asu.edu/academic\\_policies.html](http://graduate.asu.edu/academic_policies.html)

### **Satisfactory progress and continued eligibility for funding.**

Grades and GPA are one indicator of satisfactory progress towards the degree, but not the only one. Students are expected to stay on track, attend colloquia sponsored by the Political Science program (when they are in residence), keep to the general timelines and

demonstrate professional commitment and maintain appropriate behavior. Students are also required to adhere to the Graduate College's policies on maintaining academic progress towards degree completion.

[http://graduate.asu.edu/academic\\_policies/progress.html](http://graduate.asu.edu/academic_policies/progress.html)Link

### **APPLYING FOR GRADUATION**

Application for graduation should be made no later than the date specified in the Graduate Catalog calendar. [http://graduate.asu.edu/academic\\_policies/completing.html](http://graduate.asu.edu/academic_policies/completing.html)

### **DATES AND DEADLINES**

The current Graduate Catalog lists deadlines for applying for graduation, submission of a dissertation to the Graduate College, and the last date to hold an oral defense of a dissertation. [http://graduate.asu.edu/academic\\_policies/completing.html](http://graduate.asu.edu/academic_policies/completing.html)

### **JOB PLACEMENT FOR DOCTORAL STUDENTS**

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 available 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 (MC 1312; 480.965.5112). It is the student's responsibility to handle all aspects of the job application, with the understanding that the Chair of the student's Ph.D. committee will provide guidance and suggestions. The Political Science program does not compile and/or send out students' job applications. For the time you are on the job market, you may request to have your professional bio and other relevant material posted to a "hire a Ph.D." section of our webpage. Please speak to the Graduate Director about this.

### **COURSE REQUIREMENTS and Explanations of Independent Study/Reading & Conference**

#### **POS 590/790 AND 592/792 COURSES**

POS 590/790 Reading and Conference are independent study courses at the graduate level. In order to register for POS 590/790, students must be formally admitted to our program, have the permission of the Director of Graduate Studies, and identify a

professor who is willing to supervise the reading projects. The forms for POS 590-790 are available in the reception area.

A maximum of six hours of 590 may be included in an M.A. program of study and a maximum of twelve hours of 590-790 in a Ph.D. program of study. The course may include such assignments as intensive reading in a specialized area, writing synthesis of literature on a specified topic, writing literature review of a 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 Director or Graduate Studies, and identify a professor who is willing to supervise the research. Students must complete the appropriate 592/792 form. The forms are available in the reception area of Coor 6700.

### **Ph. D. check list**

*All Ph.D. students are required to take POS503.*

In order to be prepared for Comprehensive Exams:

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

POS 503

POS 603

POS 604

POS 530

Two elective seminars in American Politics

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

POS 503; POS 530 and one elective in American Politics

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

POS 503

POS 603

POS 550

Two elective seminars in Comparative Politics

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

POS 503; POS 550 and one elective seminar

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

POS 503

POS 603

POS 560

Three elective seminars in International Relations

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



POS 503  
POS 560  
two elective seminars

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

POS 503  
POS 598: Political Theory Methods and Approaches  
POS 598 Ancient Political Theory  
POS 598 Modern Political Theory  
Two electives in Political Theory

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

POS 503  
POS 598 Ancient Political Theory  
POS 598 Modern Political Theory  
Two electives in Political Theory

If your **major** field is **Public Policy**:

POS 503  
POS 603  
POS 598 Public Policy Field seminar  
Two electives in Public Policy

If your **minor** field is **Public Policy**:

POS 503  
POS 598 Public Policy Field Seminar  
One elective in Public Policy

If your **minor** field is **Methods and Models**

POS 503  
POS 603  
POS 604  
One elective in Methods and Models

### **GENERAL ROADMAP:**

As a road map for students, the following is proposed. Exactly when the major and minor field reading seminars are taken will depend on course scheduling. All five areas will provide both a reading seminar and research course during the first two semesters.

First Semester	Second Semester
POS 503 Methods Field Seminar (major area) Field Elective	603 Methods (except Theory majors) Field Seminar (minor area) Field Elective (Theory/IR required)

<p>Third Semester  Major Elective, (IR Crit.Th. if an IR major)  Minor Elective (Res.)  Relevant Elective (POS 604 if American major)</p>	<p>Fourth Semester  Relevant Elective  Other Elective or R&amp;C  3-6 hrs. R&amp;C to prepare for comps</p>
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By end of 4<sup>th</sup> semester, students will have at least 12 hrs in their major and 6 in their minor  
Comprehensive exams (major & minor) at end of semester #4 or in August before school starts before semester #5.

Fifth Semester  
Write and defend prospectus  
Take additional course(s) if Committee requests  
Write grant proposals (for support for dissertation)

Sixth Semester  
ABD Enroll in research POS 792 and dissertation research POS 799  
Submit article/more grant work

Seventh Semester  
Focus on dissertation (POS 799)  
Prepare publications/conf. paper  
Teach own course (in #7 or #8)  
Prepare materials for job market

Eighth Semester  
Focus on Dissertation (POS 799)  
Prepare publications/conf. papers  
Teach own course (in #7 or #8)  
Prepare materials for job market

Ninth Semester  
Finish Dissertation/Defend  
Actively on job market  
Prepare/submit Publications

Tenth Semester  
Polish Dissertation/Defend  
Actively on job market  
Prepare/submit publications

12 hours of POS 799 Dissertation Research is required by the Graduate College. 84 total credit hours of graduate work are required.

## **ACADEMIC EVALUATIONS**

### **TEST OF SPOKEN ENGLISH (TSE) TEST**

Teaching assistants whose native language is not English must take the TSE test before they are allowed primary teaching responsibilities. The Graduate College urges applicants interested in teaching assistantship positions to take the TSE in their home country and have the score sent directly to the Graduate College. The TSE is administered by TOEFL/TSE Services, PO Box 6151, Princeton, NJ, 08541-6151, USA, or call (609) 771-7100/(609) 771-7714 (TTY).

## **MASTER'S PROGRAM GUIDELINES**

The Master of Arts 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 Ph.D. 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 M.A. 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 (see below) as part of their MA program.

### **Supervisory Committees**

A three-member supervisory committee is required to approve the formal Plan of Study and to supervise the M.A. Two members are normally from the Political Science program.<sup>1</sup> The third member is automatically the Director of Graduate Studies. The chair of the Supervisory Committee must be a member of the Political Science faculty. The committee chair should be consulted in establishing an appropriate committee and in determining the topic of the non-thesis research paper or the thesis.

### **Plan of Study**

In consultation with a faculty advisor in the student's subfield, the student files an official Plan of Study to outline the planned course of study for the degree. The faculty member should be consulted at the earliest possible date about drawing up a Plan of Study. The Director of Graduate Studies can assist in selecting a faculty advisor.

A Plan of Study may include a maximum of six hours of ASU graduate level course work completed prior to admission to a graduate degree program at Arizona State University. These are identified as "non-degree" hours.

A maximum of six hours may be transferred from other institutions. Transfer credit taken prior to admission is included in the total number of non-degree hours.

The Plan of Study is filed on line through the Graduate College web page. Instructions and access are at: [http://graduate.asu.edu/files/pps/iPOS\\_Student\\_View.ppt](http://graduate.asu.edu/files/pps/iPOS_Student_View.ppt)

Changes to the approved Program of Study may be made through petition to the Graduate College. A Plan of Study, approved by the Graduate College 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.

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<sup>1</sup>Political Science faculty refers to those faculty whose appointment is in the Political Science program within the School of Politics & Global Studies at the Tempe campus, and is 50% or more.

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, minor 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.

A minimum of 30 semester hours is required for the Master of Arts degree. All candidates must take POS 503 (Research Methods). Each student should select a major field. The following course work must be completed appropriate to the student's major field.

If your field is **American Politics:**

POS 503

POS 603

POS 530

two American Politics electives

If your field is **Comparative Politics:**

POS 503

POS 603

POS 550

two Comparative Politics Electives

If your field is **International Relations:**

POS 503

POS 560

POS 598 Critical IR Theory I

two International Relations Electives

If your field is **Political Theory:**

POS 503

POS 598 Ancient Political Theory

POS 598 Modern Political Theory

POS 598 Political Theory Methods and Approaches

two Political Theory electives

If your field is Public Policy

POS 503

POS 603

POS 598 Public Policy Field Seminar

two Public Policy electives

**THESIS REQUIREMENTS:**

For the MA degree in Political Science, the student must complete and successfully defend a non-thesis research paper or a thesis.

### **NON-THESIS OPTION REQUIREMENTS**

The non-thesis is typically developed out of a research paper completed for a Political Science program seminar. Standards are not quite as exacting as they are for the MA thesis. Students must defend the substantially revised and improved paper at the end of the fourth semester before their three-member supervisory committee (see below). It is assumed this paper would be of sufficient quality and format to be submitted to a professional conference or possibly publication.

### **THESIS OPTION REQUIREMENTS**

M.A. students choosing the thesis option must complete a combination of at least six semester hours of research (POS 599) credit with the faculty members who are advising the thesis. A copy of the Format Manual is available in the Graduate College. A careful review of this document well in advance of the preparation of the final copy of the thesis is strongly recommended, 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 her/his fourth semester.

#### **Supervisory Committee:**

As noted above, a three-member supervisory committee, with the Chair from the Political Science program, and the majority of members from the Political Science program, directs the MA thesis/non-thesis. With approval of the committee chair, the second committee member may be from another ASU program. The third committee member is always the Director of Graduate Studies. The student is responsible for recruiting a supervisory committee and gaining their approval of the Plan of Study and MA thesis/non-thesis topic.

### **MAXIMUM TIME LIMIT**

As stated in the Graduate Catalog, for the M.A. all requirements listed on the Plan of Study must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the M.A. program.

### **GRADE POINT AVERAGE**

To be eligible for an M.A. 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, 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 Ph.D.

A student may be recommended for dismissal from the M.A. 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 credit hours in the Political Science program. A grade of XE will most likely result in the department applying to the Graduate College to have the student expelled from the M.A. program. The XE grade denotes failure through academic dishonesty. (See link to Students rights & responsibilities).

### **SATISFACTORY PROGRESS**

Grades and GPA are one indicator of satisfactory progress towards the degree, but not the only one. Students are expected to stay on track, attend colloquia sponsored by the Political Science program (when they are in residence), keep to the general timelines and demonstrate professional commitment and maintain appropriate behavior. Students are also required to adhere to the Graduate College's policies on maintaining academic progress towards degree completion. [http://graduate.asu.edu/academic\\_policies/progress.html](http://graduate.asu.edu/academic_policies/progress.html)Link

### **APPLYING FOR GRADUATION**

Application for graduation should be made no later than the date specified in the Graduate College calendar. <http://graduate.asu.edu/graddeadlines.html>

Any Political Science major, pursuing the BA degree, may be considered for admission into the joint program. They must have a GPA of 3.4 or better, accumulated at least 90 hours toward the undergraduate degree and have completed at least one designated 400-level Political Science course at ASU. 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, we fully expect undergraduates to be able to complete both degrees in five years. Students in the BA/MA program must complete their BA degree with a minimum 3.4 GPA within one year of being admitted to the program.

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Application Requirements

- Student must complete and submit a Political Science graduate application to apply for the Joint BA/MA, no later than the spring semester before their senior year.
- Application Requirements
  - a. Statement of Purpose (Within your statement, Identify a faculty member who will serve as an advisor for your work during your senior year)
  - b. Transcript
  - c. Writing Sample
  - d. Political Science department Graduate Application form

<http://www.asu.edu/clas/polisci/taform.rtf>

- e. Three letters of recommendation <http://www.asu.edu/clas/polisci/reccom.doc>

(At least two of these letters must be written by members of our Political Science faculty)

You will be notified, by May 15<sup>th</sup>, of acceptance into the BA/MA program, by the Political Science Department.

Upon Approval to Apply to the Joint BA/MA Program

- Each student completes and submits an official Graduate College admission application applying to the MA in Political Science. <http://graduate.asu.edu/admissions/index.html>
- Each student must notify the Political Science graduate coordinator immediately following the submission of your application. [leah.legg@asu.edu](mailto:leah.legg@asu.edu)

You will not be a graduate student in the system until your BA degree is complete.

- After you have been admitted to the BA/MA program, you must register for the shared hours as an undergraduate during your senior year.
- BA/MA students are allowed to register for a total of 9 shared hours, 3 hours may be a designated 400 level course, and 6 hours may be designated 500 level courses.
- Once you have registered as a senior, you access the following site: <http://graduate.asu.edu/forms/index.html> and completes the <http://graduate.asu.edu/files/forms/gradpetGC.pdf>
- The completed form should include the course prefixes and line numbers of the courses you wish to “share” in the fall semester. A second form for the shared hours in the spring is required after you have enrolled. Reference that you are a BA/MA student in the ‘Justification’ portion of the form.
- You must obtain the signatures of your Undergraduate Advisor and the Head of the Academic Unit and give the completed, signed form to the department graduate coordinator, Leah Legg, Coor 6735. The coordinator makes a copy of the form for the student’s file and submits the original to the Graduate College.

This process **MUST** be done prior to completion of the semester in which the course is being taken.

It is the student’s responsibility to notify the Political Science graduate coordinator when he/she has finished the BA degree. This generally is the end of the fall semester or summer semester after admission to the program. In turn, the coordinator will notify Graduate Admissions to make the student eligible to enroll as a Graduate Student, which will also allow them to file a Plan of Study, (POS) after they have completed 50% of their coursework credits.

Deferrals and plan changes are not allowed for a BA/MA student. The BA/MA programs require specific guidelines, time frame and shared course hours. There are no exceptions.

### **General Program Information**

## Information for All POS Graduate Degree Programs

### **STUDENT FILES**

All graduate student files maintained by the Political Science program are kept locked in the Graduate Office. Students who are formally admitted to the program have a right to see their files except for confidential materials. These files contain admission packets, transcripts, evaluations, and correspondence. Students who wish to see their own file should request access from the Director of Graduate Studies.

### **FUNDING**

The department has ½ time (20-hours per week) and ¼ time (10 hours per week) graduate assistantships, which are awarded for an academic semester, an academic year, or a calendar year, depending on departmental needs 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 instance, to attend law school) for a number of years, or if they are not in residence. M.A. students normally are not offered funding. Students must make satisfactory progress toward their degree to be eligible for department funding, and to fulfill the duties of their TAs.

**The university also offers scholarships and grants, which are posted on the Graduate College' web site. This site has links to some other resources as well.**

<http://graduate.asu.edu/financialsupport.html>

**Students are encouraged to seek outside funding, particularly for dissertation research.** For example, the National Science Foundation (NSF) awards dissertation research money. Regarding external grants, students should contact the Director of Graduate Studies and their Dissertation Committee Chair, as well as the ASU Scholarships office. See also the Graduate and Professional Student Association's Research Grant Program (<http://www.asu.edu/gpsa/funding/research.html>).

In order to maintain TAs, we expect student to make satisfactory progress toward the Ph.D. Satisfactory progress requires students to maintain a “B+” average in courses, have at most one Incomplete on their transcript, advance to candidacy by the end of the sixth semester at the latest, and to complete the Ph.D by the end of the fifth year. Students failing to meet these benchmarks are at risk of losing funding. We understand that circumstances may make it difficult for certain students to reach these benchmarks and exceptions may be made on a case by case basis.

### **TRAVEL FUNDS**

Limited Graduate College and Political Science program funding for travel is, budget permitting, available to graduate students who are participating in professional conferences. Professional organizations such as the APSA have competitive travel grants



available for graduate students, and students are expected to apply for these as well. Political Science program travel funds for graduate students to professional meetings are allocated according to the following criteria: (a) first preference is given to doctoral students who are admitted to candidacy (are “ABD”) for the Ph.D. or who are otherwise near completion of the doctorate; and who are (b) presenting a paper at the meeting. Students should initiate proposals to present a paper at a professional conference only after consultation with the chair of their Ph.D. dissertation committee and with his/her approval.

Students should also apply to the Graduate and Professional Student Association Conference Travel Grant program, which provides up to \$750 per year in reimbursed travel funds for students (for more information see <http://www.asu.edu/gpsa/funding/conference.html>)

### **GRADUATE COLLEGE STUDIES GRANTS**

The Graduate College has a range of scholarships and grants. Please refer to the Graduate College web page for current requirements at: <http://graduate.asu.edu/financialsupport.html>

For “write up” support of the dissertation, see the Graduate College Dissertation Fellowship, <http://graduate.asu.edu/dissfellowship.html>

### **DESK/STUDY CARREL SPACE**

The Political Science program has desk space available for graduate students, in Coor Hall on the 6<sup>th</sup> Floor. Priority goes, in this order, to:

- 1) Our Teaching Assistants in our PhD or MA program (not in other programs), and the Journal of Politics Book Review Editor assistant
- 2) Funded Ph.D. students in our program (such as Fulbright students)
- 3) MA students in our program on funding (e.g. “reach for the stars”)
- 4) Full-time in residence Ph.D. students in our program
- 5) Full-time in residence MA students in our program

All others cases are decided by the Director of Graduate Studies, the Faculty Head and School Director.

### **INTERNSHIPS**

For some students an internship is a useful experience. M.A. students may count up to six hours of POS 584 internship toward their programs of study and Ph.D. students may count up to twelve hours toward their programs of study. Permission to include internship credit on a program of study must be granted by the Supervisory committee and the Director of Graduate Studies.

### **GRADUATE ASSOCIATION OF POLITICAL SCIENCE (GAPS)**

The Graduate Association of Political Science (GAPS) is an independent, SRCC-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 department administration in an organized way, to facilitate communication between grad students and faculty, to assist the integration of new students into the department, 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 department 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.

## **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 the 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. This permits a student to receive “C” grades but they must be offset by “A’s”. However, only grades of “A+”, “A”, “A-“, “B+”, “B”, or “Y” may be counted in the program of study for the M.A. or Ph.D. degrees.

At the end of each semester, or when the grades are made known to the Graduate Director, any student with a grade point average of less than 3.0 will receive a letter stating that the Graduate Committee is concerned about the student’s academic progress; that a GPA below 3.0 is not satisfactory progress toward a graduate degree in Political Science; that the Graduate Committee is officially notifying the student that unless the grade point average is corrected (above a 3.0) the action of the committee will be to recommend that the student be dropped from the graduate program; and that the student should make an appointment with the Graduate Director immediately to discuss the matter. (University policy states that any grade of “incomplete” automatically becomes a permanent part of the transcript if work is not satisfactorily completed within a year.) If the student fails to raise his/her GPA to a 3.0 during the semester in which the letter is received (excluding summer school), assuming that the student is enrolled in classes, the Graduate Committee will recommend that the student be dropped from the 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 Graduate Director. The student should also be prepared to discuss the situation with the full Graduate Committee.

## Section 1: Graduate Student Grievance in Graduate Handbook

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 Graduate Director 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 Graduate Director, the student should consult another member of the Graduate Committee and/or the Head of the Political Science faculty. The Graduate Director (or the Head of Faculty) 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 Head of the Political Science Faculty 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 Director of Graduate Studies 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 and director of graduate studies 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 head of the political science program and/or the Director of the School within five working days of the meeting described in step 2.
4. If no resolution is reached after a discussion with the program head an/or Director of the School, the student must appeal to the College of Liberal Arts and Sciences (CLAS) at ASU and notify the Director of Graduate Studies 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 (ie. 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.

<http://clas.asu.edu/students/grievances>

### Academic Dishonesty

According to the Arizona Board of Regents:

(<http://www.asu.edu/studentlife/judicial/integrity.html>)

## **I. STUDENT OBLIGATIONS**

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research assignment), him or her:

- 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 students, 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

This policy is not intended to address differences of opinion over grades issued by an instructor exercising good faith and professional judgment regarding a student's work. Before any action is taken under this Policy that may result in the withdrawal, suspension or expulsion of an international student, both the student and the academic program are advised to consult with the ASU International Student Office.

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. 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 <http://www.asu.edu/studentlife/judicial/integrity.html> for text 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*

## **REGISTRATION**

Graduate students must be registered for a minimum of one hour of graduate level credit that appears on the Plan of Study 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 semester or summer session in which written or oral examinations are taken even if graduation occurs in a later semester. The Political Science program requires that all graduate assistants register for a minimum of nine hours of course work per semester. The maximum number of hours allowed is 12, including audit hours in which students are officially enrolled.

## **DATES & DEADLINES**

The university calendar found in the current Graduate Catalog lists deadlines for filing a Plan of Study, applying for graduation, submission of a thesis to the Graduate College, and the last date to hold an oral defense of a thesis. Political Science program deadlines are listed on this website/guidebook.