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Appendix
For all general policy pertaining to graduate education at SLU, please consult the Graduate Education Catalog at [http://www.slu.edu/x57437.xml](http://www.slu.edu/x57437.xml).

Policy specific to the College of Arts and Sciences (CAS) and/or to your program within CAS will be outlined in this handbook.
I. Welcome

Welcome from the MA Program in Political Science at Saint Louis University. This handbook is intended to familiarize the reader with information about the MA program.

II. Accreditation Information

As an institution, Saint Louis University is fully accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. SLU has been continuously accredited since 1916. MA programs in Political Science are not specifically accredited.

III. Program Objectives

The M.A. degree in Political Science trains students in the theories and methodologies needed to conduct original research in Political Science. The program seeks to train students who can continue on to a Ph.D. program or find appropriate employment in a variety of sectors including, but not limited to local, state, and federal government; non-governmental organizations; various international organizations; and academia. Our specific program objectives are as follows:

a. Students will understand the basic concepts of scholarship in the MA track they complete: American Politics, International Affairs, Political Theory, or Gender and Politics.

b. Students will learn to think critically and systematically about social and political phenomena.

c. Students will learn to evaluate and conduct empirical social science research.

d. Students will be prepared to be competent, socially-responsible citizens in a diverse society and a globally-interconnected world.

e. Students will appreciate the diversity of values that inform the actions and preferences of various political communities.
IV. M.A. in Political Science Concentrations

M.A. in Political Science

American Politics—General Track

Core Courses (9 hrs.)
- POLS 511 American Political Institutions
- POLS 670 American Political Thought
- POLS 500 Political Science Quantitative Research Methods or SOC 560 Research Methodology

Other Requirements
- SOC 601 Inferential Statistics or other quantitative methods course
- Two more American politics or Public Policy courses
- 6-12 hrs. Political Science electives, depending on capstone choice

Capstone
- MA Thesis (6 hrs.)
- Internship (6 hrs.)
- Professional paper (0 hrs.)
- Comprehensive exam (0 hrs.)

American Politics—Polling, Campaigns and Elections Track

Core Courses (9 hrs.)
- POLS 511 American Political Institutions
- POLS 670 American Political Thought
- POLS 500 Political Science Quantitative Research Methods or SOC 560 Research Methodology

Other Requirements
- SOC 601 or other quantitative methods course
- POLS 593 Polling and Campaigns
- POLS 593 Election Law
- 6 hrs. Political Science electives

Capstone
- Internship required (6 hrs.)

American Politics—Public Law Track

Core Courses (9 hrs.)
- POLS 511 American Political Institutions
- POLS 670 American Political Thought
- POLS 500 Political Science Quantitative Research Methods or SOC 560 Research Methodology

Other Requirements
Three of the following:
- POLS 541 Administrative Law
- POLS 510 Judicial Review in American Democracy
- POLS 593 Law and Social Change
- POLS 593 Election Law
• Plus 6 hrs. of Political Science Electives

Capstone
• Internship required (6 hrs.)

**Gender and Politics Track**

**Core Courses (9 hrs.)**
• WSTD 501 Feminist Theory
• WSTD 502 Feminist Epistemology
• Gender and American Politics

**Other Required Courses Choose 6 hrs. from:**
• Women and the Law
• POLS 513 American Race Relations
• Gender, Development, and Sustainability
• POLS 671 Leadership and Culture

**Research Methods (3 hrs.) Choose from:**
• POLS 500 Political Science Quantitative Research Methods
• WSTD 501 Qualitative Research Methods
• SOC 560 Research Methodology
• PPS 506 Qualitative Research and Evaluation Methods
• PPS 535 Introduction to Geographic Information System

**Political Science electives**
• 6-12 hours of electives, depending on the capstone option, chosen with advisor’s approval
• Courses from outside Political Science and Women’s Studies require approval of the Director of Graduate Studies

**Capstone Choose one option from:**
• M.A. Thesis (6 hrs.)
• Internship (6 hrs.)
• Professional paper (0 hrs.)
• Comprehensive exam (0 hrs.)

**Political Theory Track**

**Required Courses**
• POLS 570 History of Political Thought
• 12 hrs. chosen from:
  o POLS 573 Contemporary Political Ideologies
  o POLS 670 American Political Thought
  o POLS 671 Leadership and Culture
  o WSTD 501 Feminist Theory
  o POLS 593 Critical Theory and the Frankfurt School
  o POLS 593 Structures of Power/Structures of Thought
  o POLS 593 Reason, Virtue, and Politics
  o Courses approved by the Director of Graduate Studies to satisfy this political theory requirement.

**Political Science electives**
• 9-15 hrs. chosen in consultation with the student’s advisor

**Capstone Choose from:**
• M.A. Thesis (6 hrs.)
• Internship (with approval from the Director of Graduate Studies) (6 hrs.)
• Professional paper (0 hrs.)
• Comprehensive exam (0 hrs.)

**International Affairs—General Track**

**Core courses (6 hrs.) Choose two classes from:**
- POLS 551 Democratization
- POLS 555 State and Society
- POLS 569 Theories of World Politics

**Other Requirements**

*Choose one class from:*
- POLS 500 Political Science Quantitative Research Methods
- SOC 560 Research methodology
- SOC 580 Survey Design and Sampling
- SOC 601 Quantitative I: Applied Inferential Statistics
- PPS 506 Qualitative Research and Evaluation Methods
- PPS 535 Intro to GIS

Plus 15-21 hrs. of electives, chosen with advisor’s approval

**Capstone**

*Choose from:*
- MA Thesis (6 hrs.)
- Internship (6 hrs.)
- Professional paper (0 hrs.)
- Comprehensive exam (0 hrs.)

**International Affairs—Security and Cooperation Track**

**Core Courses (6 hrs.) Choose two classes from:**
- POLS 551 Democratization
- POLS 555 State and Society
- POLS 569 Theories of World Politics

**Other Requirements**

- POLS 511 American Political Institutions
- POLS 562 Global Diplomacy
- POLS 564 Problems of International Terrorism
- POLS 566 Asymmetric War
- PPS 535 Intro to GIS
- PPS 537 Intermediate GIS
- Plus 0-6 hrs. of Political Science electives, depending on capstone choice

**Capstone**

*Choose from:*
- MA Thesis (6 hrs.)
- Internship (6 hrs.)
• Professional paper (0 hrs.)
• Comprehensive exam (0 hrs.)

**International Affairs—Foreign Service Track**

**Core Courses (6 hrs.)** Choose two classes from:
- POLS 551 Democratization
- POLS 555 State and Society
- POLS 569 Theories of World Politics

**Other Requirements**
- POLS 511 American Political Institutions
- POLS 562 Global Diplomacy
- 6 hrs. at the 400 or 500 of the foreign language appropriate to the student’s area of interest
  - *Students who have already achieved this level of proficiency may take 6 hrs. of electives instead*
- 6-12 hrs. of Political Science electives, depending on capstone choice

**Capstone**
Choose from:
- Internationally-focused internship (6 hrs.)
- International field research leading to an MA thesis (6 hrs.) or a professional paper (0 hrs.)

**All Students**
- All students will complete a total of 30 credit hours for the M.A. degree. If a student selects a capstone option involving less than 6 credit hours, he or she will take additional courses to bring the total to 30 hours.
- No more than 12 hours of the MA may be taken outside Political Science, no more than 6 hours may be taken at the 400-level, and no more than 6 hours may be independent study classes or internships.
- Some classes have prerequisites. Depending on their undergraduate preparation, students may be required to take specific undergraduate classes prior to enrolling in graduate classes.
- Exceptions will be allowed only with the approval of the Director of Graduate Studies for the department

*Revised, February 2012*

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**V. Student Outcomes Assessment**

In addition to their graded course work, the department assesses overall student learning outcomes based on the following criteria:
a. Students will demonstrate knowledge of how political systems operate within the context of their chosen MA track.

b. Students will be able to evaluate, critique, and synthesize competing theoretical explanations and produce a comprehensive review of the scholarly literature in their chosen field of study.

c. Students will be able to produce original research and seminar projects that investigate political processes in a methodologically-sound and persuasive manner and contribute to ongoing scholarly debates.

d. Students will be able to present the results of their research in public forums.

e. Students will be able to analyze the values that inform political institutions, behavior, and policies.

f. Students will demonstrate honest and ethical research practices.

VI. Administrator List

Ellen Carnaghan, Ph.D., Department Chair
McGannon Hall Rm. 140
Phone: 314.977.3038
Email: carnagep@slu.edu

J.D. Bowen, Ph.D., Director of Graduate Studies
McGannon Hall Rm. 149
Phone: 314.977.4239
Email: jbowen5@slu.edu

VII. Program Policies

Department of Political Science Policy on Academic Progress and Retention (approved 12-7-12)

Expected Academic Progress
All students matriculating in the Political Science MA program are expected to demonstrate appropriate and continuing progress toward the completion of their master’s degrees. The principal indicators of appropriate and continuing progress are:

- Maintaining at least a 3.0 GPA, with no more than one grade of “C” or below;
- Carrying no more than one “I” (incomplete) grade or missing grade into a new semester;
If a full-time student, successfully completing at least 12 graded credit hours per year until one’s course work requirements have been met, and being on track to complete all requirements for the degree within three years; and

If a part-time student, being on track to complete all requirements for the degree within 6 years.

Students’ progress in meeting these expectations will be monitored on at least an annual basis, and those failing to meet expectations are subject to being placed on academic probation, a condition which, if not remedied within the terms specified by the Department’s Director of Graduate Studies, subjects the student to dismissal from the program.

### Academic Dismissal

When the Department believes that a student warrants dismissal from her academic program, the Chairperson makes that recommendation to the Associate Dean for Graduate Education in the College of Arts and Sciences. It is also possible for a student’s dismissal to be initiated by the College’s Associate Dean when, for example, that administrative officer does not recommend approval of a student’s appeal for an extension of time to complete the degree.

### Procedures for Academic Appeals

As a general policy, a student desiring to appeal any academic decision should direct her appeal to the most immediate source of the decision being appealed (e.g. a faculty member who has awarded a grade, the Director of Graduate Studies who has established conditions of program continuation, the chairperson who has recommended dismissal, or the Associate Dean for Graduate Education who has recommended dismissal). In turn, appeals may be continued along the administrative chain (Chairperson, Associate Dean), culminating in the College Dean. Should the student wish to pursue an additional level of appeal, she may take the case to the Associate Vice President for Graduate Education, who reviews the file to determine if the unit’s processes were followed. The Associate Vice President does not overturn a decision, but may send the case back to the College if it is determined that a unit’s processes were not followed.

### GUIDELINES FOR GRADUATE ASSISTANTSHIPS

#### Preamble

As stated in the Department Policies and Procedures Manual for Appointing Graduate Assistants and Fellows (2008), “The primary goal of an assistantship is to augment the student’s educational objectives and to assist in the prompt and successful completion of the student’s degree program” (p. 1). From the perspective of the department, the assistance faculty members receive can be central to faculty development and promotion. Within the department of political science, our fundamental objectives for these assistantships are four-fold:

1.) For graduate assistants to provide support for faculty research and teaching in tasks of mutual intellectual value for students and faculty, as well as to carry out administrative duties of a professional nature for the department.
2.) For faculty mentors to assign tasks that offer learning experiences through the improvement of existing or the development of new research skills and substantive areas of knowledge and expertise. The teaching tasks should acquaint students with some of the various professional activities of teaching.

3.) To assist in faculty development, particularly for faculty members preparing for tenure and promotion.

4.) To create a culture of shared research in the department.

**Administrative Mechanics**

Graduate assistantships come with a work requirement of 20 hours per week during the academic year. There are no time sheets turned in for these hours. It is the responsibility of the graduate assistants to keep track of their hours and to work the allotted number of hours per week. If the demands of their own schoolwork make it useful for assistants to work less on some weeks, they should plan to make up the work in other weeks.

Faculty mentors will be assigned by the graduate committee and the department chair every semester. Just before every semester, graduate assistants will submit to the director of graduate studies (hereafter DGS) a list of skills and knowledge areas, and department faculty will submit a list of projects for which they would like help, and the duration and time required for the projects. The graduate committee will review proposals and suggest assignments, making every effort to ensure good professional and intellectual matches. Because faculty development is the responsibility of the department chair, the assignment of graduate assistants will be made by the DGS and department chair working together.

Graduate assistants should expect to work with more than one faculty mentor during a semester. How time is allocated will depend on faculty needs; at the same time, an effort will be made to ensure that graduate student efforts are divided over a manageable number of projects. Both faculty members and graduate assistants should make sure that the 20 hour per week work assignment is not exceeded. If graduate assistants feel that they are being asked to exceed that time commitment, they should raise the matter with the DGS, other members of the graduate committee, or the department chair.

**Appropriate Activities and Projects**

What follows are lists of some appropriate activities in the areas of teaching, research, and administration. These lists are by no means exhaustive but exemplify the type of activities representative of the four fundamental objectives set forth in the
Preamble. In the Political Science Department, the primary activity for graduate assistants is to assist in faculty research, but sometimes the biggest contribution to faculty research can be made by having an assistant taking on some tasks related to teaching. Appropriate teaching activities for a graduate assistantship should normally be confined to course preparation and not to teaching itself (conducting discussion sections, teaching occasional class sessions, and the preparing/grading/proctoring of exams). These latter activities include:

**Teaching:**

- Syllabus preparation
- Help with bibliographies—by various subjects, possibly annotated
- Best practices research—how courses are taught elsewhere, gathering syllabi, interviewing other professors by e-mail or phone
- Book summaries—written and/or oral
- Text book evaluations
- Supplemental research for class lectures

**Research:**

- Development of bibliographies
- Book/article summaries
- Literature reviews
- Data gathering
- Data coding
- Statistical computation and analysis
- Preparation of tables
- Assisting in discovering grant resources and preparation of such grant applications/proposals.
- Research “trouble-shooting”—chasing down pesky footnotes, fact-checking.
- Assessing readability of faculty manuscripts and other tasks related to the preparation of manuscripts for publication.

**Department administration:**

- Discovering “best practices” on various matters both internally in other places at SLU and at other institutions.
- Assisting in the preparation of department reports and record-keeping (course Enrollments, numbers of majors).
- Professional help in department searches, symposia, and outside speakers
- Help with Atlas as well as other campus committees/initiatives of department interest (like Social Justice) at the behest of the Department Chair.
- Assisting Department Chair in Alumni/Development outreach.
- Assisting in production of proposed Department Newsletter.
- Assisting in Internship Program—communications/mailings to Preceptors.
- Assisting DGS in scheduling of capstone projects/oral exams.
Acknowledgement and authorship

It goes without saying that faculty mentors should provide praise and thanks for the support they received from Graduate Assistantships in all their published writings, journal articles as well as books. Acknowledgements should be specific about what the graduate assistant contributed.

Extensive assistance may raise questions about higher levels of recognition, including co-authorship. In cases of extensive assistance, faculty mentors and graduate assistants should discuss the situation with the DGS.

Proprieties

Appropriate activities for graduate assistants are those that contribute to their professional and intellectual growth. Inappropriate activities are those that do not contribute to the professional and intellectual growth of the graduate assistants. Obviously, personal service of any kind is not appropriate. Clerical work should be kept to a minimum.

Graduate Assistantships are considered to be full-time occupations. According to the Graduate School manual, assistants “may not engage in any concurrent employment without the expressed consent of the department… and the Dean of the Graduate School” (p. 6). In keeping with the letter and spirit of this requirement, graduate assistants are to be used to support the teaching and research activities of faculty members that are part of their university contracts. Hence, consulting and other faculty activities not a part of university-compensated activities cannot be supported by university-furnished and compensated graduate assistants.

Graduate assistants may help on sabbatical leave projects of faculty mentors. They also may work on grants that are part of a faculty mentor’s professional academic life. If, however, assistants are written into a grant proposal as a paid research member of the team, this may not count for Assistantship time. And paid work on a faculty grant or research leave project requires permission from the Department and the Dean of the Graduate School.
Procedures for Master’s Capstone Projects

All students receiving an MA in Political Science must complete an oral exam or oral defense of a capstone project. There are four main capstone options from which students can choose:

- An MA thesis with oral defense of the thesis (6 credits);
- A capstone internship, paper, and oral defense (6 credits);
- A professional quality paper and oral defense of the paper (0 credits);
- A comprehensive exam and oral defense (0 credits).

Students should start thinking about their capstone projects as soon as possible, well before their final semester. All students must complete the Capstone Project Form by the beginning of their final semester (February 1, September 7, or May 25). Note, the Graduate School requires all students who expect to complete their degrees to initiate candidacy procedures BEFORE this point.

Final oral exams or defenses should be scheduled well before the end of the semester in which the student intends to graduate (by April 15, November 15, or August 1). It is the student’s responsibility to schedule the exam at a time that is acceptable to all committee members. Exams must be completed before the start of the final exam period. The MA thesis defense must be completed early in the semester in which the student intends to graduate.

In most cases, the oral exam will take about an hour, but exams should be scheduled for an hour and a half.

All oral exams will be conducted by a committee of three faculty members. All committees have a director, who should be a member of the Political Science faculty. Students will select their director and, working closely with the committee director, will select the other members of their exam committees. Usually at least one of the other members will be a member of the Political Science faculty. All committees must be approved by the Director of Graduate Studies. In most cases, committees should consist of faculty with whom the student has taken more than one course.

In scheduling oral exams, it is important to note that faculty members are not normally under contract during the summer term and may not be available to conduct oral exams during that time. Students must check with their committee members early in the semester in which they plan to graduate to make sure that there are not foreseeable scheduling problems.

MA Thesis
A Master’s Thesis proposes an argument that addresses an important question to the discipline or area of study in question, grounds the argument thoroughly in the literature of this question, and articulates what effect or contribution the argument of the thesis has.
on this literature, and present supporting evidence. Most theses will be between 75 and 100 pages long.

Students will work closely with a faculty director and committee of two other faculty members chosen with the director’s guidance. The MA Thesis is a two semester project. Students will complete a thesis proposal in the first semester and the thesis itself in the second semester.

Students and their thesis directors should work out a thesis schedule, recognizing that the Graduate School requires that theses will be completed well before the end of the semester in which the student expects to receive a degree.

The MA thesis is only an option for students in good standing, with no incompletes. All students must have permission from the Graduate Committee before registering for MA thesis work. Students who have not had their proposal approved by all three committee members after one-semester of work will not be allowed to continue with the thesis option without special permission by the Director of Graduate Studies and all three committee members. Ideally and in order to graduate in the following semester, the thesis proposal would be approved by the middle of the first semester during which the student is working on the project.

Students who elect to write a MA Thesis must file for a Research MA with the Graduate School and follow all associated procedures.

The oral defense of the Master’s thesis will be advertised and open to the public. All three members of the committee must approve the thesis for the student to pass.

**Capstone Internship**

For the capstone internship, the student will complete 6 hours of internship work under the direction of a preceptor at the internship location and a faculty member in the department. The capstone internship will involve approximately 200 hours of work of a serious, professional character, central to the work of the agency or institution in which it occurs. In addition to the work at the internship location, the student will write an extensive paper, which may take the form of a well-defended policy recommendation paper, a formal grant proposal, or a professional quality paper, as approved by the faculty member. The paper will be grounded in relevant academic literature. The faculty member will grade the paper for internship credit.

Together with the guiding faculty member, the student will select two other faculty members to serve as the exam committee. Those two faculty members will read and comment on the paper, which the student will then revise. The oral exam may be conducted any time after the paper is revised but by the general deadlines listed above. It is possible that the committee will require extensive revisions of the original paper, and students should plan on that.
The oral exam will cover the paper as well as the internship. The preceptor at the internship location will be invited to the oral exam but will not normally be a voting member of the committee. If at least two of the three committee members consider that the student passed the defense, then a passing grade is warranted.

**Professional Quality Paper**

Students will select a paper written in one of their graduate classes, normally a political science class. The faculty member who taught the class will ordinarily be the director of the exam committee. If a student elects to write a professional quality paper based on a paper from a non-political science class, the instructor of that class may serve as a committee member, but the director and the other member of the committee should be members of the Political Science Faculty.

The student will meet with all members of the committee early in the student’s final semester (or before). Together, the committee will recommend revisions to the paper. The student will submit revised versions of the paper to committee members until they are satisfied with the paper’s quality. At that point, a defense may be scheduled. Normally, the end result will be a journal-length paper of about 25-30 pages.

The oral defense will cover the topic of the professional quality paper. If at least two of the three committee members consider that the student passed the defense, then a passing grade is warranted.

**Comprehensive Exam**

Students will select a director and committee members from among the instructors of their graduate classes.

The committee will devise questions for a day-long written exam. The questions will be tailored to the student’s own course work. Committee members may solicit questions from instructors of any of the student’s courses. In most comprehensive exams, students will have some choice as to which of the questions they answer. The exam will consist of one three-hour session in the morning and another three-hour session in the afternoon on the same day. During each session, the student will answer two questions from a choice of at least four.

Ordinarily, the written exam will occur shortly after mid-semester (by April 1, November 1, July 1). As much as possible, exams will be scheduled on a day that the student has no other classes.

If the student does not pass the written exam, no oral exam will be scheduled. Students may be asked to retake all or part of the written exam. If a student fails the written exam twice, remedial coursework may be necessary.
The oral exam may cover any subjects related to courses the student has taken. If at least two of the three committee members consider that the student passed the defense, then a passing grade is warranted.

Candidacy Procedures

Thesis Master Degrees – Final Degree Requirements Procedures

1. Applying to Graduate:
   a) Register for zero credit hours of Special Study for Exam (595) in the Semester in which you intend to complete your final comprehensive oral examination.
   b) Complete the Application for Degree and submit form to the Master’s Candidacy Advisor in DuBourg Hall, Room 420C, 221 N. Grand Blvd, St. Louis, MO 63103 or via email to cjohns82@slu.edu by the due date that is listed on Graduate Education’s Calendar of Deadlines. Please note, The Application must be signed to be processed.
   c) The Degree Audit form is then sent to you via your SLU email from the Master’s Candidacy Advisor. Your Degree Audit form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

2. Preparing for Oral Exams/ Thesis Defense:
   a) Complete the Degree Audit form by:
      i. Verifying the required courses, as outlined by the Graduate Education Catalog, and make any corrections necessary. Include any course substitution or waivers in the appropriate section.
      ii. List your committee members for your final oral examination (if requested).
      iii. Sign the form.
iv. Obtain the signatures of your departmental advisor, chairperson, and Associate Dean or Director College/School/Center.

b) Complete the Thesis Proposal/Prospectus Form which can be found on Graduate Education’s website at http://www.slu.edu/x33562.xml.
   a. Complete the requested information on the Thesis Proposal form.
   b. Complete an short outline, or the table of contents can also be submitted.
   c. Sign the form all applicable sections of the form and obtain the signatures of your mentor, the readers, and your departmental chairperson to indicate their approval.

c) Return the completed Degree Audit, and the Thesis Proposal/Prospectus to the Master’s Candidacy Advisor by the due date listed on Graduate Education’s Calendar of Deadlines.

d) If you are planning to defend your thesis during the summer months, you must have written permission of your mentor, committee members and departmental chairperson.

3. Thesis:
   a) Make an appointment with the Master’s Candidacy Advisor for a format review. Appointment are set for one hour.
      a. The Format Guide for the writing of your thesis is available on Graduate Education’s website.
      b. At time of format review, thesis should be complete, defended and already reviewed by mentor and all committee members. The deadline for submission is stated in the Calendar of Deadlines.
   b) The final thesis is submitted to ProQuest electronically after the candidacy advisor, the mentor and readers approve the thesis. (Further instructions for ProQuest submission will be given during format review appointment)

4. Completing the Oral Exam/Defense and the Remaining Requirements:
a) The Candidacy Advisor sends the ballot to the committee chairperson for the oral exam/defense of your thesis.

b) Your oral exam/defense is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the ballot to the candidacy advisor.

c) The Associate vice President of Graduate Education formally notifies you of the results of the examination and the acceptance of the final copies of your thesis.

d) All remaining requirements listed on your Degree Audit form and initial email must be completed in order for your degree to be conferred by the conferral date for that semester.

Candidacy Procedures
Non-Thesis Master Degrees- Final Degree Requirements Procedures

1. Applying to Graduate:
   a) Register for zero credit hours of Special Study for Exam (595) in the Semester in which you intend to complete your final comprehensive oral examination- This is only required for programs that require comprehensive exams, please check with your advisor regarding this final requirement.
   b) Complete the Application for Degree and submit form to the Master’s Candidacy Advisor in DuBourg Hall, Room 420C, 221 N. Grand Blvd, St. Louis, MO 63103 or via email to cjohns82@slu.edu, by the due date that is listed on Graduate Education’s Calendar of Deadlines. Please note, The Application must be signed to be processed.
   c) The Degree Audit form is then sent to you via your SLU email from the Master’s Candidacy Advisor. Your Degree Audit form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

2. Preparing for Oral Exams:
   a) Complete the Degree Audit form by:
a. Verifying the required courses, as outlined by the Graduate Education Catalog, and make any corrections necessary. Include any course substitution or waives in the appropriate section.
b. List your committee members for your final oral examination (if requested).
c. Sign the form.
d. Obtain the signatures of your departmental advisor, chairperson, and Associate Dean or Director College/School/Center.

b) Return the completed Degree Audit form to the Master’s Candidacy Advisor by the due date listed on Graduate Education’s Calendar of Deadlines.

3. Completing the Oral Exam and the Remaining Requirements:
   a) The Candidacy Advisor sends the ballot to the committee chairperson for your oral exam.
   b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the ballots to the candidacy advisor.
   c) The Associate Vice President of Graduate Education formally notifies you of the results of the examination.
   d) All remaining requirements that had been listed on your Degree Audit Form and original email must be completed in order for your degree to be conferred by the conferral date for that semester.
   e) Complete the Online Master’s Exit Questionnaire which will be sent to you at the end of the semester by email.

VIII. Admissions Policies and Procedures

The Master of Arts in Political Science allows academically talented students to advance their knowledge and analytical skills by focusing on an interdisciplinary, problem-oriented area of concentration within the broad field of political science. Students can focus on American Politics, International Affairs, Gender and Politics, and Political Theory.
The SLU M.A. prepares students for further graduate study or for careers in government, foreign service, national or international business, non-profit organizations and NGOs.

The department offers an M.A. and an accelerated B.A./M.A. In association with the Department of Public Policy, we offer a dual degree M.P.A./M.A.

<table>
<thead>
<tr>
<th>Application Deadline for Beginning Term</th>
<th>The Application Package</th>
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<tbody>
<tr>
<td><strong>Fall:</strong> April 15 (International: April 15)</td>
<td>Transcript(s); Three (3) Letters of Recommendation; GRE G or LSAT scores; Resume; Writing sample; Statement of Purpose</td>
</tr>
<tr>
<td><strong>Spring:</strong> Nov. 1 (International: Oct. 1)</td>
<td></td>
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<tr>
<td><strong>Summer:</strong> April 1</td>
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**E-mail:** polscima@slu.edu  
**Tel. No.:** 314.977.3035

**Chair:** Ellen Carnaghan, Ph.D.  
**Program Director:** J.D. Bowen, Ph.D.

**Assistantship application deadline for the next academic year:** January 30

**Required Additional Application Materials for International Students**

- A completed Declaration of Financial Support packet with all accompanying documents
- TOEFL or IELTS score

Check our English Proficiency Policy page for specific TOEFL and IELTS score requirements. You may also visit our international prospects, applicants and students page for more information about international application requirements.

**Applicant Criteria**

- A committee examines and reviews the applicant and application wholly.
- A GPA of 3.4 (overall and in political science courses)
- A review of GRE scores
- A review of TOEFL scores (for International applicants)

**Political Science Application Review Process**

- Applications are reviewed by committee of Political Science Department faculty members
Admission Statistics

- Applicants will be informed as soon as the department makes a decision.

IX. Tuition, Fees, Deposits

Tuition, Fees and Deposits are determined by the SLU Administration. Information can be found at: http://www.slu.edu/student-financial-services/financing-a-slu-education/tuition-room-and-board-rates

X. Registration

Once admitted to the program and the student accepts the offer of admission, students are given a an identification number for Banner, the self-service system that allows you to register for courses.

XI. Academic Standards

I. For all the oral exams, committee members must decide whether students pass or pass with varying degrees of distinction. The Political Science department will use these standards:

a. Passing with Great Distinction – The student was surprisingly well-prepared and showed greater knowledge than would have been expected for an MA student. It should be unusual that a student is awarded “great distinction,” which represents something of an A+ on the oral exam.

b. Passing with Distinction – The student exceeded expectations and showed excellent preparation and knowledge. “Distinction” represents an A or A- on the oral.

c. Passing – The student met expectations in most areas of the exam, meriting a B or B+.

d. Unsatisfactory – The student did not meet expectations. The exam represented work below the B level.

II. For the Confidential Report on a Master’s Thesis, the Political Science department will use these standards:
a. “Excellent” – represents strong A quality work, as good a project as an MA student could be expected to produce. The thesis is interesting, well-written, clearly argued, and provides ample evidence to defend claims. Analysis shows familiarity with existing research and sensitivity to details.

b. “Good” – missing some of the features of an “Excellent” paper, but representing at least a B+ paper. The thesis accomplishes everything that the committee expected of it, but does not consistently exceed expectations.

c. “Satisfactory” – The thesis directly accomplishes what the committee expected of it and deserves a solid B.

d. “Acceptable” – The thesis barely passes; it is the equivalent of a B-. 

e. “Unsatisfactory” – C or below.

XII. Graduation Requirements

All students must successfully complete 30 credit hours and a capstone project. In addition, students must complete and submit an application for degree form early in the semester that they plan to graduate (the specific deadline varies by semester) and return it to the Master’s candidacy adviser.

The form is available at:
http://www.slu.edu/Documents/graduate/FormApplicationForDegreeMastersIA.pdf
Appendix: Forms

Capstone Project Form

Name:
Departmental advisor:
Expected graduation date

Which capstone project will you complete? Check one.

☐ MA Thesis
  Title:

☐ Capstone Internship
  Location of internship:
  Preceptor:
  Preceptor e-mail and phone:
  When was the internship completed?
  Faculty director for the internship:

☐ Professional-quality paper
  Title:
  Class in which paper was first written:
  Instructor of that class:

☐ Comprehensive exam

Committee members (Provide contact information for non-department faculty):
  Director:  Signature:
  Member:  Signature:
    Phone:
    E-mail:
  Member:  Signature:
    Phone:
    E-mail:

Signature of the Director of Graduate Studies: