

SLU Department of Political Science
Graduate Studies Handbook (MA Program)

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For all general policy pertaining to graduate education at SLU, please consult the Graduate Education Catalog at

http://www.slu.edu/academics/graduate/pdfs/20161011_graduate_catalog.pdf.

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 concentration they complete: American Politics, International Affairs, Political Theory, Public Policy, 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. Masters of Arts in Political Science

M.A. in Political Science (30 hours)

All students must complete a total of 30 credit hours for the M.A. degree. No more than 12 hours of the M.A. may be taken outside the Political Science Department; no more than 6 hours may be taken at the 4000 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. Official concentrations will be noted on the student's official transcript. "Tracks" (specializations within concentrations) do not appear on the official transcript.

The Political Science Department also offers an Accelerated B.A./M.A. that enables talented Political Science majors to start taking graduate courses before they have completed requirements for the B.A., reducing the amount of time that it takes to earn both degrees. Two graduate-level classes will count toward both the B.A. and the M.A. This accelerated option has a simplified admission process detailed below. Other program and policy requirements of the MA described in this handbook are the same as for MA students.

American Politics Concentration

General track

Core Courses (6 hours)

- POLS 5100 Seminar in American Politics
- POLS 5750 American Political Thought

Research Methods (6 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power
- POLS 5020 Advanced Topics in Research Methods

Other Required Courses (6 hours)

- Two more American politics or Public Policy courses

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 12 hours of Political Science electives, 6 of which may be an internship or MA thesis.

Public Law Track**Core Courses (6 hours)**

- POLS 5100 Seminar in American Politics
- POLS 5750 American Political Thought

Research Methods (6 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power
- POLS 5020 Advanced Topics in Research Methods

Other Required Courses

Two of the following

- POLS 5300 Administrative Law
- POLS 5171 Law, Policy, and Society
- POLS 6100 Judicial Policy Making

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 12 hours of Political Science electives, 6 of which may be an internship or MA thesis.

Political Theory Concentration**Required Core Course (3 hours)**

- POLS 5700 History of Political Thought

Research Methods (3 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power

Other Required Courses (12 hours)

- Choose from:
 - POLS 5700 American Political Thought
 - POLS 5710 Citizenship and Social Difference
 - POLS 5730 Contemporary Political Ideologies
 - POLS 5760 Feminist Theory
 - POLS 5780 Leadership and Culture

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 12 hours of Political Science electives, 6 of which may be an internship or MA thesis.

International Affairs Concentration**General track****Core courses (6 hours)** *Choose two classes from:*

- POLS 5510 Democratization
- POLS 5530 Authoritarianism
- POLS 5550 Politics of Economic Development
- POLS 5690 Theories of World Politics

Research Methods (6 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power
- POLS 5020 Advanced Topics in Research Methods

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 18 hours of Political Science electives, 6 of which may be an internship or MA thesis.

Security and Cooperation Track**Core Courses (6 hours)** *Choose two classes from:*

- POLS 5510 Democratization
- POLS 5550 Politics of Economic Development
- POLS 5650 War, Peace, and Politics
- POLS 5690 Theories of World Politics

Research Methods (6 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power
- POLS 5020 Advanced Topics in Research Methods

Other Requirements (9 hours) *Choose three classes from:*

- POLS 5530 Authoritarianism
- POLS 5620 Global Diplomacy

- POLS 5640 Problems of International Terrorism
- SOC 5650 Intro to GIS
- SOC 5660 Intermediate GIS
- POLS 6310 Policy Process

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 9 hours of Political Science electives, 6 of which may be an internship or MA thesis.

Public Policy and Administration Concentration

Core Courses (6 hours)

- POLS 5100 Seminar in American Politics
- POLS 6310 Policy Process

Research Methods (6 hours)

- POLS 5010 Cultural Methods: Gender, Politics, and Power
- POLS 5020 Advanced Topics in Research Methods

Other Required Courses (6 hours, chosen from the following)

- POLS 5325 Intro to Public Sector Budgeting
- POLS 5350 Issues in Public Policy
- POLS 5360 Urban Economic Development

Non-credit Requirements

- Field exam (0 hours), taken at the start of the final semester of coursework

Political Science Electives

- 12 hours of electives (6 of which must come from the Political Science department, 6 of which may come from outside the department with approval of Director of Graduate Studies), 6 of which may be an internship or MA thesis.

All Students

- All students will complete a total of 30 credit hours for the M.A. degree. 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, March 2017

Students should declare a concentration during their first semester. To declare a concentration or to change concentrations, student should consult with the Political Science Graduate Coordinator and complete the CAS Graduate Concentration Form, found at the bottom of this webpage, <https://www.slu.edu/college-of-arts-and-sciences-home/faculty-and-staff-resources>.

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., Associate Chair
 McGannon Hall Rm. 149
 Phone: 314.977.4239
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Wynne Walker Moskop, Ph.D., Coordinator of Graduate Studies
 McGannon Hall Rm. 136
 Phone: 314.977.2897
moskopww@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.

College of Arts and Sciences (CAS) Graduate Program Appeals Procedures,

http://www.slu.edu/Documents/arts_sciences/CAS%20Academic%20Appeals%20Process_FC_approved_2_25_16.pdf

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
- 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 the Field Exam

All students in the MA program in Political Science are required to pass a field exam. The field exam is designed to show how well you have retained and integrated information and theoretical approaches in your area of concentration. A Master's degree indicates mastery of the literature of your concentration. Consequently, in your field exam you should demonstrate an ability to put scholars in conversation with each other, evaluate their theoretical and empirical claims, and identify gaps in the existing literature. In this process, you need to give credit where credit is due. Presenting other scholars' ideas without attribution is a serious academic infraction.

The exam consists of two questions. You will answer one for 3 hours in the morning, and the other for 3 hours in the afternoon, with a break in between the two questions. You should plan to think about your answer before you start to write and to edit it before the exam is over to make sure that your argument is clear and well-supported. One question will be drawn from the classes you have taken, and the other will cover your area of concentration more generally. For each question, you will be expected to produce a double-spaced essay that is well-organized, clearly-written, and contains specific references to important theoretical approaches and key scholars and their methodologies and findings. If your essay is under five pages, it is probably underdeveloped. If it is over ten pages, there is likely room to make your argument more concise. Broadly general answers are not sufficient to demonstrate the necessary level of expertise.

You can use notes and books during the exam, but you should not plan to rely on them heavily. You will not have enough time to look much up. Instead, you should develop ways to integrate and summarize information and approaches starting with the very first grad course you take. This may take the form of brief summaries of sources and approaches. You may also want to think about the sorts of questions you could expect and outline answers to those questions. In preparation for the field exam, you should select courses in your concentration so to achieve good coverage of the area, since one of the questions will be the same for all students in that concentration, no matter what courses they have taken.

Before taking the field exam, it is good practice to meet with the professors on your committee and to take their advice about best ways to prepare.

The exam will be offered in late September and in early February. You should plan to take the exam during your last semester in the M.A. program, unless you plan to finish during the summer. In that case, you should take the exam in February.

Students receiving an MA in Political Science must complete either 30 hours of coursework (including up to 6 hour of internship credit), or 24 hours of coursework and an MA thesis with oral defense of the thesis (6 credits).

Graduate Internship

Students who are interested in a graduate internship should consult with their faculty mentor or the Graduate Coordinator for helping identifying an internship and a faculty supervisor with appropriate expertise for supervising the internship. The Political Science Department maintains a list of agencies, nonprofits, and companies who periodically offer internships. SLU Career Services, <http://www.slu.edu/life-at-slu/career-services> is also a valuable resource. All internships must observe College of Arts and Sciences protocols, which are described here, <https://www.slu.edu/college-of-arts-and-sciences-home/internships>.

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.

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.

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.

Candidacy Procedures

Thesis Master Degrees –Final Degree Requirements Procedures

1. Applying to Graduate:

- a) 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.**
- b) 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 waives 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 a 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. Appointments 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/Thesis 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/thesis 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) 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.**
- b) 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. The Political Science non-thesis Master Degree does not require an oral exam/defense.

- 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, Public Policy and Administration, International Affairs, or 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.

The Accelerated BA/MA has a quick and simple admission process, which is described here, <http://www.slu.edu/departments-of-political-science-home/graduate-programs/master-of-arts-in-political-science/accelerated-bama>. Students should complete the CAS application form for Accelerated Bachelor's/Master's degree, <https://www.slu.edu/college-of-arts-and-sciences-home/graduate-students>.

<i>Application Deadline for Beginning Term</i>	<i>The Application Package</i>	
Fall: May 1 (International: April 15)	Transcript(s); Three (3) Letters of Recommendation; GRE G or LSAT scores; Resume; Writing sample; Statement of Purpose	
Spring: Nov. 1 (International: Oct. 1)		
Summer: April 1		

E-mail: moskopww@slu.edu
Tel. No.: 314.977.3035

Chair: Ellen Carnaghan, Ph.D.
Graduate Coordinator: Wynne Moskop, Ph.D.

To apply online please visit, SLU Graduate Education,
<https://www.slu.edu/admission/graduate/>.

Students who wish to be considered for Graduate Assistantships should ensure that all required application materials are complete by January 30th.

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 Student Admission](#) 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 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 that 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>.