



Graduate Student
Handbook

Department of
Political Science

2024-2025

OVERVIEW

The Department of Political Science offers graduate courses leading to the Master of Arts (M.A.) in Political Science, the Master of Arts (M.A.) in International Affairs; and the Doctor of Philosophy (Ph.D.) in Political Science. In cooperation with Loyola's School of Law, the Department also offers a dual M.A./J.D. degree. Undergraduate majors in the Department are eligible to apply for the five-year B.A./M.A. program in either Political Science or International Affairs. The Department's goal is to offer students a personalized education within a distinctive graduate program. All graduate students receive training in quantitative methods and other research tools, as well as a rounded exposure to political science, including courses in comparative politics and international relations, as well as courses in American politics and political theory.

SECTION I: GENERAL PROGRAM INFORMATION

DEPARTMENT OFFICES

The Department of Political Science is located on Loyola's Lake Shore Campus in Coffey Hall, 3rd floor. The Chair of the Department is Dr. Molly Melin (mmelin@luc.edu). The Political Science Graduate Program Director is Dr. Eric Hansen (ehansen4@luc.edu). The International Affairs Graduate Program Director is Dr. Tofigh Maboudi (tmaboudi@luc.edu). The Academic Programs Assistant is Nora Rybarczyk, 773-508-3047, Coffey Hall 324 (Nenglun@luc.edu). To obtain current information on-line, please go to the following websites:

- For Department of Political Science graduate programs and course information, please visit: www.luc.edu/politicalscience/graduate.shtml#study.
- For Graduate School policies, registration procedures, and necessary graduate program forms, please visit: www.luc.edu/gradschool/index.shtml. All graduate students should be familiar with the Graduate School web page and refer to it often.

All enrolled Ph.D. and M.A. students have a Loyola e-mail address. The Department and the University use Loyola email addresses for all email correspondence. Students should inform the Department and the Graduate School of changes of name or mailing address.

GRADUATE SCHOOL OFFICES

The main office of the Graduate School is located in the Granada Center (4th floor) at the Lake Shore Campus. The main phone number is (773) 508-3396. For the office directory, please visit: www.luc.edu/gradschool/facultystaff.shtml

GRADUATE PROGRAM POLICIES

General policies concerning graduate programs are set by the Graduate School. Departmental policies and procedures are determined by the Political Science Graduate Studies Committee, with final authority resting with the political science faculty. The program is administered by the Graduate Program Director in consultation with the Chair of the Department and the Graduate Studies Committee. For a list of Graduate School policies, please visit: www.luc.edu/gradschool/academics_policies.shtml. It is the responsibility of all graduate students to know the Graduate School policies and abide by those policies.

Students are ultimately responsible for ensuring that they have met all program and Graduate School requirements in order to complete their degree.

Graduate students are ultimately responsible for meeting the rules, guidelines and deadlines of the Graduate School. Most of the Graduate School forms, including thesis/dissertation committee and proposal, comprehensive exam, research tool, transfer work, extension of time, leave of absence application and publications and presentations can be found in the Graduate Student Progress Systems at <https://gsps.luc.edu/>. Graduate students should familiarize themselves with this database and update their progress as often as possible.

ADVISING

The Graduate Program Director normally serves as the advisor for all M.A. students. Ph.D. students work with a particular faculty member who shares their research interests and will serve as the student's principal academic advisor and chair of the dissertation committee.

COUNSELING AND JOB PLACEMENT

The Department is committed to giving graduate students the individual attention necessary to complete their graduate work successfully and to assisting graduates in the search for job opportunities. Graduates hold academic positions at the college and secondary school levels and occupy positions in the federal, state, and local governments, as well as in the private profit and not-for-profit sectors. For a list of job placements, see <http://www.luc.edu/politicalscience/placements/>.

RESEARCH FACILITIES

Libraries. The Loyola library system participates in an inter-university loan system that allows students to gain access to a multitude of resources that are not owned by the Loyola library. The library system is a depository for U. S. and Illinois Government documents and maintains a large collection of documents from major international organizations. Loyola libraries have many online databases which are accessible to all graduate students. You can reach the library resources at <http://libraries.luc.edu/>.

Computing Services. Computing centers are located on each campus; each center accesses a mainframe, providing users with up-to-date access to most major computer languages and programs, software packages, and high-quality graphics capabilities. Each computing center is also equipped with personal computers and a PC software library, providing students access to word processing and spreadsheet packages. Wireless internet connections are available throughout the campus.

Data Collections. The University is a member of the Inter-University Consortium for Political and Social Research which provides access to one of the world's largest sources of data on political and social behavior in the United States and other countries in all regions of the world. The ICPSR can be reached here: <https://www.icpsr.umich.edu/web/pages/ICPSR/index.html>.

Research Services. Loyola University's Office of Research Services maintains a website that lists many opportunities for research funding (www.luc.edu/ors/index.shtml). The office also assists graduate students with finding research funding opportunities.

Information Technology Services. As information continues to be digitized and automated, information technologies become increasingly more important for communication and research. All graduate students must understand their rights and responsibilities when using the University's information technology services. You can find what you need to know at https://www.luc.edu/its/aboutits/itspoliciesguidelines/policy_acceptableuse.shtml.

Consulting Services. The Center for Data Science and Consulting (<https://www.luc.edu/cdsc/>) assists graduate students with data-oriented projects and runs workshops and training on common statistical software.

SECTION II: REGULATIONS AND PROCEDURES

COURSE CURRICULUM

The Department offers graduate courses in American Politics, Comparative Politics, International Relations, Political Theory, and Research Methods.

COURSE LOADS

Full-time students take at least three courses each semester. Full-time status is required for U-PASS, health insurance, dental insurance, merit awards, and deferring student loans. The maximum course load is twelve credit hours per semester and six hours in a summer session. Course loads for part-time students vary. Students with merit awards (graduate assistants) are required to take nine credit hours each semester. The only exception is for dissertation supervision courses, which are considered full-time enrollment.

GRADES

The grading system in the University and Graduate School is as follows:

A.....	4.00
A-	3.67
B+.....	3.33
B.....	3.00
B-	2.67
C+.....	2.33
C.....	2.00
C-	1.67
D+	1.33
D.....	1.00
F	0.00
P	0.00
I	Incomplete
W.....	Withdrawal
WF	Withdrawal/Failure

However, at the graduate level a student should not get a grade lower than a B (see section below).

ACADEMIC PROGRESS

Graduate students are expected to earn at least a B in classes to be considered as making good progress. A grade of B- in a graduate course signifies that the student is not performing at the graduate level. The Graduate School catalogue states that “A student who earns multiple grades of C or lower, or who otherwise fails to maintain good academic standing, is subject to review and possible dismissal from the program.” Satisfactory progress is demonstrated primarily by maintaining a cumulative grade point average of not less than 3.0. According to Graduate School regulations, “Students who fail to maintain a grade-point average of at least a 3.00 may be placed on academic probation. In such cases, if the student does not raise the grade-point average to at least 3.00 during the next two consecutive terms in which the student registers, the student will be dismissed for poor scholarship.”

This policy does not preclude the application of other criteria, for example, regarding violations of academic honesty. Students may appeal a dismissal to the Graduate Committee and the department chair.

INCOMPLETES

The grade of "I" may be assigned by an instructor to a student who has not completed the assigned work by the end of the semester. The assigning of an Incomplete grade is not automatic, however; the student must request the incomplete before the end of the semester, and when assigning a grade of “I,” **the instructor has the right to determine the conditions for completing the course work including establishing a deadline for completing the work.** A professor can also reject a request for an incomplete grade. The student must work with the professor to build a timeline for completion. If the work is not completed the grade will become an “F.” If the student completes and submits all outstanding work to the instructor, the "I" grade will be erased from the student's record and the evaluative grade entered in its place. In all other cases, the "I" grade will remain on the student's record along with the evaluative grade (e.g., “I”/“A”).

ACADEMIC HONESTY AND RESPONSIBILITIES

Academic honesty demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Academic dishonesty may be defined briefly, although not completely, as an action whereby a student represents academic work submitted in his or her name as his or her own work when in fact it is not. Specific examples of academic dishonesty include, but are not limited to, plagiarism, submitting substantially the same paper in more than one class, purchasing or acquiring papers from others, or failing to document sources adequately. Failure to practice academic honesty can result in dismissal from the program and the university. For a further statement on academic honesty and responsibilities, please visit: www.luc.edu/gradschool/academics_policies.shtml#Academic%20Integrity, and click “Academic integrity.”

REGISTRATION

Registration must be completed by all students before every semester. Students must ensure that they are registered for the proper courses each semester, consulting with the Graduate Program Director when questions arise. A list of courses for the upcoming semester is usually available a few months before classes are scheduled to begin. It is ultimately each student’s responsibility to take the courses needed to earn their degree.

APPLICATION FOR DEGREE

Graduate students must file an application for graduation with the Graduate School by the date specified in the academic calendar, **usually a semester in advance**. It is the student's responsibility to apply for a degree at the appropriate time.

UNDERGRADUATE COURSES

Graduate students receive graduate credit for courses numbered 400-600 only. Undergraduate classes cannot count towards a graduate degree.

DIRECTED READINGS (PLSC 499)

Directed readings courses provide advanced graduate students with the opportunity to work with one faculty member on a mutual area of interest that is not covered by an existing course. Students wishing to register for PLSC 499 must discuss the content of the course with the faculty member and together with that faculty member complete the departmental "PLSC 499, Directed Readings Form," prior to the start of the semester in which they will take the course. The student must submit that form to the Graduate Program Director for review and approval before the beginning of the semester. PhD students will take PLSC 499 in the last semester that the student takes courses as a pre-dissertation research course to develop a dissertation proposal. Graduate students are limited to two directed readings (PLSC 499) courses.

TRANSFER CREDIT

Master's degree students may transfer up to 6 credit hours (two courses) from another institution, provided the courses are related to a graduate degree in Political Science. Ph.D. students who enroll with a completed Master's degree may transfer up to 12 credit hours (4 courses) toward the Ph.D. course requirements. Ph.D. students need to be aware, however, that passing the comprehensive exams may require them to take most of the courses for their major and minor field at Loyola University.

SECTION III: MASTER OF ARTS DEGREE PROGRAMS

The Department of Political Science offers graduate students the opportunity to pursue an M.A. in Political Science, an M.A. in International Affairs, a dual B.A./M.A. in Political Science, a dual B.A./M.A. in International Affairs, and a dual M.A./J.D. with Loyola's School of Law.

MASTER OF ARTS (M.A.) in Political Science

DEGREE REQUIREMENTS

(1) Thirty semester hours of course work (10 courses). With the approval of the Graduate Program Director, up to six hours of the total thirty hours of graduate work (2 courses) may be in related discipline, or may be transferred from another institution.

(2) Required Coursework:

(a) PLSC 401: Research Design

- (b) PLSC 475: Political Analysis I
- (c) PLSC 476: Political Analysis II
- (d) Seven electives (any graduate course), chosen from at least two subfields.
- (e) Internship, Thesis, or Comprehensive Exam

(3) Thesis Option: Students may satisfy six hours (2 courses) by writing a thesis. Students who choose this option will take PLSC 596 for two semesters (a total of 6 credit hours, which count as electives) and take PLSC 595 (zero credit hours) until they are done with the thesis. Students who write a thesis must take the Responsible Conduct of Research and Scholarship (RCRS) course offered by the Office of Research Services. The course, UNIV 370, should be taken prior to starting the thesis research and is at no charge to the student. When successfully completed, the course will show up on the student's transcript. Information on this course can be found here: <http://www.luc.edu/ors/RCRHome.shtml>.

(4) Comprehensive Exam: M.A. students can choose to take a written comprehensive examination. The student will select a subfield (American Politics, Comparative Politics, International Relations, or Political Theory) on which they will be tested. Prior to taking the exam students must finish all incompletes. Students may be currently registered for courses necessary for the degree in the semester in which they take the exam. If the student has fulfilled all degree requirements except for the comprehensive exams, s/he should register for PLSC 605, Master's Study (zero credit hours), in the semesters leading up to and including the exam.

Students taking comprehensive examinations at the master's degree level are expected to answer theoretical and substantive questions from a subfield in which they have completed substantial coursework. If a student takes the examination during a semester while still taking courses, s/he might be expected to incorporate remaining coursework into their exam response. This means that students in this situation will have to read ahead in order to properly prepare for the examination. Once a student knows that s/he will take the exam in a particular semester, we highly recommend that s/he discuss the exam with the committee members appointed to the exam committee by the Graduate Program Director.

Comprehensive exams will take place during the second half of the fall and spring semesters. Students will answer a single question over a three-week period. All answers must be written during the specified weeks with no outside assistance (though notes and readings are permitted). Students will write a maximum of 21, double-spaced pages (normal formatting: 1" margins, Times New Roman, 12 pitch font). Each answer should be approximately 10-15 pages. Use of artificial intelligence is strictly prohibited. Students determined to be using AI in composing their response will fail the exam.

Prior to taking comprehensive exams, students must submit to the Graduate Program Director a departmental "M.A. Requirements and Comprehensive Examination Form," that lists all of the courses the student has taken and identifies on which subfield the student would like to be tested. At the beginning of each semester the Graduate Program Director will distribute this form to all students who will take the exam.

(5) Internship: Students may satisfy up to three hours (one course) by completing an internship and the accompanying course. Students who choose this option will enroll in PLSC 470 in the term they concurrently work at their internship site. Students interested in the internship option should contact the department's Internship Director to discuss placement several months prior to the beginning of the semester in which they'd like to enroll.

MASTER OF ARTS (M.A.) in International Affairs

DEGREE REQUIREMENTS

- (1) Thirty semester hours of course work (10 courses).
- (2) Required Coursework: Students will be required to complete the following four core classes:
 - (a) INTA 475 (PLSC 475): Political Analysis I
 - (b) INTA 420 (PLSC 420): Comparative Political Systems
 - (c) INTA 430 (PLSC 430): Theories of International Relations
 - (d) Capstone (Internship, Directed Reading, or Study Abroad) Or MA Thesis (see details below)
 - (e) Elective Classes: an additional six elective courses, with no more than three offered by a single department in the College of Arts and Sciences or another School at Loyola; students have the option of taking a 200-level language course and having that course count as one of the six elective courses.
- (3) Elective Courses: A student may take three Political Science courses in addition to the three core (required) courses. The participating programs that will contribute classes include the following departments and programs: History Department, Philosophy Department, Political Science Department, Psychology Department, Sociology Department, Theology Department, Criminal Justice & Criminology Department, Modern Languages and Literatures Department, as well as the Schools of Business, Communication, Education, Health Sciences, Social Work, and Law.

TIME LIMITS

Graduate School regulations require M.A. students to complete the program within five years. A student failing to meet this deadline may request an extension from the Graduate School.

DUAL B.A./M.A. PROGRAM

Loyola undergraduates in participating departments may earn both a B.A. and an M.A. in a shorter period of time than if pursuing each degree separately. Junior political science majors with an overall GPA of at least 3.3 and a GPA in all Political Science classes of at least 3.5 are eligible to apply. Students must submit transcripts, two letters of recommendation and a statement of purpose, but do not need to take the GRE. Students admitted to the program may apply up to 12 semester hours of credit (4 courses) earned toward the M.A. degree to satisfy the courses required for the B.A. degree. Graduate courses may count as electives for the undergraduate major in Political Science only if the student has not completed the major before starting their senior year. Twelve hours of graduate coursework are typically taken during the student's senior year of their undergraduate degree.

Note: For the joint BA/MA-BS/MA in International Affairs, participating programs include three

Schools (Communication, Education, and Social Work), five CAS departments (Philosophy, Political Science, Psychology, Sociology, and Theology) and the Global and International Studies Program. Elective classes can be found on the webpage. The Table below indicates the number of 400 level electives coming from the major, from general electives and from INTA/PLSC required courses for each program.

BA Program	Substituting 400 level electives of the INTA-MA for 300 level courses within the undergraduate major (# of electives)	Substituting 400 level electives of the INTA-MA for general electives outside the undergraduate major (# of electives)	Substituting 400 level required courses of the INTA-MA for 300 level courses within the undergraduate major (# of electives)
Advertising and Public Relations BA (SOC)	X (4)		
Advocacy and Social Change BA (SOC)	X (4)		
Communication Studies BA (SOC)	X (4)		
Film and Digital Media BA (SOC)	X (4)		
Multimedia Journalism (SOC)	X (4)		
Secondary Education BSEd (SOE)	X (4)		
Special Education BSEd (SOE)	X (4)		
Elementary Education BSEd (SOE)	X (4)		
Political Science BA (CAS)	X (3)		X (1)
Philosophy BA (CAS)		X (4)	
Psychology BS (CAS)		X (4)	
Sociology BA (CAS)	X (3)	X (1)	
Theology BA (CAS)	X (2)	X (2)	

Global Studies BA (CAS)	X (3)	X (1)	
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DUAL M.A./J.D. PROGRAM

The School of Law and the Department of Political Science jointly offer a dual degree program that provides students with specialized policy training appropriate for careers in the public sector or for law practices involving administrative agencies or processes. The purpose of the program is to allow students to combine the study of law with an exploration of the political context within which domestic and international legal systems operate. The dual degree program makes it possible to earn both M.A. and J.D. degrees simultaneously and in a shorter time than if the two degrees were pursued independently. Students in the dual degree program must meet with the Graduate Program Director of the Political Science program as well as their Law School advisor to plan their course of study. This program is open to students in the School of Law and students in the Graduate School who are enrolled in a Political Science degree program. Students enrolled in the dual program must be admitted both to the Department of Political Science and the School of Law and satisfy the academic requirements of the School of Law for the J.D. degree and the academic requirements of the Department of Political Science for the M.A. degree. The Department of Political Science will accept four Law School courses for the M.A. requirements and the Law School will accept three political science courses for the J.D. degree.

Note to students admitted to the School of Law: Students admitted to the Law School will be automatically admitted to the dual M.A./J.D. degree program in Political Science. Admitted law students interested in the dual degree program must by no later than the end of their first year of law school classes complete an application for admission to the Graduate School and include a copy of the letter of admission to the law school. Students should also notify the law school admission office in writing of their intent to be considered for the dual M.A./J.D. program. Admission documents required by the Graduate School will be forwarded by the law school upon receipt of the letter of intent to enroll in the dual degree program. Upon admission to the dual M.A./J.D. program, a letter of acceptance will be sent from the Graduate School. The Law School requires first-year law students to take all of their classes in the Law School.

SECTION IV: DOCTOR OF PHILOSOPHY DEGREE

The Ph.D. program in political science is intended for students who wish to acquire careers in teaching and research or work in the government, intergovernmental, or private sector. Fields of specialization include American Politics, Comparative Politics, Political Theory, and International Relations. Students will take most of their courses and specialize in these two fields. One of the two fields will constitute the major field and the other the minor field.

DEGREE REQUIREMENTS

(1) Optional: Completion of the Master's degree (those students who did not come to Loyola with an M.A. will take the MA comprehensive exam or write an MA Thesis after having completed 10 courses, including PLSC 401, 475 and 476).

(2) Forty-eight semester hours (16 courses) of work, six hours (2 courses) of which can be in a related discipline. Required coursework includes (See Appendix A):

(a.) Methodology (475 must be taken in the first fall semester):

(i) PLSC 401: Research Design

(ii) PLSC 475: Techniques of Political Analysis I

(iii) PLSC 476: Techniques of Political Analysis II

(b.) Students must take at least seven courses in their major and minor fields; at least four in one field and three in the other.

(c.) Five elective courses (these courses can be in a different discipline if appropriate for the student's research focus)

(d.) One Directed Readings course (PLSC 499) to develop a dissertation proposal. This course should be taken in the last semester that the student takes courses.

Note: Students may be required to develop language proficiency to conduct research for their doctoral dissertations. The Graduate School can offer tuition credit for PhD students who need to take language courses that are necessary for dissertation research.

(3) Comprehensive Exams: Candidates must pass comprehensive examinations. The comprehensive examinations have both written and oral components. All course requirements, **including removal of all existing incompletes**, must be fulfilled before students can take the written comprehensive exam. These examinations should be taken in the semester after the student has completed all coursework requirements.

(4) Dissertation Proposal and Dissertation: Candidates must complete and successfully defend both a dissertation proposal and the completed dissertation.

Students may transfer up to 12 semester hours (4 courses) of graduate credit from another university program based on an evaluation of their transcript. Students must complete four semesters of residence, including at least two consecutive semesters at Loyola. At least one academic year (two consecutive semesters) must be spent as a full-time student.

TIME LIMITS

Graduate School regulations require students entering the program with a Bachelor's degree to complete all Ph.D. requirements, including the dissertation, within eight years of taking their first course in the degree program. Students admitted to the doctoral program with a Master's degree must complete all Ph.D. requirements, including the dissertation, within six years of the start of their program. A student failing to meet these deadlines may submit a petition to the Graduate Studies Committee requesting an extension of the relevant deadline. The final authority to extend the time limits resides in the Graduate School.

ANNUAL EVALUATION

The Graduate Program Director, along with the Graduate Studies Committee, will conduct annual evaluations of all Ph.D. students for the purpose of mentoring and assessing each student's progress in the program. The Graduate Program Director will provide written feedback to each student in the form of a

year-end letter. If a student is not performing adequately in coursework or not fulfilling research assistantship responsibilities, the Graduate Program Director, in conjunction with the Graduate Studies Committee, can recommend to the Chair and the Graduate School that the student be placed on probation or be dismissed from the program.

WRITTEN COMPREHENSIVE EXAMINATIONS

In the semester immediately after completing all coursework requirements, the Ph.D. applicant will take written comprehensive examinations. The written examinations are scheduled by the Graduate Program Director twice each year (once during the fall semester and once during the spring semester). The purpose of the examination is to test the student's analytical skills, ability to synthesize material, and ability to analyze critically the literature in global politics. Each student must pass a written examination in a primary and secondary subfield. Examinations are take-home and take place over two weekends.

The Graduate Program Director, in coordination with the Department Chair, will appoint appropriate faculty to construct and grade the comprehensive examinations. A Ph.D. examination committee, composed of three members of the faculty, will be established by the Graduate Program Director for each student who is taking the exams each semester. The examination committee members will write questions for the comprehensive exam. The examination committee will be responsible for reading and grading all questions. A passing grade requires agreement by at least two of the three members of the committee.

Students taking comprehensive examinations for a doctoral degree are expected to answer theoretical and substantive questions in the student's declared major and minor fields. Ph.D. exams are *not* course specific, requiring the student to know the literature, primary and secondary, in specific fields and subfields. Consequently, students must read well beyond what they have read for coursework and should discuss relevant literature with faculty well before taking the comprehensive exams. While faculty members are here to help and to guide, students bear primary responsibility for preparing themselves for these rigorous examinations. The comprehensive exams are designed to demonstrate that you are an expert in the vast literatures of political science and thus require a great deal of preparation on your part.

GRADING OF THE COMPREHENSIVE EXAM

After the committee has assessed the student's performance on the exam, the student will be informed of one of the following outcomes: Pass with distinction, Pass, or Unsatisfactory. The Graduate Program Director will notify the student of the results of the examination normally within two weeks of the administration of the exam. A student whose answers are deemed to be Unsatisfactory must retake the exam at the next regularly scheduled examination time. Failure to retake the examination during the time period specified will result in a recommendation of dismissal from the graduate program to the Dean of The Graduate School. A student will not be permitted to take the written exams (in part or in full) more than twice. Thus, receiving an assessment of Unsatisfactory twice will result in dismissal from the program.

ORAL COMPREHENSIVE EXAMINATIONS

Students who have passed the written examinations will be scheduled to take an oral examination. The oral examination committee will be comprised of the same faculty members who were on the written exam committee. The purpose of the examination is to assess the competence of the applicant in the areas in which in which she/he was tested in the written examination. This may include an assessment of the applicant's ability to articulate concepts clearly and to examine critical issues in terms of his or her fields of

study. Immediately following the oral examination, the student will be notified of the results by the examination committee chair. Students will receive either a Pass (P) or Unsatisfactory (U). A grade of Pass requires agreement by two of the three members of the committee. A grade of Unsatisfactory *may*, but will not necessarily, include an option to retake the oral examination within a time period ranging from one to six months, at the discretion of the committee. Re-examination will be allowed only on the recommendation of a majority of the student's oral examination committee and with the concurrence of the Dean of The Graduate School. If all members of the committee concur, the student may be granted a pass with distinction that will go on the official transcript. For a student to pass with distinction, the members of the committee must agree that the student passed with distinction in both the written and oral examinations.

DISSERTATION COMMITTEE AND PROPOSAL

The next step for a PhD student is to write and defend a dissertation proposal. Each student will first put together a dissertation committee, composed of at least three faculty members, two of whom must be members of the department's graduate faculty. One member may be from another department or, in special cases, from outside the university. The dissertation committee will be appointed by the Dean of the Graduate School upon the recommendation of the chair of the Political Science Department. It is the student's responsibility to determine which faculty members will serve on his or her committee and which faculty member will serve as the chair of the committee. The student should consult with the Graduate Program Director as he or she determines which faculty members will constitute the committee. Once the committee is determined, the student will work with the chair to finalize a dissertation proposal, based at least in part from the work that the candidate carried out in the PLSC 499 course taken in the last semester of coursework. The PhD student will officially set up the dissertation committee in the Graduate Students Progress System (GSPS).

The dissertation proposal is an essential document in the Ph.D. process. It is a statement of research intent, outlining the purpose of dissertation research, the conceptual framework and hypotheses, summary of literature, and research procedures. Each proposal must include:

- (1) An abstract
- (2) Identification of the research problem or topic
- (3) The importance of the research problem or topic to the field
- (4) An indication of why the candidate's research is important and what the research is intended to add to the knowledge of the field
- (5) A review and critical analysis of the pertinent literature in the field and the relationship of the proposed research to that literature
- (6) An examination of the hypotheses to be tested and the research approach to be used in testing them
- (7) A presentation of the data-gathering instruments to be used
- (8) A bibliography

The student's dissertation committee must approve the dissertation proposal before it is formally defended. A dissertation proposal will ordinarily not be longer than 30 pages.

Ph.D. students are expected to defend their dissertation proposal within 12 months after passing comprehensive exams. At their discretion, the Graduate Program Director may grant a three-month grace

period to the proposal deadline. Department support for university fellowships, as well as for teaching courses, is dependent on satisfactory progress on the dissertation proposal. Absent extenuating circumstances or approved leaves, the Graduate Program Director will move to dismiss students who have not defended their proposals after a twelve-month period and grace period from the program.

All Ph.D. students must take the Responsible Conduct of Research and Scholarship (RCRS) course offered by the Office of Research Services, prior to starting research on their dissertation. The course UNIV 370 is at no charge to the student: <https://molo.luc.edu/app/catalog/classsection/LUCHI/1214/2512> . When successfully completed, the course will show up on the student's transcript.

DOCTORAL DEGREE CANDIDACY

A student in good standing will be designated a Ph.D. candidate upon:

- (1) Completing all required coursework
- (2) Satisfying all research tool requirements
- (3) Successfully completing all parts of the departmental comprehensive examinations
- (4) Successfully defending a dissertation proposal

Candidacy is formally conferred by letter from the Graduate Dean when the dissertation proposal is approved.

DISSERTATION DEFENSE

The candidate will complete a dissertation based on his or her proposal under the direction of the dissertation chair and committee. The dissertation must be prepared and submitted according to Graduate School regulations. Instructions can be found at the Graduate School's webpage: <http://www.luc.edu/gradschool/formatting.shtml>.

All dissertations must be publicly defended. The candidate must provide the committee with a copy of the dissertation at least four weeks prior to the defense, which will be scheduled once the committee determines that the dissertation is ready to be successfully defended. The dissertation committee chair is responsible for determining the place, date, and time of the defense. A dissertation defense announcement will be distributed prior to the defense. The student is responsible for putting together the announcement with the assistance of the Graduate Program Director.

SECTION V: NON-DEGREE GRADUATE STUDENTS IN POLITICAL SCIENCE

The category of "non-degree" (formerly "at large") graduate student was established primarily to allow an individual to further his or her understanding of politics through graduate course work at Loyola University. Non-degree students may register for graduate courses and may petition to transfer up to nine credit hours of graduate work (with a grade of B or better) to the M.A. program if they apply and are accepted into the program. A non-degree student is required to maintain a cumulative grade point average of at least 3.0. Potential students may apply for the non-degree status by submitting a statement of purpose,

three letters of recommendation, and undergraduate college transcripts. The applicant does not need to take the GRE exam.

SECTION VI: AWARDS AND FINANCIAL ASSISTANCE

ASSISTANTSHIPS

Assistantships (merit awards) are awarded only to full-time Ph.D. students (taking 9 credit hours each semester), and provide an academic year stipend of \$28,000. Additionally, graduate assistants receive a tuition fellowship covering 21 hours per academic year. Graduate assistants are assigned relevant professional work for no more than 20 hours per week. Merit awards are awarded on an annual basis and can be extended to a total of five years as long as students are making good progress in the program.

TEACHING SCHOLARS FELLOWSHIPS

Advanced Ph.D. students with teaching experience are eligible to compete for the Teaching Scholars Fellowship. Fellows participate in a special teaching fellows' program mentoring other graduate students. The award includes a stipend, a tuition scholarship, and health insurance.

SCHMITT LEADERSHIP SCHOLARS FELLOWSHIPS

Students who have successfully passed their comprehensive exams and have had their dissertation proposals approved are eligible to compete for Schmitt Leadership Scholars Fellowships, both of which include a stipend, a tuition scholarship, and health insurance. This award requires participation in several events throughout the academic year. The awards are not renewable.

Information on the Teaching and Schmitt Fellowships can be found at the following Graduate School web page: <http://www.luc.edu/gradschool/FundingGrad.Education.shtml> (click, Fellowship).

DIVERSIFYING HIGHER EDUCATION FACULTY IN ILLINOIS FELLOWSHIPS

Students who have (1) belong to an underrepresented minority group, (2) obtained a high school or postsecondary degree in Illinois, and (3) have three years of residency in Illinois may apply. Recipients are required to work in higher education or education administration in Illinois upon graduation to avoid partial repayment. The fellowship provides for two years of an MA program or up to four years of a doctoral program.

ATTOH GRADUATE DIVERSITY FELLOWSHIP

Incoming students from underrepresented minority groups may be nominated by the department for this award, which provides stipend and scholarship support and a \$500 annual professional development stipend. Awards are limited to U.S. citizens, permanent residents, or DACA recipients and renewable for two years for MA students and five years for doctoral students.

Information on the DFI and Attoh Fellowships can be found at the following Graduate School webpage: <https://www.luc.edu/gradschool/diversityequityinclusion/resources/>

FINANCIAL ASSISTANCE

Graduate students may find that their merit awards or fellowships are insufficient to cover all their expenses. Students who need assistance should look into applying for financial aid and should visit the Financial Aid Office web page at: www.luc.edu/finaid/index.shtml. All students need to understand their rights and responsibilities which can be found at: <https://www.luc.edu/finaid/aid-process/responsibilities/>.

SECTION VII: NOTICE OF NONDISCRIMINATORY POLICY

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Nondiscrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy.

This Nondiscrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Nondiscrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 (“Title VI”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Americans with Disabilities Act of 1990 (“ADA”), or Section 504 of the Rehabilitation Act of 1973 (“Section 504”), or if you believe you have been discriminated against based on your membership in a protected class, please contact Tim Love, Executive Director for Equity & Compliance, or another member of the [Office for Equity & Compliance](#), at (773) 508-7766 or equity@luc.edu, and/or [submit a report online](#).

SECTION VIII: THE GRADUATE FACULTY

AMERICAN POLITICS

- Blackmond Larnell, Twyla, Ph.D. Michigan State University, 2013.
- Condon, Meghan, Ph.D. University of Wisconsin, 2012.
- Doherty, David, Ph.D., University of Colorado, 2008.
- Hansen, Eric, Ph.D., University of North Carolina at Chapel Hill, 2017.
- Savage, Amanda Bryan. Ph.D. University of Minnesota, 2014.

COMPARATIVE POLITICS

- Avdeyeva, Olga A., Ph.D., Purdue University, 2006.
- Boyle, Patrick, Ph.D., Princeton University, 1991.
- Cunha Silva, Patrick, Ph.D., Washington University in St. Louis, 2022.
- Kao, Jay, Ph.D., University of Texas at Austin, 2021.
- Maboudi, Tofigh, Ph.D. American University, 2016.

INTERNATIONAL RELATIONS

- Grigorescu, Alexandru, Ph.D., University of Pittsburgh, 2002.
- Maxey, Sarah, Ph.D. Cornell University, 2017.
- Melin, Molly, Ph.D., University of California at Davis, 2008.
- Schraeder, Peter J., Ph.D., University of South Carolina, 1990.

POLITICAL THEORY

- Blajer de la Garza, Yuna, Ph.D., University of Chicago 2019.
- Forestal, Jennifer, Ph.D., Northwestern University, 2015.

To see the research interests and publications of individual faculty members, please visit www.luc.edu/politicalscience/faculty.shtml

Appendix A: Ph.D. Program Requirements and Expected Progression

Ph.D. Program (48 total hours of coursework)

		Students with B.A. only (or fewer than 12 transferable courses)	Students with 12 credit hours of transferable graduate work
Fall	Year 1	9 credits (3 courses)	9 credits
Spring	Year 1	9 credits	9 credits
Fall	Year 2	9 credits	9 credits
Spring	Year 2	9 credits	9 credits (1 directed readings)
	- Summer	3 credits (1 directed readings)	
Fall	Year 3	9 credits	Comprehensive exams
Spring	Year 3	Comprehensive exams	Proposal defense
Fall	Year 4	Proposal defense	

Ph.D. students starting the program with a B.A. degree (or fewer than four transferred courses) will take their comprehensive exams by the end of their sixth semester, and students with twelve transferred courses will take their comprehensive exams by the end of their fifth semester. Students are also expected to have their proposal defended one semester after successfully passing their exams.