



LOYOLA
UNIVERSITY CHICAGO

**Graduate Student
Handbook**

**Department of
Political Science**

2026-2027

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 Accelerated Master's Pathway 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 American politics, comparative politics, international relations, and political theory.

The policies and information contained in this handbook apply to students enrolled in the department's graduate programs during the 2026-27 academic year. Students may follow the degree requirements from the handbook that was in effect when they matriculated. Students may obtain copies of Graduate Handbooks from prior years from the Graduate Program Directors listed below.

Though this handbook is intended to provide comprehensive information, the Graduate School at Loyola University Chicago formally administers the requirements of the graduate program. Information obtained from the Graduate School is the official degree documentation. Please alert the Graduate Program Directors listed below to any errors.

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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. David Doherty (ddoherty@luc.edu). The Graduate Program Director for Political Science is Dr. Sarah Maxey (smaxey@luc.edu). The Graduate Program Director for International Affairs 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 online, please go to the following websites:

- For Department of Political Science graduate programs and course information, please visit: www.luc.edu/politicalscience/graduate.shtml.
- 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 AND CONTACT INFORMATION

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. The main email address is gradschool@luc.edu.

EMAIL LISTSERV

The Graduate Program Directors for Political Science and International Affairs jointly maintain an email listserv for all students enrolled in the department's graduate programs. The directors will update the listserv recipients each semester to add newly enrolled students and remove graduated and withdrawn students. Students who wish to be added to or removed from the listserv should email their Graduate Program Director directly at the email address listed above.

SAKAI SITE

The Graduate Program Directors for Political Science and International Affairs jointly maintain a Sakai site called "PLSC Graduate" that contains resources and information relevant to graduate students. Students should consult this handbook or the Sakai site for answers to their

questions about graduate program policies before emailing their Graduate Program Director.

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: <https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>. 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.

GSPS: GRADUATE STUDENT PROGRESS SYSTEM

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 System 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 for Political Science normally serves as the academic advisor for all MA in Political Science students, while the Graduate Program Director for International Affairs normally serves as the academic advisor for all MA in International Affairs students. Students writing a Master's thesis may also select an additional advisor among the graduate faculty whose sole responsibility is to chair the thesis committee. All members of the Graduate Faculty in Political Science (i.e. all tenured and tenure-track faculty) are eligible to serve as thesis advisors, though students are encouraged to select tenured faculty.

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. Ph.D. students may also consult the Graduate Program Director for Political Science for academic advising. All members of the Graduate Faculty in Political Science (i.e. all tenured and tenure-track faculty) are eligible to serve as Ph.D. advisors, though students are encouraged to select tenured faculty.

Advising responsibilities for assistantship supervisors are limited to mentorship and training directly related to the assistantship.

CAREER COUNSELING AND 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/>. In addition to counseling from faculty, Career Services (<https://www.luc.edu/career/>) provides advising and resources related to job searches.

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 http://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.

Writing Center. The Writing Center (<https://www.luc.edu/writing/>) assists graduate students with composition and schedules in-person, online, and asynchronous consultations.

ADDITIONAL RESOURCES

Accommodations

Loyola's Student Accessibility Center (SAC) works to provide access and accommodations to all students with documented disabilities. Learn more at <https://www.luc.edu/sac/>.

Health Insurance

Full-time graduate students are required to carry health insurance. Learn more at <https://www.luc.edu/bursar/insurance.shtml>. Health insurance is provided to all full-time graduate students with merit awards/assistantships or fellowships.

International Students

International Student and Scholar Services (ISSS) supports the international community with immigration-related advising services and programming. Please visit <https://www.luc.edu/iss/> for more information.

Transportation

Please visit <https://www.luc.edu/campustransportation/> for information about parking, the intercampus shuttle, and alternative transit options to campus. Loyola's U-PASS program offers CTA passes to full-time students. Please visit <https://www.luc.edu/upass/> for more information.

Wellness Center

The Wellness Center has many resources and programs to promote the physical and mental well-being of students. More information can be found by visiting the website for the [Wellness Center](#).

Other Resources

The above is not an exhaustive list of resources available to Loyola graduate students. More information about campus resources can be found at https://www.luc.edu/services_resources.shtml.

SECTION II: REGULATIONS AND PROCEDURES

COURSE CURRICULUM AND SCHEDULING

The Department offers graduate courses in American Politics, Comparative Politics, International Relations, Political Theory, and Research Methods. The table below displays the frequency and timing of courses that fulfill graduation requirements.

Course Number	Frequency	Semester	Required?
PLSC 401	Once per year	Fall	Required for MA and PhD in Political Science
PLSC 420	Once per year	Spring	Required for MAIA
PLSC 430	Once per year	Fall	Required for MAIA
PLSC 470	Regularly, with instructor and GPD permission	Fall, spring, summer	Fulfills capstone requirement for all programs
PLSC 475	Once per year	Fall	Required for all degree programs
PLSC 476	Once per year	Spring	Required for MA and PhD in Political Science
PLSC 499	Regularly, with instructor and GPD permission	Fall, spring, summer	Fulfills capstone requirement for MAIA

Additionally the department will offer at least one course in American Politics, Comparative Politics, and International Relations each semester and one course in Political Theory each year.

COURSE LOADS

Full-time students generally take three courses each semester. Full-time status is required for U-PASS, health insurance, dental insurance, merit awards, and deferring student loans. Half-time status is required to be eligible for receiving federal 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 exceptions are for students who need fewer than nine credits to complete all required courses in their final semester of coursework and for dissertation supervision courses, which are considered full-time enrollment.

GRADING SCALE FOR GPA CALCULATION

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, with procedures outlined in the following section.

APPEALS

If a motion for dismissal has been filed against a student and the student wishes to appeal it, the student must first follow the appeal process below at the department level before appealing to the Graduate School. The complainant is to appeal by making a written request for a hearing to the department chair. The request must specify the nature of the appeal and outline prior attempts to resolve the matter. The request must be made within two weeks of being informed of the motion to dismiss.

The department chair will review the motion to dismiss to determine whether it is arbitrary and capricious. The department chair may recuse themselves and appoint an alternate faculty member to review the motion if the department chair was involved in initiating the motion to dismiss (e.g. in their capacity as an advisor). A motion is arbitrary and capricious if it is:

- In significant violation of clearly established written department, program, and/or school policies, and/or
- The result of improper procedures and/or
- Based partially or entirely on criteria other than the student's academic performance or quality of academic work and/or
- Based on standards different from those standards of evaluation applied to other students;
- Based on a substantial departure from announced standards of evaluation.

If, upon review by the chair or their alternate, the appeal is deemed inappropriate for a hearing because it does not fall within the above standards, the process will not move forward. If

the process moves forward, the department chair will request copies of all materials generated at the departmental/programmatic level, all materials deemed salient by the student, and all materials generated by the department chair as an intermediary between the parties.

If proceeding to a hearing, the Graduate Committee of the department will serve as the hearing board. Members of the Graduate Committee involved in initiating the motion to dismiss must recuse themselves from the hearing board. If the hearing board holds fewer than three members, the department chair or their alternate may appoint additional faculty to the hearing board. The hearing board will have a chairperson, appointed by the department chair or their alternate, who is responsible for managing all procedures related to the hearing.

The purpose of the hearing is to ensure that all parties have full opportunity to present facts and their views to the hearing board and to allow the hearing board to assure itself that it fully understands the parties' views. The conduct of the hearing is informal. It is not bound by rules of evidence or court procedures. All matters of procedure are to be decided by the chairperson of the hearing board in accordance with the following guidelines.

The chairperson of the hearing board is to set the date, time, and location of the hearing. The hearing is to take place within 30 days of the request for a hearing, if practicable. All parties involved are to receive timely written notice of the hearing and the matters to be considered. All supporting documentation relating to the matter must be submitted to the department chair or their alternate at least two weeks before the hearing. The department chair or their alternate will distribute it in a timely manner to all involved parties prior to the hearing.

The hearing and material submitted to the hearing board are private and all parties involved in the appeal are to consider their contents confidential. However, if a party disseminates their contents, the party's interest in confidentiality is deemed waived. Electronic recording of the hearing is prohibited.

A party may obtain the assistance of members of the university community (including, but not limited to, faculty, a Graduate Program Director, and/or staff of the Graduate School) in preparing written documentation or in presenting information to the hearing board, provided that the assistants are not attorneys. Individuals from outside the university, including attorneys, are not permitted to serve as assistants. The party must notify the chairperson of the hearing board of the names of the assistants at least one day prior to the hearing.

Each party may present information, both orally and in writing, to the hearing board. The Graduate School, if it has provided guidance to one or both parties and/or has served as an intermediary between the two parties prior to the filing of the appeal, also may present information to the hearing board. All parties are to be available throughout the hearing. Two formats for the hearing exist and are determined by the chairperson of the hearing board: all parties are present together during the hearing or the parties are heard separately at the hearing. Hearings may be held virtually to accommodate committee members or parties to the appeal. Each party may call witnesses at the hearing. The party is to submit to the chairperson of the hearing board the witnesses' names at least one week prior to the hearing; the hearing board will notify all parties of the names of witnesses in a timely manner prior to the hearing. The board may direct questions to any party or witness. All individuals presenting information to the hearing board have the responsibility of presenting truthful information.

After the hearing board has gathered all information necessary to understand fully the parties' views, the board will deliberate in private. In reaching its decision, the board will examine all documents and other exhibits and fully consider statements of all parties and witnesses. The decision of the board will be determined by a majority vote of participating board members.

The committee will provide their decision and justification to the department chair or their alternate within two weeks of the hearing. The department chair or their alternate will notify the parties in writing of the board's decision within two weeks of receiving the committee's decision.

A complainant may appeal either the department chair's review of the motion as arbitrary and capricious or the hearing board's decision to the Graduate School. The Graduate School outlines its own procedures for appeals of non-coursework evaluation of research and scholarship in the Academic Catalog at <https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>.

The Graduate School has also created processes for appealing course grades and findings of academic misconduct. The Academic Catalog outlines those processes at this link: <https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>.

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 recommended that new students enroll no later than July 1 for fall matriculation and December 1 for spring matriculation. Students must ask their Graduate Program Director for permission to enroll in PLSC/INTA 470 (internship) and PLSC 499 (directed readings) ahead of time. Students in the AMP, MA, and PhD in Political Science must first ask their Graduate Program Director’s permission to enroll in courses outside the Department of Political Science. It is ultimately each student’s responsibility to take the courses needed to earn their degree.

APPLYING FOR GRADUATION

Students apply to receive their degree through LOCUS, usually a semester in advance. They should select a degree conferral term at the end of which they expect to complete all degree requirements. It is the student’s responsibility to apply for a degree at the appropriate time.

Deadlines for degree conferral application are:

- Fall (December): August 1
- Spring (May): December 1
- Summer (August): February 1

More detailed information regarding degree conferral application can be found here: <https://www.luc.edu/gradschool/academics/graduation/>.

UNDERGRADUATE COURSES

Graduate students receive graduate credit for courses numbered 400-600 only. Undergraduate courses 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 form is available on Sakai. 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 six 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 (four courses) toward the Ph.D. course requirements. Coursework must have been completed no earlier than ten years before applying for transfer credit. Students must submit original transcripts to the Graduate School to receive transfer credit. 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.

LEAVES OF ABSENCE

Official leaves of absence are intended for students who wish to temporarily discontinue their graduate studies due to special circumstances (e.g., medical, personal, or professional reasons). A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave. A student requesting a leave must complete a Leave of Absence form in GSPS and contact the Graduate Program Director, who then makes a recommendation on the student’s behalf to the Graduate School. Decisions regarding the approval of leaves of absence rest with the Graduate School.

Leaves of absence may be requested for a semester or for a full academic year. In order to be reinstated to active status, the student must notify the Graduate School in writing upon returning from a leave. Unless the student is granted a renewal of a leave, they must return to active status in the semester following its expiration. Failure to do so may result in withdrawal from the program.

The complete Leave of Absence policy is available on the [Graduate School Academic Policies](#) website.

DEPARTMENT LETTERHEAD USAGE

Graduate students currently enrolled and in good standing at Loyola can use official departmental letterhead, but only for official correspondence related to the work of the department

and the education of students or their future careers. The use of letterhead is restricted to official correspondence that includes activities such as:

- Applications for employment, fellowships, internships, or grants, including academic and non-academic opportunities
- Requests for research assistance, access to libraries, or access to other institutions to advance research, teaching, or service
- Correspondence with journals, presses, or other academic organizations about research, teaching, or service
- Correspondence with other LUC Departments in response to official requests or inquiries

Letterhead may not be used to conduct activities that a reasonable person would find unrelated to the work of the department or the greater mission of LUC, including but not limited to:

- Conducting personal business, like correspondence with banks, insurers, government agencies, or companies on matters of personal interest
- Conducting the business of outside organizations, including academic organizations, such as soliciting funds or organizing meetings

When in doubt, graduate students should ask the department chair or the Graduate Program Director for permission to use departmental letterhead.

SECTION III: MASTER OF ARTS (MA) IN POLITICAL SCIENCE

The Department of Political Science offers graduate students the opportunity to pursue an M.A. in Political Science or a dual M.A./J.D. with Loyola's School of Law. Loyola undergraduate students may also complete the MA in Political Science on a shortened timeline through the Accelerated Master's Pathway program.

LEARNING OUTCOMES

Students will graduate from MA in Political Science program having achieved the following learning outcomes:

1. Apply theories and concepts of political science when interpreting past and present political issues.
2. Evaluate empirical and normative claims about political phenomena by assessing theoretical coherence and empirical evidence.
3. Implement quantitative research methods to answer political questions using statistical

software to generate and interpret results

4. Communicate about complex political issues clearly and effectively in written and oral formats.

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 (two 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.

(3) Capstone Requirement: Thesis, Comprehensive Exam, or Internship

CAPSTONE REQUIREMENT

Students must complete one of the three following capstone options to fulfill degree requirements: write a thesis, pass a comprehensive exam, or complete a semester-long internship course. The subsections below describe the requirements for each option. The timing and preparation for each of the options vary widely. Students should have a good idea of which capstone they'd like to pursue by the end of the first semester.

Thesis Option

Students may satisfy six hours (two courses) by writing a thesis. Students who choose this option will take PLSC 596 for two semesters (a total of six credit hours, which count as electives) and take PLSC 595 (zero credit hours) until they are done with the thesis.

The thesis is supervised by an advisor selected by the student in coordination with the GPD before research is begun. The advisor must be a member of the Graduate Faculty (generally, tenure-track and tenured faculty). Any concerns over the advisor selection can be mediated with the help of the Graduate Program Director. A suitable advisor should be identified the semester before thesis writing begins, generally in a student's first year. The deadline for selecting an advisor is the end of the second semester of the program.

Members of the Thesis Committee will be determined by the advisor and the student. This committee must consist of at least two Political Science-affiliated faculty members (including the advisor). If the committee numbers more than two, at least a majority (50% + 1) of the committee must be Political Science-affiliated faculty members. Loyola faculty who are not Political Science-affiliated faculty but are members of the Faculty of the Graduate School may serve on a student's committee as a voting member. Faculty outside of the Loyola community and industry professionals are eligible to serve on a student's committee as readers (non-voting). Note that Loyola's Graduate School requires a minimum of two voting members on a Thesis Committee. The student must complete and submit the "Thesis Committee Recommendation Form" no later than the first day of class of the student's third semester through GSPS (gsps.luc.edu).

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>.

Thesis proposals will be developed under the guidance of the student's advisor and according to the requirements of the Graduate School. A thesis proposal should include a statement of the purpose of the proposed research, a review of the related literature, and an overview of the project's research methodology and procedures. The student must submit the "Thesis Approval Form" through GSPS (gsps.luc.edu) by the first day of the mid-semester break (i.e. fall break or spring break) of the student's third semester. Copies of the thesis proposal are distributed by email among committee members. Committee members may approve the proposal or suggest modifications. Upon approval, thesis committee members will be prompted to register their approval formally via the GSPS system.

The thesis research is successfully concluded by mutual agreement between the student and their advisor. The student summarizes their work in a written thesis and must orally defend the project and results before the Thesis Committee. The candidate must provide the committee with a written copy of the thesis at least two weeks prior to the defense, which will be scheduled once the committee determines that the thesis is ready to be successfully defended. The advisor is responsible for determining the place, date, and time of the defense.

The written thesis must conform to the format dictated by the Graduate School (luc.edu/gradschool/formatting.shtml). The thesis must be submitted for a format check by the Graduate School through the Graduate School's ProQuest ETD website (etdadmin.com/luc) on or before the following deadlines:

- Fall (conferral in December), October 1
- Spring (conferral in May), March 1
- Summer (conferral in August), June 1

After the student has submitted their thesis for format check, the student will be notified of any corrections via their LUC email account. Please allow a few days for a response. Format check can occur before or after the defense. The student must submit copies of the thesis to the Thesis Committee at least two weeks before the scheduled defense. Note that the distribution of the thesis text and the defense can be scheduled after the deadline for format check but must be completed before the deadlines for conferral listed below. The student is responsible for bringing to their defense one copy of the “Approval Ballot for Text and Oral Defense Form,” which can be found online. The majority of the student’s voting members of the Thesis Committee must be physically present at the defense. All members of the Thesis Committee must be in attendance, if not physically present then remotely with video and audio capabilities. All voting members are required to sign the ballot before the deadline for conferral. The committee may award "Distinction" to designate outstanding work on both the text and oral defense; this designation is made only on rare occasions of truly exceptional work. Votes of "Distinction" must be unanimous. This designation will appear on the student’s transcript. Once all members of the Thesis Committee have signed the ballot, the advisor is responsible for submitting the form to the Graduate Program Director for approval. The Graduate Program Director will upload the signed and approved form to GSPS. Members of the Thesis Committee may request edits and/or additions to the student’s thesis text before or on the day of the defense. As such, committee members may postpone signing the ballot until these changes are made and approved by the committee member or full Thesis Committee. This may delay conferral of the degree. It is thus strongly urged that students schedule their defense with ample time for making revisions.

The deadlines for conferral stipulated by the Graduate School are as follows:

Degree Conferral	Completed Thesis Deadline
December	November 1
May	April 1
August	July 1

Theses must be written, defended, formatted, and deposited following the deadlines above. The following is a sample thesis timeline, conforming to the deadlines, for a student who matriculates fall semester and graduates in spring of their second year. This sample is intended as a helpful guide, not as a strict set of deadlines.

Action	Sample Timeline
Student matriculates	August, Year 1
Student identifies advisor	January – April, Year 1
Student identifies committee members	March – August, Year 1

Student completes RCRS/UNIV 370	Summer after Year 1
Student enrolls in PLSC 595 & 596	Fall Year 2
Student submits thesis committee form to GSPS	No later than August, Year 2
Student submits thesis approval form to GSPS	No later than Fall Break, Year 2
Student enrolls in PLSC 595 & 596	Spring Year 2
Advisor/student schedule defense	January-March Year 2
Student submits written draft to committee	No less than two weeks before defense date
Student defends thesis	January-March Year 2 (may occur before or after format check, with sufficient time to edit before April 1)
Student submits thesis for format check	No later than March 1, Year 2
Student revises thesis based on defense feedback and formatting check	March Year 2
Student deposits final thesis with the Graduate School	No later than April 1, Year 2

Comprehensive Exam Option

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 wishing to take the comprehensive exam in a given semester must submit a form that the Graduate Program Director will distribute at the beginning of that semester. Students will answer a single question over a four-hour period. All answers must be written during the specified time with no outside assistance (though notes and printed readings are permitted). The exam will be administered in a proctored environment on campus on a computer

without web access. Students will write a maximum of 12, double-spaced pages (normal formatting: 1" margins, Times New Roman, 12 point font). The answer should be approximately 6-8 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.

Doctoral students who have passed their PhD comprehensive exams and elect to leave the program with an MA before completing the PhD may use those exams to satisfy the MA capstone requirement. Departing doctoral students must have met all other MA program requirements to earn the MA.

Internship Option

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.

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. More information about time limits and applying for extension can be found in the Graduate School Academic Policies under the "Time Limit for Degree Completion Requirements" tab.

ANNUAL EVALUATION

Once each year, the Graduate Program Director for Political Science will review transcripts to determine student progress towards the M.A. degree. The GPD will contact students at risk of or on academic probation to create a plan of action for degree completion.

ACCELERATED MASTER'S PATHWAY 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. Students admitted to the program may apply up to 12 semester hours of credit (four 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. Students may not apply more than 12 hours of graduate-level coursework earned while enrolled as an undergraduate toward the M.A. degree.

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: MASTER OF ARTS (MA) IN INTERNATIONAL AFFAIRS

The Department of Political Science offers graduate students the opportunity to pursue an M.A. in International Affairs. Loyola undergraduate students may also complete the MA in International Affairs on a shortened timeline through the Accelerated Master's Pathway program.

LEARNING OUTCOMES

Students will graduate from our program having achieved:

- Critically analyze qualitative or quantitative research methods used in International Affairs research.
- Apply theories and concepts of comparative politics and international relations when interpreting past and present global issues.
- Demonstrate an ability to communicate effectively, both orally and in writing, about complex global issues.
- Develop research skills to collect, synthesize, and evaluate evidence from interdisciplinary sources to assess competing theories and explain global phenomena.

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.
- (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. More information about time limits and applying for extension can be found in the [Graduate School Academic Policies](#) under the “Time Limit for Degree Completion Requirements” tab.

ANNUAL EVALUATION

Once each year, the Graduate Program Director for International Affairs will review transcripts to determine student progress towards the M.A. degree. The GPD will contact students at risk of or on academic probation to create a plan of action for degree completion

ACCELERATED MASTER’S PATHWAY 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 students with an overall GPA of at least 3.0 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. Students may not apply more than 12 hours of graduate-level coursework earned while enrolled as an undergraduate toward the M.A. degree.

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)	

SECTION V: 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.

LEARNING OUTCOMES

Students will graduate from PhD in Political Science program having achieved the following learning outcomes:

1. Create theoretically grounded interpretations of political phenomena
2. Evaluate competing empirical and normative explanations in political science scholarship by systematically assessing theoretical frameworks, research design, and evidentiary standards.
3. Produce original contributions to political science knowledge using appropriate research methods
4. Communicate political science research effectively to specialist audiences through professional-quality writing and oral presentation.

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 will conduct annual evaluations of all Ph.D. students for the purpose of mentoring and to assess each student's progress in the program. The Graduate Program Director will consult each student's advisor and instructors (if applicable) and will provide written feedback to each student in the form of a year-end letter to be delivered no later than June 30. If a student is not performing adequately in coursework or not meeting Ph.D. milestones in a timely manner, 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.

COMPREHENSIVE EXAMINATIONS

In the semester immediately after completing all coursework requirements, the Ph.D. applicant will take comprehensive examinations. 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 their chosen subfields. 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 students are experts in the vast literatures of political science and thus require a great deal of preparation on students' part.

Faculty Committee Appointment

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.

Written Component

The written examinations are scheduled by the Graduate Program Director twice each year (once during the fall semester and once during the spring semester). Students wishing to take the comprehensive exam in a given semester must submit a form that the Graduate Program Director will distribute at the beginning of the semester. Examinations are administered in a proctored environment on campus on a computer without web access. Students will answer two questions in the major exam and one question in the minor exam, with four-hour periods allotted for each question. Responses should be double-spaced with normal formatting: 1" margins, Times New Roman, 12 point font. Each response should be approximately 6-8 pages. The Graduate Program Director will provide instructions alongside the test questions. Students are prohibited from using AI-powered applications to compose responses, including both generative and AI-powered tools that correct orthography (e.g. Grammarly).

Grading of the Written Component

After the committee has assessed the student's performance on the written component of 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 its administration. 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 exam (in part or in full) more than twice. Thus, receiving an assessment of Unsatisfactory twice will result in dismissal from the program.

Oral Component

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 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.

Grading of the Oral Component

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://www.luc.edu/ors/RCRHome.shtml>. 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 VI: 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 VII: 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.

Students are assigned as either research assistants (RAs) or teaching assistants (TAs) in a given year. The department adheres to Graduate School policy dictating the roles and responsibilities of graduate assistants.

Research Assistantship Policies and Requirements

Teaching Assistantship Policies and Requirements

FELLOWSHIPS, FUNDING OPPORTUNITIES, AND AWARDS

The Graduate School and the department offer graduate students fellowship opportunities, which generally cover tuition and offer a stipend, as well as funding opportunities for conference attendance and research and small monetary awards

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.

Samuel A. Attoh Graduate Fellowships

Created in honor of Samuel A. Attoh, former Dean of The Graduate School, these

fellowships are awarded to incoming graduate students nominated by their department. The fellowship provides stipend and scholarship support over nine months and an annual professional development stipend. Awardees are expected to engage in the graduate community.

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

Conference Funding

Presentation of conference papers is an important part of students' professional development, particularly Ph.D. students. The Graduate School funds some graduate student travel for the purpose of presenting papers at conferences. Since funds are limited, students should apply *immediately* upon acceptance of their papers or sessions. More information and relevant forms are available on the [Graduate School Financial Assistance and Funding](#) website.

Typically, the Political Science Graduate Student Association (PSGSA) allots some of its funding to support student presentations at conferences. The amount available varies by year. PSGSA shares this information with the graduate student body when it has received its annual budget.

Research Funding

Graduate School students who are approved in advance for a Research Funding Request may receive reimbursement of up to \$500 for expenses related to the research and preparation of a dissertation, thesis, or major research paper if applicable. The Graduate School will only grant one research funding award per student, and reimbursement for the funds must be claimed within the same academic year. To apply, please submit a [Research Funding Request Form](#).

For more information on research funding from the Graduate School please visit the [Financial Assistance and Funding](#) website.

Tuma-Gravett Awards

Thanks to generous support from alumni David Tuma and Amber Gravett, the department provides a small number of graduate students with a monetary award each year. Awards are given based on students' academic performance. The number and amount of the awards vary by year. There is no application. The Graduate Program Directors select the award winners based on pre-determined criteria and inform the recipients during the spring semester before the annual department awards semester.

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/>.

EXTERNAL SCHOLARSHIPS FUNDING

While external scholarships and funding opportunities are generally easier to find for Ph.D. students than for M.A. students, some scholarship opportunities do exist. Loyola's Financial Aid office provides this list of external scholarship opportunities for graduate students: <https://luc.academicworks.com/opportunities/external>.

SECTION VIII: NOTICE OF NONDISCRIMINATION 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 IX: THE GRADUATE FACULTY

AMERICAN POLITICS

- Blackmond Larnell, Twyla, Ph.D., Michigan State University, 2013.
- Condon, Meghan, Ph.D., University of Wisconsin—Madison, 2012.
- Doherty, David, Ph.D., University of Colorado Boulder, 2008.
- Hansen, Eric, Ph.D., University of North Carolina at Chapel Hill, 2017.
- Markarian, G. Agustin, Ph.D., University of California San Diego, 2022.
- Savage, Amanda Bryan, Ph.D., University of Minnesota Twin Cities, 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.
- Kang, Sooyeon, Ph.D., University of Denver, 2021.
- Maxey, Sarah, Ph.D., Cornell University, 2017.
- Melin, Molly, Ph.D., University of California Davis, 2008.
- Morales, Gaea, Ph.D., University of Southern California, 2025.
- 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.
- Pottle, Justin, Ph.D., Harvard University, 2022.

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

APPENDIX

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.

Appendix B: MA in Political Science Program Requirements and Expected Progression

MAPS Program (30 total hours of coursework)

Fall Matriculation

	Internship Track	Thesis Track	Exam Track
Fall Year 1	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401
Spring Year 1	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401
Summer Year 1	Three credits (PLSC 470)	Zero credits (RCRS 370)	
Fall Year 2	Nine credits	Nine credits including PLSC 595 and PLSC 596	Nine credits
Spring Year 2		Three credits including PLSC 595 and PLSC 596	Three credits + Comprehensive Exam

Spring Matriculation

	Internship Track	Thesis Track	Exam Track
Spring Year 1	Nine credits	Nine credits	Nine credits
Summer Year 1	Three credits (PLSC 470)	Zero credits (RCRS 370)	
Fall Year 1	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401	Nine credits including PLSC 475 and PLSC 401
Spring Year 2	Nine credits including PLSC 476	Nine credits including PLSC 476, PLSC 595 and PLSC 596	Nine credits including PLSC 476
Fall Year 2		Three credits including PLSC 595 and PLSC 596	Three credits + Comprehensive Exam

Appendix C: AMP in Political Science Program Requirements and Expected Progression

MAPS Program (30 total hours of coursework)

	Internship Track*	Thesis Track	Exam Track
Fall Year 1 (Senior Year)	Six graduate credits including PLSC 475 and PLSC 401 + 6-9 undergraduate credits	Six graduate credits including PLSC 475 and PLSC 401 + 6-9 undergraduate credits	Six graduate credits including PLSC 475 and PLSC 401 + 6-9 undergraduate credits
Spring Year 1 (Senior Year)	Six graduate credits including PLSC 476 + 6-9 undergraduate credits	Six graduate credits including PLSC 476 + 6-9 undergraduate credits	Six graduate credits including PLSC 476 + 6-9 undergraduate credits
Summer Year 1		Zero credits (RCRS 370)	
Fall Year 2	Nine credit	Nine credits including PLSC 595 and PLSC 596	Nine credits
Spring Year 2	Nine credits	Nine credits including PLSC 595 and PLSC 596	Nine credits + Comprehensive Exam

*PLSC 470 can be completed to fulfill the internship capstone requirement any semester or during the summer.

Appendix D: MA in International Affairs Program Requirements and Expected Progression

MAIA Program (30 total hours of coursework)

Fall Matriculation

	Internship Track	Study Abroad Track	Directed Readings Track	Thesis Track
Fall Year 1	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430
Spring Year 1	Nine credits including PLSC 420	Nine credits including PLSC 420	Nine credits including PLSC 420	Nine credits including PLSC 420
Summer Year 1	Three credits (INTA 470)	Three credits (study abroad course)	Three credits (PLSC 499)	Zero credits (RCRS 370)
Fall Year 2	Nine credits	Nine credits	Nine credits	Nine credits
Spring Year 2				Three credits (PLSC 605)

Spring Matriculation

	Internship Track	Study Abroad Track	Directed Readings Track	Thesis Track
Spring Year 1	Nine credits including PLSC 420	Nine credits including PLSC 420	Nine credits including PLSC 420	Nine credits including PLSC 420
Summer Year 1	Three credits (INTA 470)	Three credits (study abroad course)	Three credits (PLSC 499)	Zero credits (RCRS 370)
Fall Year 1	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430	Nine credits including PLSC 475 and PLSC 430
Spring Year 2	Nine credits	Nine credits	Nine credits	Nine credits
Fall Year 2				Three credits (PLSC 605)

Appendix E: AMP in International Affairs Program Requirements and Expected Progression

MAIA Program (30 total hours of coursework)

	Internship Track*	Study Abroad Track	Directed Readings Track	Thesis Track
Fall Year 1 (Senior Year)	Six graduate credits including PLSC 475 and PLSC 430 + 6-9 undergraduate credits	Six graduate credits including PLSC 475 and PLSC 430 + 6-9 undergraduate credits	Six graduate credits including PLSC 475 and PLSC 430 + 6-9 undergraduate credits	Six graduate credits including PLSC 475 and PLSC 430 + 6-9 undergraduate credits
Spring Year 1 (Senior Year)	Six graduate credits including PLSC 420 + 6-9 undergraduate credits	Six graduate credits including PLSC 420 + 6-9 undergraduate credits	Six graduate credits including PLSC 420 + 6-9 undergraduate credits	Six graduate credits including PLSC 420 + 6-9 undergraduate credits
Summer Year 1				Zero credits (RCRS 370)
Fall Year 2	Nine credits	Nine credits	Nine credits	Nine credits
Spring Year 2	Nine credits including INTA 470	Nine credits including study abroad course	Nine credits including PLSC 499	Nine credits including PLSC 605

*INTA 470 can be completed to fulfill the internship capstone requirement any semester or during the summer.