

Salve Regina University



GRADUATE AND PROFESSIONAL STUDIES

Ph.D. in International Relations

Student Handbook 2021-2022

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Mission of the University and Ph.D. Program

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice. The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just and merciful.

Consistent with the University mission, the Ph.D. in International Relations addresses justice, but its primary focus is on seeking wisdom. Through its course offerings on the different regions of the globe, it does not just encourage students to think outside the box; it challenges them to think in a single box, the global one. The purpose of the curriculum is to challenge myths and misconceptions that different cultures have about themselves. The methodology to achieve this is through comparative study, which seeks to expose presumed differences and reveal similarities in a respecting and considerate manner.

Accreditations and Memberships

The University is accredited by the New England Commission of Higher Education (NECHE) through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited College or University is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Salve Regina University submitted its proposal to create the Ph.D. in International Relations in January 2018. NECHE approved the creation of the program in March of the same year. The first classes started in October 2018. In November 2019, NECHE conducted its scheduled verification visit, which typically takes place after the first year of operations of a new program. It was successful and from that point on, the program will be subject to the periodic accreditation process the University undergoes. Inquiries regarding the accreditation status of the University by NECHE should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington MA 01803, (781) 425-7700, e-mail: cihe@neasc.org

Admissions

Admission to Ph.D. Program is highly selective. In order to qualify for application, individuals should:

1. Possess both a bachelor's degree and a master's degree earned from an accredited U.S. institution of higher learning or equivalent degrees from a nationally accredited, English-speaking, college or university outside the U.S. When the institution is outside of the U.S., documentation of degree equivalencies must be submitted by an agency authorized to verify equivalence. Applicants from non-English-speaking institutions will need to provide proof of oral and writing proficiency in the English language such as Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). They must also be able to submit a certified English translation of all non-English transcripts.
2. Have five years of related practical professional experience such as working for an international governmental or non-governmental agency, being deployed overseas, serving overseas, or living overseas.

Qualified applicants may complete an online application and submit:

1. Two letters of recommendation that support the ability to engage in doctoral studies, preferably from instructors from the applicant's MA study. Recommenders must include professional title and contact information.
2. A personal statement that demonstrates solid writing skills and motivation for doctoral studies.
3. A complete resume
4. Official undergraduate and graduate transcripts.

Applications are accepted throughout the year. In reviewing applications, the Admissions Committee looks at the complete package of the application. Application files must be completed within one year of the initial application submission or individuals may be required to resubmit materials. All application materials become a permanent and confidential part of the University records and are not returned. All prospective students are encouraged to contact the Graduate Admissions Manager, [Laurie Reilly](#), for more information.

Applicants who are denied admission may appeal the decision. The letter of appeal must be written by the applicant and addressed to the Vice Provost of Graduate and Professional Studies within 30 days of the denial decision. It should include information not found in the original application that the applicant believes demonstrates an ability to be successful in the program and/or extenuating circumstances that explain poor academic performance. All appeal decisions are final.

Academic Advisor and Acceptance Letter

The Program Director, Symeon Giannakos, serves as the academic advisor for all students for the entire duration of their studies and students are welcome to contact him at (401) 341-3177 or symeon.giannakos@salve.edu (preferred). Students may also contact the Office of Graduate and Professional Studies with questions about the program at gradoffice@salve.edu or (401)-341-2338. Upon acceptance, students receive from the program director the following official letter informing them of the process to be followed:

Dear (name of applicant):

I am pleased to officially welcome you to the International Relations Ph.D. program at Salve Regina University. You are accepted and fully matriculated into the program. Please note that you may need to reapply if you do not accept our offer or defer within one year of your start term. Your start term is (semester and year).

I will be your primary academic advisor and you should not hesitate to contact me by email or by phone at (401) 341-3177. In addition, you are welcome to contact the Director of Graduate Studies and Continuing Education, Ms. Tiffany McClanaghan, by email or at (401) 341-2198. You can access our online academic catalog for all course requirements and descriptions as well as a reference for our academic policies. You may view and follow your degree plan, found in the Academic Programs section of the graduate catalog. Please also look through our doctoral handbook, which provides you with valuable information about the dissertation phase as well as the language requirement and comprehensive exams.

As you begin your studies, you will want to take advantage of the McKillop library. Our Library Director, Dawn Emsellem-Wichowski (401) 341-2336, is happy to assist you with research questions. Do let me know if you have any questions or concerns regarding the program and your academic progress.

Please complete our Reply Form and submit the \$150 deposit. You may register for classes after we receive your deposit, so please make the payment at least one week prior to your intended start term. A payment link will appear on your Application Status Page after accepting our offer. The deposit will go toward your tuition and is non-refundable. If you need any assistance or have questions, please contact the Office of Graduate Studies by email or at (401) 341-2385 or (800) 637-0002.

Once you have accepted our offer of admission and paid the deposit, you will receive a welcome email from us with important information about registration and student resources. Please read through our Welcome Booklet, which also has many helpful resources. Our IT Department will send you an email with instructions on how to set up your Salve email and Portal page (please allow 4-6 business days after submitting the deposit to receive your student email and log-in). Once you are able to log-in, you can view the course schedule, register for classes online as well as access the online version of your degree plan, also known as your Academic Evaluation. This will show your program requirements and any transfer credits you request. Please note that INR 675, Quantitative Methods should be taken as early in your curriculum as possible. All relevant course add/drop dates can be found in our academic calendar.

Salve offers an insurance plan that guarantees a tuition refund in cases of physical illness (85 percent reimbursement) and mental illness (85 percent reimbursement) any time during the semester. This plan is purchased per semester and is independent of the University.

Please contact our Financial Aid Office (401) 341-2901 or Business Office (401) 341-2900 for questions about payment options.

We want to remain in contact with you during your studies. Please be aware that all communication via email will be sent to the Salve email address only. You should check your Salve Regina University email account on a regular basis.

If you have any questions or need further assistance, please do not hesitate to contact the [Office of Graduate Studies](#) at (401) 341-2338. We wish you the best as you begin your studies at Salve Regina University.

Sincerely,

Symeon A. Giannakos, Ph.D

Professor and Director, Graduate Program in International Relations

Degree Requirements

In order to complete the Ph.D. degree, students must maintain a GPA of “B” or better and complete successfully:

1. INR675: Quantitative Methods (when possible, it should be the first course taken)
2. INR690: Dissertation Research and Writing (should be the last course taken)
3. Ten of the courses listed in the [curriculum](#).
4. The language requirement
5. The comprehensive examination
6. The 12-credit dissertation

Completing the ten-course requirement

There are at least two courses offered each seven-week session. A student may follow the fast track and take two courses per session and complete the coursework in six seven-week sessions or in one calendar year. Alternatively, a student may take one and at times two courses per seven-week sessions, and complete the coursework in two calendar years.

The determining factors in deciding the pace of the coursework are: availability of time, professional and family responsibilities, and student motivation. The degree of intensity varies from course to course and students are welcome to email specific instructors and request a copy of the syllabus. Graduate Studies also maintains a list of syllabi and copies may be requested there as well. Only the student themselves can decide the pace of the coursework, but are welcome to discuss it with the program director. The schedule of courses is fixed and may be reviewed when viewing the [curriculum](#).

Language Requirement

By the time of completion of all coursework, students must have also fulfilled a language proficiency requirement, either by passing a translation test administered by the graduate studies [office coordinator](#) on-line or by passing two 200-level (or above) courses with a grade of "B" or better. This option may be fulfilled through the submission of official undergraduate transcripts to the office of [Graduate Admissions](#). No graduate credit will be awarded for language courses. International students, whose mother language is not English, can use their mother language to fulfill the language proficiency requirement.

The language requirement must be completed before taking the comprehensive exams. The language examination, when needed, will be administered the **first Monday in May** and the **first Monday in December** of each year. In special situations, an alternative date can be arranged.

Students may sign up for the examination by emailing the [program coordinator](#) **no later than two weeks prior to taking it**. It will require students to translate a short text, between one and two pages long. The text will be from a source related to the international relations field, such as a journal article and should be completed without dictionary, internet, or other assistance. The exam will be graded on a simple pass/fail system. The language exam may be retaken until passed. The program director is responsible for securing graders for the language exam. The grade of pass or fail will be communicated to the student and the Registrar's office by the program coordinator within two weeks after the taking of the exam.

Comprehensive Examinations

Upon completion of the language requirement and the coursework (INR690 may be an exception and can be taken after the comprehensive exam) students will be required to pass a comprehensive written examination. They will be required to answer two out of three general questions from two different areas of study covered by the curriculum. The two areas will be chosen by the student. Students will have four hours to complete the two questions.

Comprehensive examinations will be administered through teleconference. They will require students to be familiar with the area studies literature, be analytical, comparative, critical, and insightful. Students who fail the exam, may be allowed to repeat it one time only. Second time failure will result in the student's termination from the Ph.D. program. Comprehensive examinations will be graded by either High Distinction, Distinction, Pass or Fail.

There will be two specific dates the comprehensives can be taken each year: the last Thursday-Friday in May, and the second Monday-Tuesday in December. Students may sign up to take the exam and declare the two areas of study by emailing their intention to the program coordinator no later than two weeks prior to the exam date (in special situations, an alternative date can be arranged with the program coordinator). A reading list (Comprehensive Bibliography) is available on the [website](#) and on the student portal.

The comprehensive exams will be graded by the faculty of the Political Science and International Relations Department. The grade will be communicated to the student, the Office of Graduate and Professional Studies, and the Registrar's office by the program director within two weeks after taking the exam. Successful completion of the comprehensives elevates a student to the status of Ph.D. candidate.

Retaining Active Status and INR695 Dissertation Research

Ph.D. Candidates who are finished with classwork and start work on their dissertation may enroll at half time by registering for a three-credit research course at a fixed fee. Students will not be eligible for financial aid, but previous loans will remain in deferment. Active status is retained by registering for INR695 for a fee of \$300. This course may be repeated for as long as necessary.

Dissertation

Upon the successful completion of the comprehensive examination, students will move to the dissertation-writing phase. This phase of the program will expose students to the systematic, in depth, and detailed study of their preferred area in order to generate original, publication-ready research.

The Dissertation Committee

The Dissertation Committee will be composed of three members: the two readers, and another member of the faculty of the Political Science and International Relations Department or a member of another department or academic institutions in the case the two readers are both members of the Political Science Department or members of Salve University faculty. The Ph.D. candidate, in consultation with the first and second reader, is responsible for securing the outside member of the Dissertation Committee.

INR690

The dissertation process starts with INR690: Dissertation Research and Writing. Ideally, this should be the last course to be taken. It is a manual on how to think, plan, develop, and complete the dissertation. By the time of enrolling in INR690, Ph.D. candidates should have secured a first reader from the list of faculty teaching in the Program. The student and the first reader will discuss possible dissertation topics and focus on a specific one. Once the topic is decided, the Ph.D. candidate and the first reader will discuss possible second readers and settle on a second reader. The first and second reader will be responsible for supervising the candidate's work. With the help of the first reader and the course instructor, the students in the course will develop the dissertation prospectus. Therefore, along with familiarizing students with the different research designs, INR690 requires students to complete their dissertation prospectus.

The prospectus will include a title, an abstract with a scope and objectives, the questions to be answered or the hypotheses to be tested, the research design, a literature review, a content outline, a tentative bibliography, and a timetable. Again, INR690 provides samples and detailed descriptions of what is required and what the process should be. It provides all the necessary information for the completion of the prospectus. That said, the prospectus should be a working plan, a statement of what a student wants to do, why it should be done, and how it will be carried out rather than a substantial introduction to a topic.

Once the prospectus is ready, students in the course are required to prepare an oral defense and upload it to be reviewed by their readers and their fellow students (the readers will have access to INR690 at all times and will be monitoring the progress of the Ph.D. candidates working with them). INR690 also requires that candidates have weekly meetings with their first reader and keep a detailed log of all discussions. The successful completion of the course will constitute the initiation of the writing process of the dissertation conditional to having passed the comprehensives. Finally, INR690 provides specific details and guidelines regarding the

interaction process between the Ph.D. candidate and the first and second reader during the dissertation writing process.

A typical dissertation will be at least 200 pages and should be undertaken with the intention of making it an original contribution to the international relations field. It should be publication-ready, and its substance should not be covered by existing literature unless it fundamentally questions existing literature. Again, INR690 provides all the details associated with completing the dissertation. Still, Ph.D. candidates are encouraged to review completed dissertation in the area of their interest at <https://www.proquest.com/index?defaultdiss=true>

The dissertation process will end with the successful defense of the work before the Dissertation Committee, the program director and interested members of the public on campus at Salve Regina University. In exceptional situation, a Dissertation Defense might be arranged on-line if a candidate is found outside the country and unable to travel.

Dissertation Defense

Ph.D. candidates will be ready to defend only after they have produced a complete dissertation approved by both readers. The defense should be the last step in the process and no changes should be expected to be made after it, except for correction of possible typos and stylistic improvements. Candidates should only consider defending if both readers recommend it and the program director concurs.

For December graduation, the final copy of the dissertation should clear the two readers and be submitted to the dissertation committee by **October 1st** with the dissertation defense to take place between November 15 and 20, and with the digital copy of the dissertation deposited to ProQuest by December 1st.

For May graduation, the final copy of the dissertation should clear the two readers and be submitted to the dissertation committee by **March 1st** with dissertation defense to take place in the last ten days of April, and with the digital copy of the dissertation deposited to ProQuest by May 1st.

There will be no defense scheduled for the summer months. August graduation is reserved for those candidates who may miss the deadline to submit the digital copy of the dissertation by May 1st. In such a case, the digital copy of the dissertation should be submitted no later than August 1st.

Candidates who are ready to defend should email their intention to the graduate studies [office coordinator](#) as soon as they are cleared to do so by the first and second reader and the program director.

Failure to defend the dissertation successfully will result in re-defending in subsequent dates provided the sever-year limit is not expired.

Dissertations will be graded on a pass/fail scale where pass denotes the grade of "A" and fail the grade of "F."

The dissertation defense will be chaired by the first reader. Typically, it will include no more than 40 minutes of presenting the main argument, the research design and methodology, the major finding, the limitations of the work, and future plans. Following the presentation, the committee chair will coordinate another maximum of 40 minutes of a question and answering session. At the conclusion of the session, the chair will ask the candidate and the other participants to leave the room. The committee will deliberate and decide on a pass or fail verdict. The chair will then invite the candidate back in the room and announce the committee's judgement.

When the process of approving the defense is followed to the letter, the dissertation defense should be a conference rather than a defense. No candidate should proceed to defend without the unqualified support of the two readers and the program director. The responsibility of the candidate is to be certain the dissertation is indeed final before proceeding to defense. With the help of the graduate studies [office coordinator](#), the first reader will then be responsible for collecting the appropriate signatures and submitting the necessary paperwork to the dean of graduate studies.

Dissertation Organization

The final dissertation should be assembled in the order listed below:

1. Title (pagination is not typed)
2. Abstract (required; maximum of 350 words, double-spaced; pagination is in lowercase Roman numerals)
3. Dedication, Acknowledgments, or Preface (each optional)
4. Table of Contents (with page numbers)
5. List of Tables (when applicable)
6. List of Figures (when applicable)
7. List of Abbreviations (end of pagination in lowercase Roman numerals).
8. Body of Text or Introduction and Chapters (start pagination in Arabic numbers)
9. Appendix or appendices (when applicable)
10. Endnotes (when compiled at the end of the body of the dissertation)
11. Bibliography or References

The signature page will not be scanned into the digital copy of the dissertation to avoid exposing faculty signatures online.

Pagination

All pages should be counted. The title page should be lowercase Roman numeral "i" but not typed (the title should be concise and provide an accurate description of the dissertation).

Subsequent pages should be typed as “ii, iii,” etc., until the main body of the dissertation. The first page of the dissertation starts with Arabic numbers “1” and continues from there. Typically, pages are placed in the upper right-hand corner, and numbers should appear within the one-inch margin, about 3/4" from the top and right-hand edges. All page numbers throughout must be in the same font style and size as the text and in the same physical location throughout the dissertation. Use Times New Roman 12 for the body of text, headers, page numbers, footnotes or endnotes. Figures and Tables created with a different software, may use different font and point size. Supplemental figures and tables are placed at the end of the dissertation in an appendix. If additional digital information is included, these should be uploaded as supplemental files.

Spacing and Margins

All pages, including the preliminary pages and the abstract, should be double-spaced., with no additional spaces between paragraphs. Notes, bibliographic references, and long quotations must be single-spaced. Table of contents, list of tables, list of figures or illustrations, and lengthy tables may use single spacing. The dissertation should be arranged as if it were to be single-sided. Margins should be one (1) inch from the top, right, bottom and left allowing for optimal PDF viewing and binding for print copies. The text must be left-justified, not centered or right-justified, and blocked quotations indented consistently from the left margin.

Style and Documentation

The acceptable style and documentation is to be taken from the latest edition of the Turabian style guide for dissertation preparation. The Appendix is particularly useful for formatting each element of the dissertation.

Candidates are encouraged to become familiar with the [Dissertation Formatting in the Graduate Students' Guide to McKillop Library](#).

Copyright Information

ProQuest provides copyright information and can advise students on intellectual property issues. During the electronic submission process students may have ProQuest/UMI file for copyright on their behalf – this is not required and students can retain copyright to their work regardless of official filing. For additional information regarding copyright registration may consult with <https://www.copyright.gov/> or write to: Information and Publications Section LM-455, Copyright Office, Library of Congress, Washington, D.C. 20559.

Fair Use guidelines for using other people’s creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite their source. Candidates are responsible for obtaining copyright clearance for all non-public domain media used.

Publishing the Dissertation Manuscript

Dissertations will be submitted electronically through the ProQuest UMI Electronic Theses and Dissertations website at <http://www.etsadmin.com/salve>. You do not need to print a hard copy of your dissertation. ProQuest will send the library and Archives bound copies; these will appear on your final invoice but you will not be charged for them. ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. Candidates are encouraged to review these guidelines before submitting their dissertation. Again, candidates are encouraged to consult the Dissertation Formatting tab of the [Graduate Students' Guide to McKillop Library](#) for complete dissertation submission instruction.

Institutional Review Board (SRU-IRB)

The United States Department of Health and Human Services, through the Office of Human Research Protections (OHRP), is the U.S. institution responsible for regulating research involving human and animal subjects. The purpose of the regulation is to ensure the ethical treatment of both humans and animals participating in research as subjects. OHRP provides assurance regulations to guarantee that research subjects are not submitted to unnecessary or undue physical, mental and legal risks, that their participation in research is informed and uncoerced, and that their participation will contribute to promoting beneficial generalized knowledge. OHRP carries out its responsibilities through the publication of documentation with federal regulations regarding the ethical treatment of human and animal subjects. OHRP enforces its ethical regulations through the establishment of an Institutional Review Board (IRB) in all institutional locations where research takes place and are directly or indirectly funded by the U.S. Federal government.

Salve Regina's mission reflects Federal regulation for the ethical treatment of humans. The SRU-IRB is registered with OHRP and reviews, approves, modifies or disapproves all research projects undertaken by faculty, staff and students at Salve Regina University or when faculty, staff, and students are participating in research. In complying with federal regulations, the SRU-IRB review process of research makes sure that:

- Risks to subjects are minimized;
- Risks to subjects are reasonable in relation to anticipated benefits;
- Selection of subjects is equitable;
- Informed consent is sought from each prospective participant or legally authorized representative, and properly documented;
- Adequate preparation is taken to protect the privacy and confidentiality of subjects; and
- Adequate provisions are made for the ongoing monitoring of the subjects' welfare.

The SRU-IRB is the only University committee authorized to determine if a specific research is review-able or not and all faculty, staff and students must contact the [Salve Regina IRB](#) for input when contemplating undertaking research. INR690 also provides detailed information regarding the IRB process and familiarizes students with the IRB requirements.

Online Course Structure

All on-line courses are accessed through the Internet. Once students register for a course, they are notified of their user name and password. Online courses have specific start and end dates and are offered in two seven-week sessions each semester. In these courses, students interact with other students and are able to participate in discussions with classmates and faculty. Communication is asynchronous; there is no requirement for members of the class to be on-line at the same time. This interactive environment enriches course content, provides opportunity for discussion, and encourages the exchange of ideas.

Computer Requirements for Online Courses

On-line courses are delivered via the Internet using course management software. Students must use a supported Web browser to access the Internet and courses. The campus uses Microsoft Office. All written papers need to be saved in a file format compatible with Microsoft Word. Additionally, some courses may require plug-ins to access course material. Contact the University's [Technology Services Center](#) for assistance if you need specific information regarding computer requirements.

Textbooks

Textbooks for courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class. If you wish to see what texts are required for specific courses, please consult with the [Bookstore's web site](#).

SALVE Card

The SALVE card serves as an identification card for members of the Salve Regina University community and can grant access to a multitude of services. For example, the card can be used to check materials out of the library and to gain access to the library's special reference databases. For all and any information regarding library resources and research, please email the [Library Director](#). The Library Director is also McKillop Library's liaison with the Ph.D. Program. Salve Regina University identification cards are available to all new students at the card office located at the garden level of the Library.

Degree Time and Extension Request

The Ph.D. should be completed within seven years from matriculation. If there is need to extend the time to complete the dissertation, a student, with the support of the graduate director, may petition the Graduate Dean in writing for a specified extension under the understanding that the dissertation will be completed within the requested time extension. For the Graduate Dean to approve an extension, the student must demonstrate that substantial progress will take place and that the dissertation will be completed within the extended time requested. A student should consider applying for an extension of time when actively working on the dissertation and more time is needed for completion. Students should not request an extension if they cannot show that progress towards completion can be made. The requests for an extension of time is not approved automatically. It can only be granted in unusual circumstances. If the extension of time is not granted, the petitioner's degree candidacy is terminated.

Transfer Credits

Applicants from accredited military universities with transferable credits available may have up to 9 credits of the International Relations Ph.D. required credits waived with the permission of the program director.

Credit Hours

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. (CIHE Policy 111. See also Standards for Accreditation 4.34.)

Degree Planner

Upon acceptance, students may view and follow their degree planner found in the Academic Programs section of the graduate catalog. Students will refer to their degree listing to find appropriate degree planner, available to print. A student's online Academic Evaluation is found in Student Planning in [My Salve](#). The evaluation displays program requirements. Once again, students are strongly encouraged to contact the program director for any advice related to their program and their academic progress.

Registration Policies and Procedures

All students must register for courses to maintain enrollment at the University. Students are responsible for adhering to the registration instructions, timetable and other information published on-line. Students must satisfy all financial obligations before they are permitted to register and enroll in classes. Students may find registration instructions and materials on the [Salve website](#). Online interactive courses have set start and end dates with specific registration periods. For registration dates, please refer to the schedule of classes posted in the Registrar's website. Students may register for classes by logging into Campus@Salve, [My Salve](#), Student Planning. The Registrar's web site maintains a list of pertinent [on-line forms](#). If you are registering for your first course at the University and do not yet have a [Salve Regina email address](#), please submit this [printable registration form](#) to the Office of the Registrar by mail or fax, or email it to srueregistrar@salve.edu. If you still need assistance with registration, please contact the graduate studies [Director of Operations](#).

Add/Drop Period

Graduate students may drop and add full-semester courses without academic consequence during the first seven days of a course. The option to add a course includes only those courses where space is still available during the drop/add period. Students will need instructor permission to add courses and should use the [add/drop form](#) on the website. If students are only dropping a course without adding there are [financial penalties](#). It is important for students to verify any financial aid consequences when changing their schedules. If a student has not officially dropped a course or received an approved course withdrawal by the deadline established in the academic calendar, the instructor must submit a final grade for the student.

Grading Policy

Student grades are reported as follows with the accompanying quality point values:

<i>Grade</i>	<i>Grade Point Value</i>	<i>Numerical Equivalent</i>
A	4.00	95-100
A-	3.70	90-94
B+	3.30	87-89
B	3.00	84-86
B-	2.70	80-83
C+	2.30	77-79
C	2.00	74-76
F	0.00	<74
P	Pass	
W	Withdrawal from a course with permission. No credit is awarded. See Academic Calendar for last date to withdraw from a course with a grade of "W."	

Incompletes

It is very important for students to complete all assigned course requirements by the scheduled end date of their courses. In exceptional situations beyond control and when students are unable to do so, it is important they follow the procedure for requesting an incomplete grade. Before the scheduled end date of the course, students must request an incomplete grade from their instructor. If the request is approved, the student and instructor will complete the [official form](#) and submit it directly to the Office of the [Registrar](#). Incomplete grades are neutral - they have no effect on the GPA. However, it is crucial for the student to finish the work by the completion date indicated on the form; otherwise the incomplete will become an F. Students are only granted one incomplete per course. The completion deadline may not extend beyond the last day of the following semester for all courses.

Tuition and Fees

Students pay for tuition based on the number of credits taken per session and for that session only. Therefore, tuition is spread out matching the pace of courses taken. A current listing of [tuition and fees](#) may be found on the University website. There are a number of regulations regarding payments and students should especially consult with the Graduate Catalogue on this issue. Salve Regina University does not provide any graduate assistantship or fellowship.

Full-time/Part-time Status

Students may pursue graduate degrees on either a full-time or part-time basis:

Full-Time Status = 6 credits in any given semester

Three-Quarter Status = 5 credits in any given semester

Half-Time Status = 3 credits in any given semester

Please note that for students to be full time, they need to be enrolled in 6 credits per SEMESTER rather than per 7-week sub-term. For example, if a student is in 3 credits for the first sub-term and 3 credits for the second sub-term within a semester, they will be considered half time until the start of the 2nd sub-term.

Veterans Administration Educational Benefits

Salve Regina University is approved for veterans' benefits, including Yellow Ribbon benefits. The V.A. enrollments are certified through the Office of the Registrar. Interested persons should contact their federal veteran's education website at www.gibill.va.gov or phone 1-(888)-GI-Bill1 (1-888-442-4551) for assistance.

Salve Regina University complies with the Veterans Benefits and Transition Act of 2018 and the requirements of 38 USC 3679(e). As such, Salve Regina University will not prevent enrollment,

assess a late penalty fee, require securing alternative or additional funding, or deny access to any school resources to any student using Chapter 33 Post 9/11 GI Bill or Chapter 31 Vocational Rehabilitation benefits, even if the VA has not yet paid tuition and fees.

Students utilizing VA benefits are required to produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, and provide additional information needed for proper certification.

National Guard Tuition Assistance

Members of the National Guard may qualify for state-sponsored tuition assistance programs. Students interested in this program should contact their Adjutant General's office. Members of the Army National Guard may also qualify for Army ROTC tuition assistance benefits under provisions of the Army ROTC Simultaneous Membership Program.

Financial Aid

Financial assistance is available for graduate students in the form of federal and private loans. Financial aid eligibility requires students to maintain at least 3 credits (half-time status) per semester. (For summer session 3 credits is also considered half-time.) If you fall below this requirement, you will not be eligible for financial aid (federal loans).

To be eligible for federal financial aid, you must apply each academic year. Since each graduate student's financial aid is calculated based on the individual's unique schedule and charges, it is the student's responsibility to inform the Office of Financial Aid of any schedule changes for each enrollment period. Complete instructions with links to required forms are available in the [Admissions/Financial Aid](#) section of the Salve Regina University Web site.

Eligibility Requirements

To be eligible for financial aid, a student must:

- Be a citizen or legal resident of the United States
- Be enrolled at least half-time and be accepted as a candidate in a degree- or certificate-granting program at the University (Conditionally accepted students are eligible for a maximum of two semesters).
- Be making satisfactory progress toward the completion of the course of study
- Not be in default on Federal loans
- Not have exhausted lifetime Federal loan limits
- Not owe a refund on a Federal grant

Renewal of Financial Aid

Renewal of financial aid is not automatic. Recipients are required to apply each year by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust any financial aid for which it is responsible. For further information regarding any of these financial assistance programs, visit the Financial Aid website, write or call the Office of Financial Aid at Salve Regina. For your convenience, complete instructions with links to required forms are available in the [Admissions/Financial Aid](#) section of the Salve Regina University website.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress requires students to complete their program within a specified period of time and to maintain the required grade point average (GPA) of 3.0. Academic progress for financial aid eligibility is monitored at the end of each academic year. If the minimum requirements for eligibility are not met, the student is not eligible for financial aid until academic standing meets the minimum requirements. In this case, the student may appeal to remain eligible for one semester based on mitigating circumstances. This appeal must be submitted to the Director of Financial Aid, in writing, within two weeks of the notice of ineligibility.

If a student is making significant progress toward meeting the minimum requirements, one additional probationary semester of financial assistance may be granted. Students must complete their degrees within 150 percent of the published program length or they forfeit federal aid eligibility. As an example, if a program takes two years to complete, financial aid eligibility is up to three years. Satisfactory Academic Progress standards for part-time study are available in the Office of the Registrar.

Refund Policy

The tuition refund schedule for "full semester" courses is as follows:

Withdrawal before classes begin: 100%
Withdrawal before start of the second week of the semester: 80%
Withdrawal before the third week of the semester: 80%
Withdrawal before the fourth week of the semester: 60%
Withdrawal before the fifth week of the semester: 40%
Withdrawal before the sixth week of the semester: 20%
Withdrawal after start of the sixth week of the semester: 0%
Withdrawal from weekend workshops (after workshop starts): 0%

The tuition refund schedule for "compressed" courses that meet seven weeks or fewer is as follows:

Withdrawal before classes begin: 100%
Withdrawal before the 10th calendar day from start of course: 80%
Withdrawal before the 16th calendar day from start of course: 60%
Withdrawal after the 15th calendar day from start of course: 0%

Tuition refunds will be calculated based on the date the Office of the Registrar receives the withdrawal form. All fees are nonrefundable after the start of classes. The University reserves the right to charge an administrative fee for refunds of this nature.

Withdrawal from a Course

All students are expected to remain in, and complete, all courses in which they are enrolled once the Add/Drop period has ended. The last day for students to withdraw from a course in a semester is published each year in the academic calendar. No withdrawal will be issued after the established deadline. After the withdrawal deadline, students registered in a course will have to remain in the course until the conclusion of the semester and receive an earned grade from the instructor. A student is not officially withdrawn from a course until the Office of the Registrar has received and processed an official course withdrawal form signed by the student and the student's instructor. It is the student's responsibility to secure these signatures and to submit the course withdrawal form to the [Office of the Registrar](#) by the established deadline.

Continuous Enrollment

Students who have not yet reached the Ph.D. candidate status (all but dissertation) are expected to maintain continuous enrollment throughout the program. Non-ABD students who are not enrolled each semester (excluding summer) will be withdrawn from the University. Those who are withdrawn and desire to return for further studies are invited to apply for readmission. Readmission forms may be obtained from the [graduate admissions office](#). After an extended period of program interruption, the graduate program director may require the student to reapply to the program. Readmitted students must follow the curriculum and guidelines in effect at the time of readmission.

Tuition Refund Insurance

Salve Regina offers an insurance plan that guarantees a tuition refund in cases of physical illness (90 percent reimbursement) and mental illness (90 percent reimbursement) any time during the semester. This plan is purchased per semester and is independent of the University. The premium for this insurance plan varies from year to year but is generally less than 1 percent of tuition. You must enroll in the plan before the published start of each semester. Students with late start courses must enroll prior to the start of the semester, not prior to the start of each course. Canceling a plan must also be done prior to the start of each semester.

Policies can be requested in writing or by email to businessoffice@salve.edu. Premiums will be charged to the student tuition account and can be paid by mail, online through the portal or over the phone with Visa or MasterCard. For additional information contact:

A.W.G. Dewar, Inc. 4 Battery March Park, Quincy, MA 02169 Office: (617) 774-1555
Email: trp@dewarinsurance.com Website: www.collegerefund.com

Administrative Withdrawal/Unofficial Withdrawal

It is the responsibility of the student to notify the University of any intention to withdraw from a course. Habitual non-attendance will be considered academic misconduct subject to an administrative withdrawal from the University. Habitual nonattendance is defined as a consecutive absence for two full weeks of a 7-week course. Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus. The withdrawal date will be the last date of attendance for students who are administratively withdrawn from the University. Students who have attended no class sessions of a course or courses for which they are registered by the end of the add/drop period (first seven days of a graduate course) will be dropped from the course(s) unless they have communicated with their instructor. If a student never attended any courses during the add/drop period, the student will be dropped from his/her full schedule of courses. Financial charges may be incurred by the student.

Leave of Absence

Students, who know they will be unable to take courses for a fall or spring semester for medical or personal reasons, should request a leave of absence. Students must submit a request for a leave of absence in writing to the [graduate studies office](#). Students will be considered withdrawn from the University while on leave of absence. The time on leave will not be counted towards the time required for the completion of the degree. Students requesting a leave of absence must be fully aware of the financial implications of a leave. The student must consult with the Financial Aid office prior to requesting a leave of absence.

Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester must do so officially by completing a University withdrawal form. Students can find the University [withdrawal form](#) on-line. The withdrawal date will be the date the completed form is signed by the student if it is during the semester. If the withdrawal is at the end of the semester the withdrawal date will be the end date of semester the student last attended. The form must be submitted to the [Office of the Registrar](#). A student who has withdrawn from the University will not automatically be reinstated, but must apply for reinstatement with the [Director of Graduate Studies](#).

Online Grade Reports

Students obtain semester grades online by accessing “Grades” in [My Salve](#) through Campus@Salve portal. The University does not mail semester grade reports. Those who need printable copies can obtain them quickly and easily online whenever they access their grades in My Salve. Grade reports may be denied to students with outstanding financial obligations. In such cases, however, students still have the right to view their grades in a visit to the [Office of the Registrar](#).

Grade Review - Resolving Questions

All requests for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's evaluation of the student's work. Students must first attempt to resolve their questions informally with the instructor. If no resolution is achieved, students who wish to pursue a formal grade review need to adhere to the following process and schedule: A request for a review of a semester grade must be made in writing by the student to the course instructor no later than 30 days after the date semester grades become available to students online at "My Salve." The student sends a copy of this request to the director of the program which offered the course and to the Vice Provost of Graduate and Professional Studies.

Within 10 working days of the receipt of this request, the instructor shall forward to the student, the Graduate Program Director, and the Vice Provost of Graduate Studies a written grade review. The grade review will consist of:

- a. A copy of the course syllabus outlining assignments, tests and examinations, along with their respective percentage weights to the final grade calculation;
- b. The student's grades for all tests and assignments;
- c. A demonstration of the calculations by which the final grade was determined.

A student who finds the review unsatisfactory (i.e., there are still questions remaining regarding the calculation) may present the case to the graduate program director in which the course was offered within 10 working days of the receipt of the review or, if the instructor is also the program director, directly to the Vice Provost of Graduate Studies. The program director will have 10 working days in which to respond. If necessary, a final appeal may be made to the Vice Provost of Graduate Studies within 10 working days of the program director's response, and the Vice Provost of Graduate Studies will have 10 working days in which to determine the matter. The Vice Provost's decision in the matter will be final.

Cumulative Grade Point Average (GPA)

The cumulative grade point average is the weighted average of all grades and credits used to indicate academic progress. The cumulative GPA is computed by multiplying the quality point value of the grade by the number of credits attached to each course, adding this number for all courses taken, and dividing the sum by the total number of quality credits. Note: Grades of P, I, AU, and W are not computed in the grade point average.

Academic Grievances

Students who may experience conflict or adversity in their studies, may approach the Vice Provost of Graduate Studies or the Director of Graduate Studies for consultation. They will consult with all parties involved and determine how to address academic conflict between faculty and students or between students. The Vice Provost or the Director will explore different conflict resolution options.

Course Repeat Policy

Graduate courses may be repeated, with the lower grade excluded from the GPA, and duplicate credits excluded from the cumulative total. All grades earned, however, will remain on the student's transcript. Students earning a grade lower than a B- in a required course must repeat that course at Salve Regina University. Students may repeat a required course once. No more than three required courses may be repeated throughout a student's program.

Academic Probation and Dismissal

A cumulative grade point average of B (3.0) is required to qualify for the Ph.D. degree. Students whose cumulative grade point average falls below 3.0 in any given semester or who earn at least one grade of "F" are considered to be on academic probation for the following semester. Students on probation for two continuous semesters may be dismissed from the University. Students will receive a written notice of this decision, including a process for appeal. Students who are dismissed may make a written appeal to the Vice Provost of Graduate Studies following the process specified on the dismissal notice.

Exit Survey

Upon submitting the dissertation, candidates are asked to complete the Graduate Exit Survey, which will be available by the [Office of Institutional Research](#).

Graduation Procedures

Students intending to complete their degree requirements for one of the three-conferral dates in May, December or August must complete a Petition to Graduate. Students who qualify will be notified in advance by the Office of Registrar. All electronic communication initiated by University offices for students are sent to students' Salve Regina University e-mail accounts. Students are responsible for monitoring this account for important communications. Once notified, students can access the form on the [Campus@Salve portal](#) under MySalve - Graduation Overview. Along with the petition, the student is required to submit:

1. Any official transcripts from another institution that will be applied towards completion of their degree requirements
2. Any balance on the student's account must be paid in full in order to participate in commencement and receive a diploma.

Appearance of a student's name in the Commencement program is presumptive evidence of graduation but is not regarded as conclusive. The official Salve Regina University transcript is conclusive testimony of the student's academic record and possession of degree(s) awarded by this institution.

Academic Honor Code

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating may include (but are not limited to) failure for the work involved, failure in the course, and dismissal from the University. A record of violations and sanctions is maintained in the student's file. Appeal is to the provost or the provost's designee.

Student Rights and Responsibilities

As a Catholic institution of higher learning under the sponsorship of the Sisters of the Mercy, Salve Regina University exists to provide educational opportunities for students who choose to live a more perceptive and fulfilling life. The University's purpose is to prepare men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. It encourages students to develop their abilities for thinking clearly and creatively, to enhance their capacity for sound judgment, and to prepare for the challenge of learning throughout their lives.

Students are expected to treat all members of the University community with respect and civility and to exercise guaranteed freedoms in a responsible manner consistent with the goals and traditions of the University. Students should acknowledge the interdependence to the University and the surrounding community and should take responsibility for their learning and collective welfare. Upon enrollment, the student becomes a member of the academic community and thereby accepts both the rights and responsibilities associated with that membership.

It is the student's responsibility to know the policies, procedures, standards, and regulations, which affect student rights; and it shall be the student's responsibility to obtain and act appropriately on such information. Ignorance of the information made accessible to the student shall not be cause to waive policies, procedures, standards, and regulations. For a complete list of policies and procedures, please view the [Graduate Catalog](#).

Academic Conduct

Students are expected to interact with faculty and fellow students with courtesy, respect, and integrity in all academic settings. Any behavior that disrupts an appropriate and effective learning environment is unacceptable and may be subject to discipline. Student behaviors that enhance the learning environment include dialogue and discussion of course material and issues; asking questions to improve comprehension; listening to and respecting the views of others; and completing readings and assignments in preparation for class. In all academic settings, students should be aware of their responsibility to engage in the material being covered in order to benefit from educational opportunities. Moreover, students must be certain that their presence enhances rather than hinders the educational environment of fellow students.

Disability Accommodations

Salve Regina University is committed to providing equal access to graduate students with disabilities to all its programs and services, in accordance with the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. Students with disabilities that entitle them to instructional modifications or other accommodations must register with the Office of Disability Services at the Academic Center for Excellence (ACE) and provide professional documentation of the disabling condition. The office is located in the 2nd floor of the Library and is open Monday - Friday 8:30 a.m. - 4:30 p.m. EST and can be reached by phone (401-341-3150) or by e-mail (laura.barry@salve.edu).

Intellectual Property

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft. Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

Plagiarism

Plagiarism occurs when a person uses someone else's creative or scholarly work but fails to give that person credit. It also occurs when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations; or when a person uses words so close to those in the source, that if the person placed his/her work next to the source, one would see that it could not have been written without the source "at the elbow." The MLA Handbook for Writers of Research Paper (2009) refers to plagiarism as "intellectual theft" and suggests penalties for infractions ranging from failure of the course to expulsion from school. The widespread availability of online sources for research and information requires particular attention to proper use and citation of electronic sources. Students seeking guidance in the use of proper citations should consult the "MLA Handbook for Writers of Research Papers" (8th Edition, 2016), "A Manual for Writers of Term Papers, Theses and Dissertations," by Kate L. Turabian, et al (8th Edition, 2013), or "Publication Manual of the American Psychological Association" (7th Edition, 2020). Be sure to check with your instructor regarding the preferred style of citation.

Confidentiality of Student Information

Procedures for the release and disclosure of student records maintained by the University are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Where the law is silent, the University is guided by the principles that the privacy of an individual is of great importance and that as much information as possible in a student's file should be disclosed to the student upon request. University officials may have access to student information when access is necessary for legitimate educational interests such as appropriate advising relating to the student's academic life. Third parties have access to personally identifiable student records or information only with the student's written consent or as otherwise provided by FERPA. Detailed guidelines for release and disclosure of information are available from the Office of the Registrar. These guidelines comply with FERPA and the Students' Right to Know/Campus Security Act of 1990. Required graduate student thesis and other papers authored by students may be made available by the University for the research purposes of third parties with the student's permission.

Transcripts

Salve Regina University transcripts are released only when a student submits a written, signed request and pays the transcript fee, except when mandated by law. Students can [request official transcripts](#) online through our third party vendor, Parchment. Students can receive official transcripts via email or mail. To obtain copies of transcripts and other documents such as test scores from other institutions, students must contact the originators of those records, for example the Office of the Registrar of the original institution. Salve Regina University does not copy transcripts of other schools for student use.

Falsifying Educational Records

Tampering with education records such as transcripts, grade reports, and diplomas is against the law. Among criminal offenses of the State of Rhode Island is Chapter 58 of Title 11, which states in part, "A person shall not use, offer, or present as genuine a false, forged, counterfeited, or altered transcript, diplomas, or grade report of a postsecondary educational institution." This section is but one example of state and federal laws making it illegal to engage in fraudulent activity with education records. Penalties for violating such laws can include substantial fines and/or imprisonment.

Network Use Policy

The information technology resources are to be used exclusively to further the mission of the University. All members of the University community have the obligation to use these resources in a manner consistent with this goal. The University's information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the policy, relevant laws and contractual obligations to other parties. The use of these resources is a

privilege. If a member of the community fails to comply with the policy or relevant laws or contractual obligations, that member's privilege may be revoked. Members of the University community should seriously bear in mind that their use of the University's resources contribute to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending e-mail) in relation to non-University persons or entities, that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and well-being of the University.

All members of the University community are provided with a network user name and password upon their enrollment in a course or the start of their employment. Access to the University's network system may be revoked temporarily or permanently if one's information technology-related behavior or use of one's network account falls within one or more of the following circumstances:

- Violation of federal or state law, or criminal activity.
- Behavior that constitutes a violation of a University policy or code, including this policy.
- The use of the Internet or the University's computer network and associated resources for one's own commercial gain, or for commercial purposes not officially sanctioned by the University.
- An Account has been compromised.

Use of assigned account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this policy. Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to, use of the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

Salve Regina E-mail Policy

In accordance with Salve Regina e-mail policy, only the salve.edu e-mail account is used for student academic and business electronic communications. All electronic communication initiated by University offices for students are sent to students' Salve Regina University e-mail accounts and includes important announcements, individual notices, and course notifications. The Salve Regina e-mail account provides the University a means of communicating effectively without being unduly concerned when other e-mail accounts become invalid. It is important to emphasize that Salve Regina does not send information to students using any other e-mail account. It is important that students check their Salve Regina Web mail often. The Office of Information Technologies provides detailed guidelines about the procedures for all students. Students who need help with the log-in should contact the Salve Regina [Technology Services Center](#).

Graduate Catalog

This handbook is prepared specifically to serve as a quick reference to the Ph.D. in International Relations students. It is not an exhaustive manual and it is not a comprehensive set of policies affecting graduate students. For a complete view of all Salve Regina University policies and procedures, please consult the [Graduate Catalog](#) and review all the various University web pages.