LOYOLA UNIVERSITY CHICAGO

DEPARTMENT OF PHILOSOPHY

MA PORTFOLIO BALLOT

FOR MA EXAM OPTION 3 - REVIEW OF TWO SCHOLARY PAPERS

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LUC ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

**Title of Paper 1**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Date:

**Title of Paper 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Date:

This ballot is for the approval of MA Exam Option 3 – Faculty Review of Two Scholarly Papers. This paper ballot will be kept in the department’s records only. This MA Exam will be considered an MA Portfolio in GSPS. In addition to this ballot, the student, supervising faculty, and faculty reviewers must complete the Graduate School’s MA Paper/Portfolio form on GSPS once both papers are completed. For instructions on filing the paperwork for MA Exam Option 3 see Section 3.5 of the Philosophy Graduate Handbook. For information about conducting MA Exam Option 3: Review of Two Scholarly Papers, see Section 5.3 of the Philosophy Graduate Handbook.

After the submission and review of Paper 1as well as the completion of any required revisions, the supervising faculty member will ask the faculty reviewers to sign this ballot. The same ballot will be used again for Paper 2. The ballot should be scanned and emailed to the student, GPD, and Graduate Administrative Assistant upon the completion of each paper.

Once both papers have received 2 passes from the reviewers on each paper (for a total of 4 passes), the student will have passed the MA examination. A grade of pass on this form reflects either the successful resubmission of the paper after an initial recommendation of revise and resubmit or a pass on the first try. The supervising faculty will indicate whether revisions were completed, but individual reviewer recommendations of revise and resubmit do not need to be recorded on this ballot. Once each paper has received two grades of pass, the supervising faculty person will approve the form with their signature. Once both papers have received approval and the completed ballot scanned and emailed to the student, GPD, and Graduate Administrative assistant, the student can complete the MA Paper/Portfolio form in GSPS. The MA Paper defense ballot will be kept in the department’s records and does not need to be uploaded to GSPS.

**Paper 1:**

**Approval**

 Supervising Faculty’s Signature Printed Name Date

Revisions Required and Completed?

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Paper 2:**

**Approval**

 Supervising Faculty’s Signature Printed Name Date

Revisions Required and Completed?

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Pass / No Pass**

 Reviewer’s Signature Printed Name Date

**Graduate Program Director’s Signature**

(this certifies only that s/he has seen these results and had an opportunity to record them in program records, and does not constitute an opinion about the exam itself):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Program Director, Printed Name Signature Date