

Department of Political Science ~ University of Oregon

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Ph.D. Program Requirements

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It is the responsibility of each student to be aware of, and meet, all departmental and university requirements relevant to making progress towards and completing, their degree. Official departmental requirements are delineated in this document. Graduate School Ph.D. requirements are specified in the annual University of Oregon Catalog. Students are responsible for monitoring and adhering to all departmental, university, and graduate school requirements. No departmental requirements shall conflict with the Graduate School Ph.D. degree requirements. All program requirements (coursework, comprehensive exams, and dissertation) must be successfully completed within seven years of initial enrollment into the program, although students are expected and encouraged to complete their requirements more quickly than that.

Coursework Requirements and Procedures

Minimum PS Graduate credit hours	100
Minimum UO PS Seminar credits	20
Minimum Dissertation (603) credit hours	18
Maximum Dissertation (603) credit hours applicable to degree	18
Maximum Transfer credits	28
Minimum Credit Enrollment (every term, excluding summer, until entire program is completed)	3
500/600 Level Graduate Courses must be taken for graded credit to be counted toward the degree, with the exception of PS 602 and open-ended, variable-credit coursework (see below)	

Seminar Requirement

- PS 620 (State of the Discipline) is a required seminar course, and should be taken the earliest time it is offered subsequent to a student's enrollment.
- A minimum of three core field seminar courses, taken in residence and for graded credits, are required; seminars should thematically parallel each of the student's three comprehensive exams, and also should be taken at the earliest availability. Required core seminars are defined by field in Appendix I.
- A 500 or 600 level course in Political Science or a related field can be substituted for a core field seminar in one student-designed minor field, subject to approval by the Graduate Advisor.
- Earn a grade above a "B-" (i.e., a "B" (3.0) or better) in each seminar.

Quantitative Methods Requirement

- Earn a grade above a "B-" (i.e., a "B" (3.0) or better) in PS 545 and PS 546, OR
- Pass 2 quantitative methods examinations.
- Students who wish to test out of the Quantitative Methods requirement should contact the lead methods faculty member during the first week of the term in which they wish to be tested (Fall Term for PS 545 and Winter Term for PS 546). The lead faculty member in administering tests is normally the person who last taught the course.
 - Students must successfully pass the PS 545 test prior to taking the PS 546 test. Testing for PS 545 must occur prior to Winter Term registration; PS 546 testing must occur prior to Spring Term registration.
 - Each test consists of a written component and a take-home computer component.

Research Methods Requirement

- Students must complete a Research Methods Requirement form in consultation with the Graduate Advisor before completing the required one-term "research methods" requirement. The requirement may be completed in one of the following three ways:
 - Work with a faculty member on an on-going research project, OR
 - Take a research methods course from another department, OR
 - Take a one-quarter course on research methods with a political science faculty member.
- Submit completed and signed form to the Graduate Coordinator.

Supervised College Teaching

- First-year Political Science graduate students (GTFs and non-GTFs alike) are required to take this course Fall term. Enrollment is limited to first-year students.
- Topic focus for PS 602 is teaching.
- PS 602 credits will count towards a students' degree.
- Students are encouraged, but not required, to register for the Professional Workshop in Winter and Spring terms.

Variable-Credit Graduate Courses (revised 2/2011)

The department recommends that graduate students register for 16 credits per term. Along with 500 and 600 level classes, students can register for "open-ended" variable-credits. These course numbers allow students to obtain credit for academic effort outside the workload of standard classes. Prior to registering for variable-credit coursework, the student and supervising faculty member negotiate the number of credits that will be received, and the method of evaluation for the work. The number of credits for such work is based upon the estimated workload for the term, which includes independent work by the student and the time spent in consultation with the faculty member. An *Authorization to Register* form must be completed and signed by both faculty and student.

- PS 601 -- Research [P/NP] 1-15 credits
Research credits are used for conducting individualized research, or for collaborative research between a graduate student and a faculty member. If the workload includes writing a substantial paper and being evaluated on this written work, 4-5 credit hours may be appropriate.
- PS 601 -- "Field" Paper [P/NP] 1-15 credits
For completing a "field" paper, 8-12 credits may be appropriate.
- PS 603 -- Dissertation [P/NP] 1-15 credits
Dissertation credits are taken following advancement to candidacy, and are the only credits taken by a student while the dissertation is being completed. Students should register for 15 credits per term to indicate the effort involved with the writing of the dissertation.
- PS 605 -- Reading [Grade or P/NP] 1-15 credits
Reading credits are used for work such as exploring topics in-depth, preparing for comprehensive examinations, or preparing a conference paper or journal article.
- PS 606 -- Field Studies [Grade or P/NP] 1-15 credits
Students may enroll for Field Studies credit while collecting primary source data (or conducting other research relevant to the dissertation project) away from the UO campus.
- PS 608 -- Workshop Professional Development [P/NP] 1 credit
Open to all Political Science graduate students. Topics will focus on practical questions relating to research and professional development. Offered Winter and Spring only.

Transfer Credit

- Requests for credit transfer must occur during a student's first term in the Political Science Ph.D. program.
- No more than 28 transfer credits can be applied toward the doctoral degree.
- Transfer coursework cannot overlap with UO coursework.
- Graded transfer credits must have received a grade above a "B-" (i.e., a "B" (3.0) or better) to be eligible for transfer.
- Transfer credits completed more than four years prior to UO enrollment are not eligible for transfer.
- Students wishing to transfer graduate credits should submit the following to the Graduate Coordinator:
 - Request to Transfer Graduate Credit (form available online)
 - Copies of course syllabi (catalog descriptions are not sufficient)
 - Original transcript from transfer institution
- Requests will be reviewed, and a decision rendered, by the Graduate Advisor.
- Ambiguous or controversial requests may be referred to the entire Admissions and Awards Committee.

Language Requirement

Political Science does not have a language requirement; however, it is strongly recommended that all students prepare themselves in at least one foreign language.

Comprehensive Examinations

Students must take 1 Major and 2 Minor comprehensive examinations in three different department fields (see Appendix I for field requirements):

- The Major field will be examined by a written examination and an oral examination.
- One Minor field will be examined by written examination only.
- One Minor field will be examined by either:
 - a written and oral examination, OR
 - a Field Paper with an oral examination on that paper.

Prior to Arranging Exams

- The PS core seminar(s) required by each field must be completed prior to taking that exam.
- All course requirements (seminar courses, research methods, quantitative methods, and a minimum of 82 credits applicable to the degree) must be completed prior to (or during) the term of the final comprehensive examination.
- Doctoral students who received a political science master's degree from the University of Oregon must take comprehensive exams no later than the sixth term following conferral of that degree. All other Ph.D. students, including those with master's degrees from other universities, must take comprehensive examinations no later than the tenth term subsequent to their initial enrollment (not including summer terms) and no earlier than their third term.

Arranging the Exams

- The Declaration of Intent form must be completed and submitted to the Graduate Coordinator no later than Wednesday of the second week during the term the exam is to take place. Once this form is submitted, students may not change themes or dates without a formal written petition and the consent of the field chair and Graduate Advisor.
- Written comprehensive examinations (with the exception of field papers) must be scheduled for the fifth or seventh full week of fall or spring terms.
- If a student takes more than one examination during a single term, the exams will be given two weeks apart.

Field Paper

- The student can designate one minor comprehensive examination as a student-designed field.
- The student must negotiate the definition of such a field with at least three faculty members (including within that three, if all agree, one faculty member from outside the department).
- Approval by the Graduate Advisor and the Department Head is required for the field and the outside committee member, as well as all changes to the field committee membership.
- Field papers must be defended by the last day of the term for which it is contracted. All members of the field paper committee must have a final draft of the paper in hand at least two weeks prior to the scheduling of the oral defense.
- A master's thesis may be considered for submission as a field paper at the discretion of the field committee.

Written Exams

- Students shall have four weekdays to complete their major examination, and three for their minor. Exams will be emailed at 8:15am on day 1, and must be returned by 4:30 pm (emailed directly to the Graduate Coordinator) on the final day of the exam.
 - If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the Graduate Coordinator before day 1 of the exam. The same delivery and return times will apply.

Oral Exams

- The oral examination will be held within two weeks following successful completion of the written examination or the field paper.
- The oral examination shall be general in nature and may include material from the written examination.
- It is the responsibility of the student and committee to arrive at a date and time for the oral exam.

- Students must notify the Graduate Coordinator of exam date and time for room space and documentation.

Evaluation of the Exams

- Comprehensive exams will be evaluated as follows: High Pass, Pass, Low Pass, or Fail.
- For exams that have both a written & oral section, a single grade will be given after completion of the oral.
- Each subfield, at its discretion, should provide students a description of the expectation for the kind of answers that would meet each of the grade levels.
- Students that are emailed or pick up their exam but fail to turn it in on time will receive a grade of Fail for that exam.
- Any examination that is not completed during the contracted term will receive a grade of Fail for that exam unless a petition to extend the examination to a subsequent term has been approved (petitions must be on file before the contracted exam date expires).
- Within one week of exam completion, faculty will grade all written examinations, report the results or request to move to schedule an oral examination, and provide comments in writing to the Graduate Coordinator.
- Exam comments will be distributed to the student after the oral examination, although the chair of the examining committee may decide to distribute them prior to the oral examination.
- Any examinations that are failed, including field papers, may be repeated once.
- Re-examination will take place the next term in which comprehensive examinations are administered.
- Upon failure of a written examination or field paper, the examination committee will hold a closed meeting to discuss the failure and decide whether to proceed to an oral examination.
- If the committee decides not to proceed with an oral examination, the student retains the right to require that an oral examination be held.
- Should the student fail any comprehensive examination twice, the student will be disqualified from completing the Ph.D. (see Appendix II).

Post-Comprehensive

- After successful completion of all coursework requirements and comprehensive examinations, students shall be advanced to Ph.D. candidacy.
- After successful completion of all comprehensive examinations, it is recommended that students apply for their Master's Degree from the Graduate School.

Dissertation

Registration - PS 603 (Dissertation)

- A minimum total of 18 Dissertation credit hours are required for the degree.
- A maximum of 18 Dissertation credit hours may be applied toward the degree.
- A minimum registration of 3 Dissertation credit hours is required in a student's final term.

Committee

- Students must select a dissertation committee, and have it approved by the department, within one month following advancement to candidacy. For students who advance at the end of spring term, they must have their committee selected and approved within the first month of fall term.
- The committee should be structured as follows:
 - Chair: The student will choose a chair, and the student and chair shall agree on three other faculty members to form the rest of the committee (all of which will supervise the writing of the dissertation); the chair must be a PS faculty member.
 - Additional Members (2): Must be PS faculty, or be approved by the political science department as a "department representative."
 - Outside Member: The UO requires that each committee include one Ph.D.-holding faculty member from another UO department to act as an "outside representative."

Prospectus

- The student shall meet with their dissertation committee to present and defend a Dissertation Prospectus.
- The Prospectus must be successfully defended by the conclusion of the academic term following advancement to candidacy. For students who advance at the end of spring term, their Prospectus must be defended by the conclusion of fall term.

- Upon successful defense of the Prospectus, students who begin the process of composing their dissertation must comply with University requirements for dissertation preparation, procedure, form, and style, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

Oral Defense

- The dissertation must be successfully defended at a public Oral Examination no later than seven calendar years from the student's first term of enrollment.
- All members of the dissertation committee must have a final draft of the dissertation in hand at least two weeks prior to the scheduling of the oral defense.
- The dissertation committee will recommend one of the following to the department after the oral defense:
 - Failure
 - Conditional pass with revisions and a second oral examination required
 - Pass with no or minor revisions required and no second oral examination required
- The dissertation chair will supervise the revision process after the oral examination, and not sign the dissertation until these revisions are satisfactorily completed.
- Successfully defended dissertations must adhere to University requirements for Graduate School submission, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

Appendix I

Themes & Requirements by Field

General Information

- Each field is guided by a committee, consisting of those faculty members who teach in the area. Each field committee determines committee membership and the requirements for comprehensive exams in that field. The student is responsible for speaking with the field committee chair to identify current committee membership policy.
- All fields will have Core Seminar(s) that are designed to cover the major areas in the field's comprehensive exam. The number and substance of Core Seminars, like the format of comprehensive exams, are at the discretion of each field. All Core Seminars will be offered at least every other year, unless no appropriate faculty member is available to teach them. They will be required before a student takes the field's major or minor comprehensive exam.
- No intersection between any two of a student's committees may include more than two faculty members. The three committees must include a total of at least five different faculty members.
- Each field is defined in terms of several "themes," the particular number to be decided by individual field committees. Existing courses provide the basis for these themes and field reading lists. At least two faculty members must consider themselves competent as examiners before a theme can be listed.
- Field committees will specify the number of themes required for a major and for a minor, with the latter number being smaller than the former. Field committees shall specify in writing the policies regarding the number of questions to be answered per theme, and the number of themes on which questions must be answered.
- When students declare their intent to take a comprehensive examination, they must nominate themes for which they wish to be responsible. Once such themes have been nominated, students consult with relevant faculty about how and what to read for that theme. This consultation must happen no later than the first week of the term in which the examination will be held. Faculty responsible for a given theme are responsible for coordinating reading lists of relevant materials. These readings are available online.
- One theme that surveys the field (a "core" theme) is required for all examinations, except those completed as field papers.
- Subject to approval (by the Graduate Advisor and exam committee chair), a student may design a minor field based upon theory, method, or substance not covered in the department fields as published below.

Comparative Politics (revised 2/7/11)

Required Core Seminars: 3 - PS 607 Comparative Political Economy, PS 607 States and Regimes, PS 607 State-Society Relations

The major exam will have three sections:

- i. Core: broad theoretical questions that engage epistemological, methodological, conceptual themes (see Core part of reading list), and rely on mastery of all three substantive thematic areas of the reading list (see three thematic sections of reading list). Write one essay from choice of two questions.
- ii. Cross-regional questions. Write one essay from choice of three questions. The three questions will be drawn identifiably from the three areas of the core seminars (and the three related thematic areas of the reading list), and will all ask for essays that engage empirics from two regions of the world (see regional list and instructions below).
- iii. Regional focus questions, tailored by student regional focus (see below). Students will have choice of two questions. Questions may be on any theme. Students should expect these two questions to draw on the two thematic areas least related to their primary intellectual focus (eg, a student with main interests in political economy and development should expect questions in this section that speak to states & regimes and state-society relations).

Regarding regional focus (for questions 2 and 3) When applying to take the exam, students will announce a primary regional focus from the following options: Western Europe, Eastern Europe and Former Soviet Union, Northeast Asia, Southeast Asia and Oceania, South Asia, North Africa and Middle East, Sub-Saharan Africa, Latin America, North America. They will write one essay from choice of two. Questions can be on any theme.

Minor Exam:

Students who wish to take the minor exam are also required to take all three core seminars. For the minor exam, the student selects one of the three main themes and one primary regional focus. A minor exam will have two sections:

- i. Core: broad theoretical questions, as described above. Write one essay from choice of two.
- ii. Theme/region questions. Write one essay from choice of two that are on the selected theme and address the selected region.

Formal Theory and Methodology

Required Core Seminar: 1 - PS 627 Formal Theory and Methodology

For a major, examination in the core field and two other themes is required. For a minor, examination in the core field and one other theme is required. This field offers a core theme and the following other themes:

Decision Making	Democratic Theory
Elections and Electoral Strategy	Experimental & Laboratory Methods
Models of Human Action	Public Choice and Constitutional Theory
Qualitative Methods	Strategy, Game Theory, Bargaining

International Relations

Required Core Seminars: 2 - PS 624 International Relations, PS 607 International Political Economy

All students taking either a major or a minor comprehensive exam in international relations must have read and show a mastery of the literature under the Core Theme on the International Relations Reading List as well as of the literature on TWO additional themes for MAJOR exams or ONE additional theme for MINOR exams.

The Reading List identifies required readings as well as strongly recommended readings. It should be noted that the Reading List is intended as a starting point to prepare students for each theme. As part of writing a contract with their committee, the student should also develop a list of readings for each theme that reflects the committee’s and student’s assessment of important new works not yet on the Reading List. The committee expects students’ exams to reflect all relevant work in the field, whether or not those works are on the Reading List. Students are reminded that good comprehensive exams demonstrate the student’s knowledge of important cases and the student’s ability to apply theory to particular empirical contexts.

The International Relations field includes the following themes in addition to the Core theme: International Political Economy, International Security, and International Environmental Politics.

Students may also take an exam on the theme of “Foreign Policy and Decision Making.” To develop an appropriate reading list for that theme, the student is required to contact the field committee chair no later week 1 of Spring term for a Fall term exam or week 1 of Fall term for a Spring term exam.

The goal of the comp exam process in International Relations is to foster your knowledge of the field. Successful preparation should leave you “knowing the field” well enough to identify interesting questions for a dissertation, have an understanding of available theories and cases for answering that question, and have a sense of the “look and feel” of compelling and convincing arguments in the field. Preparation for the exam should also position you so that you are 60-80% of the way to being prepared to teach an introductory undergraduate course in International Relations.

The IR field committee has produced a document entitled “Strategy for taking comprehensive exams in International Relations”. All students interested in taking a comprehensive exam in International Relations should read this document at the earliest opportunity.

Structure and format of the Exam:

Those taking a MAJOR exam must complete (a), (b), and (c) below over the course of 4 days (receiving the exam at 8:15 AM on day 1 and returning it by 4:30 PM on day 4). Those taking a MINOR exam must complete (a) and (b) over the course of 3 days (receiving the exam at 8:15 AM on day 1 and returning it by 4:30PM on day 3).

- (a) Core Theme: answer 1 (of 2 or more) questions provided by the committee which will cover the full breadth of the Core Theme on the Reading List.
- (b) Additional Theme #1: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.
- (c) Additional Theme #2: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.

Political Theory (revised 11/7/06)

Required Core Seminar: 1 - PS 622 Political Theory

For a major examination, the Committee requires a student to offer the core theme (History of Political Thought) and four additional themes. For a minor examination, the student will offer the core theme and two additional themes. On the examination, questions may integrate material from more than one theme prepared by the student; or may be specific to one theme. Students majoring in the field will answer three out of five questions, including answering a question on the core theme. Students minoring in the field will answer two out of three questions. The field offers thirteen different themes: History of Political Thought; Republicanism and the Public Sphere; Natural Right, Natural Law, and the Social Contract; Philosophy of Social Science and Interpretive Methodology; Politics of Identity; Religion in Modernity; Ecological and Environmental Thought; Critical Theory and Post-Structuralism; Liberalism, Utilitarianism, Communitarianism; Democratic Thought and Equality; Feminism; Justice and Law; and Marxism, Socialism, and Anarchism.

Public Policy (revised 1/17/11)

Required Core Seminars: 1 - PS 625 Public Policy

Students taking a comprehensive exam in public policy are expected to have read the public policy literature as defined by the Public Policy Core Reading List. All students must demonstrate their mastery of that Core Reading List as well as additions to that list that reflect the student's particular interests, developed in consultation with the full Public Policy field committee.

Those taking a MAJOR exam must master additional readings covering BOTH a key theoretical subfield within Public Policy AND a substantive area of expertise. Students taking a major exam will answer three (3) questions.

Those taking a MINOR exam must master additional readings covering EITHER a key theoretical subfield within Public Policy OR a substantive area of expertise. Students taking a minor exam will answer two (2) questions.

The Core Reading List will be posted on the Department of Political Science website. This list is intended to serve as a *starting point* for student preparation for the core theme. In addition, an archive of reading lists for theoretical subfields and substantive areas will be maintained as students who take the comp exam develop them in consultation with the committee. Again, these lists are intended to serve as *starting points* for student preparation for the corresponding theme.

For all comprehensive exams, *questions* will be solicited from all current faculty on the Public Policy Field Committee. Students taking a major comprehensive exam will have the option to contribute a question focused on a substantive area of expertise. The question will be placed on the exam if approved by the committee. That question must be submitted at the time the comprehensive exam contract is written, and under no circumstances after the Friday of week 1 of the term in which the exam will be taken. This option is designed to foster a focused dialogue within the committee and between faculty and student prior to the exam.

The completed examination will be *evaluated* by three Field Committee members to be determined by the Field Committee chair in consultation with all members of the Field Committee.

As part of writing a contract with their committee, the student will develop a list of readings for either a theoretical subfield or a substantive area, or both. That list or those lists should reflect both the field committee's and the student's assessment of important new works in the field covered by the theme. The committee expects students to make reference to all appropriate and relevant work in the field, whether or not those works were included in the students contracted reading list. Good comprehensive exam answers demonstrate empirical knowledge of important

cases as well as the student's ability to explore and understand the application of a theory to a particular empirical context.

Structure of the Exam:

Those taking a MAJOR exam must do (a), (b), and (c) below.

Those taking a MINOR exam must do (a) and either (b) or (c) below.

(a) Core: answer 1 of 2 (or more) questions provided by the committee which will cover the full breadth of the Core Reading List.

(b) Theoretical subfield: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Theoretical Subfield Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed mastery of a key theoretical field within public policy (e.g., agenda setting, bureaucracy, regulation, political economy, implementation, decision making, and policy evaluation).

(c) Substantive area: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Substantive Area Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed and sophisticated knowledge of a particular substantive area of expertise (e.g., health care, poverty, environment, business regulation, immigration, science and technology policy).

United States Politics (revised 6/2009)

Required Core Seminars: 3 - PS 607 Political Behavior, PS 607 Political Institutions, PS 607 Political Culture

Every student will be responsible for the core area of the current U.S. Politics bibliography (updated each spring term). Majors must also choose one subtheme. Majors will answer two questions (out of a possible three) on the core, and one additional question (out of a possible two) on the chosen subtheme. Minors will answer two questions (there will be two sections with two questions in each and students will have to choose one question from each section).

All members of the US Politics field may, but are not obligated to, participate in every oral and written and comprehensive exam. The chair of the US Politics field will solicit questions from all committee members, and then create the written exam.

Core List:

Foundations of American Politics	Liberalism and Exceptionalism	Political Development
Political Parties and Elections	National Institutions	Pluralism and Its Critics
American Political Thought		

Subthemes:

Interest Groups and Social Movement	Courts	Political Economy and Economic Regulation
Political Parties and Elections	Congress	Presidency
Mass Media and Political Behavior	Gender and Politics	Subnational Politics and Federalism
Race and Ethnicity		

Appendix II

Satisfactory Progress towards Doctoral Degree

General Information

Each graduate student shall meet all program requirements for his or her degree within the time limits stated in the *PhD Requirements*. Failure to do so shall be cause for disqualification from the graduate program in political science. For progress requirements related to appointment and reappointment of a Graduate Teaching Fellowship (GTF), see the department's *General Duties and Responsibilities Statement (GDRS)*.

Each student's file will be reviewed in fall, winter, and spring terms by the Graduate Advisor, based on status reports generated by the Graduate Coordinator. Each spring term, the Graduate Advisor will be available to meet with graduate students to review their progress in the program over the past year and identify any areas of concern regarding satisfactory progress. Students are responsible for ensuring their continued progress toward completion of degree requirements, including compliance with credit hour, incomplete, and coursework grade requirements at all times.

Credit Hours

- All doctoral degree students must register for and complete at least 3 credit hours per term unless on-leave or in-absentia. A student who fails to complete this minimum credit requirement will have two terms to complete the credits before facing disqualification from the program. Students who have a GTF are required to complete a minimum of 9 PS credits each term (see GDRS).

Coursework and Grade Requirements

- PS 620, The State of the Discipline, and required PS 600-level area field seminars, shall be taken during their earliest available terms in residence and must be taken for graded credit to count towards the degree.
- Earn grades above a "B-" (i.e., a "B" (3.0) or better) or "P" (for courses in which the P/NP option is allowed) in all political science courses counted toward graduate degree requirements. A student who fails to receive a grade above a "B-" or "P" will be automatically placed on academic probation and will have two academic terms to rectify the grade, either through additional work agreed upon by the instructor who issued the grade; retaking the course for a grade above a "B-"; petitioning the Department Head to review the grade; or by taking a substitute course and receiving grade above a "B-" as agreed upon by the Department Head and the Graduate Advisor.
- Maintain a GPA of at least 3.0 per term, computed for all coursework meeting graduate degree requirements.

Incomplete Policy

This policy does not apply to Dissertation (PS 603) credits. Dissertation credits are automatically converted to Pass when the dissertation is accepted by the Graduate School.

- When a student has received an incomplete for a course, the student will be responsible for negotiating a contract with the faculty member to put in writing the requirements for clearing the incomplete, including a deadline for completion. Both the student and the faculty member should receive a copy of this contract. The student is responsible for meeting the terms of that contract by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt from the student of all work identified as needed to fulfill this contract. Contracts must be submitted to the Graduate Coordinator.
- Students who accumulate more than 5 credits of incompletes will be automatically placed on academic probation and have two academic terms to reduce that number to no more than 4 before facing disqualification from the program. Those who accumulate more than 10 credit hours of incompletes are subject to disqualification from the graduate program. Exceptions can be made in the event of a documented serious health problem.

Comprehensive Examinations and Defense of Dissertation Prospectus

- Doctoral degree students shall take their examinations no sooner than the third quarter and no later than the tenth quarter of their program. Students who receive a Master's degree from the department must take comprehensive examinations no later than the sixth term following that Master's degree.
- The Dissertation Prospectus must be defended by the conclusion of the academic term following advancement to candidacy.

Concurrent Degrees

Students may pursue concurrent degrees in other programs, but they must petition in order to do so. The department head will decide, in consultation with the graduate director and the admissions and awards committee. In principle the department will support concurrent degrees when they strengthen a student's studies in political science.

Terms of Probation and Disqualification from the Graduate Program

Failure to make "Satisfactory Progress" includes but is not limited to:

- Having more than 5 "Incomplete" credits at any point in time; results in automatic probation.
- Having a cumulative G.P.A. that falls below 3.0 at any point in time.
- Receiving a grade of "B-" or below in PS545, PS546, or in any of the required coursework as outlined in the "Coursework Requirements and Procedures" section of the PhD Requirements; results in automatic probation.
- Failing to complete the minimum required credits toward the degree during any term (i.e., 3, or 9 for GTFs), excluding summer. Grades of Incomplete do not count toward this minimum.
- Failing any comprehensive exam twice; including one fulfilled through a "third area" or "field" paper; results in initiation of disqualification procedures.
- Failing to meet any deadlines established by the Graduate School or the Department for completion of degree requirements; e.g., completion of comprehensive exams by tenth term of enrollment, completion of all degree requirements by the 7th year of enrollment, etc.
- Failing to meet the deadlines of an approved petition (see Petition section below).

Notifications, Procedures, and Disqualification:

- Within three weeks of the end of each term, the Graduate Coordinator will evaluate each student's progress for the previous term and provide a summary report of each student's progress for the previous term to the Graduate Advisor and the Department Head.
- Within one month of the end of each term, the Graduate Advisor will send notifications to students who have failed to make satisfactory progress. There are two types of notifications: Academic Warning and Academic Probation.
 - Academic Warnings are provided as a courtesy to advise students of potential academic difficulties. The notification will delineate "necessary conditions for returning to satisfactory progress". If the student has not met the "necessary conditions for returning to satisfactory progress" by the end of the term in which they received the notification, he/she will be placed on Academic Probation. Being placed on academic probation, however, does not depend on the student receiving an academic warning notification.
 - Academic Probation Notifications will delineate "necessary conditions for returning to satisfactory progress" and deadlines by which these conditions must be met. Except in extraordinary circumstances or automatic probations outlined above, the deadline will be the last day of the academic term in which the student receives the notification. Within two weeks of receipt of a probation notification, the student must submit a written proposal to, and meet with, the Graduate Advisor to delineate how he/she will accomplish the "necessary conditions for returning to satisfactory progress".
 - If adequate actions (as judged by the Graduate Advisor in consultation with the Department Head) are completed by the "return to satisfactory progress" deadline, the student will be returned to good standing.
 - If adequate actions are not taken by the "return to satisfactory progress" deadline, the Admissions and Awards Committee will review the student's file in consultation with other relevant faculty. The Admissions and Awards Committee will make a recommendation on disqualification to the full Department. A recommendation on disqualification from the Department to the Graduate School will require a two-thirds vote from faculty who are not on leave.
- If a student accumulates 10 credit hours of incompletes, Academic Warning and Probation Notification processes will be circumvented. The Admissions and Awards Committee will review the student's file in consultation with other relevant faculty. The Admissions and Awards Committee will make a recommendation on disqualification to the full Department. A recommendation on disqualification from the Department to the Graduate School will require a two-thirds vote from faculty who are not on leave.
- Should any comprehensive examination be failed twice, department will recommend disqualification to the Graduate School. A student recommended for disqualification may file a written petition with the Admissions and Awards Committee asking to complete the requirements for a terminal master's degree. If the petition is approved, the student must complete the master's degree, including completion of a thesis, no longer than six calendar months from the date of the approved petition.

- Any student disqualified from the graduate program will not be allowed to enroll in courses after the end of the term in which the disqualification occurs.

Petitions for Waiving Program Requirements (revised 6/10/11)

Any student may submit a written petition to the Graduate Coordinator to have specific rules waived under specific circumstances. The *Petition to Waive Program Requirement* form is available online or from the Graduate Coordinator. The petition must:

- Specify the rules for which a waiver is sought
- Specify the explanation/justification for the request
- Provide letters of support from pertinent faculty members

The Graduate Coordinator will forward all petitions to the Graduate Advisor, who, in consultation with the Awards and Admissions Committee and other relevant faculty members, will make a recommendation on such petitions to the Department Head. The Department Head will make the final decision. Once a petition is approved, it is considered a binding agreement and all deadlines stated in said petition must be met. Failure to meet these deadlines may result in the implementation of the academic warning/probation process.