

**SPECIAL REPORT  
OF THE  
GRADUATE COUNCIL**

concerning

**REVISION TO THE DEGREE PROGRAM:  
POLITICAL SCIENCE (PhD)  
(#5263)**

Presented at the  
782<sup>nd</sup> Regular Meeting of the Faculty Senate  
December 6, 2018

**COUNCIL MEMBERSHIP**

**GRADUATE COUNCIL**

Nadia Al-Ahmed, Sonia Alvarez, Joseph Black, Justin Burch, D. Anthony Butterfield, Ana Caicedo, Canan Çevik, David Cort, Robert DeConto, Jennifer Friedman, Mark Hamin, Laura Hancock, Neil Immerman, Cynthia Jacelon, Ramakrishna Janaswamy, Barbara Krauthamer, John Lopes, David Morin, Martina Nieswandt, Sarah Pfatteicher, Sarah Poissant, Rebecca Reznik-Zellen, Frederic Schaffer, Patrick Sullivan, Bianki Torres, David Vaillancort, Tilman Wolf, Kristine Yu

**GRADUATE COUNCIL**

The Graduate Council recommends approval of this proposal.

*Briefly describe the Proposal*

This is a proposal, based on extensive dialogue with graduate students and faculty in the Department of Political Science, to change the PhD in Political Science requirements and rules related to graduate coursework and satisfactory progress assessments.

*Please describe the existing program requirements, listing all required courses and available electives, as well as any additional requirements, and continuation or admissions policies.*

Students entering without previous graduate study must complete at least 15 graduate-level courses. Full-time students are generally expected to take 3 courses per semester in the two years of the program.

**Students entering with an M.A. in political science may, with the approval of the Graduate Studies Committee, transfer up to five courses from their M.A. program toward satisfaction of the 15 course requirement.**

**Students entering with some graduate work in political science, but not an M.A., and those with an M.A. in a discipline related to political science may, with the approval of the Graduate Studies Committee, transfer up to two courses toward satisfaction of the 15 course requirement.**

**Students must fulfill a distributive requirement of 2 courses in each of 4 different fields. The fields are: American Politics, Comparative Politics, Contemporary Social and Political Theory, History of Political Thought, International Relations, Intradisciplinary and Interdisciplinary Political Studies, Public Law, and Public Policy.**

**The Graduate Studies Committee may, in certain cases, require a student to take course work beyond the required minimum of 15 courses.**

**All of the courses used to satisfy Ph.D. requirements must be graded, and no course in which a grade of lower than B is received may be counted toward satisfaction of this requirement. A majority of the courses used to satisfy Ph.D. requirements must be at the 700 level.**

**Students may petition the Graduate Studies Committee for permission to count up to three graduate-level courses taken outside this department toward satisfaction of the 15 course requirement. The petition should include the course number, title, syllabus, and instructor, as well as a statement as to how the course(s) fit into the student's program of study. Petitions should be filed after completion of the course(s), but students may submit a preliminary petition beforehand to inquire if a class is likely to qualify towards degree requirements.**

**All Ph.D. students must also register for at least ten dissertation credits before the completion of their course work.**

**Satisfactory progress for full-time students is defined by the following schedule for the completion of degree requirements:**

**After one semester, completion of at least three graduate-level courses with grades of "B" or better.**

**After two semesters, completion of at least five graduate-level courses with grades of "B" or better.**

**After three semesters, completion of at least eight graduate-level courses with grades of "B" or better.**

**After four semesters, completion of at least eleven graduate-level courses with grades of "B" or better.**

**After five semesters, completion of at least thirteen graduate-level courses, and passage of one comprehensive field examination.**

After six semesters, completion of at least fifteen graduate-level courses, passage of two comprehensive field examinations, passage of the methods requirements.

After seven semesters, completion of dissertation prospectus.

After eight semesters, ABD: all course, examination, methods, and residency requirements satisfied, dissertation committee established, prospectus approved and on file with the Graduate School.

Satisfactory progress for part-time students will be defined by the Graduate Studies Committee on an individual basis.

No student should have more than 2 incompletes on their record.

In the case of an “unsatisfactory progress” determination, probationary conditions will be imposed. Students on probation will be informed of the measures that they must take to make satisfactory progress (i.e. resolve incompletes; improve class participation, writing and/or research skills; take a comprehensive exam) and will be reviewed again for satisfactory progress reviews in subsequent semesters. Students who fail to return to satisfactory progress within two semesters will be dismissed from the program.

A satisfactory progress review for an individual student will also be initiated by the Graduate Studies Committee in the event of any of the following: (i) failure of a comprehensive examination, (ii) receipt of a grade of B-or lower in a graduate-level course, or (iii) termination of a student's statute of limitations.

Upon failure of a comprehensive examination, the Graduate Studies Committee, in executing a satisfactory progress review, may exercise any of the following options:

- A. It may permit the student to take an examination for a second and final time in that field, with the understanding that failure for a second time will result in automatic dismissal from the program;
- B. It may permit the student to take an examination in another field with the understanding that a failure in that examination will result in automatic dismissal from the program;
- C. It may, in a case in which either option A or B has already been extended to a student following a previous failure of an examination, deny any further privileges and dismiss the student from the program.

Please describe the requirements that you are proposing, listing course requirements, elective options, as well as any additional requirements, and continuation or admissions policies.

Students entering without previous graduate study must complete at least 13 graduate-level courses. Full-time students are generally expected to complete a minimum of 11 courses in the first two years of the program.

Students entering with an M.A. in political science may, with the approval of the Graduate Studies Committee, can transfer up to 3 courses from their M.A. program toward satisfaction of the 13 course requirement.

**Students entering with some graduate work in political science, but not an M.A., and those with an M.A. in a discipline related to political science may, with the approval of the Graduate Studies Committee, can transfer up to 3 courses toward satisfaction of the 13 course requirement.**

**Students must fulfill a distributive requirement of 3 courses in 3 subfields. The fields are: American Politics, Comparative Politics, Methods, Political Theory, International Relations, Intradisciplinary and Interdisciplinary Studies, Public Law, and Public Policy.**

**The Graduate Studies Committee may, in certain cases, require a student to take course work beyond the required minimum of 13 courses.**

**All Ph.D. students are required to take in their first year Political Inquiry, a foundational course designed to introduce students to the core philosophical and epistemological foundations of political science. This course is designed to be appropriate for students in all fields and of all methodological orientations. Political Inquiry will not count towards any field distribution requirements.**

**All of the courses used to satisfy Ph.D. requirements must be graded, and no course in which a grade of lower than B is received may be counted toward satisfaction of this requirement. All courses used to satisfy Ph.D. requirements must be at the 700 level. Prior to taking the course, students may petition the Graduate Studies Committee to count a course below the 700 level toward satisfaction of the 13 course requirement.**

**Students may petition the Graduate Studies Committee for permission to count up to 2 graduate-level courses taken outside this department toward satisfaction of the 13 course requirement. The petition should include the course number, title, syllabus, and instructor, as well as a statement as to how the course(s) fit into the student's program of study. Petitions should be filed before the student takes the course to ensure that the course qualifies towards the department's degree requirements.**

**All Ph.D. students must also register for at least ten dissertation credits before the completion of their course work.**

**Satisfactory progress for full-time students is defined by the following schedule for the completion of degree requirements:**

**After your first academic year, completion of at least five graduate-level courses with grades of "B" or better.**

**After your second academic year, completion of at least eleven graduate-level courses with grades of "B" or better.**

**After your third academic year, completion of at least thirteen graduate-level courses, passage of the methods requirements, and passage of two comprehensive field examinations.**

**After your fourth academic year, all course, examination, methods, and residency requirements satisfied, dissertation committee established, prospectus approved and on file with the Graduate School.**

**Satisfactory progress for part-time students will be defined by the Graduate Studies Committee on an individual basis.**

**No student should have more than 2 incompletes on their record at the end of any single academic year. Students with 2 or more incompletes at the end of a single academic year will automatically be in unsatisfactory progress.**

**In the case of an “unsatisfactory progress” determination, probationary conditions will be imposed. Students on probation will be informed of the measures that they must take to return to satisfactory progress (e.g. resolve incompletes; take a comprehensive exam; complete and defend the prospectus). If there are extenuating circumstances which preclude a student from achieving satisfactory progress, it is the responsibility of the student to inform the Graduate Program Director, the Graduate Studies Committee and their faculty advisor of the nature of these circumstances and, when appropriate, provide documentation. In the absence of extenuating circumstances inhibiting a student’s ability to return to satisfactory progress, students who fail to return to satisfactory progress by the end of the subsequent academic year will automatically be dismissed from the program.**

**A satisfactory progress review for an individual student will also be initiated by the Graduate Studies Committee in the event of any of the following: (i) failure of a comprehensive examination, (ii) receipt of a grade of B-or lower in a graduate-level course, or (iii) expiration of a student's statute of limitations.**

**In performing a satisfactory progress review occasioned by failure of a comprehensive examination, the Graduate Studies Committee may exercise any of the following options:**

- A. It may permit the student to take an examination for a second and final time in that field, with the understanding that failure for a second time in that field will result in automatic dismissal from the program;**
- B. It may permit the student to take an examination in another field with the understanding that a failure in that examination in another field will result in automatic dismissal from the program;**
- C. It may, whenever a student has already used either option A or B following a previous failure of an examination, deny that student any further opportunities to exercise option A or B and automatically dismiss the student from the program.**

*Please provide the rationale for these revisions.*

**The proposed changes to the degree requirements and rules were made in response to student concerns regarding the ability to comply with satisfactory progress requirements within the current timeline. It has been challenging for our PhD students to finish their coursework and prepare for their comprehensive exams while working as teaching assistants by their third year of study. Since 2015, the department recorded a dramatic increase in the number of students in unsatisfactory progress from 4 students in 2015-2016 academic year to 17 students in the 2016-2017 and 2017-2018 academic year.**

**Per conversations with our graduate students as well as deliberations among the Graduate Studies Committee throughout academic years, 2016-17 and 2017-18, we concluded that the current number of transfer courses permitted (5 courses) disproportionately impacts students entering the program without previous graduate level coursework as they are unable to transfer**

courses that could count towards the 15 course requirement. As a result, they are unable to move through the program as quickly as students who can transfer up to 5 courses from an MA degree in political science or students who can transfer up to 2 course from graduate work in political science or from an M.A. in a related discipline.

The Political Science Graduate Studies Committee, comprised of five faculty and one graduate student, reviewed the regulations and rules of a random sample of twenty-two R1 institutions based on graduate program rankings (U.S. News and World Report) to determine the average number of total courses, transfer courses and courses taken outside the department. The average number of required courses across the twenty-two institutions was 12 courses.

The proposed change for students to take three courses in three different subfields was made to better prepare students to be well versed across a greater number of subfields, which is not being accomplished with the current program requirements. Students with more depth versus breadth across different subfields of political science will make them more competitive on the job market.

The proposed changes were agreed upon by the Political Science Graduate Studies Committee, review by field clerks, and was approved by a majority vote of faculty in the department.

#### Resources

*If this proposal requires no additional resources, say so and briefly explain why. If this proposal requires additional resources, explain how they will be paid for. For proposals involving instruction, indicate how many new enrollments are expected and whether the courses have room to accommodate them.*

This proposal requires no additional resources. All proposed changes can be implemented with existing departmental resources.

It will require faculty in each subfield to strategize how many courses to offer in a three-year cycle to allow for students to complete the new field distribution requirements by the end of their third year of study. Adding methods as a new subfield for distribution requirements will also have no impact on current resources since the department already offers at least seven different methods courses taught by current faculty.

Attach any supporting documents

**MOTION:** That the Faculty Senate approve the Revision to the Degree Program: Political Science (PhD), as presented in Sen. Doc. No. 19-031.  
10-19

	<b>Current Political Science PhD requirements</b>	<b>Proposed Political Science PhD requirements</b>
<b>Total Number of Courses</b>	15	13
<b>Number of courses that can be transferred with an MA in Political Science</b>	5	3
<b>Number of courses that can be transferred with some graduate work in political science or an MA in a related discipline</b>	2	3
<b>Number of Courses Taken Outside the Department of Political Science</b>	3	2
<b>Field Distribution Requirements</b>	2 courses in 4 different subfields	3 courses in 3 different subfields
<b>Subfields for Distribution Requirements</b>	American Politics, Comparative Politics, Political Theory, International Relations, Public Law, Public Policy and Intradisciplinary and Interdisciplinary Studies.	Same subfields as current requirements, with one new addition of a Methods subfield (for distribution requirements only, not comprehensive exams)
<b>Courses below the 700-level</b>	A majority of the courses used to satisfy Ph.D. requirements must be at the 700 level.	Prior to taking the course, students may petition the Graduate Studies Committee to count a course below the 700 level toward satisfaction of the 13 course requirement.
<b>Satisfactory Progress Schedule</b>	By academic semester	By academic year
<b>Satisfactory Progress after 1<sup>st</sup> year</b>	Completion of at least five graduate-level courses with grades of "B" or better.	Same as current requirements
<b>Satisfactory Progress after 2<sup>nd</sup> year</b>	Completion of at least eleven graduate-level courses with grades of "B" or better.	Same as current requirements

<p><b>Satisfactory Progress after 3<sup>rd</sup> year</b></p>	<p>After six semesters, completion of at least fifteen graduate-level courses, passage of two comprehensive field examinations, passage of the methods requirements.</p>	<p>Completion of at least thirteen graduate-level courses, passage of the methods requirements, and passage of two comprehensive field examinations.</p>
<p><b>Satisfactory Progress after 4<sup>th</sup> year</b></p>	<p>All course, examination, methods, and residency requirements satisfied, dissertation committee established, prospectus approved and on file with the Graduate School.</p>	<p>Same as current requirements</p>

## Doctor of Philosophy Degree Requirements (Effective September 1, 2019)

### **Residence, Course, & Grade Requirements**

Ph.D. students must be in residence full-time (registered for nine credits) for two consecutive semesters. (See the Graduate School Bulletin for the definition of "residency.")

Students entering without previous graduate study must complete at least 13 graduate-level courses. Full-time students are generally expected to complete a minimum of 11 courses in the first two years of the program.

Students entering with an M.A. in political science may, with the approval of the Graduate Studies Committee, can transfer up to 3 courses from their M.A. program toward satisfaction of the 13 course requirement.

Students entering with some graduate work in political science, but not an M.A., and those with an M.A. in a discipline related to political science may, with the approval of the Graduate Studies Committee, can transfer up to 3 courses toward satisfaction of the 13 course requirement.

Students must fulfill a distributive requirement of 3 courses in 3 subfields. The fields are: American Politics, Comparative Politics, Methods, Political Theory, International Relations, Public Law, Public Policy and Intradisciplinary and Interdisciplinary Studies. Please note that students may take language courses in fulfillment of the Methods distribution requirement.

The Graduate Studies Committee may, in certain cases, require a student to take course work beyond the required minimum of 13 courses.

All Ph.D. students are required to take in their first year Political Inquiry, a foundational course designed to introduce students to the core philosophical and epistemological foundations of political science. This course is designed to be appropriate for students in all fields and of all methodological orientations. Political Inquiry will not count towards any field distribution requirements.

All of the courses used to satisfy Ph.D. requirements must be graded, and no course in which a grade of lower than B is received may be counted toward satisfaction of this requirement. All courses used to satisfy Ph.D. requirements must be at the 700 level. Prior to taking the course, students may petition the Graduate Studies Committee to count a course below the 700 level toward satisfaction of the 13 course requirement.

Students may petition the Graduate Studies Committee for permission to count up to 2 graduate-level courses taken outside this department toward satisfaction of the 13 course requirement. The petition should include the course number, title, syllabus, and instructor, as well as a statement as to how the course(s) fit into the student's program of study. Petitions should be filed before the student takes the course to ensure that the course qualifies towards the department's degree requirements.

All Ph.D. students must also register for at least ten dissertation credits before the completion of their course work.

### **Comprehensive Examination Fields**

Students must pass two written preliminary comprehensive field examinations administered in a format determined by each field by the third year/sixth semester of their enrollment in the program.

Field examinations test a student's comprehension of the substance, theories, methods, and literature in that field. Examinations tend to be general in character, designed to cover a field. Normally, a student will take at least three courses in a field before being examined, but field examinations are not necessarily related directly to courses. Copies of previous examination questions are available in the office of the Graduate Secretary.

Field examinations are offered twice a year during the first week of the fall and spring semesters. Students are required to sign up for these examinations prior to the end of the preceding semester.

The grading scale for these examinations is "Distinction," "Pass," and "Fail." A student who fails an examination may, on the recommendation of faculty in that field and with the permission of the Graduate Studies Committee, repeat the exam. Permission to retake a field examination may be granted only once, and in all cases where a re-examination is authorized, the entire examination must be retaken.

The format of field examinations and field papers is determined by the faculty in each field subject to approval by the Graduate Studies Committee. [The comprehensive exam field subjects are: American Politics, Comparative Politics, Contemporary Social and Political Theory, History of Political Thought, International Relations, Intra-disciplinary and Interdisciplinary Studies, Public Law, and Public Policy.](#) The currently approved formats [and course prerequisites](#) for written examinations, by field, are listed in Appendix 1.

Oral exams should be held within two weeks of the written exam or the submission of the final research paper. No oral examination will be scheduled until the committee members agree that an oral examination is merited following a review of the written examination or research paper. All members of the examination committee will be present for the oral examination. If this condition cannot be met for the originally scheduled date, the oral examination shall be rescheduled.

The department also regularly offers [methods](#) courses: Introduction to Quantitative Analysis, Qualitative [Research Methods](#), [Political Ethnography](#), [Research Design](#), [Social and Political Network Analysis](#), [Survey Research Methods](#) and Interpretation. Each field has determined which, if any, of these courses are required for a comprehensive exam in that field. These field-specific requirements can be found in Appendix 1.

## **GRADUATE PROGRAM RULES** (Effective September 1, 2019)

The following rules for the Graduate Program in the Department of Political Science apply to all students entering the Ph.D. or M.A. programs after September 1, 2019. These rules supplement but do not supersede the rules of the Graduate School as set forth in the Graduate School Bulletin. Students are responsible for meeting all rules and regulations of the Graduate School as well as of the department.

The Graduate Studies Committee faculty of the department shall enforce rules governing the M.A. and Ph.D. programs and be the final authority in their interpretation and application in specific cases. M.A. and Ph.D. students may petition the Graduate Studies Committee faculty for variances from or exceptions to these rules. Its decisions shall be final and binding in such cases.

No individual faculty member or departmental committee other than the Graduate Studies Committee is authorized to approve any deviations whatsoever from these rules.

## **DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS** (Effective September 1, 2019)

### **SATISFACTORY PROGRESS**

Satisfactory progress for **full-time students** is defined by the following schedule for the completion of degree requirements:

After your first academic year, completion of at least five graduate-level courses with grades of "B" or better.

After your second academic year, completion of at least eleven graduate-level courses with grades of "B" or better.

After your third academic year, completion of at least thirteen graduate-level courses, passage of the methods requirements, and passage of two comprehensive field examinations.

After your fourth academic year, all course, examination, methods, and residency requirements satisfied, dissertation committee established, prospectus approved and on file with the Graduate School

Satisfactory progress for **part-time students** will be defined by the Graduate Studies Committee on an individual basis.

No student should have more than 2 incompletes on their record at the end of any single academic year. Students with 2 or more incompletes at the end of a single academic year will automatically be in unsatisfactory progress.

### **SATISFACTORY PROGRESS REVIEWS**

The Graduate Studies Committee shall initiate a standard satisfactory progress review for all Ph.D. students on the basis of the following schedule:

In mid-to-late May each year, the department will convene an all-faculty meeting to discuss the annual progress of each full-time student. Faculty will discuss the performance of students in their courses, for e.g. students' performance in discussions, presentations to classes, writing assignments, mastery of material, strengths and weaknesses, and improvement over the semester. The meeting will generate collective recommendations about students' progress in the program. The Graduate Program Director will draw upon these recommendations to issue individual annual progress letters to graduate students, which will be sent out over the summer. The letters will indicate whether the student is making "satisfactory" or "unsatisfactory" progress. Students will be invited to schedule individual sessions with the Graduate Program Director to discuss their progress evaluation in further detail.

In the case of an "unsatisfactory progress" determination, probationary conditions will be imposed. Students on probation will be informed of the measures that they must take to return to satisfactory progress (e.g. resolve incompletes; take a comprehensive exam; complete and defend the prospectus). If there are extenuating circumstances which preclude a student from achieving satisfactory progress, it is the responsibility of the student to inform the Graduate Program Director, the Graduate Studies Committee and their faculty advisor of the nature of these circumstances and, when appropriate, provide documentation. In the absence of extenuating circumstances inhibiting a student's ability to return to satisfactory progress, students who fail to return to satisfactory progress by the end of the subsequent academic year will automatically be dismissed from the program.

A satisfactory progress review for an individual student will also be initiated by the Graduate Studies Committee in the event of any of the following: (i) failure of a comprehensive examination, (ii) receipt of a grade of B-or lower in a graduate-level course, or (iii) expiration of a student's statute of limitations.

In performing a satisfactory progress review occasioned by failure of a comprehensive examination, the Graduate Studies Committee may exercise any of the following options:

- A. It may permit the student to take an examination for a second and final time in that field, with the understanding that failure for a second time in that field will result in automatic dismissal from the program;
- B. It may permit the student to take an examination in another field with the understanding that a failure in that examination in another field will result in automatic dismissal from the program;
- C. It may, whenever a student has already used either option A or B following a previous failure of an examination, deny that student any further opportunities to exercise option A or B and automatically dismiss the student from the program.

# **PhD in Political Science**

## **Residence, Course, & Grade Requirements**

Ph.D. students must be in residence full-time (registered for nine credits) for two consecutive semesters. (See the Graduate School Bulletin for the definition of "residency.")

Students entering without previous graduate study must complete at least 15 graduate-level courses. Full-time students are generally expected to take 3 courses per semester in the two years of the program.

Students entering with an M.A. in political science may, with the approval of the Graduate Studies Committee, transfer up to five courses from their M.A. program toward satisfaction of the 15 course requirement.

Students entering with some graduate work in political science, but not an M.A., and those with an M.A. in a discipline related to political science may, with the approval of the Graduate Studies Committee, transfer up to two courses toward satisfaction of the 15 course requirement.

Students must fulfill a distributive requirement of 2 courses in each of 4 different fields. The fields are: American Politics, Comparative Politics, Contemporary Social and Political Theory, History of Political Thought, International Relations, Intradisciplinary and Interdisciplinary Political Studies, Public Law, and Public Policy.

The Graduate Studies Committee may, in certain cases, require a student to take course work beyond the required minimum of 15 courses.

All of the courses used to satisfy Ph.D. requirements must be graded, and no course in which a grade of lower than B is received may be counted toward satisfaction of this requirement. A majority of the courses used to satisfy Ph.D. requirements must be at the 700 level.

Students may petition the Graduate Studies Committee for permission to count up to three graduate-level courses taken outside this department toward satisfaction of the 15 course requirement. The petition should include the course number, title, syllabus, and instructor, as well as a statement as to how the course(s) fit into the student's program of study. Petitions should be filed after completion of the course(s), but students may submit a preliminary petition beforehand to inquire if a class is likely to qualify towards degree requirements.

All Ph.D. students must also register for at least ten dissertation credits before the completion of their course work.

## Comprehensive Examination Fields

Students must pass two written preliminary comprehensive field examinations administered in a format determined by each field by the third year/sixth semester of their enrollment in the program.

Field examinations test a student's comprehension of the substance, theories, methods, and literature in that field. Examinations tend to be general in character, designed to cover a field. Normally, a student will take at least three courses in a field before being examined, but field examinations are not necessarily related directly to courses. Copies of previous examination questions are available in the office of the Graduate Secretary.

Field examinations are offered twice a year during the first week of the Fall and Spring Semesters. Students are required to sign up for these examinations prior to the end of the preceding semester.

The grading scale for these examinations is "Distinction," "Pass," and "Fail." A student who fails an examination may, on the recommendation of faculty in that field and with the permission of the Graduate Studies Committee, repeat the exam. Permission to retake a field examination may be granted only once, and in all cases where a re-examination is authorized, the entire examination must be retaken.

The format of field examinations and field papers is determined by the faculty in each field subject to approval by the Graduate Studies Committee. The currently approved formats for written examinations, by field, are listed in [Appendix 1](#).

Oral exams should be held within two weeks of the written exam or the submission of the final research paper. No oral examination will be scheduled until the committee members agree that an oral examination is merited following a review of the written examination or research paper. All members of the examination committee will be present for the oral examination. If this condition cannot be met for the originally scheduled date, the oral examination shall be rescheduled.

## Methods Requirements

All Ph.D. students are required to take in their first year (normally during their first semester) *Political Inquiry*, a foundational course designed to introduce students to the core philosophical and epistemological foundations of political science. This course is designed to be appropriate for students in all fields and of all methodological orientations.

The department also regularly offers three other courses: *Introduction to Quantitative Analysis*, *Qualitative Methods*, and *Interpretation*. Each field has determined which, if any, of these courses are required for a student to take a comprehensive exam in that field. These field-specific requirements can be found in [Appendix 1](#).

## **Dissertation**

Satisfactory completion of a dissertation is the final requirement for the Ph.D. The dissertation represents a systematic investigation of a problem in the candidate's major field and should demonstrate an ability to do independent research. It is prepared under the supervision of a dissertation committee consisting of the student's principal dissertation advisor, who shall serve as chair, a second reader from the graduate faculty of the department, and a third reader from the graduate faculty of the university from a department other than political science.

Each student must develop a detailed dissertation prospectus with the guidance of the chair of the dissertation committee. The prospectus must include a statement of purpose, a review of relevant literature, a statement on research methods or procedures to be used, and a discussion of the significance of the expected findings and/or their theoretical importance.

When the prospectus has been prepared to the satisfaction of the dissertation committee, the student will present an oral defense of the prospectus, which will be conducted by the committee and be open to all faculty and graduate students in the department. If defended successfully, the prospectus will be signed by the members of the dissertation committee and the Graduate Program Director and filed with the Graduate School.

A dissertation committee may not be established, nor a dissertation prospectus approved until a student has completed all course, comprehensive, methods, and residency requirements. Moreover, a dissertation committee and approved prospectus must be on file with the Graduate School at least seven months before the anticipated date of graduation.

The dissertation committee administers the final oral examination upon acceptance of the dissertation. The Graduate School must be notified at least three weeks in advance of the date for which the oral is scheduled. The defense is open generally to faculty, staff and graduate students at the University.

## **Mentoring and Advising**

Each incoming student is matched with a faculty mentor and a graduate student (peer) mentor in the first year of the program. Faculty mentors meet with students to discuss their course selection, research interests, and offer guidance in designing a course of study, and in selecting future dissertation advisors. Graduate student mentors serve as resource people during the first year of the program and offer advice on the graduate school experience.

Thereafter, with assistance from their first year mentor and the Graduate Program Director, and based on their classroom experience, students identify a principal faculty

member to serve as their graduate advisor. The choice does not preclude working with other faculty, or the selection of a dissertation chair.

## **Satisfactory Progress**

Satisfactory progress for full-time students is defined by the following schedule for the completion of degree requirements:

After one semester, completion of at least three graduate-level courses with grades of "B" or better.

After two semesters, completion of at least five graduate-level courses with grades of "B" or better.

After three semesters, completion of at least eight graduate-level courses with grades of "B" or better.

After four semesters, completion of at least eleven graduate-level courses with grades of "B" or better.

After five semesters, completion of at least thirteen graduate-level courses, and passage of one comprehensive field examination.

After six semesters, completion of at least fifteen graduate-level courses, passage of two comprehensive field examinations, passage of the methods requirements.

After seven semesters, completion of dissertation prospectus.

After eight semesters, ABD: all course, examination, methods, and residency requirements satisfied, dissertation committee established, prospectus approved and on file with the Graduate School.

Satisfactory progress for part-time students will be defined by the Graduate Studies Committee on an individual basis.

No student should have more than 2 incompletes on their record.

## **Satisfactory Progress Reviews**

The Graduate Studies Committee shall initiate a standard satisfactory progress review for all Ph.D. students on the basis of the following schedule:

In late May each year, the department will convene an all-faculty meeting to discuss the annual progress of each full-time student. Faculty will discuss the performance of students in their courses, for e.g. students' performance in discussions, presentations to classes, writing assignments, mastery of material, strengths and weaknesses, and improvement over the semester. The meeting will generate collective recommendations about students' progress in the program. The Graduate Program Director will draw upon these recommendations to issue annual progress letters to graduate students, which will be sent out over the summer. The letters will indicate whether the student is making "satisfactory" or "unsatisfactory" progress. Students will be invited to schedule individual

sessions with the Graduate Program Director to discuss their progress evaluation in further detail.

In the case of an “unsatisfactory progress” determination, probationary conditions will be imposed. Students on probation will be informed of the measures that they must take to make satisfactory progress (i.e. resolve incompletes; improve class participation, writing and/or research skills; take a comprehensive exam) and will be reviewed again for satisfactory progress reviews in subsequent semesters. Students who fail to return to satisfactory progress within two semesters will be dismissed from the program.

A satisfactory progress review for an individual student will also be initiated by the Graduate Studies Committee in the event of any of the following: (i) failure of a comprehensive examination, (ii) receipt of a grade of B-or lower in a graduate-level course, or (iii) termination of a student's statute of limitations.

Upon failure of a comprehensive examination, the Graduate Studies Committee, in executing a satisfactory progress review, may exercise any of the following options:

A. It may permit the student to take an examination for a second and final time in that field, with the understanding that failure for a second time will result in automatic dismissal from the program;

B. It may permit the student to take an examination in another field with the understanding that a failure in that examination will result in automatic dismissal from the program;

C. It may, in a case in which either option A or B has already been extended to a student following a previous failure of an examination, deny any further privileges and dismiss the student from the program.