

MA/PhD HANDBOOK
2004-2005

This handbook contains information about Department policies, procedures and degree requirements for the graduate programs in Political Science. Supplementary updates during the academic year will be available in the Department office and students will receive notification via email. Nothing contained in the handbook supersedes or otherwise alters any Division of Graduate Studies requirement published in the University Bulletin or Rules for Graduate Students.

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FACULTY

BARDES, BARBARA, (Ph.D., Cincinnati, 197 ; Professor), American Government, Politics, and Public Policy Analysis.

BISHOP, GEORGE, (Ph.D., Michigan State, 1973; Professor), Methodology, Electoral Behavior and Public Opinion, Political Psychology.

BLOOM, MIA, (Ph.D., Columbia, 1999; Asst. Professor); International Relations, National Security, Ethnic Conflicts, Politics of the Middle East.

HARKNETT, RICHARD, (Ph.D., Johns Hopkins, 1991; Assoc. Professor), International Relations Theory, International Security, American National Security.

HONADLE, BETH, (Ph.D. Syracuse, 1979; Professor) Public Administration, Economic Development, Policy Analysis.

JENKINS, LAURA, (Ph.D., University of Wisconsin, Madison, 1998; Assoc. Professor), Comparative Politics, South Asia, Identity Politics.

LAWSON, BRIAN, (Ph.D., UCLA, 2000; Asst. Professor), Congress and Historical Institutionalism; Statistics and Formal Theory.

MARGOLIS, MICHAEL, (Ph.D., Michigan, 1968; Professor), Methodology, Political Parties, Elections, Mass Media and Political Communication.

MISTRY, DINSHAW, (Ph.D., Illinois, 1999; Asst. Professor), International Relations, South Asia, Technology and Politics.

MOCKABEE, STEPHEN, (Ph.D. Ohio State, 2001, Asst. Professor), Political Behavior and Public Opinion, Research Methodology, Political Parties.

MOORE, THOMAS, (Ph.D., Princeton, 1997 Assoc. Professor), International Relations, International Political Economy, East Asian Politics.

STEVER, JAMES, (Ph.D., Purdue, 1974; Professor), Political and Administrative Theory, American Government and Politics, Intergovernmental Relations.

TOLLEY, HOWARD, JR., (Ph.D., Columbia, 1972; JD, Cincinnati, 1983; Professor), American Government, Public Law, International Law, and International Organization.

TUCHFARBER, ALFRED, (Ph.D., Cincinnati, 1974; Professor), American Government and Politics, Methodology.

WOLFE, JOEL (Ph.D., Chicago, 1978; Professor), Comparative Politics (General), Comparative Politics (Western Europe), Political Thought and Philosophy.

Adjunct Faculty:

Dr. Jane Anderson, Adj. Assoc. Professor

Sr. Asst. Dean Robert Fee, Adj. Lecturer

Dr. Anita Raturi, Adj. Asst. Professor

DEPARTMENT ORGANIZATION AND GOVERNANCE

Department Head — The Head is appointed by the Dean of the College. He/she oversees the entire operation of the Department and represents the Department to the Dean and other administrative officers of the University. The Head has primary responsibility for the allocation of Department funds, appoints Program Directors, schedules courses, presides over the Advisory Committee and establishes other committees as they are needed. In consultation with the Graduate Program Director and teaching faculty, the Head assigns Graduate Assistants as discussion group leaders, computer lab consultants or research assistants and makes available the required office space and support services.

Director of MA/Ph.D. Programs — The Grad Director administers the policies of the M.A. and Ph.D. programs established by departmental faculty and the Graduate Committee. The Certificate program and Dual Degree program have designated coordinators, to whom students can turn for advice.

Graduate Program Committee — The Graduate Program Committee chaired by the Director of Graduate Programs meets at least once each quarter. The Political Science Graduate Student Association designates a student observer who participates in curriculum and program review, but does not attend meetings where admissions, financial aid, exemptions, and awards are decided. The Graduate Committee reviews and approves applicants for admission and financial aid, proposes program changes to the full department faculty for consideration, and hears student petitions for exceptions to established requirements or procedures.

Political Science Graduate Student Association — Active members of PSGSA may obtain funding for conference travel and research grants from the University's Graduate Student Association (GSA). The PSGSA may elect a representative to the GSA, which sends an observer to the Board of Trustees. The president of PSGSA normally is the student representative to the Department's Graduate Program Committee.

Pi Sigma Alpha — Each Spring, the Department inducts new members into the National Political Science Honor Society. To be eligible, students must complete 45 credit hours in the MA/PhD. programs while in residence at UC; maintain a 3.5 GPA in the program and in all Political Science courses. One time membership fee of \$25 is required at time of induction.

Institute for Policy Research — Founded in 1971, the IPR is the social science research institute at the University. Through its component centers: the Behavioral Science Laboratory, the Center for Neighborhood and Community Studies, and the Southwest Ohio Regional Data Center, the IPR provides consultation to U.C. faculty and staff members and assists governmental agencies and community organizations with their data collection, research, design, statistical analysis and policy research needs.

PROGRAM SUPPORT

Counseling and Advising

— **M.A.** candidates in their first quarter will be advised by the Graduate Director and later by the department faculty member chairing the student's thesis or professional paper.

— **Ph.D.** exam candidates will be advised by the committee chairs of the fields in which exams are to be taken.

— **Ph.D.** dissertation candidates will be advised by their dissertation committee chair.

Each student will have an academic advising file in the main office for review by the faculty advisor, Graduate Committee, and the Graduate Director. The file will contain:

1. Plan of Study, supplemental activity and tracking forms;
2. Term grade reports and academic transcript;
3. Checklist of degree requirements completed;
4. Letters of reference written by faculty for job placement;
5. Samples of written work (professional presentations or publications).

Students have the right to review their own records. It is the policy of the Graduate Program that access to information regarding the student shall be afforded only University Faculty and appropriate staff on a need-to-know basis. Students desiring access to their own records must petition the Director of Graduate Studies in writing.

Career Planning and Placement

The department subscribes to APSA Personnel Service Newsletter, which can be accessed online. The department also receives faculty position announcements directly from universities, which are posted in the main hallway. Students are encouraged to join the APSA or ISA and to use the placement service available at annual national and regional meetings.

Mail/Email

Each student has a mail slot in the department's main office and a free email account through Bearcat on-line <<http://email.uc.edu>>. Each student must maintain an active email account for departmental communication and course work. Students should insure that an up-to-date home address, phone number and accessed email account are filed with the graduate program secretary.

Offices/Library Study Carrels

Teaching Assistants have a desk and a shared department office with telephone. Other graduate students may obtain a reserved carrel in Langsam library by contacting 556-1424 in the Circulation Department.

Microcomputer Laboratory and Computer Support

The Departments of Economics, Sociology, and Political Science, in conjunction with University Center for Information Technologies UCit, maintain a computer laboratory in 616C Rieveschl Hall for student word processing and data analysis. The microcomputers are linked to UCit servers. The Laboratory has printers for producing hard copies of computer output.

Presentations at Professional Conventions

The department encourages graduate students to become active professionally. This can be accomplished in a variety of ways including: joining professional organizations, cooperating with faculty on research projects, attending professional conventions, co-authoring papers with faculty and presenting them at professional conventions. In some cases, advanced graduate students will generate single authored papers of high quality suitable for presentation at professional conventions. The department strongly encourages graduate students to secure a faculty adviser/sponsor when such papers are in the proposal stage and to present them to peer/faculty readers at the Graduate Colloquium before the conference. Collegial suggestions and criticisms can enhance the quality of a paper. Colloquium presentations should be scheduled with the Graduate Director.

ACADEMIC RULES AND REGULATIONS

Academic Freedom

"Academic freedom is based upon the premise that scholars are entitled to immunity from coercion in matters of thought and expression, and on the belief that the mission of the University can be performed only in an atmosphere free from administrative or political constraints on thought and expression. . . .The welfare and strength of the University and of society at large depend on the free search for truth and its free expression. . . .full freedom of inquiry, teaching and research, not only in the classroom and libraries but in other facets of campus life." (Article 2, Agreement between the University of Cincinnati and the AAUP).

Academic Integrity

Cases involving charges of academic dishonesty, (e.g., plagiarism, cheating on an examination, or submission of a ghost written assignment), will be referred to the Graduate Program Committee for appropriate action. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from a graduate program. The Committee will afford the student an opportunity of a hearing. The student may waive the right to participate in a formal hearing. When formal hearings are held, the student may exclude the graduate student member of the Graduate Committee from participation at the hearing. If the Committee finds that academic dishonesty did occur, it may impose sanctions up to expulsion from the graduate program. The student may appeal the decision of the Committee according to the procedures set forth in the Handbook of the Division of Graduate Studies and Research rev. September 25, 1985, Section 9.11 and Appendix H.

Advanced Standing

Students may petition to have graduate credit taken at other institutions of higher education included in their degree program. MA/PhD students shall submit appropriate transcripts and a rationale of how the credits fit into their formal Plan of Study to the Graduate Director. The Graduate Committee will approve or disapprove the application. At least half of the 45 graduate credits for the MA and at least 45 credits, exclusive of research toward the PhD must be taken at the University of Cincinnati.

Minimum Academic Performance

Graduate students are expected to maintain a "B" average (3.0) or better in all courses, proseminars, and seminars. If at any time the cumulative average of a student falls below 2.75, the Department will consider this as evidence of incapacity to pursue further graduate study. Following a grade report between 2.75 and 3.0 a student is expected to raise the cumulative average to 3.0 or higher in the next two quarters. Students must have a cumulative average of 3.0 or better to be certified for the award of a Master's and to be

certified for candidacy for the Ph.D. degree. American citizens must register for at least one credit hour each Autumn to maintain active status. Government regulations require foreign citizens to register for one credit hour for Autumn, Winter and Spring Quarters.

After failure of a course elected for graduate credit or receipt of more than two "C" grades in one academic year, the Graduate Committee will review that student's performance and recommend appropriate action. Grades of "C" earned in courses taken at the U.C. College of Law, however, will not affect a graduate student's academic standing in the Department.

Any "I" grade in a course, proseminar, or seminar except M.A. or Ph.D. Thesis Research must be converted by completion of the assigned academic work into a letter grade within twelve months. All relevant "IP" grades must be converted into letter grades before a student is awarded the degree.

Graduate Credit for Undergraduate Students

“The Department may allow seniors to register for graduate courses for graduate credit before these students have completed the bachelor's degree. If the college or degree-granting unit permits such registration, it should limit the privilege to the student having senior standing and having a grade point average of at least 3.0 (but higher if so desired by the student's department), as evidenced by a petition from the student and signed by an authorized member of the department. Upon approval by the department and the course instructor, graduate credit will be given for the courses. A maximum of 15 graduate credits may be obtained in this manner. Credit will not be given toward both graduate and undergraduate degrees for the same course.” (Graduate Faculty 4/15/71).

Graduate Credit in 500, 600, and 700 Level Courses

A graduate student who is registered in 500 or 600 level courses in Political Science that carry both undergraduate and graduate credit will be required to complete academic work additional to that required of undergraduates in the same course. This work may consist of readings, exercises, reports, papers or other supplementary assignments, as the course instructor deems appropriate (Graduate Faculty 3/3/60). Students completing the department's cognate course requirement may register for 3 credit hour graduate courses in other departments. In cases where this registration reduces a funded student's total credit hours to less than 12, the student may register for an additional credit hour of individual work with the permission of the Graduate Director. This credit hour will not entail additional academic work.

Non-Graduate Credits for Graduate Students

The department does not grant non-graduate credit for graduate students.

Non-Discrimination

The University of Cincinnati does not tolerate discrimination on the basis of age, color,

disabled veteran, national origin, race, religion, sex, sexual orientation, physical handicap, or status as a military veteran. The Department of Political Science supports and enforces this policy.

Grievances

The Graduate Student Grievance Procedures Manual contains a Statement of Grievance Form that initiates an informal conference review that may continue for ten days after appointment of a Facilitator. If the Conference Review does not produce a resolution satisfactory to the student, a Grievance Review or Appeal Committee will prepare a report and recommendation. Two or more students with substantially the same grievance may join in a group action.

Suspension or Dismissal

Students may be placed on probationary status, suspended, or dismissed for (a) substandard academic performance, (b) academic misconduct, (c) violation of institutional rules, and/or (d) failure to maintain enrollment. The Graduate Director will notify the student prior to any action taken by the Graduate Committee and allow the student at least one week to prepare a response.

Leave of Absence and Reinstatement

Students who do not register for a full academic year, must apply for reinstatement. Individuals requesting a formal leave of absence should notify the graduate program director indicating when they intend to resume study.

Withdrawal

Students who experience personal problems during a Quarter, which prevent them from participating in classes at an acceptable graduate level, should discuss grading options with the instructor as early as possible. This *courtesy* will provide students with the widest range of options. The deadline for officially withdrawing from a course without Academic notation is the 21st day of the Quarter; the final deadline for official withdrawal is the 58th day. Students who neglect to meet with the instructor before that time will be subject to receiving an "F" grade. For details and exact dates see <http://www.uc.edu/registrar/default.asp>.

FINANCIAL AID

Eligibility Criteria and Application Deadline

Awards funded by the Graduate School are limited to full time students who have completed fewer than 200 graduate credit hours prior to any Autumn Quarter. Presuming good progress and the continued availability of funds, the department will make annual financial aid awards or assistantships for up to but not exceeding three years for any student. Continuing students must inform the Graduate Program Director by January 15th of the financial aid requested for the coming academic year. The Graduate Program Committee will decide on which financial aid awards to renew at the same time it considers the support needed for new applicants. In considering reappointment the Committee will consider the student's a) cumulative grade point average, b) student evaluations, c) performance on examinations, and d) letters of recommendation from department faculty. For entering students the Committee considers an applicant's undergraduate G.P.A., reference letters and G.R.E. scores. Acceptance of an offer of financial aid for the next academic year by a matriculated or prospective graduate student completes an agreement that the student and the Graduate School expect to honor. An acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. UC Graduate Awards Manual, available through request of the Division of Advanced Studies, provides a comprehensive statement of policies and procedures covering taxation, termination of awards, rights and duties, etc. and additional details about the awards described below.

Assistantships

Students holding graduate assistantships are required to perform up to twenty (20) hours of work per week under the direction of one or more faculty members in support of the department' teaching and research missions. Advanced graduate assistants may be assigned to teach an independent course under faculty supervision. International students must pass an English Oral Proficiency Exam to qualify for teaching responsibilities. Shared offices with a telephone and desks are provided to assistants. **Each assistant must submit a completed Form 400 during exam week of each quarter in which they hold an assistantship.** Continued funding during an academic year is contingent on progress to degree and acceptable completion of assigned duties as an assistant.

Graduate Assistant Employment

Graduate Assistants must register for a minimum of 12 graduate credit hours each quarter. When these students are employed over and above their assistantships a number of legitimate academic concerns can be raised (including length of time to earn their degrees). The following policy recommendations regarding multiple appointments of graduate assistants are to be followed:

- a. One course per quarter is the maximum external part-time workload allowable for those who have a graduate assistantship.
- b. The Department will closely monitor the academic progress of students holding more than one University appointment/employment. This will include quarterly grade reports and a progress report for each student's file.
- c. Continued academic progress is expected; should progress slow, the additional appointment should be terminated.

New teaching assistants are required to attend the Graduate Division's September Teaching Effectiveness Workshop. All students with assistantships are expected to have taken appropriate coursework and displayed competence in the subject they teach. The supervising Professors will evaluate the performance of teaching assistants and research assistants. Results of the evaluation will be an important criterion for reappointment, which requires continued exceptional work. GAs are responsible for quarterly reports on Form 400. The department may recognize one or more assistants for outstanding teaching at the annual awards program held during Spring quarter. In exceptional cases, senior assistants and dissertation candidates no longer receiving aid may receive compensation as "Student Lecturers" for teaching independent sections.

University Graduate Scholarships (UGS)

University Graduate Scholarships, applicable to graduate student tuition, are available in varying amounts, according to the residence of the student. These scholarships pay instructional fees only and do not cover general fees. Application for scholarships must be submitted into the department office before January 15th.

Doctoral Research UGS

Competitively awarded to doctoral candidates who have completed fewer than 200 graduate credits and who are registered for fifteen credits of dissertation research only. The award includes payment of the general fee and may be started in either Summer or Autumn term.

The Charles Phelps Taft Memorial Fellowships

The department annually has one designated Advanced Graduate Fellowship and recommends other candidates in competition with graduate students from nine other A&S Taft departments. For the three-quarter academic year, the Taft Fellowship includes a cash stipend in the range of \$14,000 with a UGS, which includes the general fee. The Taft Committee gives preference to Ph.D. dissertation candidates (those who have passed exams and have an accepted dissertation proposal). Students who wish to be considered by the Department must display strong progress toward the dissertation. Departmental preference will take into account the quality of early dissertation research and/or completion of an accepted dissertation proposal. Application to the Department Graduate Committee should be submitted by January 15.

Taft Graduate Enhancement Fellowships

Competitively awarded with preference to doctoral students. These fellowships are used to enhance awards that students hold, whether the original funding source is internal or external to UC. They can be used to supplement tuition and/or to provide a small annual stipend.

Other Fellowships

(1) Distinguished Dissertation Fellowships. (2) The Neff Fellowship for women with financial need in A&S departments. (3) URC Summer Fellowships, a competitive research program open to all graduate students. Students should visit the University Dean for Advanced Studies offices or website (<http://www.grad.uc.edu/>) for more detail.

Graduate Student Teaching Policy

1. Independent sections for our majors, whether taught in the summer or during the regular year, should be taught only by those who:
 - a) Have already served as a TA for a relevant course.
 - b) Have passed their exams or have an MA in a relevant area.
 - c) Have written recommendation from the instructor for whom they have taught.

2. Independent sections in the extension colleges for non-majors should be taught only by those who:
 - a) Have already served as a TA for a relevant course.
 - b) Have passed their exams or have an MA in a relevant area.
 - c) Have a written recommendation from the instructor for whom they have taught.

3. Independent sections in 200 level courses and above should be discouraged except under special circumstances. In those cases they should be taught only by those who:
 - a) Have already taught independent sections in the field.
 - b) Have done very well on their exams.
 - c) Have made substantial progress on their dissertations.
 - d) Have written recommendations from at least two faculty.

M.A./Ph.D. Overview and Procedures

Annual Review

The Department has a system of Annual Review. This review takes place each winter-spring. All students are evaluated as a part of this process. In preparation for the Annual Review, M.A. students must prepare a Master of Arts Plan of Study and Ph.D. students a Ph.D. Plan of Study found in this handbook.

During Winter quarter the Graduate Committee will review each student's progress and comments by department faculty on the individual's performance and plan of study. A G.P.A. below 2.75 is automatically regarded as evidence of incapacity to pursue further graduate study. The committee will decide which students should conclude their graduate study with an M.A. and which individuals may continue course work toward a Ph.D. The Plan of Study and supplemental activity form should be submitted by January 15 with any request for funding.

MA Program Navigation

All entering students should begin Autumn quarter with Introduction to Statistics (POL652 or its equivalent), Political Inquiry (POL700), Graduate Colloquium (POL705), and one field course (500- 700 level). In the Winter quarter, students must take Research Design (POL750). For the remainder of the first year students should focus course work in areas likely to be the basis for their thesis or professional paper, completing at least one 700-800 series. Students should consult their advisor toward the end of Spring quarter on possible thesis topics and spend their summer developing a thesis outline. A draft of the thesis proposal should be prepared during Fall quarter and may go through several revisions with readers until accepted. MA Students must present a draft of the proposal to the Graduate Colloquium before January 15th of their second year. Course work specific to the thesis can be taken in their second Autumn quarter, while thesis research is conducted.

Ph.D. Program Navigation

General Rules of thumb:

1. Students entering with a BA should sit for their comprehensive exams in Spring Quarter of their third year and enter candidacy in Fall Quarter of their fourth year. Students entering with a MA should sit for their comprehensive exams in Fall Quarter of their third year and enter candidacy before the conclusion of their third academic year.
2. Focus Field Reading courses in American Politics (819) and in International Relations (885) should be prearranged with the main field advisor two full quarters before the quarter in which comprehensive exams will be taken. Students should actually register for the course in the quarter in which the exam is taken.

3. Those taking an IR general field exam must complete 785 Core Readings in IR. This list should be obtained as soon as the student settles on IR as a general field. Students, however, should register for 785 in the quarter in which comprehensive exams will be taken.
4. Students should be aware of sequenced courses in methodology, general and focus fields. All entering students should take 652 in their first quarter and follow with 752 and 753 if offered in that winter/spring. In Comparative Politics, 660 should precede 760-860. In IR, 580 precedes 780-880. These courses are taught on 2 -year cycles in some cases. Upon arrival, meet with your field advisors early to plan your Winter and Spring schedules.
5. General Individual Work courses are to be taken only when formal course work in the area in which a student seeks to gain more knowledge is not taught and a supervising professor agrees to direct the course. These arrangements should be made in writing before the conclusion of the quarter preceding the Individual Work.

Students Entering with BA:

1st year 48 credits (first quarter take 652, 705, 700, and one course in general fields)
 – follow methods sequence (take 750, 752, 753) ; also take 705 each quarter
 – concentrate course work in general/focus fields

2nd year 36 credits
 – continue work in general/focus fields
 – depending on scheduling, take some cognate or distribution courses

3rd year 48 credits
 – complete general/focus field formal course work in Fall and Winter. Register for reading courses in Spring quarter.
 – take some additional electives in general fields, complete distribution requirement, continue or complete work on cognate.
 --take Ph.D. proposal preparation seminar

Spring Quarter (May) ** Sit for Comprehensive Exams in two general fields and one focus field.

4th and 5th years– complete cognate course requirement
 – begin taking Ph.D. research credit.
 --enter Ph.D. candidacy with formal acceptance of dissertation proposal.
 All foreign students and American citizens who make significant use of campus facilities are required to register for 1 credit Ph.D. research in Fall, Winter and Spring quarters. American citizens who do not make significant use of campus facilities while conducting their Ph.D. research can register for one credit hour 1 credit of Ph.D. research in Autumn quarter.

Students Entering with MA:

1st year 48 credits (first quarter take 652, 705, and two courses in general fields)

- follow methods sequence 750, 752, 753; also take 705 each quarter.
- concentrate course work in general/focus fields

2nd year 36 credits

- continue work in general/focus fields and cognate.

3rd year 36 credits

- complete general/focus field formal course work and cognate.
- Register for reading courses for Fall quarter.
- Register for of Ph.D. research in Winter and Spring quarters
- take Ph.D. proposal preparation seminar.

Fall Quarter (November) ** Sit for Comprehensive Exams in two general fields and one Focus Field

Spring Quarter** Enter into Candidacy with formal acceptance of dissertation proposal.

4th year--Same as 4th and 5th years for students who enter with BA degree.

REQUIREMENTS FOR THE M.A. IN POLITICAL SCIENCE

Program Requirements and Procedures

1. A minimum of 45 hours of coursework with graduate credit, at least 30 hours of which must be earned in courses, proseminars, and seminars in Political Science. The 45 hours may include up to 9 credits of Master's Thesis Research or 4 credits of Professional Paper Research.
2. A proseminar and research seminar in one field.
3. Introduction to Statistics (POL 652), Political Inquiry (POL 700) and Research Design (POL750).
4. Completion of POL705 thesis colloquium requirement before January 15th of their second year or risk loss of funding.
5. Completion of an M.A. Thesis evaluated by two readers: a chair and a second reader. The chair of the committee must be a member of the Political Science Graduate faculty. Students must consult with the chair and the second reader in preparation of a thesis proposal as well as throughout the thesis; or
 - 5A. M.A. Professional Paper evaluated as worthy of publication in a relevant academic/professional journal by a two-person committee. Normally this paper would be a revision or extension of a research seminar paper. The chair of the committee must be a member of the Political Science Graduate faculty. Students must consult with the chair and the second reader in preparation of a paper proposal as well as throughout its preparation. Presentation of the completed paper to the Graduate Colloquium.
6. Complete all requirements no later than seven (7) years after admission with a cumulative average of at least 3.0.

Guidelines for MA Thesis

MA candidates should have an approved plan of study and a two-member committee, one of whom is designated the chair. MA candidates should prepare and complete the thesis or professional paper consulting with this committee throughout the project. The Chair must review a first draft of the research proposal before the student presents the proposal to the Graduate Colloquium.

Guidelines for MA Professional Paper

Same as for MA thesis except that candidates must present both the proposal and the final draft of the paper to Graduate Colloquium.

Master of Arts (M.A.) PLAN OF STUDY

The M.A. Plan of Study is the document that structures the student's coursework throughout the M.A. program. The student should begin to think about the program in the terms presented by the M.A. Plan of Study as early as possible. The M.A. Plan of Study is instrumental in guiding the student through the Annual Review.

PLAN OF STUDY

Name _____ Quarter/Year Admitted _____

I. Required Courses (24 Credits):

- ___ 652 Statistics
- ___ 700 Nature of Scope
- ___ 750 Research Design
- ___ 700 level proseminar and 800 level research seminar in one field
- ___ 705 Graduate Colloquium

II. Elective Courses (21 Credits):

At least 14 credits must be in political science with no more than no more than 12 credits of Advanced Individual Work.

Course # and Title	# Credits	Grade	Qtr. Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Thesis Credits (Maximum of 9) _____

Professional Paper Credits (Maximum of 4) _____

III. Thesis or Professional Paper:

Title: _____

Faculty Advisor: _____ 2nd Faculty Reader _____

Date(s) of presentation(s) to Graduate Colloquium _____

Date of Committee Approval _____

IV. Final Requirements

- ___ All requirements completed within 7 years of admission.
- ___ 3.0 Grade Point Average
- ___ No outstanding "N" or "I" grades
- ___ Total of 45 credits, at least 23 earned at U.C.
- ___ Continuous registration for at least 1 credit each fall quarter or at least 1 credit except summer quarter in accordance with UC and government regulations.
- ___ Division of Graduate Studies and Research Checklist

REQUIREMENTS FOR THE PH.D. IN POLITICAL SCIENCE

Each of the Department's four main sub- fields and certificate program have specific General and focus field requirements that are listed on the following pages. These sub-field requirement lists should be used as the basis for developing the Ph.D. Plan of Study. The following is an overview of program requirements.

Courses and Credits (Effective from Autumn 1999 Graduate Program Matriculation):

Methods Courses (652,705, 700,750,752,753)	24 credits
Courses in General and Focus Fields	60 credits
Sub- field Distribution requirement	8 credits
Cognate work in other departments or colleges (no more than)	12 credits
Electives, Research	<u>31 credits</u>
Minimum Total:	135 credits

Residency

All doctoral students must satisfy a residency requirement by enrolling for at least 12 graduate credits during each of three quarters out of five consecutive quarters. In those five consecutive quarters, the student must register for 12 credit hours in each autumn quarter, and summer terms are included. The last 45 credits exclusive of research credits must be taken at the University of Cincinnati or under its direction. After admission to Ph.D. candidacy U.S. citizens who are not making significant use of campus facilities for their dissertation research must register and pay for a minimum of one credit hour in the Autumn quarter of each year with no charge for the general fee. All others must register for at least one credit in Autumn, Winter and Spring quarters. Individuals who fail to register for the minimum number of credits must apply for reinstatement to the program.

Time Limits

Normally the time from first enrollment to candidacy will not exceed five years. All requirements for the doctoral degree must be completed and the degree must be awarded within nine (9) consecutive years of initial enrollment—a maximum of five years before achieving candidacy and a maximum of four (4) years beyond candidacy. Candidacy automatically terminates after four (4) consecutive calendar years. Candidates may petition for reinstatement if candidacy has expired.

After 60 to 90 hours of coursework, with a minimum 3.0 cumulative average, students must pass a Comprehensive Examination, and then submit an acceptable dissertation proposal to qualify for admission to candidacy. The doctoral dissertation must then be completed within four (4) years after admission to candidacy.

Advanced Standing

Students who are interested in obtaining a waiver of certain credit requirements should submit a letter to the Graduate Committee which includes a copy of the student's

transcript, program of study, and other evidence which shows the work has been completed.

Guidelines for Designating Ph.D. Comprehensive Exam Committees

Students planning to take a Ph.D. examination must notify the Director of Graduate Studies **in writing**—using Form 100—no later than the end of the first week of classes of the quarter in which the exam is scheduled. For a Comprehensive Ph.D. Exam, the written notice should specify the two general fields and the focus field. Each Department field committee will be responsible for writing and grading the questions for their field examinations. Students must complete all of their general and field coursework (with the exception of literature review work to be submitted as instructed by the field committee) and required methods classes **before** taking their comprehensive examinations.

Ph.D. Comprehensive Examination

After taking 60 to 90 credits of coursework, students may sit for a comprehensive examination that includes both a written and oral component in their designated fields.

PhD Exam Guidelines

1. Director will set exact dates for Field written and oral exams, which will take place twice a year in November and May.
2. Each General Field will have a single day for examination; All Focus Fields will be held on the same day.
3. The Field Committee should structure an exam that will allow a student to produce within six (6) hours enough evidence of subject mastery to give the Field Committee confidence that the student is ready for dissertation work.
4. The Field Committee responsible for the Focus Field should structure a Focus Field exam that will allow a student to produce within six (6) hours enough evidence of subject mastery to give the Field Committee confidence that the student is ready for dissertation work. Each student, therefore, will sit for two 6-hour General Field exams and a 6-hour Focus Field exam.
5. The Field Committees and Focus Field Committee will assess the written responses for their exams, meet and designate one member to serve on the oral part of the exam process.
6. The three Oral Defense Designates will be responsible to read all written exam answers and to be familiar with the Committee assessments of the written part of the exam. The oral examination will be conducted by three faculty and must be taken within a two-week period after the completion of the written examination. Students must answer oral questions that test comprehensive knowledge beyond the written

exam .

7. At the conclusion of the Oral defense, the 3-member committee will complete Form 200 using the Honors, Pass, MA Pass, Fail grading scale to render three separate decisions regarding performance on the two General Field exams and Focus Field exam. Students will only have to retake the area in which they receive a MA Pass or Failure grade. Students receiving an MA Pass on all three exams may opt not to retake the exams and to leave the program with a Master's degree.
8. During exams, students may not have access to outside material. Students may have a copy of their written exams at the oral defense.

For departmental purposes, examinations will be graded as follows:

- Honors** – outstanding performance
Pass – solid acceptable performance at PhD level
MA Pass – acceptable performance at Masters level/unsatisfactory for Ph.D. (must retake for Ph.D. purposes).
Failed – unsatisfactory.

All three parts of the examination – the two general and focus fields – must be passed. A student who fails the examination needs to retake only those parts that s/he failed. A student who fails the examination, however, will have only one opportunity to retake the examination.

Students who receive an MA Pass or higher grade on the Comprehensive Examination in all three parts will be awarded an M.A. by the department.

Dissertation Proposal and Admission to Candidacy

After passing the comprehensive examination, the student, in consultation with faculty members of his/her choice, will prepare a proposal for a dissertation in the form prescribed by the Graduate Committee. The Chair should review the first draft of the proposal before it is presented to the Graduate Colloquium. The department will recommend the student for admission to Ph.D. candidacy when the student has:

- (1) passed the comprehensive examinations;
- (2) satisfied the cognate requirement;
- (3) earned a cumulative average of 3.0 or better; and
- (4) fulfilled the 705 Colloquium proposal presentation requirement
- (5) prepared an acceptable dissertation proposal

Ordinarily, proposals should be limited to 10 to 20 pages in length. The dissertation proposal should clearly delineate: (1) a research question; (2) research hypotheses; (3) methodology; (4) an assessment of evidence (type and accessibility); (5) the dissertation's relation to the existing literature; (6) a general chapter outline; and (7) a preliminary bibliography.

A draft of thesis proposal must be presented to the Graduate Colloquium no later than January 15th of a student's fourth year. Students who do not complete this required presentation will jeopardize their active status in the program for Spring Quarter.

The dissertation committee chairperson in consultation with other committee members must accept the proposal. The student who has completed all requirements will be officially admitted into candidacy when the department fills out the proper candidacy form and submits it for inclusion in the student's official record. After admission into candidacy for the doctoral degree, registration and fee payment for the minimum number of credits (described above) each year is required in order to maintain candidacy.

When the student has been admitted into candidacy for the doctorate the appropriate office of the Graduate Division officially appoints the dissertation committee. Any changes in the dissertation committee will be made by the Graduate Division upon recommendation of the Department Head or Director of Graduate Programs in consultation with the dissertation advisors and student.

A dissertation committee is composed of a minimum of three full-time faculty members with professorial rank, at least one of whom is a member of the Graduate Faculty. Emeriti or other former department members can serve on a committee, but they do not count as one of the three full-time faculty members who must be appointed to the committee at the time of its composition. If the chairperson/dissertation advisor is not a member of the Graduate Faculty, at least two other members must be.

If a student is unable to present a satisfactory proposal to their dissertation committee after three unsuccessful attempts, the committee has the option of recommending to the Graduate Committee a terminal MA degree. If more than 24 months have elapsed after the comprehensive examination, and a dissertation proposal has not been accepted, the student must re-take and pass comprehensive examinations.

Dissertation Defense

When the chair of the dissertation committee is satisfied with the first written draft, it will be submitted to the other members of the committee. The dissertation must be prepared in accordance with the Instructions for the Preparation and Depositing of Masters Theses and Doctoral Dissertations Guidelines of the Division of Graduate Studies and Research. When the committee has accepted the final draft, the candidate will be required to defend the dissertation in a public examination by members of the committee and other observers. The final dissertation draft must be submitted at least four weeks before the oral dissertation defense. Following successful public defense of the dissertation, all members of the committee must sign the certification form. Ph.D. recipients are recognized separately at a Hooding Ceremony normally held a day before University commencement in June.

Commencement

Students preparing for commencement must request a graduation packet available online at <http://www.grad.uc.edu/>. Students will receive a list of items that they must complete. Any N, I, and Y grades that appear on the transcript must be accounted for and changed if they bear on graduation requirements. Students planning on graduating at the end of Summer quarter are **strongly advised** to get all grades changed by their professors **before** the end of Spring quarter, as professors may be difficult to reach regularly during the summer to change grades. This also applies to submitting any dissertation drafts or thesis. A copy of the thesis or Dissertation cover page and sign-off sheet must be presented to the departmental secretary in order to expedite the paperwork necessary to complete your requirements for graduation. If you apply for commencement and do not meet the requirements, please inform the Departmental secretary of your situation.

Plan of Study (Ph.D.)

The Plan of Study is the document that structures the Ph.D. student's coursework throughout the program. The student should begin to think about the program in terms presented by the Plan of Study as early as possible. The Plan of Study is instrumental in guiding the student through each Annual Review.

The following are the specific course lists for each of the Department's majors, minors, and focus fields. Students may not complete a Focus Field outside of their Major Field. Electives taken to fulfill the General Field requirements do not double count toward electives in the Focus Fields.

American Politics

The **General Field** in American Politics requires the following 6 Courses (24 Credits):

1. POL710 American National Government. (Focus on Political Institutions)
2. POL713 American Political Behavior
3. POL811 American Political Processes {Paper in Institutions or Behavior}
4. Elective from POL 511, 512, 519-522, 526, 610-629, 710-720, 725, 726, 737, 745 or 810-820.
5. Elective from POL 511, 512, 519-522, 526, 610-629, 710-720, 725, 726, 737, 745 or 810-820.
6. Elective from POL 511, 512, 519-522, 526, 610-629, 710-720, 725, 726, 737, 745 or 810-820.
 - At least one of the three electives must be 700 level or above.
 - In addition, each student is responsible for material contained in the core reading list.
 - POL819 reading list will be developed taking into account students' specific dissertation interest. (A literature review/research design paper that can serve as the first draft of a dissertation proposal is a desirable end product for this course.)

There are Four Focus Fields, each of which require three courses (12 credits)

Executive and Public Administration

1. POL519 American Presidency
2. Elective from POL526 Public Admin.; 626 Public Admin & Inter-governmental Relations; 726 Organization Theory; 737 Inter-governmental Relations
3. POL819 Individual Work: Reading list in Executive and Public Administration

Legislative

1. POL520 American Congress
2. Elective from POL620 American Legislative Process or 812 Seminar in American National Government
3. POL819 Individual Work: Reading list in Legislative Process

Public Opinion and Survey Research

1. Elective from POL610 Public Opinion or 611 Political Psychology or 616 Polls & American Politics
2. Elective from POL 715 ProSem: Public Opinion or 751 Prosem: Survey Research or 813 Seminar: Political Behavior
3. POL 819 Individual Work: Reading list in Public Opinion and Survey Research

Parties and Elections

1. Elective from POL511 Elections in America or 512 Political Parties or 513 Campaign Management or 516 Political Participation
2. Elective from POL615 Electing the President or 813 Seminar in Political Behavior
3. POL 819 Individual Work: Reading list in Parties and Elections

Comparative Politics

The **General Field** in Comparative Politics requires the following 6 Courses (24 Credits):

1. POL569 Developing Nations
2. POL660 Approaches to Comparative Politics
3. POL760 Field Proseminar
4. POL769 Proseminar in Political Development
5. POL860 Field Seminar
6. Elective – this course requires consultation with and approval of the Comparative Politics Field Chair

There are three **Focus Fields**, each with three courses (12 credits):

Europe

1. POL577 Europe I
2. POL578 Europe II
3. POL777 Proseminar Europe

S. Asia

1. POL564 S. Asia
2. POL765 Proseminar S. Asia
3. POL665 Women and Politics in the 3rd World or POL586 Security Policies of Asian States

E. Asia

1. POL563 China
2. POL764 Proseminar E. Asia
3. POLElective: 664 NICs, 561 Japan, 562 Korea, 686 IR E. Asia

International Relations

The **General Field** in International Relations requires the following 6 Courses (24 Credits):

1. 580 Approaches to International Politics
2. 780 Pro-seminar in International Relations
3. 785 Core Studies in International Relations (reading list)
4. 880 Research Seminar International Relations
5. One pro-seminar other than pro-seminar taken for focus field. (781,782, 783, or law school --977 or 986)
6. Elective -- selected from POL(581, 582, 583, 584, 585, 586, 587,588,589, 682, 683,684, 685, 686, 687, 689, 782, 783, 977, 986)

There are three I.R. **Focus Fields**, each with three courses (12 credits)

– Literature Review reading list (POL885) should focus on dissertation core literature. List will be generated in consultation with dissertation advisor. A literature review/research design paper that can serve as the first draft of a dissertation proposal is a desirable end product for this course.

International Security

1. POL782 Pro -seminar International Security
2. POL885 Focus Field Literature Review
3. One Elective from the following:
 - POL582 NATO and Alliances
 - POL584 Intelligence-Counterintelligence
 - POL585 Terrorism/guerrilla warfare
 - POL586 Security Policies of Asian States
 - POL683 Conflict in International Relations
 - POL684 International Crisis decision-making
 - POL685 International Security Policy

International Political Economy

1. POL689 International Economic Affairs (**prior** to 783 pro-seminar) or POL583 International Cooperation*
2. POL783 Pro-seminar International Political Economy
3. POL885 Focus Field Literature Review
(*note 689 can be substituted with 700-900 level cognate from Economics or Business with approval of Professor Moore)

International Law and Organization

1. POL781 Pro-seminar in International Organizations (Students may substitute Law School course 24-526-977 International Law or 24-534-986 International Human Rights for this focus field pro -seminar. Students should consult with Professor Tolley before registering)
2. POL885 Focus Field Literature Review
3. One Elective from the following:
 - POL687 International Cooperation in Asia
 - POL587 Politics of Human Rights
 - POL588 International Law
 - POL589 International Organization
 - 700 to 900 level cognate approved from Law or Business (See Professor Tolley)

Recommendation: Students focusing on IL/IO should consider taking the full three-term conjoint sequence
(POL587,88,89)

Political Theory

The **General Field** in Political Theory requires the following 6 Courses (24 Credits):

1. POL740 Field Seminar in Political Theory
2. POL840 Research Seminar in Political Theory
3. POL540 History of Theory I
4. POL541 History of Theory II
5. Elective – in consultation with Political Theory Chair (POL547, 641, 642, 643, 645, 646, 647, 747)
6. Elective – in consultation with Political Theory Chair (POL547, 641, 642, 643, 645, 646, 647, 747)

Methodology

Course requirements for the **General Field** in Methodology are: (24 credits)

1. POL610 Public Opinion (4 credits)
2. POL616 Polls and American Politics (4)
3. POL751 Pro-seminar in Survey Research (4)
4. POL752 Multivariate Statistical Analysis I (4)
5. POL753 Multivariate Statistical Analysis II (4)
6. POL851 Practicum in Survey Research (3)
7. POL859 Individual Work in methodology (1 credit) This should be taken last in preparation for exam.

****Please Note: The list of electives in each field is subject to change as new courses are developed. Please consult with your advisor about available courses.****

POLITICAL SCIENCE
PLAN OF STUDY for Ph.D.

Student Name _____ Qtr/Year Admitted _____

I. Courses = 135 Credits at 500 level and above.

A. Methodology Courses—(32 credits):

Qtr/Yr Taken:

Qtr/Yr Taken:

_____ 652 Statistics

_____ 752 Multivariate Statistics Analysis I

_____ 700 Scope and Methods

_____ 753 Multivariate Statistics Analysis II

_____ 750 Research Design

_____ 705 Graduate Colloquium I, II, and III.

B. General Field I _____

Six Courses

Qtr/Yr Taken

C. Focus Field _____

Three Courses

Qtr/Yr Taken

D. General Field II _____

Six Courses Qtr/Yr Taken

E. Distribution requirement (two courses outside general and focus fields) (8 credits.)

F. Cognate Courses (in related depts. or in approved language study) (3 courses: 9-12 credits.)

G. Political Science Department Electives. This includes no more than 24 credits of Advanced Individual Work. Please list courses and supervisor.

Ph.D. Dissertation Research (no more than 45 credits). _____.(total)

Other Elective Credits. _____

II. Comprehensive Examination: Date Passed: _____

III. Ph.D. Candidacy

Date admitted into candidacy: _____ (within 5 years of program entry)

Chair of dissertation: _____

Readers: _____

Additional Student File Material

*It is the student's responsibility to maintain this information in updated form through occasional submission to the Graduate Director. Students are encouraged to submit this form with their Plan of Study during the annual review.

PROFESSIONAL ACTIVITIES:

Public Presentations and Activities

Papers Presented at Professional Meetings:

Panel Participation: Discussant, Workshop

Professional Organization Service/Activities

Research Projects: Underway or completed:

Publications:

Awards:

Diplomatic Academy-UC Dual Degree Program

DA students follow a modified Program of Study as part of the Dual Degree program. All general department and university rules apply unless otherwise stated in this section. The following pages describe the Diploma-MA track and MAIS-PhD track, however, DA students must read the entire handbook.

MA track

DA Diploma students should begin to develop a general MA thesis topic as they complete their Diploma work. Students will register for 4 courses in the Fall quarter: 652, 700, 705, and one elective. In the Winter Quarter, students will register for 750 and two electives. DA students will be required to present an early draft of their thesis proposal to the Graduate Colloquium no later than April 1st. The Spring Quarter, students will work exclusively on their thesis. It is expected that students should complete the degree by August 1st.

PhD Track

DA MAIS students will register for 4 courses in the Fall Quarter: 652, 700, 705, and one elective. In the Winter Quarter, students will register for 705, 750, 751 and one elective. They will also register for 705 and 3 courses in Spring Quarter. Thereafter, students will register for 3 courses per quarter that prepare them to take two General Field Exams in the Spring Quarter of their second year at UC. DA students will follow the same General Field requirements of all PhD students and should refer to those pages in this Handbook and the PhD general rules of thumb. The MAIS degree will substitute for the Focus Field exam, Distribution and Cognate requirements. Three members of faculty will conduct the Oral portion of the comprehensive exams representing the two general fields.

The following pages provide a plan of study outline and forms that should be copied and filled out during the year(s) as the student progresses through the program.

Political Science

Diplomatic Academy -UC Dual Degree Master of Arts (M.A.)
PLAN OF STUDY

Name _____ Quarter/Year Admitted _____

I. Required Courses (24 Credits):

- ___ 652 Statistics
- ___ 700 Nature of Scope
- ___ 750 Research Design
- ___ 705 Graduate Colloquium

II. Elective Courses (12 Credits):

At least 12 credits must be in political science, although additional electives in other departments may be taken with approval of the Graduate Director.

Course # and Title	# Credits	Grade	Qtr. Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Thesis Credit (Maximum of 9)

Title: _____

Faculty Advisor: _____ 2nd Faculty Reader _____

IV. DA Transfer credit (8 hrs) _____

V. Final Requirements

- ___ All requirements completed within 7 years of admission.
- ___ 3.0 Grade Point Average
- ___ No outstanding "N" or "I" grades
- ___ Minimum of 45 credits, at least 23 earned at U.C.
- ___ Continuous registration for at least one credit each Fall, Winter and Spring Quarter
- ___ Division of Graduate Studies and Research Checklist

Diplomatic Academy M.A.I.S.-UC Dual Degree Track
PLAN OF STUDY for Ph.D.

Student Name _____ Qtr/Year Admitted _____

I. Courses = 135 Credits at 500 level and above.

A. Methodology Courses (32 credits):

Qtr/Yr Taken:

_____ 652 Statistics

_____ 700 Scope and Methods

_____ 750 Research Design

Qtr/Yr Taken:

_____ 752 Multivariate Statistics Analysis I

_____ 753 Multivariate Statistics Analysis II

_____ 705 Graduate Colloquium I, II, and III

B. General Field I (Six Courses) _____

Qtr/Yr Taken

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. General Field II (Six Courses) _____

Qtr/Yr Taken

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Political Science Department Electives This includes no more than 24 credits of Advanced Individual Work. Please list courses and supervisor.

_____	_____
_____	_____
_____	_____

Other Elective credits. _____

E. MAIS course credit (32 credits)

Ph.D. Dissertation Research (no more than 45 credits). _____.(total)

II. Comprehensive Examination: Date Passed: _____

III. Ph.D. Candidacy

Date admitted into candidacy: _____(within 5 years of program entry)

Chair of dissertation: _____

Readers: _____

See Ph.D. program plan of study (p.25) above for additional materials to include in file.

Certificate in Public Opinion and Survey Research Curriculum Requirements

The curriculum is designed to be completed within one academic year. The courses for the certificate are part of the Political Science Department's regular graduate course offerings. For those who wish to pursue a Master's degree concurrently with the Certificate program, courses are counted towards the 45 hours of course work required for the Master of Arts in Political Science degree. The Department's Master's program is designed to be completed within two years, and combining these two programs will not lengthen this time. The Certificate courses will also be counted towards the completion of the Ph.D. for those who wish to combine a Certificate with the doctorate. Students enrolled only in the Certificate program are not eligible for financial aid, but those who combine the Certificate with a Masters or Doctoral program are eligible.

Required courses:

POL 610: Public Opinion	(4 credits)
POL 616: Polls & Politics	(4 credits)
POL 751: Pro-Seminar in Survey Research	(4 credits)
POL 752: Multivariate Statistical Analysis I	(4 credits)
POL 753: Multivariate Statistical Analysis II	(4 credits)
POL 851: Practicum in Survey Research	(3 credits)

See Professor Bishop for questions regarding the certificate program.

Department of Political Science
Graduate Program
FORM 100

Application for Ph.D. Comprehensive Exam

Student name: _____

Application date: _____

I wish to take the following Ph.D. exams during the Academic year of _____ as
scheduled by the Director of Graduate Studies.

Autumn quarter _____ or Spring Quarter _____
(first two weeks of November) (first two weeks of May)

General field: _____

General field: _____

Focus field: _____

Ph.D. Comprehensive Exam Results

Oral defense date: _____

This document certifies that _____ has received the following grades on his/her comprehensive exam:

General Field: _____

General Field: _____

Pass with honors _____

Pass with honors _____

Pass _____

Pass _____

M.A. Pass _____

M.A. Pass _____

Fail _____

Fail _____

Focus Field: _____

Pass with honors _____

Pass _____

M.A. Pass _____

Fail _____

Signatures of Field Committee Representatives:

Petition for Waiver of Graduate Requirements
FORM 300

Name: _____

Date: _____

Student ID # _____

Date when you began coursework at UC: _____

Highest Current Degree held: _____

University at which Earned: _____

Total number of non-UC Graduate credits earned: _____

List Graduate Courses taken outside of UC and the university where credit was earned:

Attach transcript from previous graduate work to this form:

Graduate Assistant Report
Form 400

Students holding graduate assistantships are required to perform up to twenty hours of work per week in support of the teaching and research missions of the department. Assignments are made on a quarterly basis. Assistants and professors should meet just prior to the quarter to discuss the duties of the quarter. Form 400 should be completed by the assistant on the last day of classes, signed and submitted to the supervising professor for review. The report should be submitted to the Director during exam week. Failure to do so may jeopardize funding.

Name: _____ Supervising Prof: _____ Quarter/Yr _____

Please type or write the Report legibly into this space:

Student signature: _____ Date submitted: _____

Professor's overall assessment: ___ excellent ___ very good ___ good ___ needs improvement

Professor's signature and date: _____

Professor's optional comments:

Political Science Graduate Student Tracking Form

Date submitted: _____

Name: _____ Month/Year started in the Program: _____

Email address: _____ Telephone number: _____

Mailing Address: _____

Currently, highest degree earned: _____; year: _____; school: _____

To which degree program(s) were you admitted MA(only) PhD Certificate

General Fields:

American Comparative IR Theory Methods

Focus Field: _____

MA Students: Expected date for completing thesis or professional paper? _____

Thesis Chair _____ 2nd reader _____

PhD Students: when do you expect to take comprehensive exams? _____

If exams have been passed has dissertation proposal been accepted? _____

If exams have been passed, who is dissertation chair? _____.

– 2nd reader: _____ : 3rd reader _____.

Have you received funding from the department? _____. If yes, indicate below what type and the academic year in which it was received:

Academic Year: _____ UGS _____ Assistantship _____ TGEF _____

Academic Year: _____ UGS _____ Assistantship _____ TGEF _____

Academic Year: _____ UGS _____ Assistantship _____ TGEF _____