

# **REGULATIONS GOVERNING GRADUATE STUDIES**

**DEPARTMENT OF POLITICAL SCIENCE  
LOUISIANA STATE UNIVERSITY**

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## **GRADUATE STUDY IN POLITICAL SCIENCE AT LSU**

The Department of Political Science offers programs leading to the Master of Arts and Doctor of Philosophy degrees. Specialization is possible in numerous aspects of American politics, comparative politics, international relations, political theory, and political methodology. LSU is a member of the Inter-University Consortium for Political and Social Research. Affiliated with the department is the interdisciplinary Eric Voegelin Institute for American Renaissance Studies.

The department strives to develop a program of graduate study that meets the needs and interests of each student and expects from each student the highest scholarly effort at all times. Because graduate study involves individual research as well as classroom work, a heavy emphasis is placed on close consultation between students and faculty. Timely completion of degree requirements is expected.

### **ADMISSION AND FINANCIAL ASSISTANCE**

Admission normally requires graduation from an accredited undergraduate institution with at least a "B" (3.0) average, three letters of recommendation from former teachers testifying to the academic abilities of the applicant, a statement of purpose, and an academic writing sample. It is recommended, although not required, that applicants submit GRE scores. Those applicants who have not majored in political science are normally expected to have completed at least 18 credit hours in political science; those with less than 18 hours may be required to make up the deficiency before receiving graduate credit. The final admission decision will not be made until a complete set of credentials has been received.

The decision to admit applicants to the Ph.D. program is made by the department's graduate committee. The timing of the admission decision depends upon the applicant's status.

- Students with an M.A. from another graduate institution are granted admission to the Ph.D. program at the time of admission to the graduate program.
- Superior students with a B.A. only are granted admission into the Ph.D. program through the department's thesis by-pass track (described below) by the graduate committee after the completion of 18 hours of coursework and upon the recommendation of the student's major professor and advisory committee.
- Students completing the M.A. in political science or its equivalent at LSU are not automatically admitted to the Ph.D. program. They must make formal application for admission through the Director of Graduate Studies to the Graduate Committee, which makes an admission decision based largely (but not exclusively) on the recommendation of the student's major professor and advisory committee.

Applicants seeking financial assistance should submit all admissions materials no later than February 1. Decisions on financial assistance are made by the first week in April for the following academic year. Assistantships provide a stipend and include a waiver of tuition charges, though graduate assistants are required to pay student fees. Awards are made on the basis of a student's credentials and academic performance. Depending on the amount of their stipend, assistants are expected to devote up to 20 hours per week to departmental duties. Fellowships, which do not require the performance of duties, are also awarded. They may comprise all or part of a student's stipend.

Financial assistance is limited to full-time graduate students who are studying in residence, with preference given to students pursuing the Ph.D. No student admitted on probation, or who is subsequently placed on probation, may be awarded financial assistance.

All departmental assistantships and fellowships are renewed yearly. The department reviews annually each assistant's record to ensure that those students receiving assistance are making satisfactory progress toward the completion of degree requirements and adequately performing their assistantship duties. Financial support for students will be withdrawn if evidence of satisfactory progress is not apparent.

Students who are awarded assistantships and who make satisfactory progress toward the completion of degree requirements are ensured continued funding only for the degree program to which they have been admitted. Funding decisions for the M.A. and Ph.D. programs are made separately; a student's previous funding status in the M.A. program will not ensure that student's funding status for the Ph.D. program.

Graduate Students awarded assistantships will be supported for the number of semesters necessary to complete their specific degree requirements at the rate of nine hours per semester. A student admitted to the M.A. program and awarded an assistantship will be supported in that program for no more than four semesters. A student admitted into the Ph.D. program and awarded an assistantship will normally be funded through the ninth semester of graduate work (but under no circumstances beyond the tenth semester).

### **TRANSFER OF GRADUATE CREDIT**

M.A. students may transfer no more than six hours of graduate credit from other institutions. For advanced graduate students (*i.e.*, those holding the M.A. or equivalent degree), no more than 18 hours of graduate credit (including six hours of M.A. thesis credit) will normally be transferred. Normally transfer credit may be applied to each student's program of study and distributed among the fields of study according to the following maxima: (1) nine hours applied to the first field; (2) six hours applied to the second field; and (3) six hours applied either to the third field or to the minor field courses, as determined by the student's minor department.

The transfer of graduate credit from another institution is not automatic, but at the discretion of the department. Decisions to accept transfer credit will be made by the student's advisory committee (described below). All entering students who wish to have graduate credit transferred must submit supporting evidence, which may include syllabi from courses taken, statements from instructors concerning the content of coursework taken elsewhere, papers completed in graduate courses, etc. The

department will not permit the transfer of credit for (1) courses taken on a pass/fail basis, and (2) courses in which the student has received the grade of "C" or below.

## **COUNSELING AND REGISTRATION**

The department's Director of Graduate Studies is available for counseling and registration. All new students should consult the Director of Graduate Studies as soon as they arrive on campus. All enrolled students register for the following semester during each pre-registration period. Having decided upon a principal field, the student should consult a professor who specializes in that field. Ordinarily this professor becomes the student's major professor. In consultation with the major professor, each student will propose two other members of either a Master's committee or Ph.D. advisory committee (depending on his or her status) to be appointed by the Department Chair. The student's subsequent program is developed by the student and the major professor, in conjunction with the other members of the student's committee. The department's Director of Graduate Studies insures that all programs of study are in accordance with departmental and university regulations.

## **THE GRADUATE CURRICULUM**

All requirements listed in these regulations are intended to represent minimum standards. Each student can be required to do additional work if, in the opinion of the student's committee, the course of study dictates such action.

### **Course Requirements**

All graduate students are required to take the seminar sequence, POLI 7961 (Approaches to the Study of Politics) and POLI 7962 (Seminar in Research Design and Quantitative Techniques), during their first semester of graduate study, unless they received credit for equivalent courses taken during their last two years of undergraduate or graduate coursework. In addition, Ph.D. students are required to take POLI 7963 (Advanced Research Methods in Social Science), though this requirement may be waived for students with political theory as their principal field. POLI 7961, POLI 7962, and POLI 7963 do not count toward the fulfillment of field requirements explained below, although they are included in the total credit hour requirements for advanced degrees (see M.A. and Ph.D. programs below). Finally, students must normally complete the proseminar in their principal, second, and third fields of study; normally, these proseminars will be taken before the student can take advanced seminars in a given field.

### **Seminars**

Seminars are an integral part of graduate study. Graduate students are strongly encouraged to enroll in available seminars. At a minimum, candidates for the M.A. are required to take at least one-half of their hours at the 7000-level or above. Readings courses are not considered appropriate substitutes for seminars. Normally, readings courses may be taken in a field only after the completion of the proseminar and a subject seminar in the field. Furthermore, at the Ph.D. level no more than two

readings courses may be taken in the principal field, and no more than one readings course may be taken in each of the second and minor/third fields.

### **Grades**

A "B" average (3.00) or better is required for continuation in the graduate program. Over and above this, the department requires that each student receive at least two "A's" in political science courses upon completion of 18 hours of coursework. For students continuing toward the Ph.D., four "A's" in political science courses must be earned upon completion of 36 hours of coursework. Students failing to meet these minimum standards of academic performance will be dropped from the program. In addition, grades in the first 18 hours of graduate coursework determine the options available for the student's program of study, particularly with regard to the pursuit of the Ph.D.

The performance of students on assistantship is expected to exceed these minimum standards. Since all awards are made on a competitive basis, a student's performance in coursework and on graduate examinations is carefully evaluated when assistantship renewals are considered.

### **Course Loads and Full-Time Study**

Full-time graduate study consists of nine hours of coursework in the fall and spring semesters and six hours in the summer session. Graduate students on financial assistance must register for a full-time course load during any semester they are in residence until all degree requirements are completed. In addition, any graduate student who is utilizing facilities or faculty time must register for an appropriate number of credit hours.

### **Graduate Advisory Committees**

All students should begin to develop a program of study through the M.A. and/or Ph.D. degree(s) as soon as possible. While initial and routine advising is the responsibility of the Director of Graduate Studies, each student will develop a program of study under the guidance of a committee comprised of a major professor and additional members of the graduate faculty representing primary, secondary, and third or minor fields of study. The graduate committee is structured so as to meet the needs and interests of each graduate student, and to ensure that the student's program of study will provide the highest level of preparation.

*The Master's Committee.* For M.A. students the choice of the principal, second, and (if applicable) third or minor fields will be made during the first year. For most students, the choice of the principal field is almost entirely dependent upon the proposed subject matter of the thesis. Once the choice of a principal field has been made, the student should confer with the faculty member who is to serve as the student's major professor. No later than the end of the student's second semester in the program, and upon the recommendation of the major professor, the Department Chair will appoint a master's committee comprised of at least three members of the graduate faculty. The master's committee normally consists of the major professor (who serves as chair), a representative of the second field

offered, and a representative of the student's minor department, or a third political science representative if no minor is offered.

*The Ph.D. Advisory Committee.* Before the end of the first semester the Department Chair, upon the recommendation of the Director of Graduate Studies, will appoint a Ph.D. advisory committee, which will hold a meeting with the student to plan his/her Ph.D. program. It is expected that each student will work very closely with the major professor and other members of the advisory committee, both in framing the program of study and in making progress through the Ph.D. program. The advisory committee will have the responsibility of providing advice on the student's program of study, guiding the student in the writing of the dissertation, conducting the examinations, and submitting the results of the examinations to the Director of Graduate Studies. Furthermore, for students holding the M.A. degree from another institution, the Ph.D. advisory committee is charged with deciding about the transfer of graduate credit from other institutions and the application of transferred credits to the student's program of study.

## **Courses and Fields of Study**

### ***American Politics***

7900#*	Seminar in American Politics
7902	Seminar in Public Policy
7903*	Special Topics in American Politics
7915	Seminar in State Politics and Policy Making
7917	Seminar in Program Evaluation
7920*	Seminar in Public Law
7930	Seminar in Political Behavior
7935*	Seminar in Legislative Politics

### **Comparative Politics**

7970#*	Seminar in Comparative Politics
7971*	Special Topics in Comparative Politics
7972	Seminar in Comparative Political Institutions
7974	Seminar in the State and Society
7975	Seminar in Comparative Political Behavior
7976*	Seminar in Comparative Political Economy

### **International Relations**

7940#*	Seminar in International Politics
7941*	Special Topics in International Politics
7942	Seminar in Political Psychology in International Politics
7946*	Seminar in the Politics of International Economic Relations
7947	Seminar in International Conflict

**Political Theory**

7980*	Seminar in American Political Thought
7981*	Seminar in Classical and Medieval Political Theory
7982	Seminar in Early Modern Political Theory
7990#*	Seminar in Political Theory: Interpretation and Analysis
7991*	Special Topics in Political Theory
7995*	Seminar in Contemporary Political Theory

**Political Methodology**

7964*	Specialized Topics in Social Science Methods
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**Non-Field Courses**

4996	Readings Course
4997	Readings Course
7000	Professional Development
7961	Approaches to the Study of Politics
7962	Seminar in Research Design and Quantitative Techniques
7963	Advanced Research Methods in Social Science
7998*	Readings Course
7999*	Readings Course
8000	Thesis Research
9000	Dissertation Research

*\*May be repeated with consent of the department, if content varies. # Course serves as proseminar in relevant field.*

## THE MASTER OF ARTS PROGRAM

The Department of Political Science offers the M.A. degree with concentrations in American politics, political theory, international relations, and comparative politics. Each student has the option of concentrating coursework solely in political science or offering a minor field in a related department.

The department offers two alternative programs for the M.A. in political science: (1) the M.A. thesis track; and (2) the M.A. thesis by-pass track. The standard distribution of course credit for each of these M.A. programs is described below.

### Procedures for the M.A. Thesis Track

Normally, students undertaking the M.A. in political science are expected to complete the M.A. thesis track, which requires the writing and oral defense of a thesis in addition to the successful completion of relevant coursework. Students may complete this track either with or without an outside minor. The standard distributions of course credit for this track is as follows:

#### **M.A. Thesis Track**

Principal Field	9 hours
Second Field	6 hours
Required Seminars (POLI 7961, 7962) <sup>1</sup>	6 hours
Professional Development Seminar (POLI 7000)	1 hour
Electives <sup>2</sup> or Minor Field	6 hours
Thesis	6-9 hours <sup>3</sup>
<b>TOTAL</b>	<b>34-37 hours</b>

The following is a sample curriculum for students completing the M.A. thesis track:

#### *First Semester*

- POLI 7961: Approaches to the Study of Politics (3)
- POLI 7962: Seminar in Research Design and Quantitative Techniques (3)
- POLI 7\*\*\*: Proseminar in Principal or Second Field (3)
- POLI 7000: Professional Development (1)

<sup>1</sup> If the student receives credit for a similar course taken elsewhere, additional hours of political science must be taken.

<sup>2</sup> To be related to the graduate program and approved by the student's advisory committee and the Director of Graduate Studies

<sup>3</sup> Students will normally take nine hours of thesis credit, distributed as three hours in the third semester of the M.A. program and six hours in the fourth semester. Some M.A. thesis students may be able to complete the thesis at a rapid enough rate so that only six hours of thesis credit are necessary

*Second Semester*

- POLI 7\*\*\*: Proseminar in Principal or Second Field (3)
- POLI 7\*\*\*: Seminar in Principal Field (3)
- POLI 7\*\*\*: Seminar in Second Field (3)

*Third Semester*

- POLI 7\*\*\*: Seminar in Principal Field (3)
- POLI 7\*\*\*: Elective or Minor Field Seminar (3)
- POLI 8000: Thesis Research (3)

*Fourth Semester*

- POLI 7\*\*\*: Elective or Minor Field Seminar (3)
- POLI 8000: Thesis Research (3 or 6)

As the student approaches the completion of his/her coursework, a thesis proposal, including a discussion of methods and materials to be used, must be submitted to the master's committee through the major professor before the student begins to write the thesis. Students are encouraged to have a tentative thesis topic selected and the thesis proposal begun before coursework is completed; in no case should the thesis proposal be completed later than the end of the third semester of full-time graduate study. Once the proposal has been completed, the major professor will schedule a meeting of the committee and the student to discuss the proposed research. The meeting for the proposal defense is mandatory, and covers the proposed thesis as well as related literature and methods. Major revisions of the proposal should be submitted to the committee for review and approval.

Each member of the committee must be given an opportunity to read a first draft of the thesis. If any member of the committee believes that the full committee should meet with the student at this point, the major professor will schedule such a meeting.

The final examination will be administered after a tentatively acceptable thesis is completed, and clean, readable copies have been available to all members of the committee at least two weeks in advance of the final examination. No final examination will be scheduled by the major professor until a sufficient number of members of the committee is satisfied with the thesis to ensure that the student will not automatically fail. (A student cannot pass with more than one negative vote.) The final examination will concentrate on the thesis and related coursework. For M.A. thesis students interested in pursuing the Ph.D., the M.A. final examination is also used in framing the committee's recommendation to the graduate committee concerning admission to the Ph.D. program.

**Procedures for the M.A. Thesis By-Pass Track**

The M.A. thesis by-pass track is designed to move superior students who wish to pursue the Ph.D. at a more rapid pace than normal. In order to be admitted into the thesis by-pass track, students must complete the first 18 hours of coursework (at least 15 hours taken at the 7000-level) with a GPA of greater than 3.5. However, admission into the thesis by-pass track is not automatic for students who

achieve the minimum GPA requirements. Admission must be approved by the graduate committee upon the recommendation of the student's major professor. Students seeking admission into the thesis by-pass track are required to submit to the graduate committee evidence (such as seminar or research papers) of superior performance in their first 18 hours of coursework.

Once admitted into the thesis by-pass track, students may begin work on the course requirements for the Ph.D. (see below) without writing an M.A. thesis. The M.A. is granted formally upon successful completion of the general examination for the Ph.D. Should a student admitted into the M.A. thesis by-pass track fail to pass the Ph.D. general examination or decide not to complete the Ph.D., he/she may choose to complete the M.A. thesis track.

## **THE DOCTOR OF PHILOSOPHY PROGRAM**

The Ph.D. is the highest degree awarded by the University. Successful completion of work toward this degree entails more than satisfactory performance in the minimum requirements listed. Each student is expected to exhibit the ability to complete scholarly research, the capacity to integrate facts and theories drawn from diverse sources, and the skill to communicate ideas effectively, both orally and in writing.

### **General Requirements**

The minimum requirements for the Ph.D. degree are: successful completion of a Master's program in political science or its equivalent (at the discretion of the department other advanced degrees may be accepted as the equivalent of an M.A.); a total of at least 63 credit hours at the graduate level, distributed as 55 hours of coursework and 9-18 hours of dissertation work; fulfillment of the department's research skills requirement; successful completion of a doctoral dissertation; and satisfactory performance on the general and final examinations.

All students are required to complete a primary field in political science of at least 15 hours and a secondary field in political science of at least 12 hours. In addition, students have the option of choosing a third field in political science of at least 9 hours. Students may also select a minor in another department, as approved by the student's doctoral committee; minor requirements (including number of hours required) are determined by the minor department.

### **The Ph.D. Advisory Committee and Program Review**

During the first semester of Ph.D. coursework, each student should begin consultation with a major professor, upon whose recommendation the Department Chair will appoint a three member Ph.D. advisory committee. The student's program of study and research will be directed by the Ph.D. advisory committee. The full advisory committee will normally consist of the major professor, another representative of the student's principal field, and one representative from the second field. In addition, the committee can add (1) one representative of the minor department, if an outside minor is selected, (2) one representative from the third field, if a third field in political science is selected, or (3) a representative of the multidisciplinary minor field, if a multidisciplinary minor field is selected. In

addition, the Dean of the Graduate School appoints a member of the graduate faculty to serve on Ph.D. general and final examination committees. This individual represents the Dean and the entire graduate faculty. This outside member is a full voting member of the committee.

Before the end of the student's first semester of Ph.D. study, the advisory committee will meet with the student to plan a program of study through the Ph.D. The purpose of the program review is to complete the "Program of Study," which details coursework to be taken and the requirements to be met, including coursework to be accepted for transfer from other institutions. All Ph.D. students wishing to transfer graduate credit from another institution must submit appropriate supporting evidence. An official "Program of Study" is completed at the program review meeting, and must be filed with the Graduate School by the end of the student's second semester of Ph.D. study, and any change in this program must be submitted to the Graduate School for approval.

### Course Distribution Requirements

The standard distribution of course credit for the Ph.D. is as follows:

Principal Field <sup>4</sup>	15 hours
Second Field	12 hours
Third or Minor Field (optional)	0 or 9-12 hours
Required Seminars (POLI 7961, 7962, 7963, 7000)	10 hours <sup>5</sup>
Approved Electives	6-18 hours <sup>6</sup>
Dissertation	9-18 hours <sup>7</sup>
<b>TOTAL</b>	<b>64-70 hours (55 hours of course work)</b>

### Research Skills Requirement

Professional political scientists are frequently called upon to conduct research requiring specialized research skills. In order to develop these skills, students working toward the Ph.D. must satisfy the departmental research skills requirement by completing the POLI 7961-7962-7963 sequence. POLI 7963 may be waived for students with political theory as their principal field; the waiver can be granted by the Director of Graduate Studies upon the recommendation of the student's advisory committee and

<sup>4</sup> The principal field is the one in which the student writes the dissertation.

<sup>5</sup> Students whose principal field is political theory may be granted a waiver from the POLI 7963 requirement, though an approved alternative must be specified. (See research skills requirement below.)

<sup>6</sup> For those students taking the option of an outside minor, the number of hours devoted to the minor field and approved electives depends on the minor department requirements. If the minor department requires the completion of nine hours, then nine hours of approved electives must be completed. If the minor department requires the completion of 12 hours, then six hours of approved electives must be completed. Of course, students opting for the internal third field or interdisciplinary minor must complete at least nine hours of minor/third field course work and up to nine hours of approved electives. (See below.)

<sup>7</sup> Because most students require one year to complete the dissertation, normally 18 hours of dissertation credit will be completed. Some Ph.D. students may be able to complete the dissertation in fewer than 18 hours, but students are required to take a minimum of nine hours of dissertation credit.

the specification in the student's program of study of an alternative course designed to give the student skills appropriate for research in the field of political theory.

It should be noted that this research skills sequence constitutes a minimum requirement for those completing the Ph.D. Students working in some fields or subfields may require additional skills (*e.g.*, statistics, research methods) not covered in the research skills sequence offered by the department. In such cases students may be required by their advisory committees to take additional coursework in advanced statistics and methods or other appropriate fields in order to develop research skills deemed necessary by their advisory committees.

### **Research Methodology Field**

Ph.D. students may select a primary field from among the four major fields: American politics, international politics, comparative politics, and political theory. In addition, the Department permits students to demonstrate competency in research methodology, either as an extended research skill or as part of their teaching portfolio. Hence Ph.D. students may select political methodology as a second or third field, though political methodology may not be selected as a primary field. Students selecting political methodology as a second field would take 12 hours above and beyond POLI 7961, 7962, and 7963. Students selecting political methodology as a third field would take 9 hours above and beyond these three required methodology seminars.

The research method field is subject to the following guidelines:

1. All students are required to complete degree requirements for at least two substantive fields. This means that students completing political methodology as a second field are required to take a third (9 hour) field in a second substantive area.
2. With the approval of their Ph.D. advisory committee, students selecting political methodology as a second or third field are permitted to take up to six hours of approved courses outside of the Department of Political Science. For each methodology course taken outside of Political Science, students must allocate at least one course from their electives to be a course from Political Science.
3. Students taking political methodology as a second field will take a written and oral general examination in this area, just as they would with any second field. Students taking political methodology as a third field will not be subject to a written general exam in that field; rather, students are tested on the third field in political methodology on the oral examination.
4. Students selecting political methodology as a second field will select as a member of the doctoral advisory committee a faculty member from the Department of Political Science with expertise in political methodology. Students selecting political methodology as a third field will add a fourth departmental member to their doctoral advisory committee; this faculty member should have expertise in political methodology.

## Language Requirement

Ph.D. political science students taking a primary field in comparative politics or political theory must demonstrate proficiency in one foreign language. They may do this by one of the following methods: 1) successful completion of an undergraduate foreign language sequence (generally 12 hours or through the equivalent of LSU's 2053 or 2102 course level) with an average grade of "C" or better and within seven years of admission to Ph.D. candidacy; 2) passage of the Graduate School Foreign Language Test with a score of 500 or better; or 3) passage of a language reading course with a grade of "B" or better (French 1020, German 1020, Spanish 1020, Russian 1020, Latin 4001, or other appropriate language courses as approved by the student's advisory committee). In the event that proficiency cannot be demonstrated by one of the above methods in the language offered, proficiency may be demonstrated by successful translation of a foreign language text (in the student's field of study) of 750 words in one hour and with the aid of a dictionary. Successful translation means capturing the essential meaning of the original text with correct grammar and syntax. A graduate student's advisory committee will select the passage to be translated from two books presented to the committee by the student. The translation will be evaluated and certified by a faculty member from a foreign language department. It should be noted that this is a minimal language requirement. Students in certain fields, e.g. comparative, political theory, and international relations, may be required to take additional languages and/or demonstrate a greater degree of fluency in a language.

The language requirement may be waived for students with American politics or international politics as their principal field; the waiver can be granted by the Department Chair upon the recommendation of the student's advisory committee and the specification of an alternative course designed to give students additional skills appropriate for research in the fields of American politics or international politics.

## The Ph.D. General Examination

The student is eligible to take the general examination when the research skills and all course requirements have been completed. The general examination is oral and written and is the most comprehensive test in the entire doctoral program. At a minimum, the written part of the general examination is composed of two departmental field exams. In addition, for students completing a third field in political science—i.e., either a third field in political methodology or a third substantive field—will not be tested in writing but rather will be tested during the oral portion of the general examination. For those completing an outside minor, a written minor field examination may be required at the discretion of the minor department. For those completing a multidisciplinary minor, a minor field examination may be required at the discretion of the student's advisory committee. The oral examination is held within two weeks of the completion of the written exams. The student must display expert competence in the major field and a high degree of familiarity with the content of the second and minor/third fields. Furthermore, each student may be asked to give a preliminary report on the status of his/her dissertation prospectus, which will normally be defended within one month of the general examination. In order to pass the general examination, the student must pass in all fields and receive no more than one negative vote from the general examination committee.

## Exam protocols

### Exam:

1. Open book exam
2. Receive the exam in the morning of the exam date and have 24 hours to return the answers

3. Exam written by field members. The composition of the group that writes the exam will be determined by each field.
  - a. For methods as a second field, the exam will be written by 2 faculty members who have taught a methods course over the previous 3 years.

**Timing:**

1. Exams are administered twice a year.
  - a. First field exams are the second week of classes in the Fall and Spring semesters
  - b. Second field exams are the third week of classes in the Fall and Spring semesters
2. The oral comprehensive exam defense is to be held the same semester in which the written exams are administered

**Grading:**

1. Exams are graded by the dissertation committee during the comprehensive oral exam.
2. The field members may provide the committee an advisory opinion on the quality of the exams.

**The Dissertation and Ph.D. Final Examination**

A dissertation prospectus, including a discussion of methods and materials to be used in the dissertation, must be submitted to the advisory committee through the major professor within one month after the student has passed the general examination. Students failing to meet this deadline may be deemed as not maintaining "satisfactory progress" for the purposes of funding determinations. After the dissertation prospectus has been submitted to members of the advisory committee, the major professor will schedule a meeting of the advisory committee and the student to discuss the proposed research and allow the student to defend the prospectus. The meeting for the proposal defense is mandatory, and covers the proposed dissertation as well as related literature and methods. Any major revisions of the prospectus are to be submitted to the committee for review, and the major professor will determine whether a second meeting on the revised prospectus is required.

Each member of the committee must be given the opportunity to read a first draft of the dissertation. If any member of the committee believes that the full committee should meet with the student at this point, the major professor will schedule such a meeting.

The final examination will be administered after a tentatively acceptable dissertation is completed, and clean, readable copies have been available to all members of the committee for at least two weeks. The final examination is oral, covering the dissertation and related knowledge. No final examination will be scheduled by the major professor until a sufficient number of members of the committee are satisfied with the dissertation to ensure that the student will not automatically fail. In order to pass the final examination, the student must receive no more than one negative vote from the final examination committee.

The Ph.D. dissertation is expected to be an original contribution to knowledge, and therefore constitutes a major research effort. The Graduate School normally allows a maximum of four years between the time the student passes the general examination and the time the final examination must be taken. However, the department expects that under normal conditions a candidate will complete the dissertation within a one to two year period. The student should consult the Graduate School calendar to determine the deadline for filing a statement of intention to graduate.

## **EXAMINATION REGULATIONS**

M.A. and Ph.D. final examinations are administered two times per year, near the end of the fall and spring semesters. Ph.D. general examinations are given three times per year (typically in the months of September, February and April). Only under extraordinary circumstances will any graduate examination be scheduled at another time.

A student who is on academic probation or who has a grade of “incomplete” will not be permitted to take any graduate examination.

If a student fails to pass any graduate examination, the department’s graduate committee may be petitioned, through the Director of Graduate Studies, for re-examination. Permission to retake the examination will be granted only on the basis of evidence that circumstances have substantially changed since the time the student failed.

In rare instances, poor performance on part of an examination may not, in the opinion of the examining committee, constitute failure of the entire examination. In such cases, the student may be required to retake that part of the examination that was unsatisfactory. This does not require petition for re-examination.

### ***Graduate Examinations***

<u>Exam</u>	<u>Nature and Scope</u>	<u>Time Taken</u>
M.A.: Thesis	Oral; on thesis and two fields in political science and (if applicable) the minor. Serves as basis for advisory committee recommendation for students who wish to pursue Ph.D.	Upon completion of thesis
Ph.D. General	Written and oral; on two fields in political science and the minor field or three fields in political science. Questions are specific in nature and are intended to test advanced knowledge of each field.	After completion of Ph.D. coursework, including the research skills requirement
Ph.D. Final	Oral; on dissertation and related knowledge. May be broadened at the discretion of the examining committee	After completion of the dissertation

### **TEACHING FOR PH.D. STUDENTS**

Teaching experience is an important component of graduate training for those Ph.D. students intending to pursue an academic career. In most cases it is desirable for Ph.D. students to teach at least one course under departmental supervision, primarily in the student's area of specialization. An effort will be made to provide Ph.D. students, including those on fellowship, with an opportunity to teach.

### **POLITICAL SCIENCE AS A MINOR**

A student intending to offer political science as a minor is expected to have had adequate preparation in political science before taking it for graduate credit. In all cases, the department will determine whether the student has the prerequisites necessary to offer political science as a minor. Therefore, all students should consult with the Director of Graduate Studies before declaring political science as their minor.

**M.A. Requirements**

A minor in political science consists of six hours of coursework with an average of 3.0 or better. Coursework should be limited to one field of political science.

**Ph.D. Requirements**

A minor in political science consists of twelve hours of coursework, with an average grade of 3.0 or better. Coursework will normally be limited to a single field of political science. Permission may be granted to offer courses in more than one field if, in the opinion of the minor professor,<sup>8</sup> it would serve the student's particular needs.

**APPEALS OF REGULATIONS**

A graduate student has the right to appeal the application of these regulations to his or her situation. Such appeals will be made to the Director of Graduate Studies, who will determine the proper mechanism for resolving the appeal.

<sup>8</sup> The minor professor is the representative from the minor department on the advisory committee. He or she is the professor with whom the student has taken all or most of the minor coursework.