

Graduate Program Handbook

Department of Political Science

University of Cincinnati

Academic Year 2015-16

This handbook contains information about departmental policies, procedures, and degree requirements for the graduate programs in Political Science. If supplementary updates are made during the academic year they will be available in the department office and students will receive notification via email. Graduate students should be familiar with the policies and procedures contained in the Graduate Handbook published annually by the UC Graduate School (http://grad.uc.edu/student-life/graduate_studenthandbook.html). Nothing contained in this departmental handbook supersedes or otherwise alters any published Graduate School requirement. Questions about the Political Science graduate programs may be directed to Professor Stephen Mockabee, Graduate Program Director, at Stephen.Mockabee@uc.edu.

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 qualified graduate students as independent instructors and makes available the required office space and support services.

Graduate Program Director

The Graduate Program Director administers the policies of the graduate programs established by departmental faculty and the Graduate Program Committee. The Director represents the department and its programs on the McMicken College Graduate Directors Council. In consultation with the Head and other department faculty members, the Director assigns Graduate Assistants their teaching or research duties. The Graduate Program Director serves as the primary advisor for first-year graduate students.

Graduate Program Committee

The Graduate Program Committee, comprised of political science faculty and chaired by the Graduate Program Director, reviews and approves applicants for admission and financial aid, proposes program changes to the full department faculty for consideration, and hears student appeals for exceptions to established requirements or procedures. The Political Science Graduate Student Association may designate a student representative who can participate in curriculum and program review, but does not attend meetings where admissions, financial aid, exemptions, and awards are decided.

Political Science Graduate Student Association (PSGSA)

Active members of PSGSA may obtain funding for conference travel and research grants from the University's Graduate Student Governance Association (GSGA). The PSGSA elects a representative to the GSGA. 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 30 credit hours in the MA/PhD programs while in residence at UC, and maintain a 3.5 GPA in the program and in all Political Science courses. A one-time membership fee is required at time of induction.

GRADUATE PROGRAM ADMISSIONS

Application

To be considered for admission to a graduate program, prospective students must apply using the online application portal at the UC Graduate School's web site, www.grad.uc.edu. Applications must include the following elements: 1) A personal statement indicating the applicant's research interests and career goals, and how those interests align with faculty

expertise; 2) curriculum vita or resume; 3) three letters of recommendation; 4) academic transcripts; 5) GRE test scores; 6) TOEFL scores, if applicable. For details on application requirements, procedures, and deadlines, refer to the department's web site <http://www.artsci.uc.edu/departments/polisci/grad/application.html>.

Conditional Admission

A conditional admission occurs when a graduate program offers a prospective student the opportunity to begin taking classes as a non-matriculated student prior to meeting all admission requirements. Admission to the program is conditional on meeting requirements set out by the program in the conditional admission letter. The most common use of conditional admission is to provide an international student the opportunity to complete English language study. Because of the high level of English proficiency demanded by doctoral work, conditional admissions to the PhD program will not be granted for the purpose of completing English language study. Conditional admissions to the MA program for the purpose of completing English language study will be considered on a case-by-case basis. Conditional admissions to either the PhD or MA programs for purposes other than English language study will be considered on a case-by-case basis.

PROGRAM SUPPORT

Advising

- **M.A.** students in their first semester will be advised by the Graduate Program Director and later by the department faculty member chairing the student's thesis or professional paper.
- **Ph.D.** comprehensive 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.

Mail/Email

Each student has a mail slot in the department's main office and a free email account through the university. Each student must maintain an active email account for departmental communication and course work. Students should insure that an up-to-date mailing address, phone number, and preferred email address are filed with the department office staff.

Career Planning and Placement

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

Students requesting letters of recommendation from faculty members should allow as much lead time as possible in advance of application deadlines. It is the student's responsibility to provide the faculty member with accurate and complete information about where and when to submit the letter(s) of recommendation. In keeping with professional norms, letters of recommendation should be submitted directly to the employer or award-granting organization to

which the student applies, or to a reference service such as Interfolio. For doctoral candidates on the job market, the department will reimburse one year's costs for a basic Interfolio membership.

Presentations at Professional Conferences

The department encourages graduate students to become active professionally. This can be accomplished in a variety of ways including: joining professional organizations, assisting faculty on research projects, attending professional meetings, coauthoring papers with faculty, and presenting research at professional conferences. 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 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 American Association of University Professors (AAUP), University of Cincinnati Chapter).

Non-Discrimination

The University of Cincinnati does not tolerate "discrimination on the basis of race, color, religion, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status, or gender identity and expression" (Board of Trustees Rule 3361: 10-13-01). The Department of Political Science supports and enforces this policy.

Academic Integrity

Cases involving charges of academic dishonesty 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 UC Graduate School (see section on Grievances below).

Minimum Academic Performance

Graduate students are expected to maintain a "B" average (3.0) or better in all courses. 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 semester 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 semester, and thereafter to maintain a 3.0 cumulative GPA. Students must have a cumulative average of 3.0 or better to be certified for the award of a Master's degree and to be certified for candidacy for the Ph.D. degree. 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.

American citizens must register for at least one credit hour per academic year (typically each fall semester) to maintain active status. In most cases international students must register for at least one credit hour in both fall and spring semesters. Students should consult with the Graduate Program Director to determine the appropriate minimum course load.

Transfer Credits ("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, or delegate to the Director the decision to approve or disapprove. The Director will adhere to the limits imposed on transfer credits by the rules of the Graduate School (see pp. 20-21, Graduate School Handbook).

Graduate Credit for Undergraduate Students

Seniors may be permitted to register for graduate courses for graduate credit before those students have completed the baccalaureate degree. Per the Graduate School's Student Handbook, "this privilege will be limited to students with senior status and a grade point average of at least 3.0.... This is evidenced by a written request from the student that is approved by the Program Director. Upon approval by the program and the course instructor, graduate credit will be given for the courses. A maximum of 12 graduate credits may be earned in this manner. Credit will not be given toward both graduate and undergraduate degrees for the same course."

Graduate Credit in 6000-Level Courses

A graduate student who is registered in 6000-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 students must register for the graduate credit designation (G).

Students may, with approval from the Graduate Director, register for 3-credit graduate courses in other departments. In cases where this registration reduces a university-funded student's total credit hours to fewer than 12, or a full-time student's total credit hours to fewer than 10, the student may register for an additional credit hour of individual work with the permission of the Graduate Director. This credit hour need not entail additional academic work.

Non-Graduate Credits for Graduate Students

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

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 required 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.

Grievances¹

The Graduate Student Grievance Procedures (<http://grad.uc.edu/student-life/policies/grievances.html>) “establish a formal process for graduate students to request review and redress of certain grievances arising out of their academic relationships with their programs, their colleges, or the university. The procedures are applicable to the following types of grievances:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment of a graduate student by a faculty member or university agency except:
 1. allegations of discriminatory treatment arising from the student complainant’s age, race, gender, sexual preference, disability, national origin, or religion;*
 2. allegations of improper evaluation of the quality and quantity of academic work;
 3. allegations of unfair recommendation for employment or further graduate study.

Note*: Allegations of discrimination will be handled according to the university Discrimination Procedure administered by the Equal Opportunity Office. Allegations of sexual harassment will be handled according to the University Institutional Policy on Sexual Harassment administered by the Equal Opportunity Office (556-5508).”

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 that 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 set by the University Registrar and cannot be altered by the department. For details and exact dates see <http://www.uc.edu/registrar/>.

Annual Review

The Department has a system of Annual Review for graduate students that will take place each spring semester. 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 using the templates found in this handbook. During spring semester the Graduate Committee will review each student’s progress and comments by department faculty on the individual’s performance and plan of study. The Plan of Study should be submitted in January along with any funding requests. After the

¹ The material in this section is taken directly from the UC Graduate School’s Graduate Handbook, pp. 59-60.

Graduate Committee has reviewed the materials, the Graduate Director will provide each student with feedback in writing and may schedule follow-up meetings as needed.

FINANCIAL AID

Eligibility Criteria

Continuing graduate students must inform the Graduate Program Director by January 15 of the financial aid requested for the coming academic year. The Graduate Program Committee will consider which financial aid awards to renew at the same time it considers the support needed for new applicants. In evaluating requests for renewal of financial awards the Committee will consider the following: a) cumulative grade point average; b) student evaluations; c) performance on examinations (if applicable); and d) recommendations from department faculty. For entering students the Committee considers an applicant's personal statement, academic transcripts, reference letters, G.R.E. scores, and T.O.E.F.L. scores (if applicable). The deadline for financial aid consideration is January 15 for new applicants.

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 University 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. The UC Graduate School's Handbook provides a comprehensive statement of policies and procedures covering taxation, termination of awards, rights and duties, and additional details about the awards described below.

NOTE: University rules prohibit students from receiving university funding once they have earned a total of 174 graduate credits (140 if the student entered UC with a master's degree). This applies to all forms of university funding including tuition scholarships, graduate assistantships, and fellowships. See p. 26 of the UC Graduate Handbook for full details (<http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>).

Graduate Assistantships

Students holding graduate assistantships (GAs) receive a stipend and 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's teaching and research missions. Advanced graduate assistants may be assigned to teach an independent course (see Graduate Student Teaching Policy below). Shared offices with a telephone, computer, and desks are provided to teaching assistants.

Students who hold a Graduate Assistantship will receive a Graduate Assistantship Scholarship that covers tuition for full-time registration. All students holding assistantships must register for 12 credits per semester.²

² There may occasionally be exceptions to the 12-credit requirement if the assistantship is not funded by the UC Graduate School. (For example, if a G.A. is funded by an external grant, or by McMicken College funds, or by Taft Research Center funds, the 12-credit minimum may be reduced). Students should consult with the Graduate Program Director about the appropriate number of credits to take.

Each graduate assistant will be evaluated in writing at the end of each semester 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

When Graduate Assistants 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. As of the 2014-15 academic year, University of Cincinnati policy limits the total number of hours worked by graduate students in University jobs to 24 hours per week. Thus, a graduate assistant could not work at the University more than 4 hours per week beyond the G.A. assignment.
- b. One course per semester is the maximum external part-time workload allowable for those who have a graduate assistantship.
- c. The Department will closely monitor the academic progress of students holding more than one University appointment/employment. This will include semester grade reports and a progress report for each student.
- d. Continued academic progress is expected; should progress slow, the additional appointment should be terminated.

New teaching assistants are expected to attend a teaching effectiveness workshop offered by the Center for the Enhancement of Teaching and Learning (CETL) or the Graduate School. 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 excellent work.

Graduate Student Teaching Policy

1. Independent sections should be taught only by those who have passed all of their Ph.D. comprehensive exams, including an exam in a field relevant to the course content, or have an M.A. in a relevant area.
2. Independent sections in 2000-level courses and above should be taught only by those who have passed all of their Ph.D. comprehensive exams, including an exam in a field relevant to the course content, and who meet at least one of the following conditions:
 - a) Have already served as a T.A. for a relevant course; or
 - b) Have written recommendations from two faculty members.
3. Independent sections in courses eligible for graduate credit (6000 level or above) should be taught only by an instructor with an earned Ph.D. Graduate students meeting the requirements in #2 above may teach 2000-level or 3000-level versions of courses, but may not teach 6000-level courses.

Graduate Incentive Awards³

The university occasionally provides funding for tuition scholarships to incentivize recruitment of graduate students. A 25% GIA is automatically available for two semesters for

³ These scholarships have replaced the University Graduate Scholarships (UGS). In past years a scholarship awarded without an assistantship was known as “unadorned UGS.”

“4+1” students who have completed the BA and been admitted to the MA program. In all other situations, the department must make special requests to the College or Graduate School for these awards on a case-by-case basis. Students who receive a GIA must register full-time (10 credits or more per semester).

The Charles Phelps Taft Dissertation Fellowships

The department annually has one designated Taft Dissertation Fellowship and recommends up to two other candidates to compete with graduate students from the other Taft departments for additional fellowships. The Dissertation Fellowship includes a stipend with a tuition scholarship. Doctoral students who wish to be considered by the Department must display strong progress toward the dissertation. The Graduate Program Committee’s evaluation 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 in January. (The specific deadline date will be announced by the Graduate Program Director each year).

Taft Graduate Enhancement Fellowships

Taft Graduate Enhancement Fellowships are competitively awarded at the department level with preference to doctoral students. These fellowships are used to enhance awards that students already hold by providing a small additional stipend.

PROGRAM REQUIREMENTS AND NAVIGATION FOR THE M.A. IN POLITICAL SCIENCE

Program Requirements and Procedures

1. A minimum of 30 hours of coursework with graduate credit, at least 18 hours of which must be earned in courses in Political Science. The 30 hours may include up to 6 credits of Master’s Thesis Research or 4 credits of Non-Thesis M.A. (Professional Paper) Research.
2. Completion of the following required courses, or equivalents approved by the Graduate Program Director: Statistics 1 (POL 7051); Research Design & Methods (POL 7050 or 7001) Graduate Colloquium (POL 7005).
- 3a. 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 faculty. (With approval of the Graduate Program Director, M.A. committees may include non-tenure-track faculty or faculty affiliates in other departments at UC.) Students must consult with the chair and the second reader in preparation of a thesis proposal as well as throughout the thesis. Students should present the thesis proposal to the Graduate Colloquium; **OR**
- 3b. Completion of an M.A. Professional Paper, evaluated by a two-person faculty committee as worthy of submission for publication in a relevant academic/professional journal. 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 faculty. (With approval of the Graduate Program Director, M.A. committees may include non-tenure-track faculty or faculty affiliates in other departments at UC.) Students must consult with the chair and the second reader in preparation of

a paper proposal as well as throughout its preparation. The completed paper should be presented to the Graduate Colloquium.

4. Complete all requirements no later than five (5) years from the date of matriculation into the M.A. program with a cumulative grade point average of at least 3.0. (Note: Students who began their programs prior to Autumn Quarter 2007 will have up to seven (7) years to complete the M.A.)

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: Political Science M.A.

Student Name: _____

Semester Began M.A. program _____

I. Required Courses (18 credits)

___ POL 7005 Graduate Colloquium [2 credits]

___ POL 7050 Research Design & Methods (or POL 7001 Policy Analysis Methods) [4 credits]

___ POL 7051 Statistics 1 [4 credits]

___ Two other POL courses at 7000-level or above [8 credits] _____

II. Elective Courses (6 to 8 Credits)

Note: No more than 8 credits of Individual Work may be counted toward 30-credit total requirement.

Course # and Title	# Credits	Grade Earned	Semester Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. M.A. Thesis or Professional Paper (4 to 6 credits)

___ Thesis Credits (Maximum of 6 count toward total requirement of 30) **OR**

___ Professional Paper Credits (Maximum of 4 count toward total requirement of 30)

Title of Thesis/Paper: _____

Faculty Advisor: _____ 2nd Faculty Reader _____

Date of presentation to Graduate Colloquium _____

Date of Committee Approval _____

IV. Final Requirements

___ All requirements completed within 5 years of matriculation into M.A. program.

___ 3.0 cumulative Grade Point Average

___ No remaining grades of NG, I, IP, or F

___ Total of 30 credits, at least 15 earned at UC

___ Registration as required by university and government regulations.

___ Graduate School's Graduation Checklist

MA Program Navigation

All entering students should begin fall semester by taking a graduate statistics class (POL 7051 or its equivalent), a course on research methods and design (POL 7050 or POL 7001), and one additional course (typically a 7000-level graduate course). In the spring semester, students should take the Graduate Colloquium (POL 7005) and, to the extent possible, focus elective course work in areas likely to be the basis for their thesis or professional paper, completing at least one course at the 7000 level or above.

MA students must present a draft of the proposal to the Graduate Colloquium before February 1 of their second year. Course work specific to the thesis/professional paper can be taken in their second Fall Semester, while research is conducted.

MA students entering the program via the BA+MA “4+1” program will have completed two or three graduate courses during their senior year, thereby accelerating the program navigation time line. Those students desiring to complete the MA within a single year should plan to conduct research relevant to the professional paper in the spring semester and complete revisions of the paper during the summer semester. Faculty readers should be identified during the spring semester, if not before. In this “4+1” scenario, students should take extra care to communicate with faculty readers well in advance to insure sufficient time for an iterative process of review and revisions. Students should not assume that faculty members will be available on short notice, particularly during the summer semester.

PROGRAM REQUIREMENTS AND NAVIGATION FOR THE PH.D. IN POLITICAL SCIENCE

Credits

“The doctoral degree requires a minimum of three years of full-time graduate study in the student’s degree program and either a minimum of 90 graduate credits beyond the bachelor’s degree or a minimum of 60 credits beyond a master’s degree, including at least 7 hours in dissertation research.... The last 30 credits must be completed under the direction of University of Cincinnati graduate faculty” (UC Graduate Student Handbook).

Course Requirements

Requirements of all PhD students: 16 credits

- Graduate Colloquium, POL 7005 [4 credits]
- Research Methods & Design, POL 7050; **OR** Policy Research & Evaluation Methods, POL 7001 [4 credits]
- Statistics 1, POL 7051 [4 credits]
- Statistics 2, POL 7052; **OR** Public Policy Studio; **OR** Pro-seminar in Survey Research, POL 7054). [4 credits]

Course work in 2 Major Areas of Study: 40 credits

- Students take a total of 10 courses (40 credits) across two Major Areas of Study.
- In each of the two Major Areas of Study, the student must take at least 4 courses (16 credits).

Distribution Requirement: 12 credits (may be waived for students entering with MA)

- Students take at least three elective courses. These may come from any of the Major Areas of Study, but cannot include individual work courses. With permission of the Graduate Program Director, students may take courses outside the department that are relevant to their research preparation (e.g., foreign language courses).

Total of above course work: 68 credits

Electives, research: 22 credits

Total: 90 credits (for those entering with MA, total needed is 60 credits)

Residency

“Prior to admission to doctoral candidacy, all doctoral students shall complete a residency requirement by enrolling in 10 graduate credit hours (12 if funded by a Graduate Assistantship) per semester for two out of four consecutive semesters of study (including summer). Exceptions to this policy must be submitted for approval to the Graduate Council” (UC Graduate Student Handbook).

Time Limits

All requirements for the doctoral degree must be completed and the degree must be awarded within nine (9) consecutive academic 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 approximately 40 to 60 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 (see below for detailed listing of candidacy requirements). The doctoral dissertation must then be completed within four (4) years after admission to candidacy.

Ph.D. Comprehensive Examination

After taking approximately 40 to 60 credits of coursework, students may sit for a comprehensive examination that includes both a written and oral component in their designated fields. Students planning to take a Ph.D. examination must notify the Graduate Program Director **in writing** no later than the end of the last week of classes of the semester before which the exam is to be scheduled. The written notice should specify the major fields of study. Each Department field committee will be responsible for writing and grading the questions for their field examinations. Students must complete all of their major 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. Exam Guidelines

1. The Graduate Program Director will announce exact dates for written and oral exams, which will take place twice a year—once in Fall Semester, and once in Spring Semester. For the Fall Semester, written exams will begin during the first two weeks of the semester and the oral exams are within two weeks of the completion of the written exam. For the Spring Semester, written exams will begin during the first two weeks of April and the oral exams are within two weeks of the completion of the written exam. Typically, students entering the program with an MA will take the exams in their Fifth semester; students entering the program with a BA will take the exams in their Sixth semester.

2. The relevant Field Committees will develop questions for the exams. The committee chairs will work with the Graduate Director to assemble the exams in a timely manner.

3. The format of the exams will be take-home and open-book, with students having a specified amount of time to prepare and submit their answers as noted below. Students may consult notes, articles, books, and reference materials.

4. There will be two parts to the exams:

a) Two field exams covering the student's major fields of study. The field exams will take place over four working days, with a one-two day break between the two field exams, as follows:

First day, 9am: Field 1 exam questions given to students.

Second day, 1pm: Field 1 exam answers due.

One to two day break.

Third day, 9am: Field 2 exam questions given to students.

Fourth day, 1pm: Field 2 exam answers due.

The field committees will specify the guidelines for the exams. Typically, for each exam, students will answer 3 to 5 questions and the answers should collectively be no more than 20 pages (double-space, 12 point font).

b) A pre-proposal for the dissertation, which shall include the components of the dissertation proposal listed below. The length is approximately 15 pages (double-space, 12 point font). This pre-proposal must be turned in to the Graduate Director and dissertation Chair one week before the commencement of the field exams. The Graduate Director will distribute this pre-proposal to the Oral Exam Designates.

5. The Field Committees will assess the written responses for their exams, and designate members to serve on the oral part of the exam process.

6. The Oral Exam Designates will be responsible to read all written exam answers and the pre-proposal and to be familiar with the Committee assessments of the written part of the exam. The oral examination will be conducted by three full-time 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. Students may have a copy of their written exams at the oral exam. The oral exam will typically take 90 minutes.

7. For departmental purposes, examinations will be graded as follows:

Honors – outstanding performance

Pass – solid acceptable performance at Ph.D. level

MA Pass – acceptable performance at Master’s level/unsatisfactory for Ph.D. (must retake for Ph.D. purposes).

Failed – unsatisfactory.

8. All parts of the examination must be passed. A student who fails the examination needs to retake only those parts that s/he failed. A student who fails an examination, however, will have only one opportunity to retake the examination. Students receiving an MA Pass on written exams may opt not to retake the exams and to leave the program with a Master’s degree.

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 dissertation committee chair should review the first draft of the proposal before it is presented to the Graduate Colloquium.

Ordinarily, proposals should be limited to 10 to 20 pages (double-spaced, 12-point font) in length. The dissertation proposal should clearly delineate: (1) a research question; (2) specific 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) references.

Table: Schedule for Comprehensive Exams and Dissertation Proposals

	Entering with BA	Entering with MA
Comprehensive Exams	First two weeks of April in the Sixth semester	First two weeks of the Fifth semester (August-September).
Pre-proposal	First week of April in the Sixth Semester	First week of the Fifth Semester
Dissertation Proposal, First Attempt due	Second week of the semester following Exams (early September).	Second-last week of the semester of exams (early December)
Dissertation Proposal, Second Attempt due	Second-last week of the semester of the first attempt (early December)	Second-last week of the semester following first attempt (April)

A dissertation proposal must be submitted to the dissertation Chair and presented to the Graduate Colloquium as per the schedule noted in the Table. Students who do not submit their proposals as per this schedule will jeopardize their funding and their active student status in subsequent semesters.

The department will recommend the student for admission to Ph.D. candidacy when the student has:

- (1) passed the comprehensive examinations;
- (2) completed required course work (except dissertation research) with a cumulative grade point average of 3.0 or better;
- (3) fulfilled the colloquium dissertation proposal presentation requirement;
- (4) prepared a dissertation proposal that is accepted by a committee of at least three faculty members.

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 electronically to the Graduate School 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 are required in order to maintain candidacy.

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

A dissertation committee must have a minimum of three full-time faculty members with professorial rank who are members of the UC Graduate Faculty. Emeriti may serve on a dissertation committee if they were members of the committee prior to retiring, but may not serve as chair.

If a student is unable to present a satisfactory proposal to his/her dissertation committee after two unsuccessful attempts—the second attempt is due as per the schedule noted in the Table—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 may be required to 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 UC Graduate School's guidelines for Electronic Thesis and Dissertation submission.

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. It is the student's responsibility to post an announcement of the dissertation defense in a timely fashion using the online form on the Graduate School's web site. Following successful public defense of the dissertation, all members of the committee must sign the certification form. It is the student's responsibility to work with his/her advisor to implement any final revisions to the dissertation requested by the committee at the defense, and to properly upload the electronic documents to the Graduate School's Electronic Thesis and Dissertation (ETD) system.

Commencement

Students preparing for commencement must check online at <http://www.grad.uc.edu/> for a list of items that they must complete. Any NG, I, or IP grades that appear on the transcript must be accounted for and changed. Grades of SP must be changed if they bear on graduation requirements; at a minimum, the final semester must have SP grades changed. Students planning on graduating at the end of summer semester are strongly advised to get all grades changed by their professors before the end of spring semester, as professors may be difficult to reach regularly during the summer to change grades.

Ph.D. Plan of Study

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 Plan of Study template is shown on the next page. On subsequent pages are the specific course lists for each of the Department's major areas of study.

Plan of Study: Political Science Ph.D.

Student Name: _____

Semester Began Ph.D. program: _____

I. Courses Required of all PhD Students: 16 credits

___ POL 7005 Graduate Colloquium [4 credits]

___ POL 7050 Research Design & Methods (or POL 7001 Policy Analysis Methods) [4 credits]

___ POL 7051 Statistics 1 [4 credits]

___ One additional methods course [4 credits], chosen from:

- POL 7052 Statistics 2; or
- POL 7054 Proseminar in Survey Research; or
- Public Policy Studio

II. Courses in 2 Major Areas of Study: 40 credits

- Students take a total of 10 courses (40 credits) across two major areas of study, choosing from: American Politics, Comparative Politics, International Relations, Research Methodology.
- At least 4 courses (16 credits) must be taken in each major area of study.

Course # and Title	# Credits	Area	Semester
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

III. Electives: minimum of 12 credits for those entering with BA

1. _____ 2. _____
3. _____

IV. Comprehensive Exams

Exams taken in _____ semester with grade of _____

V. Dissertation: minimum of 7 hours

Date of dissertation proposal presentation to Graduate Colloquium: _____

Diss. committee members: _____

Date of committee approval of dissertation proposal: _____

Dissertation defense date: _____

VI. Final Requirements

___ Total of 90 credits if entered with BA; 60 credits if entered with MA

___ 3.0 cumulative Grade Point Average

___ All requirements completed within 9 years of matriculation into PhD program.

___ No remaining grades of NG, I, IP, SP, or F

___ Registration each academic year or as required by university or government regulations.

___ UC Graduate School's Graduation Checklist

American Politics Major Area of Study

Students who wish to take American Politics as a Major Area of Study must take a minimum of 4 courses, and have a total of at least 10 courses in their two Major Areas.

Students must take the following course:

POL 7010 Field Seminar in American Politics

Students choose remaining courses from the following list:

POL 6011 Politics and the Public
POL 6036 Intergovernmental Relations
POL 7011 Pro-seminar in American Political Behavior
POL 7012 Pro-seminar in Political Parties & Interest Groups
POL 7019 Pro-seminar in American Executive Politics
POL 7020 Pro-seminar in Legislative Politics
POL 7026 Politics of Plan Implementation [cross-listed in Planning]
POL 8010 Research Seminar in American Politics
POL 8019 Individual Work: American Politics

Methodology Major Area of Study

Students who wish to take Research Methodology as a Major Area of Study must take a minimum of 4 courses, and have a total of at least 10 courses in their two Major Areas.

Students choosing Methodology as a major field must take Statistics 2, POL 7052 (or equivalent course approved by the Graduate Program Director), which satisfies a core Ph.D. requirement but is not double-counted toward the Methodology Field courses.

Students must take at least one of the following courses (and are encouraged to take both):

POL 7054 Pro-Seminar in Survey Methodology
POL 7059 IPR Public Policy Studio

Students choose remaining courses from the following list:

POL 7001 Policy Research and Evaluation Methods*
POL 7050 Research Methods & Design*
POL 8055 Practicum in Survey Research
POL 8059 Individual Work: Methodology
SOC 7013 Measurement
SOC 8040 Qualitative Sociology
SOC 8041 Ethnographic Research Methods
SOC 9010 Advanced Regression Techniques

* A course used to satisfy the core doctoral requirements for methods/design cannot be double-counted toward the Methodology Major Field course work. So either 7001 or 7050 may count toward the Methodology Field, but not both.

Comparative Politics Major Area of Study

Students who wish to take Comparative Politics as a Major Area of Study must take a minimum of 4 courses, and have a total of at least 10 courses in their two Major Areas.

Students must take the following course:

7060 Proseminar in Comparative Politics

Students must take a minimum of 2 of the following 3 courses:

7068 Nation, Race, Identity [new course to be created]

7069 Democracy and Development

7083 Proseminar in International Political Economy*

Students choose remaining courses from the following list:

6061 Power and Democracy

6064 South Asia and the World

6065 Women and Sustainable Development

6068 Nation, Race, Identity

6076 The New Europe

6077 Europe vs America*

6083 China and America*

6086 Asian Security*

8060 Research Seminar in Comparative Politics

*May be counted for either IR or Comparative Major Field

International Relations Major Area of Study

Students who wish to take International Relations as a Major Area of Study must take a minimum of 4 courses, and have a total of at least 10 courses in their two Major Areas.

Students must take the following two courses:

7083 Proseminar in International Political Economy*

708x Field Seminar in Security Studies [new course to be created]

Students choose remaining courses from the following list:

6077 Europe vs America*

6080 International Cooperation

6083 China and America*

6084 International Crisis Decisionmaking

6086 Asian Security*

6093 The Theory and Practice of Nuclear Security

7080 Proseminar in IR Theory

7082 Proseminar in International Security

8080 Research Seminar in IR

* May be counted for either IR or Comparative Major Field

Ph.D. Program Navigation

All entering students should begin fall semester by taking a graduate statistics class (POL 7051), a course on research methods and design (POL 7050 or POL 7001), and one additional course (typically a 7000-level graduate course in one of the major fields). In the spring semester of the first year, students should take the Graduate Colloquium (POL 7005) and, if possible, a second methodology course such as POL 7052 (Statistics 2), plus additional course work in a major field.

In the second year, students should continue to take course work in their major areas of study, and complete any remaining methodology requirements.

In the third year, students should be preparing to take comprehensive exams. Those who entered with an MA may be ready to take exams in the fall semester; those who entered with a BA will typically wait until spring semester. Individual work credits may be used to facilitate exam preparation. However, 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 semester preceding the individual work.

In the fourth year, students who entered with a BA should complete the distribution requirement with elective courses relevant to their research interests and round out remaining credits with dissertation research credits. Students who entered with an MA will register for dissertation research credits. Students in the fourth year should have approved dissertation proposals and should be making substantial progress on dissertation writing.

The fifth year, if needed, will be devoted to completing and defending the dissertation. Students register for dissertation research credit.

REQUIREMENTS AND NAVIGATION FOR GRADUATE CERTIFICATE IN PUBLIC OPINION AND SURVEY RESEARCH

Certificate Program Overview

The Certificate program is both a free standing graduate program for those who are interested in adding survey research skills to their present complement of professional capabilities, and as a supplement to the Department of Political Science's Master Degree program. Graduate students equipped with both an MA in Political Science and a Graduate Certificate in Public Opinion & Survey Research will be well qualified for employment in both the public and private sectors.

The curriculum is designed so that it may be completed within one year. The courses for the Certificate are part of the Department of Political Science's regular graduate course offerings. For those who wish to pursue a Master's degree or PhD concurrently with the Certificate program, courses are counted toward both the Certificate and the MA or PhD degree.

Course Requirements

The Certificate requires 15 semester credits, with the following course work:

- **POL 7054**, Pro-seminar in Survey Research (4 credits)

- One graduate course on public opinion, typically either **POL 6011** or **POL 7015** (4 credits).
- One graduate-level course on data analysis using statistical software such as SPSS (3 or 4 credits). Students may satisfy this requirement with **POL 7051** (Statistics for Political Science 1) or another statistics course.
- **POL 8055**: Practicum in Survey Research (3 or 4 credits)