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

### Coursework Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum PS Graduate credit hours</td>
<td>100</td>
</tr>
<tr>
<td>Minimum UO PS Seminar credits (PS 620-627, &amp; 607 w/ approval)</td>
<td>20</td>
</tr>
<tr>
<td>Minimum Dissertation (603) credit hours</td>
<td>18</td>
</tr>
<tr>
<td>Maximum Dissertation (603) credit hours applicable to degree</td>
<td>18</td>
</tr>
<tr>
<td>Maximum Transfer credits</td>
<td>28</td>
</tr>
<tr>
<td>Minimum Credit Enrollment (every term, excluding summer, until entire program is completed)</td>
<td>3</td>
</tr>
<tr>
<td>500/600 Level Graduate Courses must be taken for graded credit to be counted toward the degree, with the exception of PS 602 and open-ended, variable-credit coursework (see below)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Seminar Requirement

PS 620 (State of the Discipline) is a required seminar course, and should be taken the earliest time it is offered subsequent to a student’s enrollment.

Three seminar courses (PS 621-627 & 607 with approval) should thematically parallel each of the student’s three comprehensive exams, and also should be taken at the earliest availability.

Earn a grade above a “B-” (i.e., a “B” (3.0) or better) in each seminar.

#### Quantitative Methods Requirement

Earn a grade above a “B-” (i.e., a “B” (3.0) or better) in PS 545 and PS 546, OR

Pass 2 quantitative methods examinations.

#### Research Methods Requirement

- Work with a faculty member on an on-going research project, OR
- Take a research methods course from another department, OR
- Take a one-quarter course on research methods with a political science faculty member.

#### Supervised College Teaching

- Only first-year students may enroll for PS 602 (GTFs and non-GTFs alike).
- PS 602 will be offered Fall, Winter, and Spring terms; the course content will vary each term. First-year students are required to take the course in Fall term and may or may not take the course in either Winter or Spring terms.
- Students will take PS 602 for 3 credits in each term for which they are enrolled.
- PS 602 credits will count towards a students’ degree (up to 9 credits).

#### Language Requirement

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

Students must take 1 Major and 2 Minor comprehensive examinations in three different department fields:

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

Dissertation

- Students must select a dissertation topic and committee, and have both approved by the department.
- Students must present and defend a Dissertation Prospectus to the satisfaction of their committee.
- The dissertation must be prepared according to Graduate School policy, as specified in the UO Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).
- The Dissertation must be defended at a public Oral Examination.
Ph.D. Program Procedures

Note: The UO Graduate School has established additional requirements for ALL graduate students (e.g., residency requirement, continuous enrollment requirement, satisfactory grade/GPA requirements, etc.). Students are responsible for monitoring and adhering to these requirements, which are published in the UO Catalog.

Coursework Procedures

Guidelines for Variable-Credit Graduate Courses (revised 9/6/02)
The department recommends that graduate students register for 16 credits per term. Along with 500 and 600 level classes, students can register for “open-ended” variable-credits. These course numbers allow students to obtain credit for academic effort outside the workload of standard classes. Prior to registering for variable-credit coursework, the student and faculty member (instructor-of-record) negotiate the number of credits that will be received, and the method of evaluation for the work. The number of credits for such work is based upon the estimated workload for the term, which includes independent work by the student and the time spent in consultation with the faculty member. Last, an Authorization to Register form is completed and signed by both faculty and student.

- **PS 601 -- Research [P/NP] 1-15 credits**
  Research credits are used for conducting individualized research, or for collaborative research between a graduate student and a faculty member. If the workload includes writing a substantial paper and being evaluated on this written work, 4-5 credit hours may be appropriate.

  For completing a “field” paper, 8-12 credits may be appropriate.

- **PS 603 -- Dissertation [P/NP] 1-15 credits**
  Dissertation credits are taken following advancement to candidacy, and are the only credits taken by a student as the dissertation is completed. Students should register for 15 credits per term to indicate the effort involved with the writing of the dissertation.

- **PS 605 -- Reading [Grade or P/NP] 1-15 credits**
  Reading credits are used for work such as exploring topics in-depth, preparing for comprehensive examinations, or preparing a conference paper or journal article.

- **PS 606 -- Field Studies [Grade or P/NP] 1-15 credits**
  Students may enroll for Field Studies credit while collecting primary source data (or conducting other research relevant to the dissertation project) away from the UO campus.

- **PS 608 -- Workshop in Comparative Politics [P/NP] 1-16 credits**
  This course is to be taken by students who are preparing to take comprehensive examinations in Comparative Politics. The criteria for establishing the number of credits to be taken each term will be determined by the amount of reading the student wants to complete during the term. Students may repeat the course for as many terms as is useful (maximum of 10 terms).
Seminar Requirement
- PS 620 State of the Discipline is a required seminar course, and should be taken the earliest time it is offered subsequent to a student’s enrollment.
- Three seminar courses should thematically parallel each of the student’s three comprehensive exams, and also should be taken at the earliest availability. Approved graduate seminars are as follows:
  - PS 621 United States Politics
  - PS 622 Political Theory
  - PS 623 Comparative Politics
  - PS 624 International Relations
  - PS 625 Public Policy
  - PS 627 Formal Theory and Methodology
  - PS 607 Seminar Institutions and Development
  - PS 607 Seminar Sustainable Development
- All seminars must be taken in residence, and for graded credit (to count toward the degree).
- Earn a grade above a “B-” (i.e., a “B” (3.0) or better) in each seminar.
- A 500 or 600 level course in Political Science or a related field can be substituted for a field seminar in one student-designed minor field, subject to approval by the Graduate Advisor.

Research Methods Requirement
Each student must complete a one-term “research methods” requirement. Students must consult with the Graduate Advisor before fulfilling this requirement. The student must complete a form (available online), demonstrating completion. The requirement may be completed in one of the following three ways:
- Work with a faculty member on an on-going research project (PS 601), OR
- Take a research methods course from another department, OR
- Take a one-quarter course on research methods with a political science faculty member.

Quantitative Methods Requirement
Students must either:
1. Earn a grade above a “B-” (i.e., a “B” (3.0) or better) in PS 545 and PS 546, OR
2. Pass two quantitative methods examinations corresponding to both PS 545 and PS 546 using the following procedures:
   - Students who wish to test out should contact methods faculty members during the first week of the term in which they wish to be tested. The lead faculty member in administering tests is normally the person who last taught the course.
   - Testing occurs shortly before students are expected to register for the relevant term. This means testing for PS 545 in Fall Term prior to Winter Term registration, and for PS 546 in Winter Term prior to Spring Term registration.
   - Each test consists of a written component and a take-home computer component.
   - Students must successfully pass the PS 545 test prior to taking the PS 546 test.

Supervised College Teaching
These credits are for students to develop skills necessary to become effective classroom instructors. The class meets periodically each term, and students are encouraged to obtain training and assistance from the Teaching Effectiveness Program, conduct class observations, and work with faculty members.
- First-year students are required to take PS 602 their first Fall term in the graduate program. First-year students may opt to continue enrolling in PS 602 for the following Winter and Spring terms.

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

Students must take 1 Major and 2 Minor comprehensive examinations in three different fields, from among those offered by the department [see Appendix I]:

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

Prior to Arranging Exams

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

Arranging the Exams

• All comprehensive examinations, including field papers, require an explicit written contract, mutually agreed upon by the student and the members of the field committee, specifying the themes and dates for the comprehensive examination [Declaration of Intent form].
• The Declaration of Intent form must be completed and submitted to the Graduate Coordinator no later than the end of the first week during the term the exam is to take place.
• Students may not change themes or dates, once contracted, without a formal written petition and the consent of the examination committee and the Graduate Advisor.
• Written comprehensive examinations (with the exception of field papers) must be scheduled for the fifth, sixth, or seventh full week of fall or spring terms.
• If a student is taking more than one examination during a single term, the exams will be given out two weeks apart.

Field Paper

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

Written Exams

• Students shall have four weekdays to complete their major examination, and three for their minor. Exams may be picked up at 8:00am on day 1, and must be returned by 4:15pm (directly to the Graduate Coordinator) on the final day of the exam.

Oral Exams

• The oral examination will be held within two weeks following successful completion of the written examination or the field paper.
• The oral examination shall be general in nature and may include material from the written examination.
Evaluation of the Exams
- For exams that have both a written & oral section, a single grade will be given after completion of the oral
- Students will receive one of the following grades for each comprehensive exam:
  - Fail
  - Pass
  - Pass w/ Distinction
- Students that pick up their exam but fail to turn it in on time will receive a grade of Fail for that exam.
- Within one week of exam completion, faculty will grade all written examinations, report the results, and provide comments in writing to the Graduate Coordinator.
- Exam comments will be distributed to the student after the oral examination, although the chair of the examining committee may decide to distribute them prior to the oral examination.
- Any examinations that are failed, including field papers, may be repeated once.
- Re-examination will take place the next term in which comprehensive examinations are administered.
- Upon failure of a written examination or field paper, the examination committee will hold a closed meeting to discuss the failure and decide whether to proceed to an oral examination.
- If the committee decides not to proceed with an oral examination, the student retains the right to require that an oral examination be held.
- Should the student fail any comprehensive examination twice, the student will be disqualified from completing the Ph.D. (see Appendix II).

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

Registration - PS 603 (Dissertation)
- A minimum total of 18 Dissertation credit hours is required for the degree.
- A maximum of 18 Dissertation credit hours may be applied toward the degree.
- A minimum registration of 3 Dissertation credit hours is required in a student’s final term.

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

Prospectus
- The student shall meet with their dissertation committee to present and defend a Dissertation Prospectus.
- The Prospectus must be successfully defended by the conclusion of the academic term following advancement to candidacy. For students who advance at the end of spring term, their Prospectus must be defended by the conclusion of fall term.
- Upon successful defense of the Prospectus, students who begin the process of composing their dissertation must comply with University requirements for dissertation preparation, procedure, form, and style, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

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

General Information

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

Comparative Politics (revised 10/25/05)
The list designates a set of “core” readings plus three broad thematic areas: Political Economy & Development, States & Regimes, and Society & Mobilization. The core includes a selection of the most important works to know from each of the thematic areas. Each of the thematic areas is divided into four sub-parts. In Political Economy & Development, for example, they are Origins of Capitalism, Political Economy of Developed Societies, Political Economy of Developing Societies, and Economic Reform and Social Response.

Students taking the Comparative exam as a **major** field must have read and mastered
  The full core
  In one thematic area chosen by the student, three of the four subgroups (student selects).
  In the other two thematic areas, two of the four subgroups (student selects).

A major exam will have one question on a very broad theoretical topic (no choice of question); one question that takes a broad theoretical question in the direction of more specialized knowledge (two questions given, choose one); and one question that is tailored to the student's chosen subthemes/regions (no choice of question).

Students taking the Comparative exam as a **minor** field must have read and mastered

  The full core
  In one thematic area chosen by the student, two of the four sub-groups (student selects).
  In one other thematic area chosen by the student, one of the four sub-group (student selects).

A minor exam will have one question on a very broad theoretical question (no choice of question) and one question that takes a broad theoretical question in the direction of more specialized knowledge (two questions given, choose one).

Students must also designate two regions as their primary and secondary focuses from the following list: Africa, East Asia, Latin America, Middle East, North America, Southeast Asia, Eastern Europe/Former Soviet Union, Western Europe.
Formal Theory and Methodology
For a major, examination in the core field and two other themes is required. For a minor, examination in the core field and one other theme is required. This field offers a core theme and the following other themes:

<table>
<thead>
<tr>
<th>Decision Making</th>
<th>Democratic Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections and Electoral Strategy</td>
<td>Experimental &amp; Laboratory Methods</td>
</tr>
<tr>
<td>Models of Human Action</td>
<td>Public Choice and Constitutional Theory</td>
</tr>
<tr>
<td>Qualitative Methods</td>
<td>Strategy, Game Theory, Bargaining</td>
</tr>
</tbody>
</table>

International Relations
A major field comprehensive examination requires the Core Theme and two additional themes. A minor field comprehensive examination requires the Core Theme and one additional theme. The list of background readings for the field is available from the Department’s website. This list of background readings serves as a starting point for student preparation for each theme. As part of writing a contract with their committee, the student will develop a list of readings for each theme which reflects both the field committee’s list and the student’s own assessment of important new works in the field covered by the theme. The committee expects students to make reference to all appropriate and relevant work in the field, whether or not those works were included in the students’ contracted reading list. Students are also reminded that good comprehensive exam answers demonstrate the student’s knowledge of empirical material of important cases in a theme, and the student’s ability to explore and understand the application of a theory to a particular empirical context. This field offers the following themes:

<table>
<thead>
<tr>
<th>Theory and Methodology (Core Theme)</th>
<th>International Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Political Economy</td>
<td>International Environmental Politics</td>
</tr>
<tr>
<td>Foreign Policy and Decision Making</td>
<td></td>
</tr>
</tbody>
</table>

Political Theory (revised 11/7/06)
For a major examination, the Committee requires a student to offer the core theme (History of Political Thought) and four additional themes. For a minor examination, the student will offer the core theme and two additional themes. On the examination, questions may integrate material from more than one theme prepared by the student; or may be specific to one theme. Students majoring in the field will answer three out of five questions, including answering a question on the core theme. Students minoring in the field will answer two out of three questions. The field offers thirteen different themes: History of Political Thought; Republicanism and the Public Sphere; Natural Right, Natural Law, and the Social Contract; Philosophy of Social Science and Interpretive Methodology; Politics of Identity; Religion in Modernity; Ecological and Environmental Thought; Critical Theory and Post-Structuralism; Liberalism, Utilitarianism, Communitarianism; Democratic Thought and Equality; Feminism; Justice and Law; and Marxism, Socialism, and Anarchism.

Public Policy (revised 10/15/03)
A major field comprehensive examination requires the Core Theme and two additional themes. A minor field comprehensive examination requires the Core Theme and one additional theme. The list of background readings for the field is available from the Department’s website. This list of background readings serves as a starting point for student preparation for the core and individual themes. As part of writing a contract with their committee, the student will develop a list of readings for each theme which reflects both the field committee list and the student’s own assessment of important new works in the field covered by the theme. The committee expects students to make reference to all appropriate and relevant work in the field, whether or not those works were included in the students contracted reading list. Students are also reminded that good comprehensive exam answers demonstrate the student knowledge of empirical material of important cases in a theme, and the student ability to explore and understand the application of a theory to a particular empirical context. Individual themes for both the major and the minor are chosen in consultation with the committee and may include bureaucracy, regulation, political economy, implementation, decision making, environmental policy, science and technology policy.
United States Politics (revised 6/2009)

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

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

Core List:

<table>
<thead>
<tr>
<th>Foundations of American Politics</th>
<th>Liberalism and Exceptionalism</th>
<th>Political Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Parties and Elections</td>
<td>National Institutions</td>
<td>Pluralism and Its Critics</td>
</tr>
<tr>
<td>American Political Thought</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subthemes:

<table>
<thead>
<tr>
<th>Interest Groups and Social Movement</th>
<th>Courts</th>
<th>Political Economy and Economic Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Parties and Elections</td>
<td>Congress</td>
<td>Presidency</td>
</tr>
<tr>
<td>Mass Media and Political Behavior</td>
<td>Gender and Politics</td>
<td>Subnational Politics and Federalism</td>
</tr>
<tr>
<td>Race and Ethnicity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix II
Satisfactory Progress Towards Doctoral Degree

For progress requirements related to appointment and reappointment of a Graduate Teaching Fellowship (GTF), see our department’s General Duties and Responsibilities Statement.

General Requirements

Each graduate student shall meet all the program requirements for his or her degree within the time limits stated in the PhD Requirements. Failure to do so shall be cause for disqualification from the graduate program in political science.

Each student’s file will be reviewed annually by the Admissions and Awards Committee and in fall, winter, and spring terms by the Graduate Advisor, based on status reports generated by the Graduate Coordinator. Students will meet with the Graduate Coordinator both in fall and spring terms to ascertain compliance with these requirements. Students are responsible for ensuring their continued progress toward completion of degree requirements, including compliance with credit hour, incomplete, and coursework grade requirements at all times.

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

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

Incomplete Policy
This policy does not apply to Dissertation (PS 603) credits. Dissertation credits are automatically converted to Pass when the dissertation is accepted by the Graduate School.
- When a student has received an incomplete for a course, the student will be responsible for negotiating a contract with the faculty member to put in writing the requirements for clearing the incomplete, including a deadline for completion. Both the student and the faculty member should receive a copy of this contract. The student is responsible for meeting the terms of that contract by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt from the student of all work identified as needed to fulfill this contract.
- Students who accumulate more than 5 credits of incompletes will be placed on academic probation and have two academic terms to reduce that number to no more than 4 before facing disqualification from the program. Those who accumulate more than 10 credit hours of incompletes are subject to disqualification from the graduate program. Exceptions can be made in the event of a documented serious health problem.

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

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

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

- Failing any comprehensive exam twice; including one fulfilled through a "third area" or "field" paper.
- Having more than 5 "Incomplete" credits at any point in time.
- Having a cumulative G.P.A. that falls below 3.0 at any point in time.
- Receiving a grade of "B-" or below in PS545, PS546, or in any of the required coursework as outlined in the "Coursework Requirements" section of the PhD Requirements.
- Failing to meet any deadlines established by the Graduate School or the Department for completion of degree requirements; e.g., completion of comprehensive exams by tenth term of enrollment, completion of all degree requirements by the 7th year of enrollment, etc.

Notifications and Procedures Regarding Satisfactory Progress and Disqualification from the Graduate Program:
The following provisions clarify the requirement that students are subject to disqualification from the graduate program if satisfactory progress, as defined above, is not restored within two academic terms.

- Within three weeks of the end of each term, the Graduate Coordinator will evaluate each student's progress for the previous term and provide a summary report of each student's progress for the previous term to the Graduate Advisor and the Department Head.
- Within one month of the end of each term, the Graduate Advisor will send a written "academic warning notification" delineating "necessary conditions for returning to satisfactory progress" to any student failing to maintain "satisfactory progress," as defined in the Graduate Program. Academic warning notifications are provided as a courtesy to advise students of potential academic difficulties. Being placed on academic probation, however, does not depend on the student receiving an academic warning notification.
- Within two weeks of receipt of an academic warning notification, the student must submit a written proposal to, and meet with, the Graduate Advisor to either correct any errors of fact in the evaluation that led to the warning and, if no such errors exist, to delineate how he/she will accomplish the "necessary conditions for returning to satisfactory progress."
- Any student that does not meet the "necessary conditions for returning to satisfactory progress" by the end of the term in which they receive the academic warning notification will be placed on academic probation at the end of that term. The Graduate Advisor will send a written "academic probation notification" within one month of the end of that term, restating any remaining and any new conditions and setting a deadline by which the student must return to satisfactory progress. Except in extraordinary circumstances, that deadline will be the last day of the academic term in which they receive the academic probation notification.

Sanctions and Disqualification:

- If adequate actions (as judged by the Graduate Advisor in consultation with the Department Head and the Admissions and Awards Committee) are completed by the "return to satisfactory progress" deadline specified in the academic probation notification, the student will be returned to good academic standing.
- If adequate actions are not taken by the "return to satisfactory progress" deadline, the student's file will be reviewed by the Admissions and Awards Committee in consultation with any relevant faculty. The Admissions and Awards Committee will make a recommendation on disqualification to the full Department. A recommendation on disqualification from the Department to the Graduate School will require a two-thirds vote of the faculty who are not on leave.
- Should any comprehensive examination be failed twice, the student will be disqualified from the Ph.D. program. A student recommended for disqualification may file a written petition with the Admissions and Awards Committee asking to complete the requirements for a terminal master's degree. If the petition is approved, the student must complete the master's degree, including completion of a thesis, no longer than six calendar months from the date of the approved petition.
- Any student disqualified from the graduate program will not be allowed to enroll in courses after the end of the term in which the disqualification occurs.

To be removed from Academic Warning or Academic Probation Status:

- To return to good standing, a student must submit a petition to, and have it approved by, the Graduate Advisor and the Admissions and Awards Committee verifying remedial actions taken.
**Procedures to Facilitate Satisfactory Progress**

- Each fall term, all graduate students in their 2nd or subsequent year will provide a report to the Graduate Advisor detailing their progress and accomplishments over the past year and their plan for further progress in the year ahead.
- Each fall term, the Graduate Advisor will attempt to meet with all 2nd and subsequent year graduate students to review their current progress in the program and set goals for the year ahead, based on the status report from the Graduate Coordinator and the self-assessment of the graduate student.
- Each spring term, the Graduate Advisor will attempt to meet with all graduate students to review their progress in the program over the past year and identify any areas of concern regarding satisfactory progress.

**Petitions for Waiving Program Requirements (revised 10/3/03)**

Any student may make a written petition to the Graduate Advisor to have specific rules waived under specific circumstances. The *Petition to Waive Program Requirement* form is available online or from the Graduate Coordinator. The petition must (1) specify the rules for which a waiver is sought, (2) specify the explanation/justification for the request, and (3) provide letters of support from pertinent faculty members. The Graduate Advisor, in consultation with the Awards and Admissions Committee and other relevant faculty members, will make a recommendation on such petitions to the Department Head. The Department Head will make the final decision.