Department of Political Science
Kent State University

Graduate Studies Handbook
(MA, MPA, PhD programs)

2018-19*

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I. INTRODUCTION

The Political Science Department offers the graduate degrees of Master of Arts (MA), Doctor of Philosophy (PhD), and Master of Public Administration (MPA).

The primary mission of the MA and PhD programs is to educate scholars who can bring the insights of Political Science to bear on real-world problems.

The PhD program is also committed to training instructors who are able to present complex ideas in accessible ways and to pose policy problems to their students in a compelling fashion. To this end, the program offers a course in college teaching and provides opportunities for students to serve as teaching assistants and teaching fellows.

The mission of the MPA program is to produce managers of public-sector and non-profit agencies who are able to facilitate change and increase the organizational capacity of the government sector. The MPA program is offered through on-line instruction.

This guide is intended to introduce students to the requirements, administration, and technical dimensions of the graduate programs in Political Science. Like the discipline itself, these features are in a constant state of refinement. They are always directed, however, toward the best possible graduate education and placement of our students.

In the case of conflicts between this handbook and the Department Handbook or *Graduate Schools Catalog*, the latter two will prevail. This handbook applies to students who have matriculated in academic year (AY) 2017-2018 or later. A student who has matriculated into the program before AY 2017-2018 should consult the graduate handbook for the AY in which they entered the program. A student who has matriculated before the current AY may elect to be governed by the most recent graduate handbook, subject to the policies of the university.

II. THE MA AND PhD PROGRAMS

A. ADMINISTRATION

1. Student representation

Graduate students are represented at various levels of university governance in order to assure a healthy exchange of ideas among students, faculty, and administrators. In the Department of Political Science, graduate students have one or more representatives on each of the following committees: the Graduate Studies Committee, the Faculty Advisory Committee, and the Standing Student Academic Complaint Committee. Graduate students also have a representative to faculty meetings and one graduate student serves on ad hoc search committees for the hiring of new faculty. Representatives are chosen in accordance with the department handbook. The principal guideline for student representation is that graduate appointees are included in all policy discussions but are excluded from personnel matters.

Students may also bring items to the attention of the GSC, MPA Committee, or the Department, or appeal decisions by the GSC, the MPA Committee, or the Department, by submitting a written petition or appeal to the Graduate Studies Coordinator, the MPA Coordinator, or the Department Chair.

2. Governance committees

a. Graduate Studies Committee (GSC)

The GSC is composed of at least four graduate faculty from the Department of Political Science and it is administered by the Graduate Studies Coordinator. The GSC deals with all issues relating to the MA/PhD program, including the admission of students, funding, the graduate curriculum, graduate program procedures and policies, and other duties as may be assigned to it by the Department Chair. Policy decisions are made by the Graduate Studies Committee. Decisions on major issues are then sent to the full faculty for final approval.

Graduate student representatives to this committee participate in all discussions except those relating to the admission and/or separation of students, funding considerations, or other questions relating to the programs or progress of individual graduate students in the program, or to personnel matters relating to the faculty.

b. Master of Public Administration Committee (See also Section III.B.2.)

The MPA Committee is composed of full-time members of the Public Administration faculty and is administered by the Coordinator of the MPA program, who is also a member of the Public Administration faculty. The committee deals with all issues relating to the MPA Program, including the admission and separation of students, the MPA curriculum, MPA program procedures and policies, and such other duties as may be assigned to it by the Department Chair. Policy decisions are made by the MPA Faculty Committee. Decisions on major issues are then sent to the full faculty for final approval.

Graduate student representatives to this committee participate in all discussions except those relating to the admission and/or separation of students, funding considerations, or other questions relating to the programs or progress of individual students in the MPA program, or to personnel matters relating to the faculty.

c. Standing Student Academic Complaints Committee (SSACC)

Students with grievances other than those specified elsewhere in this handbook must follow the grievance procedures established by the Department and the University. Consistent with University policy, the SSACC reviews and makes recommendations to the Department Chair with regard to specific cases of student complaints of an academic nature against the Department or individual faculty members and instructors. The Committee consists of the Faculty Advisory Committee and a student representative. For

complaints involving undergraduates, an undergraduate political science major serves on the committee; for complaints involving graduate students, a graduate student serves.

3. Advisor and advisory committees

a. Advisors

An advisor will be assigned to each MA/PhD student at the beginning of their first year. Students may change advisors at any time without prejudice by finding another faculty member who agrees to become the advisor. The student should notify the initial advisor and the graduate secretary of the change.

b. MA Thesis Committee

By the end of the second semester of study, each MA student in the thesis track shall assemble an MA Thesis Committee, usually consisting of three political science faculty members (although one member can be from another department). The advisor will serve as chair of the committee and must have at least A-2 graduate faculty status. The other two members must have at least A-1 graduate faculty status. (see Section II. D. 2. ("Additional MA requirements").)

The composition of the MA Thesis Committee may be revised at the discretion of the student, upon consultation with the advisor and the Graduate Studies Coordinator.

c. Dissertation Committee

All PhD students shall assemble a Dissertation Committee prior to completion of the field paper. The Dissertation Committee consists of four faculty members: the advisor, two additional departmental members, and one an outside member. If the outside member is from Kent State, they must be from a department other than POL. If the outside member is from another university, they may be from any discipline.

At least three of the committee members, including the chair, must have F-4 graduate faculty status. A faculty member with A-3 status may co-chair the Dissertation Committee together with a faculty member with F-4 status. (Check with the graduate secretary for the status of faculty members.)

The committee can be revised at the discretion of the student, in consultation with the advisor and the Graduate Studies Coordinator.

Faculty are strongly encouraged to provide constructive feedback on drafts in a timely manner.

4. Coordinators

a. Coordinator of Graduate Studies

The Coordinator of the Graduate Studies (or "Graduate Coordinator") is appointed in accordance with the Department Handbook . The Coordinator handles the administrative tasks of running the graduate program. The Coordinator is responsible for setting the agenda for GSC meetings and for implementing the decisions of the GSC.

b. Coordinator of the MPA Program

The Coordinator of the MPA Program is appointed in accordance with the Department Handbook. The Coordinator handles the administrative tasks of running the MPA program. The Coordinator is responsible for setting the agenda for MPA Committee meetings and for implementing the decisions of the MPA Committee.

c. Teaching Fellow Coordinator

The Coordinator is chosen by the Department Chair. The Coordinator teaches the teaching course and supervises the department's teaching fellows. They discuss student evaluations with the teaching fellows and recommends to the Department Chair and the Graduate Studies Coordinator the assignment of courses to teaching assistants and teaching fellows.

5. Forms

a. General forms

i. Registration Permission Form

Used by graduate students wishing to register for POL 61098 (Research), POL 61199 (Thesis I), POL 61299 (Thesis II), POL 81098 (Research), POL 81199 (Dissertation I), POL 81299 (Dissertation II), and PADM 6/70198 (Research).

ii. Incomplete Grade Form

Completed by the student and the course instructor at the end of the semester, but *before* the grades are submitted to the Registrar's Office. Note that this is an arrangement between the student and the instructor, and requires specific information about deadlines. It must be signed by the Chair of the Department.

iii. Transfer of Credit Form

Used to recommend transfer of graduate credit from a previous graduate institution to Kent State University.

iv. Notice of Matriculation

For MA students matriculating into the PhD program. Filed with the Office of Graduate Affairs, College of Arts & Sciences, after approval by the GSC.

b. MA Program forms

i. MA Plan of Study Form

Completed by the student in conjunction with the advisor and submitted to the Graduate Secretary during the student's first semester of study. Details the student's plan of study for the MA. May be changed as the student progresses through the program.

ii. Notification of Approved Thesis Topic (only for students choosing the thesis option (see Section II. D. 2. ("Additional MA requirements")))

Filed with the College no later than the semester before the planned defense of the thesis.

iii. Kent State University Report of Final Examination (only for students choosing the thesis option (see Section II. D. 2. ("Additional MA requirements")))

Filed with the Office of Graduate Affairs, College of Arts & Sciences after the successful defense of the MA thesis.

c. PhD Program Forms

i. Plan of Doctoral Studies

Completed by the student in conjunction with the PhD Advisor and submitted to the Graduate Secretary. Details the student's plan of study for the PhD. May be changed as the student progresses through the program.

ii. Field Paper Approval Form

Signed by the PhD Committee. Certifies that the student has taken the required coursework in preparation for their field paper.

iii. Report of Candidacy Examination

Filed in the Office of Graduate Affairs, College of Arts & Sciences, once the student has successfully completed the field paper, and has met all course requirements. Must be signed by the advisor and the Graduate Studies Coordinator and then forwarded to Arts & Sciences. The graduate secretary handles this form.

iv. Dissertation Committee Form

Records the members of the student's PhD Dissertation Committee.

<u>v. Notification of Approved Dissertation Topic</u>

Filed after prospectus defense.

<u>vi. Notification of Dissertation Defense</u>

Filed with the Office of Graduate Affairs, College of Arts & Sciences, as soon as the final doctoral examination has been scheduled.

<u>vii. Kent State University Report of Final Examination</u>

Filed with the Office of Graduate Affairs, College of Arts & Sciences after the successful defense of the PhD dissertation.

<u>6. Additional administrative notes</u>

<u>a. Time limits</u>

An MA student will normally complete the degree within six calendar years after the student's first graduate registration at Kent State University. Any transfer credit applied toward meeting degree requirements should also have been earned within the six-year period.

A PhD student who entered Kent State University with a baccalaureate degree will normally complete the degree in no more than ten years. Students entering with a master's degree will normally complete the degree in no more than nine years. Students proceeding from the baccalaureate degree will normally achieve candidacy within five calendar years and students already possessing a master's degree will achieve candidacy within four calendar years of the first graduate registration at Kent State University. A doctoral candidate is expected to complete the dissertation and pass the final oral dissertation defense within five calendar years of candidacy.

<u>b. Extensions</u>

When an extension of any of these time limits seems to be necessary and proper, the student and advisor will petition the Graduate Studies Committee for an extension. Extensions of university deadlines will be considered by the Graduate Studies Committee on a case-by-case basis and will normally be granted only under circumstances beyond the student's control. The granting of such extensions is not automatic: the extension may be denied, in which case the student may be dismissed, or it may be granted with qualification. The student, advisor, and the Associate Dean for Graduate Affairs of the College of Arts & Sciences must be informed of the decision in writing. If the extension exceeds one year, the approval of the Associate Dean for Graduate Affairs of the College of Arts & Sciences is required.

c. Procedures for Changing Programs

Students wishing to change from the MA program to the PhD program must meet the over-arching criteria of capacity for independent, creative, and critical thought as evidenced by grades, letters of recommendation, and writing sample. Students may apply to change programs without completing the MA degree. In this case, the application must be made by the end of the third semester in the MA program. The student must petition the Graduate Studies Committee asking for a program change. The petition must be accompanied by three letters of recommendation from Kent Political Science faculty, a transcript of graduate work at Kent, and a paper written for course work which demonstrates research and writing skills. If the petition is denied, the student can continue in the MA program or appeal the decision to the Graduate Studies Committee. Students may wait until they have completed their MA before applying for admission to the PhD program. The application, in this case, can be made at any time. It requires the same three letters of recommendation from Kent faculty, a transcript of graduate work at Kent, and a writing sample. A Notice of Matriculation form for the PhD program must be completed and forwarded to the Office of Graduate Affairs, College of Arts & Sciences.

d. Transfer of Credit Hours

In accordance with university policy, students who enter the PhD program may receive credit for up to twelve hours of graduate-level work completed at another institution. To receive credit students must first draft a statement that specifies how they would like to be credited, i.e., from what requirements they wish to be exempted as a result of their previous coursework. The statement should include supporting material such as course syllabi, assignments, and any grades or evaluations.

The Graduate Coordinator will direct the materials to the professor teaching the equivalent course at Kent State. If that professor agrees that the course from the other institution is a good replacement for the KSU course, the Graduate Coordinator will fill out the paperwork to transfer the credit. (The Graduate Coordinator may also consult with the student's advisor to determine whether a transfer is advisable.)

e. Full-Time Status

In accordance with university policy, the minimum course load considered to be full time for graduate students is eight credit hours per semester. PhD students who have reached candidacy will be considered full-time students as long as they are enrolled in Dissertation I or Dissertation II. (Note that, per university rules, a student who has reached candidacy is required to maintain continuous registration for Fall semester, Spring semester, and a Summer session (I, II, *or* III) each year until the degree is completed.)

B. ADMISSIONS

Admissions decisions are made by the Graduate Studies Committee (GSC) as soon as practical after the application deadline. Those decisions are based on an evaluation of a student's GPA, verbal and quantitative GRE scores, statement of purpose, writing sample, and three letters of recommendation. The GSC is free to weight those characteristics as it sees fit. The minimum required GPA is 3.0 (on a 4.0 scale) for unconditional admission. We generally seek students with GRE scores over 300.

C. FUNDING

1. General

Departmental awards are for tuition waivers or for stipends plus tuition waivers. Students receiving the latter are required to work 20 hours a week as Research Assistants (RAs), Teaching Assistants (TAs), or Teaching Fellows. Collectively, these positions are known as "Graduate Assistantships" and the students holding them as "Graduate Assistants (GAs)." There is no fixed number of RA, TA, or Teaching Fellow positions; any GA funding may be used for any of those purposes.

All funding awards are merit-based; financial need is not a factor. MA students are not typically funded by the department.

2. Eligibility

Initial decisions regarding funding allocation are made on the basis of students' applications to the program; there is no separate application for funding. After making admissions decisions, the GSC determines the number of students it can support and makes offers accordingly. The offers are typically for four years of support (assuming the recipient continues to meet the criteria discussed in Section II. F. ("Student Progress")).

Students who do not receive funding offers based on their initial applications may apply to GSC for funding on an *ad hoc* basis each semester. Subject to availability of funds, GSC will award support based on applicants' academic performance at Kent State (including the criteria discussed in Section II. F.). GSC may also ask for letters of recommendation from KSU faculty, a statement of progress from the student, and/or a writing sample from the student.

All recipients of graduate funding, whether full- or part-time assistantships, teaching fellowships, or tuition scholarships, must enroll for a minimum of eight credit hours per semester. Exceptions are those PhD students registered for one hour of Dissertation II.

3. Termination of aid (see also Section II. F. ("Student Progress"))

Appointments or reappointments, including tuition scholarships, are not automatic. They are contingent upon progress toward the degree and satisfactory performance of assistantship

or fellowship duties. Aid may be terminated because of the violation of the terms of appointment. If a student is not reappointed, the department will provide the student written notice of the non-reappointment and of the reasons for it. Any appointee who has not been reappointed may appeal the decision. The appeal must be initiated in writing to the Department Chair within one week of receiving notice of dismissal. (Students funded on an *ad hoc* basis will not receive similar notification, since there should be no expectation that the funding is ongoing.)

If a student is dismissed from the program, their funding appointment is terminated at that time. The department will give written notice of a recommendation for dismissal to the appointee, along with reasons for the recommendation. This recommendation is forwarded to the Associate Dean for Graduate Affairs of the College of Arts & Sciences for action. Any appointee who has been dismissed may appeal the decision. The appeal must be initiated in writing to the Department Chair within one week of receiving notice of dismissal.

4. Grievance procedures regarding funding appointments

When a graduate appointee has a complaint about actions by faculty members and/or administrators relating to the appointment, the appointee should attempt an informal resolution with the parties concerned. If such resolution is not possible, the appointee may initiate a formal complaint by notifying, in writing, the Department Chair, with a copy to the Graduate Studies Coordinator. The Chair may seek an informal resolution of the issue. If unsuccessful, the Chair will impanel the Standing Student Academic Complaint Committee (SSACC). University guidelines specify further details.

D. REQUIREMENTS FOR THE MA AND PhD DEGREES

University policy requires master's students to complete a minimum of 30 semester hours beyond the bachelor's degree. Doctoral students admitted without an MA are required to complete a minimum of 90 semester hours beyond the bachelor's degree. Doctoral students entering the program with a master's degree or similar advanced degree are required to complete a minimum of 60 additional semester hours. All doctoral students will be required to complete the required coursework regardless of the number of course hours completed prior to entering the program. Masters and doctoral students may be able to transfer graduate-level coursework completed at another institution for the purposes of meeting specific program requirements. See Section II.A.6.d of this handbook for further details.

1. Course requirements

The PhD curriculum includes four core courses, required of all students, a methods elective, and seven concentration-specific courses. The concentration-specific courses are organized into three areas of specialization - American Politics and Policy, Conflict Analysis and Management, and Transnational and Comparative Politics and Policy - from which students select two.[1]

The course requirements for the PhD are:

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[1] For more information on the courses offered by the department, see Appendix A.

4 Core Courses, below:
    Scope and Epistemology (POL 70002)
    Qualitative Methods (POL 70010)
    Quantitative Methods I (POL 70003)
    Quantitative Methods II (POL 70004)

1 Advanced Methodology Elective from the following list:
    (a) Analytic Techniques of Policy-Making (POL 6/70304)
    (b) Seminar: Quantitative Methods (POL 6/79091)
    (c) Advanced Qualitative Methods in Sociology (SOC 6/72221)
    (d) Qualitative Data Analysis in Educational Services (SBS 73011)
    (e) Advanced Qualitative Research (EVAL 85518)
    (f) Program Evaluation I (POL 70379)

4 Courses in the First Field
    The Status of the Field or Proseminar in the field
    3 Electives in the Field

3 Courses in the Second Field
    The Status of the Field or Proseminar in the field
    Two Electives in the Field

All MA students must complete the Core Courses and the Concentration Courses. From there, they select a Thesis or Non-Thesis Option. The course requirements for MA students are as follows:

3 Core Courses
    Scope and Epistemology (POL 60002)
    Qualitative Methods (POL 60010)
    Quantitative Methods I (POL 60003)

4 Concentration Courses
    The Status of the Field or Proseminar in the field
    3 Electives

Thesis Option:
    6 Credit Hours Thesis I
    3 Credit Hours Elective

Non-Thesis Option:
    2 Elective Courses (one may be an internship)
    Capstone Course (POL 60099)

Note that, with the approval of the student's advisor and the Graduate Coordinator, courses taken outside of the Political Science Department may be applied to the student's PhD program.

2. Additional MA requirements

Students pursuing an MA may choose whether or not to write a thesis as part of their degree.

a. Non-thesis option

The MA is awarded upon the student's successful completion of the required coursework discussed above (II. D. 1. ("Course requirements")). The student must also meet the relevant standards discussed in Section II. F. below ("Student Progress").

b. Thesis option

In addition to the coursework discussed in II. D. 1. above, MA students pursuing the thesis option must defend an MA thesis.

i. Enrollment

While writing the thesis, the student must enroll in the following courses:

POL 61199: Thesis I (2-6 credit hours). MA students must register for a total of six hours of Thesis I, from two to six hours in a single semester, distributed over several semesters if desired. A grade of IP (In Progress) is given until the thesis has been completed and successfully defended.

POL 61299: Thesis II (2 credit hours). MA students must register each and every semester (including Summer I, II, *or* III) until all degree requirements are met. Thesis II registration should begin *after* the student has taken six hours of Thesis I. A grade of IP (In Progress) is given until the thesis has been completed and successfully defended. Prerequisite: POL 61199.

ii. Guidelines for thesis

The thesis topic should be one that will further the student's educational development and enable the student to pursue independent research. The thesis topic is formulated by the student in consultation with the student's advisor and MA Advisory Committee. A Notification of Approved Thesis Topic form must be signed by the advisor and the Graduate Studies Coordinator and then submitted to the Office of Graduate Affairs of the College of Arts & Sciences no later than the semester preceding that in which the student expects to receive the MA degree. The thesis must be completed and submitted to the MA committee no later than eight weeks before commencement.

All students writing a thesis must file two final, letter-perfect copies of the thesis with the Office of Graduate Affairs, College of Arts & Sciences, according to the deadlines listed in the current catalog. It must be accompanied by two copies of an abstract of no more than 400 words. The thesis must be typed according to the guidelines of the current *Style Guide and Instructions for Typing Theses and Dissertations*, also available at the Office of Graduate Affairs, College of Arts & Sciences. (For details see the Office of Graduate Affairs, College of Arts & Sciences.)

MA candidates pursuing the thesis option are required to pass a final oral examination. The oral MA thesis examination will focus on, but not be limited to, a defense of the MA thesis. The student's MA Advisory Committee serves as the examining committee. The student's advisor serves as moderator for the examination.

Passing the oral defense requires a simple majority vote of the committee. At the conclusion of the examination, the committee signs the Report of Final Examination form and returns it to the graduate secretary for signature by the Department Chair. The graduate secretary then forwards the form to the Office of Graduate Affairs, College of Arts & Sciences.

3. Additional PhD requirements

In addition to the coursework discussed above (II. D. 1. ("Course requirements")), PhD students must submit and pass a field paper, write and defend a dissertation prospectus, and write and defend a dissertation.

a. Field Paper

This paper will require a student to demonstrate knowledge of the field within which the dissertation will be situated, as well as explain where and how the student's area of focus connects to the broader field.

The dissertation chair will devise a paper question for the student, based upon the student's intended research trajectory. If the student does not provide some (however vague) research interests by two weeks following the close of the grading period for the final course, the faculty person will design a general comprehensive exam question in collaboration with the student. The length and breadth of the exam should be determined by the dissertation chair and based on what is appropriate for the project. It is recommended that this not exceed 30 pages.

Full-time students who have followed the expected two-year course trajectory must complete the paper without drafts/review, and send it out to the entire committee within ten weeks. The Field Paper will be reviewed and graded by dissertation committee, except the outside committee representative. The Field Paper will be graded on a pass/fail basis.

Students who fail a Field Paper must re-submit that paper within twelve weeks of receiving grade notification, or exit the program. Only one re-submission of the paper is permitted. Failure of any Field Paper a second time results in the student's dismissal from the program. Once a student submits the paper to the committee it is considered completed.

In all cases, the time-line for part-time students will be approved by GSC.

To appeal a field paper decision, students must first appeal the decision to the examining committee itself. If the student disagrees with the reevaluation of the examining committee, the student may appeal the reevaluation decision to the Graduate Studies Committee. If still unsatisfied, the student may then appeal the Graduate Studies Committee decision to the Department's Standing Student Academic Complaint Committee (SSACC). The Department Chair may be consulted for written guidelines on the appeal process.

b. The prospectus and the dissertation

i. Enrollment

During the process of writing the prospectus and dissertation, students must enroll in the following courses:

Upon completion of coursework, students admitted without an MA must compete 0-30 hours of approved electives, including POL 81098 Research (the total course hours, including Dissertation I must equal 90, see II.D.).

POL 81199:   Dissertation I (15 credit hours per semester). Doctoral dissertation registration is required for two consecutive semesters (including Summer I, II, *or* III when appropriate), for a total of 30 credit hours. A grade of IP (In Progress) is given until the dissertation has been completed and successfully defended. Prerequisite: admission to candidacy for doctoral degree.[2]

POL 81299:   Dissertation II (1 *or* 15 credit hours). Continuous registration (including Summer I, II *or* III) is required for doctoral students who have completed the initial 30 hours of Dissertation I and are still working on their dissertations. A grade of IP is given until successful completion of the dissertation. Students must be registered in the semester in which they graduate. Prerequisite: POL 81199.

ii. Prospectus guidelines

The prospectus is the student's dissertation proposal. This will include a clearly articulated research question, succinct literature review, comprehensive methods

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[2] see Section II.A.5.c.iv.

discussion that includes a review of the methods employed by other scholars studying the same or related questions, and a defensible methodological plan.

The prospectus is due 15 months after the completion of the final course work. It is recommended that students submit it 7 months after the completion of course work.

In all cases, the time-line for part-time students will be approved by GSC.

The student's Dissertation Committee reviews the prospectus.

Upon successful completion of both the Field Paper and the prospectus, there is an oral defense of the prospectus. This is also an opportunity for faculty to question elements of the first paper. This may include questions regarding knowledge of the field (Field Paper), situation of subfield within broader field (Field and Prospectus papers), as well as methodological questions.

The Committee (in private, immediately after the oral defense) determines whether the proposed dissertation is acceptable. Passage requires a unanimous vote on the committee. Following a positive vote, the committee chair must complete and forward a Notification of Approved Dissertation Topic form, with an abstract attached, to the Office of Graduate Affairs, College of Arts and Sciences.

iii. Dissertation guidelines

As noted in the *Graduate Schools Catalog,* the dissertation must demonstrate that the student has acquired the ability to conduct research in a discriminating and original manner. The dissertation should make a significant contribution to the field in which it is written—that is, the Dissertation Committee should agree that at least one scholarly article suitable for publication in a professional journal can be derived from it or that the findings of the dissertation are otherwise publishable.

All dissertations must be defended before an oral examining committee. The advisor must allow, at a minimum, a ten-day period for reading of the dissertation and will then convene the Dissertation Committee (without the candidate) for the purposes of evaluating it. The Graduate Faculty Representative (appointed by the Graduate Dean) will be notified of this meeting and will attend. Recommended revisions will be noted by the advisor and communicated to the candidate. When, in the opinion of the advisor and the candidate, any appropriate revisions have been made, the advisor will inform the graduate secretary.

When the Dissertation Committee has met and agreed to proceed to the final examination, the advisor will designate the time and place of the final defense and notify all members of the examining committee, including the moderator. The graduate secretary, with the assistance of the candidate, will then prepare an invitation, consisting of the date, time, and place of the defense, committee members, an abstract, and a short biography of the candidate. This will be distributed to

committee members, all department members, and the Office of Graduate Studies of the College of Arts & Sciences.

The oral defense is open to all members of the University community. The defense should be scheduled to allow a minimum of ten additional days for the examining committee to look over the final version of the dissertation. The oral defense may not be held if the student's advisor is not present.

The candidate will open the oral defense with a brief presentation of findings, after which the members of the examining committee will question the candidate in an order to be determined by the moderator. When, in the opinion of the moderator, members of the examining committee have had an adequate opportunity to question the candidate, the moderator will open the examination to appropriate questions from others present.

Immediately after the public discussion, the examining committee votes in private on the quality of the dissertation. Successful completion of the final oral examination minimally requires that no more than one vote is cast against the student's passing. At the conclusion of the examination, the committee signs the Report of Final Examination form and returns the form to the graduate secretary for signature by the Department Chair. The graduate secretary then forwards the form to the Office of Graduate Affairs, College of Arts & Sciences.

For additional details on the dissertation defense, see "Kent State University Guidelines: Dissertation Final Examination." As of January 8, 2009, the document was available at http://as.kent.edu/files/Dissertation%20Final%20Examination%20Guidelines.pdf.

The final version of the dissertation must comply with the guidelines set out in the *Style Guide and Instructions for Typing Theses and Dissertations* available in the Office of Graduate Affairs, College of Arts & Sciences. Two copies of the final, letter-perfect dissertation must be submitted to the same office, along with two copies of an abstract of no more than 350 words. All dissertations must be submitted for microfilming by University Microfilms, Ann Arbor, Michigan. For more information, contact the Kent State University Librarian or the Office of Graduate Affairs.

E. TEACHING PROGRAM

In order to assist in the training of good college and university teachers, the department offers a program in college teaching. In this program students take a one-credit course (POL 71094, College Teaching in Political Science) and are paired with faculty to serve at least one semester as Teaching Assistants, and then may have the opportunity to serve as Teaching Fellows teaching their own courses.

1. The Teaching Course

All full-time PhD students will take the teaching course (POL 71094) in the spring of their first year. Part-time PhD students will take the teaching course in the first spring after they have completed 9 units.

2. Teaching Assistants

A PhD student on funding will serve as a Graduate or Teaching Assistant. Graduate or Teaching Assistants are assigned to faculty by the Graduate Coordinator.

A Teaching Assistant should be exposed to all dimensions of the college teaching experience, including syllabus preparation, conducting class sessions, assignment preparation and grading. If the professor with whom the Teaching Assistant is working deems it appropriate, the Teaching Assistant may also participate in planning and instruction in the course.

Because of the intensive grading and advising requirements in the core methods courses (Methods I and Methods II), the Graduate Coordinator will assign those courses a Teaching Assistant if at all possible.

3. Teaching Fellows

A PhD student on funding may serve as a Teaching Fellow after having taken the teaching course, served at least one semester as a Teaching Assistant, and passing their field paper.

Teaching Fellows, working in contact with the Teaching Fellow Coordinator, have full responsibility for their own courses. Subject to Graduate Coordinator approval, graduate students will be assigned to courses by the Undergraduate Coordinator. Fellows' syllabi will be reviewed by the UGC prior to the start of the teaching semester.

F. STUDENT PROGRESS

According to University regulations, each graduate department must monitor its students' progress. The Graduate Studies Committee will evaluate the progress of each MA and PhD student each semester.

1. Grade requirements

a. GPA

In complaince with university policy, a 3.0 is the required minimum for any graduate program at Kent State University. A graduate student may earn only 8 credit hours below a B in order to remain in a program. That is, if a student earns a B- or lower (below a 3.0) in more than eight graduate credit hours, the dismissal process may be initiated.

To be eligible for financial support from the department (new or continuing), a student must maintain a GPA of 3.5 in graduate political science courses at Kent State.

b. Specific course grades

Grades below C are not counted towards completion of requirements for any advanced degree, although they are counted in evaluating the student's grade point average.

MA and PhD students must receive a grade of B- or better in each of their core courses. A grade of C+ or lower in a core course requires that the course be retaken and a grade of B- or better received. At the discretion of GSC (see section II. F. 2. ("Evaluation procedures and results") below), a funded student who receives a C+ or lower in a core course may lose their funding.

MA and PhD students must receive a grade of B- or better in any course that is to count toward their methods requirements.

c. Incompletes

A grade of IN (incomplete) may be assigned to a student who submits appropriate documentation that s/he is doing passing work but is unable, because of factors beyond the student's control, to complete the required coursework between the deadline for course withdrawal and the end of classes.

The student must remove the incomplete by arranging with the instructor (or the Graduate Studies Coordinator in the event of a prolonged absence of the instructor) to make up the work missed and receive a regular letter grade. The incomplete must be made up by a time specified in writing, which is agreeable to the student, the instructor, and the Graduate Studies Coordinator, but in no case later than one year from the end of the semester in which the IN was received.

A final grade must be received before the thesis or paper topic of an MA student is approved or before a PhD student may take their field paper. Likewise, no degree will be granted without removal of all incomplete grades.

Note, as discussed section II. F. 2. ("Evaluation procedures and results") below, that too many incompletes may result in a student's dismissal from the program.

d. Prospectus defense

As noted in section II.D.3.b.ii. ("Prospectus guidelines"), for full-time students, the dissertation prospectus must be defended by the end of August of the 3rd year. For part-time and spring-admit students, the prospectus is due 15 months after the completion of the final course work. It is recommended that students submit it 7 months after the

completion of course work. A funded student who has not defended a prospectus by that time will not be funded again until they have defended. Semesters of funding lost because of failure to meet this deadline will not be returned later.

Extensions may be considered and granted by the Graduate Studies Committee.

2. Evaluation procedures and results

GSC will obtain current and cumulative GPAs for all graduate students within a week after grades are reported in December or May. The Committee will also obtain unofficial KSU transcripts for the students.[3] GSC will then discuss, by e-mail if necessary, any students whose records give cause for concern (for example, a funded student whose cumulative GPA has fallen below 3.5, an unfunded student whose cumulative GPA has fallen below 3.0, or any student whose record is worsening).

Usually, a student whose grades have dropped below a threshold will receive a warning but no immediate penalty. The student will then have a semester to rectify the deficiency. If the problem is not fixed by the end of the semester, the student will be subject to losing their funding, being dismissed from the program, or both.

Some circumstances may merit immediate loss of funding or dismissal. Any student who receives a C (2.0) or lower in a graduate course, for example, will be examined closely for the possibility of such a penalty. Failure to attend courses might also trigger such a discussion. This is an area in which GSC will have discretion.

When GSC has determined that the number of IPs (In Progress) or INs (Incomplete) on a student's record indicates poor progress toward completion of the degree, it may recommend to the Associate Dean for Graduate Affairs, College of Arts & Sciences, that the student be dismissed.

GSC may remove a student's funding for the above reasons without consultation with any other body. In accordance with the *Graduate Catalog*, GSC's decisions regarding dismissal are only recommendations to the Graduate Dean of Arts & Sciences.

III. THE MPA PROGRAM

A. MISSION

Kent State University's MPA Program seeks to enhance the quality of public sector and nonprofit management through a faculty that is engaged in public service, and committed to teaching ethical leadership and theoretical understandings of administration; enhancing knowledge, analytical skills, and technical abilities; and emphasizing experiential learning opportunities to apply theory and skills. Our core values include pursuing the public interest with

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[3] As of May 2009, current and cumulative GPAs were available through Cognos. The department must obtain the unofficial transcripts on its own, perhaps through Flashline.

accountability and transparency; serving professionally with competence, efficiency and objectivity; acting ethically so as to uphold the public trust; and demonstrating respect, equity, and impartiality in dealings with citizens and fellow public servants. Toward that end, the program provides graduate level education to a diverse group of public service professionals through a high quality on-line format.

B. GOVERNING BODIES OF THE MPA PROGRAM

There are four entities governing the MPA program: (1) the National Association of Schools of Public Affairs and Administration; (2) the MPA Program Committee; (3) the MPA Program Advisory Board; and (4) these are supported by the MPA Program Coordinator.

1. National Association of Schools of Public Affairs and Administration (NASPAA)

The MPA program is nationally accredited by the National Association of Schools of Public Affairs and Administration (*NASPAA*). NASPAA is the formal national accreditation agency for all MPA programs in the United States. The primary concern of NASPAA is the professional integrity of programs it accredits. As such, the MPA program must abide by NASPAA standards relative to program: governance, development, curriculum, student admissions, faculty quality, diversity and representation, on-line degree programs, internships and placement of graduates.

2. MPA Program Committee

The MPA Program Committee is the policy making arm of the MPA program. Decisions concerning program development and marketing, curriculum structure in compliance with NASPAA standards, responding to Advisory Board recommendations relative to overall program guidance, admissions criteria, and criteria for determination of staffing are the responsibility of the MPA Program Committee.

The Committee is composed of all tenure track faculty members in the Department of Political Science teaching in the MPA program plus the Chair of the Department of Political Science as an *ex officio* member. The MPA Program Committee invites other faculty members from the Department of Political Science to serve on the Committee if those persons desire to teach in the MPA program and the Committee wishes to include them.

3. MPA Advisory Board

The MPA Advisory Board is comprised of representatives external to Kent State University. The individuals comprising the Advisory Board come from various levels of government agencies and or research units. The Advisory Board meets at a minimum of one time per year. The representatives serve to provide overall program guidance to both the MPA Program and the Center for Public Administration and Public Policy. The MPA program must make every effort to incorporate the Advisory Board's values and assessments of the MPA program. Specifically, NASPAA standards require a demonstration how and the extent to which the Advisory Board's guidance has been incorporated into the MPA program.

4. MPA Program Coordinator

The MPA Program Coordinator is a tenure track faculty member within the Department of Political Science who teaches in the MPA program. The Coordinator is elected annually by the MPA Program Committee. This is done at the end of the current AY (in early June) for serving the subsequent AY and summer. The appointment is finalized upon approval of the Department at the first fall departmental faculty meeting. The MPA Program Coordinator may serve for renewable one year terms at the discretion of the MPA Program Committee.

The Coordinator's primary tasks are to: (1) maintain and respond to NASPAA accreditation requirements and interim reports; (2) advise and respond to current student concerns and needs; (3) meet with Program Faculty Committee at the call of any member of the Committee or Chair of the Department; (4) meet with external advisory board at minimum annually, and incorporate advisory Board's concerns relative to program guidance; (5) monitor and determine course offerings for each semester; (6) assure staffing of courses; (7) provide training and technical support for on-line courses; (8) advertise and promote the MPA program throughout the academic year; (9) monitor admissions; (10) maintain the program's website; (11) coordinate with external contractors (e.g. Everspring).

C. MPA PROGRAM DEGREE OPTIONS

1. Public Management Emphasis

The MPA Program offers an MPA with an emphasis in Public Management. This emphasis is intended for students focused on being upper level direct line officers in administrative agencies or non-profit organizations.

2. Graduate Certificate in Nonprofit Management

The Nonprofit Management graduate certificate prepares graduates to work in the management and administrative positions in nonprofit organizations across a range of industries. Students acquire basic management skills, as well as applied skills specific to the nonprofit sector, that may include fundraising, executive board relations, policy advocacy and nonprofit law.

Prospective employers are nonprofit sector organizations as well as private and public sector organizations that frequently interact with nonprofit organizations. The Graduate Certificate in Nonprofit Management consists of 12 credit hours. The Certificate program uses the same admission requirements as the MPA Program. Certificate requirements are listed below:

Certificate Requirements

COURSE NO.	COURSE NAME	CREDITS
PADM 60375	PUBLIC PERSONNEL ADMINISTRATION	3
or **PADM 60377**	PUBLIC BUDGETING AND FINANCIAL MANAGEMENT	
or **PADM 60379**	PROGRAM EVALUATION I	
or **PADM 60574**	STRATEGIC PLANNING	
Certificate Electives, choose from the following:		9
PADM 60200	NONPROFIT ADVOCACY	
PADM 60310	LEADERSHIP IN THE NONPROFIT AND PUBLIC SECTOR	
PADM 60471	NONPROFIT LAW	
PADM 60472	NONPROFIT BOARD EXEC RELATIONS	
PADM 60477	NONPROFIT FINANCIAL RESOURCE DEVELOPMENT	
Minimum Total Credit Hours:		**12**

D. PROGRAM OPERATIONS

1. Admissions

Admission to the MPA program is moderately selective. Each applicant is assessed based on a review of required documents submitted to the Graduate College and MPA Program Coordinator. The required documentation consists of: (1) undergraduate transcripts with a GPA of 3.0 or better (A=4.0); (2) GRE scores; (3) submission of a writing sample demonstrating the applicant's writing and analytical skills; (4) three letters of reference; and (5) a one page letter of intent as to why the applicant is desirous of studying public administration. Applicants with a deficiency in one of these criteria may be given a conditional admission. Deficiencies in two or more areas may be a cause for denial of admission.

Applicants with five or more years of relevant professional work experience in the non-profit or public sector or students who have demonstrated exemplary academic performance

from a U.S.-accredited college or university may apply to the program without taking the GRE (or other) exam. Applicants for a GRE waiver should include an unofficial college transcript with their application.

2. Advising

Each student admitted to the MPA program is assigned a Student Success Coordinator. Where the student is uncertain of their program of study or elective courses, the MPA Coordinator serves as the general advisor.

3. Plan of Study

Prior to beginning the MPA program, all newly admitted students must meet with their assigned Student Success Coordinator and/or the MPA Coordinator to complete a Plan of Study, a semester and year-to-year outline of the course sequence a student will follow in order to complete the MPA program. Revisions in any student's program require an update to the Plan of Study. The Plan of Study will be reviewed and/or updated each semester to ensure students remain on track for on-time completion.

4. Credit for Previous Graduate Coursework

The MPA program can waive up to four courses predicated on previous graduate coursework. Credit for such coursework is conditional upon: (1) the course(s) was taken at a nationally or regionally accredited institution of higher education; (2) the student earned a letter grade of "B" or better in the course (A=4.0); (3) the course(s) at issue are comparable to courses that would be taken in the MPA program; and (4) the student must have taken the course(s) within the five years immediately preceding their application to the MPA program.

E. CURRICULUM

Curriculum is structured into three components: (1) Management Core; (2) Elective area; (3) Internship; and (4) a Final Capstone Paper.

1. MPA Course Offerings

a. Core courses – 27 Credit Hours

These courses are required of all students pursuing the Master of Public Administration (MPA) degree. Students who entered under previous catalogs with different requirements will be granted substitutions to take these courses if they so desire.

COURSE NO.	COURSE NAME	CREDIT HOURS
PADM 603 71	GRADUATE INTRODUCTION TO PUBLIC ADMINISTRATION	3
PADM 603 75	PUBLIC PERSONNEL ADMINISTRATION	3
PADM 603 77	PUBLIC BUDGETING AND FINANCIAL MANAGEMENT	3
PADM 603 79	PROGRAM EVALUATION I	3
PADM 603 81	METHODS IN PUBLIC ADMINISTRATION	3
PADM 603 86	PUBLIC SECTOR INFORMATION TECHNOLOGY MANAGEMENT	3
PADM 603 92	INTERNSHIP IN PUBLIC ADMINISTRATION [1]	0-3
PADM 604 70	PERSONAL ACCOUNTABILITY IN THE PUBLIC SERVICE	3
PADM 604 75	CAPSTONE SEMINAR	3
PADM 605 74	STRATEGIC PLANNING	3

Students without substantive full-time administrative experience in a public service organization ("pre-service students") must complete minimum 3 credit hours of internship; they will earn the MPA degree with a total 39 credit hours. Students with substantive full-time administrative experience in a public service organization ("in-service students") may be waived from the internship requirement with the approval of the MPA coordinator.
Pre-service students or students wishing to gain experience in a new area will also be placed in an agency for at least 300 hours of experience.

b. Elective courses – 9 Credit Hours

COURSE NO.	COURSE NAME	CREDIT HOURS
PADM 60376	LABOR MANAGEMENT RELATIONS IN THE PUBLIC SECTOR	3
PADM 60382	SEMINAR IN PUBLIC ADMINISTRATION	3
PADM 60387	ELECTRONIC GOVERNANCE	3
PADM 60471	NONPROFIT LAW	3
PADM 60472	NONPROFIT BOARD EXECUTIVE RELATIONSHIPS	3
PADM 60477	NONPROFIT FINANCIAL RESOURCE DEVELOPMENT	3
PADM 60310	LEADERSHIP IN THE NONPROFIT AND PUBLIC SECTOR	3
PADM 60200	NONPROFIT ADVOCACY	3

c. Directed readings

Advanced students may find that the courses offered do not meet their specialized needs. In such cases, a student may develop a directed-readings course with an individual professor and substitute that course for an elective. The student and professor should develop a concrete plan of readings, meetings, and assignments—much like a regular syllabus—and turn it in with the permission form required for taking the directed-readings course. The students will sign up under the following course numbers:

PADM 60198: Research — MPA students
PADM 70198: Research — MPA students

2. Elective Courses (3 Courses)

In addition to the core curriculum, each student is required to take a series of elective courses. The elective-concentration area is designed to provide students with the flexibility to structure their program towards a specific area of public management or public policy meeting their needs and interests. Additionally, the elective-concentration area provides students with the opportunity to integrate the core curriculum training to their specific area of interest. While students may wish to develop an elective-concentration area of their choice, the MPA program currently offers the following concentration areas: public finance, city management, and non-profit management. Other concentrations outside the department may be developed in consultation with a student's adviser.

3. Internship Course (1 Course)

The internship is an important part of the MPA program and is intended to provide the student with practical experience in their future career path. The Internship course consists of a formal field-based assignment to a public sector or non-profit agency in the student's elective-concentration area. The Internship is undertaken near the end of a student's course work. The internship is to be completed within one semester and is to consist of 300 hours of work at the respective site. Students who are already managers in the public sector, or who work full-time, may, with the approval of the MPA Coordinator, waive the formal field placement.

4. Capstone Course (1 Course)

Regardless of whether a student does an Internship all students as a requirement of matriculation from the MPA program must complete the Capstone Course. The Capstone course represents the culmination of a student's coursework and as such requires the integration and application of skills learned throughout the program. The topic is open but must address a strategic problem faced by an organization or agency, a detailed literature review, development of alternative solutions and evaluation as to a series of specified impacts.

F. METHODS OF PROGRAM DELIVERY: ON-LINE

The MPA program offers a fully on-line delivery platform. The MPA program is nationally accredited by NASPAA for the on-line method of delivery.

G. MATRICULATION

1. Normal Progress Model

The MPA program requires the successful completion of 36-39 semester hours of coursework. The three hour difference is attributable to whether the student is required to complete a formal field placement internship. The program may be completed in two years of full-time study. The MPA program is designed to meet individual student circumstances. "Normal progress" will be evaluated individually for each student.

2. Time Limits

An MPA student must complete the degree within six calendar years after the student's first graduate registration at Kent State University. Any transfer credit being applied toward meeting degree requirements should also have been earned within the six-year period.

3. Extension

Each student is permitted one unconditional course extension. When an extension of any of these time limits seems necessary and proper, the student will petition the MPA Coordinator for an extension. Subsequent extensions of university deadlines will be considered by the MPA Committee on a case-by-case basis and will normally be granted only under circumstances beyond the student's control. The granting of such extensions is not automatic: the extension may be denied, in which case the student may be dismissed, or it may be granted with qualification. The student, advisor, and the Associate Dean for Graduate Affairs, College of Arts & Sciences, must be informed of any dismissal in writing. If the extension exceeds one year, the approval of the Associate Dean for Graduate Affairs, College of Arts & Sciences, is required.

IV. CONDUCT

The Department of Political Science expects graduate students to conform to high standards of academic achievement and scholarly integrity in their studies and research, and in their performance as research assistants, teaching assistants, and teaching fellows. The graduate program operates under an honor code. The expectation is that graduate students will, at all times, recognize and adhere to norms of scholarly and professional responsibility consistent with the standards of this department and the University community in general. These standards require, in addition to scholastic honesty, a community free from violence, threats, intimidations, and harassment, protective of free inquiry, protective of the rights of others, open to change, supportive of democratic and lawful procedures, and mutually respectful in matters relating to the setting of policy and the resolution of disputes.

All students should be familiar with the Kent State University *Code of Student Conduct*. In cases of alleged scholastic dishonesty within the Department, and in the event that an instructor and a student cannot reach a resolution of a complaint, the Department grievance procedure should be followed. The *Code of Student Conduct* includes specific regulations concerning academic dishonesty. Of particular importance is the issue of plagiarism. The *University Policy Register* defines plagiarism as follows:

"To plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarism includes, but is not limited to:

a. The copying of words, sentences and paragraphs directly from the work of another without proper credit;

b. The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, or another without proper credit; and

c. The presentation of work prepared by another in final or draft form as one's own without citing the source, including the use of purchased papers.

APPENDIX A: MA/PhD COURSES

The seminars currently offered in Political Science are listed below. More information on these courses can be found in the *Graduate Schools Catalog* and in the detailed course descriptions provided by the department each semester.

In some cases, electives cross field boundaries, as noted in the list below. Such courses may count for *either* of the fields mentioned, but not both.

A. CORE COURSES
    POL 6/70002   SCOPE AND EPISTEMOLOGY
    POL 6/70003   QUANTITATIVE METHODS I
    POL 6/70004   QUANTITATIVE METHODS II
    POL 6/70010   QUALITATIVE RESEARCH METHODS

B. AMERICAN POLITICS AND POLICY (APP)
    POL 6/70101   STATUS OF THE FIELD: AMERICAN POLITICS AND POLICY
    POL 6/70102   AMERICAN POLICY PROCESS
    POL 6/70103   CONGRESS, PRESIDENCY, AND THE COURTS
    POL 6/70108   AMERICAN POLITICAL BEHAVIOR
    POL 6/70105   FEDERALISM AND STATE POLICYMAKING
    POL 6/70106   URBAN POLICY AND POLITICS
    POL 6/70302   BUREAUCRACY AND THE POLICYMAKING PROCESS
    POL 6/70191   SEMINAR IN AMERICAN POLITICS AND POLICY

C. TRANSNATIONAL AND COMPARATIVE POLITICS AND POLICY (TCPP)
    POL 6/70501   STATUS OF THE FIELD: TRANSNATIONAL AND COMPARATIVE POLITICS AND POLICY
    POL 6/70502   GLOBAL GOVERNANCE
    POL 6/70503   FOREIGN POLICY ANALYSIS
    POL 6/70510   POLITICS OF DEVELOPMENT
    POL 6/70511   INTERNATIONAL POLITICAL ECONOMY
    POL 6/70591   SEMINAR IN TRANSNATIONAL AND COMPARATIVE POLITICS AND POLICY

D. CONFLICT ANALYSIS AND MANAGEMENT (CAM)
    POL 6/70901   PROSEMINAR IN CONFLICT ANALYSIS AND MANAGEMENT
    POL 6/70902   POWER, CONFLICT AND THE POLITICS OF GENDER
    POL 6/70903   IDENTITY-DRIVEN CONFLICTS
    POL 6/70904   SOCIAL MOVEMENTS AND NONVIOLENT CONFLICTS
    POL 6/70507   CONFLICT TRANSFORMATION AND RECONCILIATION (MAY COUNT FOR TCPP)
    POL 6/70906   POLITICAL VIOLENCE (MAY COUNT FOR TCPP)
    POL 6/70907   TERRORISM AND HUMAN RIGHTS
    POL 6/70991   SEMINAR IN CONFLICT ANALYSIS AND MANAGEMENT

E. DIRECTED READINGS

Advanced students may find that the courses offered do not meet their specialized needs. In such cases, a student may develop a directed-readings course with an individual professor and substitute that course for an elective. The student and professor should develop a concrete plan of readings, meetings, and assignments—much like a regular syllabus—and turn it in with the permission form required for taking the directed-readings course. The students will sign up under the following course numbers:
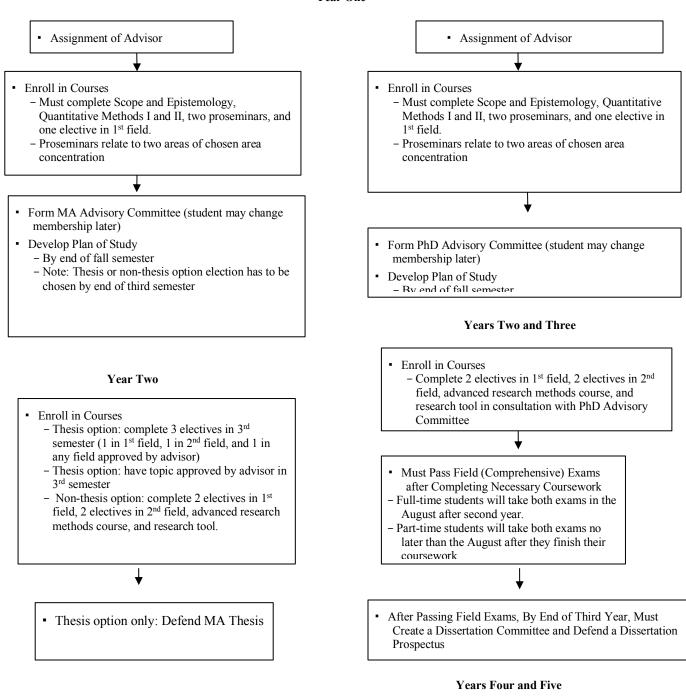
MA students: POL 61098, Research
PhD students: POL 81098, Research

Appendix B: Typical Timeline for the MA/PhD Program

MA   **Year One**   **PhD**

MA — Year One:

- Assignment of Advisor

↓

- Enroll in Courses
  - Must complete Scope and Epistemology, Quantitative Methods I and II, two proseminars, and one elective in 1st field.
  - Proseminars relate to two areas of chosen area concentration

↓

- Form MA Advisory Committee (student may change membership later)
- Develop Plan of Study
  - By end of fall semester
  - Note: Thesis or non-thesis option election has to be chosen by end of third semester

PhD — Year One:

- Assignment of Advisor

↓

- Enroll in Courses
  - Must complete Scope and Epistemology, Quantitative Methods I and II, two proseminars, and one elective in 1st field.
  - Proseminars relate to two areas of chosen area concentration

↓

- Form PhD Advisory Committee (student may change membership later)
- Develop Plan of Study
  - By end of fall semester

MA — Year Two

- Enroll in Courses
  - Thesis option: complete 3 electives in 3rd semester (1 in 1st field, 1 in 2nd field, and 1 in any field approved by advisor)
  - Thesis option: have topic approved by advisor in 3rd semester
  - Non-thesis option: complete 2 electives in 1st field, 2 electives in 2nd field, advanced research methods course, and research tool.

↓

- Thesis option only: Defend MA Thesis

PhD — Years Two and Three

- Enroll in Courses
  - Complete 2 electives in 1st field, 2 electives in 2nd field, advanced research methods course, and research tool in consultation with PhD Advisory Committee

↓

- Must Pass Field (Comprehensive) Exams after Completing Necessary Coursework
  - Full-time students will take both exams in the August after second year.
  - Part-time students will take both exams no later than the August after they finish their coursework

↓

- After Passing Field Exams, By End of Third Year, Must Create a Dissertation Committee and Defend a Dissertation Prospectus

PhD — Years Four and Five

- Must Write and Defend Dissertation in a Public Forum before the Dissertation Committee

Other Notes:
- All Ph.D students are encouraged to participate in the department's teaching program. See Part II E for details.
- Students in MA program may apply for admission in Ph.D program. See Part II 6c for details.
- All changes to student MA or Ph.D Advisory Committee, along with any changes to the student academic progress, must be reported to the Graduate Studies Coordinator and the Graduate Studies Program Secretary.