

Graduate Manual

The University of Georgia
MA/PhD Program in
Political Science and International Affairs

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PREFACE

The School of Public and International Affairs (SPIA) at The University of Georgia is comprised of three departments: International Affairs, Political Science and Public Administration and Policy. Together, the Departments of Political Science and International Affairs maintain a joint graduate program offering Master's (MA) and Doctoral (PhD) degrees in Political Science and International Affairs.

This manual sets forth the policies and procedures for the MA and PhD degrees in Political Science and International Affairs, which are adopted pursuant to regulations of the University of Georgia and its Graduate School. It does not attempt to cover all University regulations relevant to graduate studies, which are available on the Graduate School website. **The University of Georgia's Graduate School Bulletin takes precedence over this Manual should discrepancies exist between them.** It does, however, provide specific information as to the rules and requirements of the degree programs offered by Political Science and International Affairs.

If you have any additional questions that are not answered by the contents of this manual, please email the Graduate Advisor at polgrad@uga.edu.

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Part I: Program Overview

GENERAL EXPECTATIONS

The faculty expects that each graduate student will have arrived at the decision to pursue graduate work after seriously considering what such work entails. This decision should not be made lightly. A full commitment of talents and energies is required in order to become a professional in one's field of study. Among the qualities that contribute to professionalism in political science and international affairs are the following:

- dedication to the comprehensive understanding of one's discipline, including its development, its aims, its current direction, and the problems it seeks to address;
- development of the ability to identify significant questions, analyze major alternative positions, and apply relevant methodologies and standards of judgment;
- the understanding that scientific inquiry is an ongoing, collective enterprise in which one's own work must be seen in relation to past and present efforts of others;
- a devotion to the highest standards of scholarly integrity; and
- the utmost respect for colleagues and their work, even as that work is submitted to critical scrutiny.

In addition to the skills that are necessary to pursue research and the presentation of such research, the above are considered critically important to one's development as a social science researcher and we devote much of our effort toward developing these qualities in our students.

An additional expectation is that students who enter our graduate program will understand that much more is expected of them than was during their undergraduate careers. Undergraduate study is most often directed to the satisfaction of requirements in particular courses, where students are given quite specific directions in reading and research assignments. Graduate study, by contrast, is directed not so much to the completion of particular courses as to the *mastery of broad fields of study with specialization in particular areas of inquiry*. Although graduate students work under faculty supervision, they must take the initiative to read beyond specific course assignments in order to discover the boundaries of their chosen fields and to identify the questions that are essential to mastering them. Moreover, graduate students must frame and carry out independent research projects that explore some field in considerable depth and detail.

Finally there is the expectation that students admitted to our program will have the maturity, initiative, and intelligence to complete a graduate degree. Mature and highly motivated students will meet program requirements, make plans well in advance of deadlines, budget their time wisely, and complete assignments in a timely fashion. Those who do not do these things often find themselves struggling to complete the requirements.

From what has been said about faculty expectations, it should be clear that graduate students in our programs will be treated as adults. Our graduate courses are taught largely as seminars, where students enter fully and actively into discussion. You can expect to have your ideas challenged, just as you, in turn, will be expected to challenge the ideas of your peers and professors. You will participate in an intellectual setting that is engaging, lively, and open.

FIELDS OF STUDY

For purpose of graduate instruction in Political Science and International Affairs, the curriculum is divided into fields. Five major fields and nine minor fields are currently available within our program.

MA students have broad latitude in choosing courses and do not have to select a major or minor field, although most do identify with a field of study or department. At the doctoral level, the distinction among fields becomes more important. PhD students must prepare for both written and oral examinations in one major field and one minor field.

Some courses can be classified in several fields, depending on a given PhD student's combination of major and minor. For instance, a student majoring in American Politics, but not minoring in Law and Courts, could count the Pre-Seminar in Law and Courts (POLS 6400) or other law and courts courses as courses in American Politics. Such decisions must be approved by the Graduate Coordinator.

Fields Offering a Major and Minor

American Politics

A large proportion of research in political science draws its data from the American context.

Comprehensive examinations in this field will be constructed so that questions will require knowledge of two American Politics subfields: Government Institutions and Political Behavior. Students will be held accountable for basic works, as well as journal articles and major books published during the previous five years.

Students majoring or minoring in American Politics are required to take a core seminar: POLS 6100, Pre-Seminar in American Politics. Additional courses should be selected in consultation with the student's major professor and advisory committee.

Comparative Politics

Using the comparative method, students working in this field examine such phenomena as behavioral patterns and systems, governmental institutions and structures, policy processes and outcomes, and political goals and strategies. These phenomena are considered both within and across national systems. Nation-states are taken as the primary, but not exclusive, units of analysis.

Students preparing for comprehensive examinations in this field should expect some general questions that deal with the comparative approach to politics: its evolution, its major practitioners, its leading conceptual frameworks or paradigms, its utility, its contributions, difficulties or problems in its application, and ways of surmounting these problems. In addition, they will be required to answer questions from two subfields: Developed Systems and Developing Systems.

Students majoring or minoring in Comparative Politics are required to take a core seminar: INTL 6300, Comparative Analysis and Method. Additional courses should be selected in consultation with the student's major professor and advisory committee.

International Relations

The field of International Relations focuses on the important agents and structures of international politics. These include nation-states, intergovernmental organizations, and non-governmental organizations. Studies in this field examine the preferences and strategies of these actors, as well as the nature of the economic, military, political, and social interactions among them.

In preparing for the comprehensive examination in International Relations, the student should seek to understand the major actors on the international scene, their policies, and the sources of cooperation and conflict. Comprehensive exam questions will test the student's general knowledge of these matters, as well as proficiency in selected subfields.

Students majoring or minoring in International Relations are required to take the core seminar: INTL 6200, Pre-Seminar in International Relations. In addition, at least one course is recommended from each of the following subfields: International Cooperation, International Conflict, International Political Economy, and Foreign Policy. Additional courses should be selected in consultation with the student's major professor and advisory committee.

Political Theory

This field encompasses both normative political philosophy and empirically oriented theory. Its leading questions concern the ends or purposes of political action, the nature of a good or just political order, the proper relationship of individuals to their political communities, and the appropriate criteria for evaluating and designing voting systems. Empirically oriented theory seeks to explain regularities in politics such as how and when political actors come into conflict or behave cooperatively.

There is no pre-seminar in this field, but rather a series of distinct courses. A major in Political Theory involves a combination of the three subfields below. A minor in Political Theory is built around the first two subfields. There is no major in Formal Theory, but a distinct minor is available. Students in Political Theory often take related courses in other departments, such as Philosophy and Economics.

History of Political Philosophy. In this subfield, it will be the student's responsibility to become familiar with the most influential works of major political philosophers from Plato to Rawls, and to understand the importance of these works in the development of political thought. Attention is given to the distinctive ways that problems are resolved and concepts defined during the history of political philosophy.

Normative Theory. In this subfield, students address fundamental issues of justice, fairness, political legitimacy, and individual rights. Study in this subfield develops the student's ability to assess the standard approaches and positions associated with leading political philosophers.

Formal Political Theory. Students will be expected to understand formal political theory, particularly rational choice theory, and applications that contemporary political scientists have developed to explain political behavior and to account for individual decisions and collective outcomes. Rational choice theory in general, social choice theory, game theory, and political economy are among the approaches that are relevant to this subfield.

Fields Offering a Minor

Because minor fields consist of a minimum of four courses, students have great flexibility regarding which courses can be approved for a minor. In fact, courses from several departments can often be included in a minor. Students' choices must be approved by the Graduate Coordinator.

Methodology Minor

This minor is designed by individual students subject to the approval of their advisory committee and the Graduate Coordinator. In addition to POLS 8501, students complete nine more hours in advanced work such as directed readings and topics courses in Political Science and seminars in other departments such as Economics and Statistics. Qualitative Methods (INTL 8500) may count towards a methods minor. Additionally, one formal theory course may count towards a methods minor. Students may choose from POLS 8000 (Introduction to Rational Choice), POLS 8020 (Game Theory/Formal Analysis), or POLS 8030 (Spatial Voting Theory) if they would like to use this option.

Formal Theory Minor

Students will be expected to understand formal political theory, particularly rational choice theory, and applications that contemporary political scientists have developed to explain political behavior and to account for individual decisions and collective outcomes. Rational choice theory in general, social choice theory, game theory, and political economy are among the approaches that are relevant to this subfield. In addition to SPIA courses, students minoring in Formal Theory may take approved courses in other UGA departments, particularly Economics and Philosophy.

Normative Theory Minor: A total of 4 classes in Theory, 1 of which may be from the Formal Theory offerings.

Formal Theory Minor: A total of 4 classes in Theory, 1 of which may be from the Normative Theory offerings OR a total of 3 classes in Formal Theory and either POLS 8501 (MLE), POLS 8505 (Scaling), or POLS 8510 (Bayes).

Public Administration Minor

This minor is offered through SPIA's Department of Public Administration and Policy (PADP). This required field involves intensive coursework in issues of and approaches to the general field of Public Administration, as well as coverage of major subfields, such as public personnel administration, public financial administration, and organization theory. Students should select courses for the minor in consultation with the Graduate Coordinator and relevant faculty in the department. PADP does not give a minor exam; students wishing to minor in this area are required to take the full comprehensive major exam.

Public Policy Minor

This minor is offered through SPIA's Department of Public Administration and Policy (PADP). This required field involves intensive course work in issues of and approaches to the study of public policy generally, as well as in substantive policy areas that are of interest to the student. Students should select courses for the minor in consultation with the Graduate Coordinator and relevant faculty in the department. PADP does not give a minor exam; students wishing to minor in this area are required to take the full comprehensive major exam.

FINANCIAL ASSISTANCE

There are several sources of aid for graduate students in Political Science and International Affairs. First, SPIA has at its disposal a number of teaching and research assistantships. Second, the Graduate School awards its own assistantships as well as providing a number of out-of-state tuition waivers. Both graduate assistantships and waivers are based on academic competitiveness. The Graduate Committee in Political Science and International Affairs makes all decisions for school assistantships as well as decisions on which students will be nominated for various competitions at the Graduate School level.

Assistantships

SPIA Assistantships

Assistantships are awarded for the ten-month academic year and normally require one third time in teaching or research (13 hours per week). Assistantships carry stipends as well as full tuition waivers. Students are required to pay a registration fee each semester as well as mandated student fees which include transportation, activity/recreation, athletic, health, student facilities, technology, institutional, and green fees. Details on these specific fees are available from the Bursar's Office. Note these may change from year to year.

Students on assistantship are required to register for at least 12 credit hours each semester. Generally, a student on an assistantship will register for at least 9 hours of substantive course work and then have the option of registering for 3 hours of "graduate assistantship" (POLS 7005

for master's or POLS 9005 for doctoral students) to meet the required hours of registration. No additional service is required for the "graduate assistantship" hours.

Teaching assistants are generally assigned to SPIA's introductory undergraduate courses. All new teaching assistants *must enroll* in GRSC 7770, which is offered every fall semester and deals with a wide range of pedagogical and professional issues. Teaching assistants work under the direction of experienced faculty members and are usually part of an instructional team that includes several other teaching assistants.

International students whose native language is not English or who have not received a degree from an English-speaking university are required by the Graduate School to achieve a satisfactory score on the SPEAK portion of the TOEFL exam before they can be awarded a teaching assistantship.

The renewal of a SPIA assistantship is not automatic. Each student's record is reviewed annually by the Graduate Committee. The decision to renew an assistantship depends on:

1. the quality of the student's academic work;
2. timely progress toward the degree;
3. and satisfactory performance of assigned duties as a teaching or research assistant.

Students on assistantship will be expected to maintain a cumulative GPA of at least 3.25. For new students, the calculation will be made after the first semester. A student whose GPA falls below 3.25 will be given one additional semester to come up to this level. If the student fails to do so, the assistantship will be terminated. Also, students may not carry more than two incomplete grades ("I") at any one time while holding an assistantship. These requirements help ensure that financial assistance goes only to those students who are making solid academic progress.

Graduate School Assistantships

The graduate program is able to nominate a limited number of incoming students for Graduate School Assistantships. Since these awards are very competitive, only students with outstanding records are nominated. All Graduate School Assistantships are non-teaching awards. Students are generally assigned to work in their major department 16 hours per week, usually in the capacity of a research assistant, and must be registered for a total of 12 hours each semester.

A student who holds a Graduate School Assistantship has the option of continuing their funding through the summer semester but must register for a total of 9 semester hours to do so. The student will also be required to work for the department during the summer semester for 16 hours per week.

Graduate School Assistantships are currently awarded on a two-year basis. Doctoral students who receive a two year award from the Graduate School will be guaranteed an additional year (PhD) or two additional years (Fast Track PhD) of departmental funding given that they have performed their academic and assigned duties to the graduate program's satisfaction.

Limits on Eligibility

Limits are set on the period of time for which students are eligible for assistantships. At the MA

level, the limit on eligibility is two years (four semesters). At the doctoral level, the limit is three years (six semesters) for PhD students and four years (eight semesters) for Fast Track PhD students. A student who enters at the MA level and continues through the doctorate would thus be eligible for up to five years (10 semesters) of assistance. Students who exceed these limits are placed on a standby list. Financial assistance may be awarded to students on the standby list as it becomes available. Note that the semesters discussed are the Fall and Spring semesters.

Summer funding is not generally available unless a student carries a Graduate School assistantship or if other means of summer support (grants, fellowships, etc.) are available to the department.

Graduate School Assistantships count against the years of assistantship committed by SPIA. Thus, one year of master's or doctoral aid commitment will be subtracted for each year of Graduate School aid. Other forms of aid will be considered on a case-by-case basis, with a general presumption that external grants will not offset SPIA's aid commitment.

Regents' Out of State Tuition Waivers

The Graduate School awards out-of-state tuition waivers to students who are classified as non-residents of the State of Georgia. These awards are based upon applicants' academic records and the recommendations of their major departments. The waiver lasts for one academic year (fall-spring-summer) and students must be re-nominated by their Department for additional years. These awards waive only the non-resident portion of a student's tuition, thus allowing the student to pay in-state tuition. The graduate program is able to nominate a few of its most qualified students who are not on assistantships for these tuition waivers.

REGISTRATION AND ENROLLMENT

The normal load for graduate students is three seminars (9 credits) per semester. All active graduate students must register for a minimum of 3 credits each semester they enroll. Students on graduate assistantships must register for 12 hours, including three hours for either POLS 7005 (MA students) or POLS 9005 (PhD students).

Students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three credits in at least two semesters per academic year (fall, spring, summer).

To be eligible for admission to candidacy and graduation, a student must maintain a minimum average of "B" (3.0 on a 4.0 scale) on all graduate courses taken and on all courses on the program of study.

Academic Probation and Dismissal

A student who fails to maintain a cumulative GPA of 3.0 will receive a warning letter from the Graduate School. If the GPA remains below 3.0 for two consecutive semesters, the student will be placed on academic probation. The student must then make a 3.0 semester average or better in each succeeding semester that his or her overall cumulative GPA remains below 3.0.

The student is no longer on probation when the cumulative GPA reaches 3.0 or above. Students who make below 3.0 semester graduate average while on probation are dismissed by the Graduate School. An appeal may be submitted to the Dean of the Graduate School within 10 working days following receipt of notice of dismissal.

Limits on Incompletes

Students may sometimes find it necessary to request a grade of "I" (Incomplete) in courses where they are doing satisfactory work, but are unable to meet the full requirements of the course for non-academic reasons beyond their control. Nevertheless, accumulating incompletes is strongly discouraged. Several policies govern such matters.

1. If an Incomplete is not removed after two semesters have passed, the "I" automatically will become an "F."
2. If a student receiving financial assistance acquires more than two grades of Incomplete at any time, that financial assistance will be terminated.
3. Students will not be awarded an assistantship until all incompletes received in their graduate-level work at the University of Georgia have been removed.
4. No student will be permitted to accumulate more than three Incompletes at any time during his or her course work. If more than three Incompletes are carried, the student will not be permitted to register for courses until such time as the number is reduced to three or fewer.
5. A student may not graduate with an incomplete grade on his or her transcript if the conversion of the Incomplete to another letter grade will result in a GPA below 3.0.

Part II: Degree Programs and Requirements

THE MA DEGREE

Duration of the MA Program

The MA program is designed so that a student taking three courses per semester can complete both the MA and PhD degrees in five years. Within this framework, the completion of the MA degree takes approximately two years. The first-year MA student takes the bulk of the methodology core, begins an area of concentration, and may explore various fields of interest. The second year is devoted to remaining MA course requirements and to the completion and defense of a master's thesis.

Relationship to the PhD Degree

It is important that all MA students be mindful of three things. First, we encourage students who enter at the MA level to think of themselves as prospective PhD students. Students may complete the MA degree en route to the PhD. The program is designed so that all course work taken by our students at the MA level is fully applicable to broader doctoral requirements.

Second, our MA requirements are designed to prepare students for doctoral studies and/or professional research and teaching positions that do not require the PhD, but do require rigorous academic training. We seek to impart the methodological skills, substantive competencies, and research experience that a rigorous doctoral program will demand. Third, we do not admit students to the MA program unless we think that they have the potential to advance to doctoral studies.

Program of Study

Certain requirements for the MA degree are set by the Graduate School; others are set by SPIA. MA students are required to complete a minimum of 30 hours of graduate credit (27 hours of substantive course work and at least 3 hours of thesis credit, POLS 7300) with a minimum grade point average of 3.0. These 30 hours must include at least 21 hours of coursework exclusive of POLS 7000 (Master's Research) and POLS 7300 (Master's Thesis). 12 of these 21 hours must be courses restricted to graduate students (i.e. not 4000/6000 level courses). All coursework must be completed within six years of a student's matriculation in the MA program.

MA students must complete a master's thesis and receive a passing vote on the oral defense of the thesis.

In addition to these general requirements, SPIA has specified that MA students must complete a methodology core (POLS 7010, 7012, and 7014). Students continuing in the PhD program will also take POLS 8501¹. Beyond this, MA students have considerable flexibility in designing programs of study, but courses should be selected carefully so as to provide competency in some area of concentration, as well as familiarity with other fields.

¹ Please see Appendix 1 for an overview of the methods core.

Please see Appendix 2 for a more detailed MA Degree Program Timetable.

Advisory Committee

Entering students will be assigned a faculty advisor, generally the Graduate Coordinator in their major department. The Graduate Coordinators provide specific advisement on courses and rules and regulations regarding the degree.

At the start of the second year, each MA student should designate a three-person advisory committee. The student's major professor and at least one other advisory committee member must be on the University's Graduate Faculty. These individuals will provide support primarily for the planning and development of the master's thesis and its defense.

The major professor at the master's level is primarily the thesis advisor for the student. However, students should realize that all of our faculty may provide academic and professional advice. Developing strong professional relationships with faculty is one of the most important facets of graduate education.

Preparing a Master's Thesis

The thesis, which is written under the direction of the student's major professor, must show independent judgment in examining a problem from primary sources.

If an MA student is to complete degree requirements by the end of the second year of residence, it is important that timely progress be made on the master's thesis. About one-half of the student's time during the second year should be devoted to planning and writing the thesis.

Thesis Prospectus

A thesis prospectus is not required but is encouraged. The format and content of a prospectus is determined by a student's major professor and thesis committee.

Completing the Thesis

Once faculty members have consented to assist a student with the dissertation, the student has the right to expect that they will be available for consultation, will read and return materials in a timely fashion, and will judge the final product fairly. At the same time, faculty may reasonably expect certain behavior from the student, including patience and perseverance.

Students must not expect faculty members to approve their work without ample time for a careful review. External considerations, such as a student's graduation plans or job prospects, must never induce faculty members to reach a hasty or ill-considered judgment on a thesis. Students often make the error of thinking that a thesis is complete when they submit it to the major professor and advisory committee. This is not usually the case. Even if students have worked closely with their faculty advisors, the committee must have at least two weeks to read a master's thesis before an oral defense. Revisions may be required before a defense can be held.

Meeting Deadlines

Both the Graduate School and the graduate program post various deadlines that govern the

awarding of degrees. Students must keep in mind that if their thesis is to receive final approval by the Graduate School's deadline, it will be necessary for them to submit a final draft to the major professor months prior to the official deadline. The Graduate Advisor will make students aware of various deadlines that must be met each semester.

Format Check

Master's theses must meet the Graduate School's formatting specifications. Information on required formatting can be found on the Graduate School website. Students are required to electronically submit their thesis for a format check shortly after the midpoint of the semester in which they graduate.

Stages in the Approval of Theses

Once the complete draft of the thesis is submitted to the major professor, several stages of review and possible revision are necessary before it can be sent to the Graduate School.

1. Final Approval by the Major Professor

Before a thesis can be submitted formally to the advisory committee, the major professor must approve the student's entire completed draft, even if individual chapters have been read previously.

2. Formal Submission of the Thesis to the Committee and Scheduling of the Defense

The student should then prepare hard copies of the master's thesis for official distribution to the committee and bring them to the Graduate Advisor. The Graduate Advisor will attach evaluation forms and the student will then distribute to the committee.

The Graduate Advisor will at this point schedule a time for the oral defense. Any date scheduled at this time must be regarded as tentative and subject to cancellation, pending approval of the thesis by the advisory committee.

3. Evaluation of the Thesis by the Advisory Committee

A thesis must be read and approved by the advisory committee before an oral defense can take place. After reading the thesis, the members of the advisory committee will choose from three options on the evaluation form:

- a. Approve the thesis as ready for the final defense. This option requires at least two out of three positive votes. However, it is best to make all necessary revisions and have the support of all the committee members before proceeding to a defense.
- b. Approve the thesis with suggested changes. This option requires the same vote as option "a". It should be used sparingly and only where the changes suggested are minor. If the advisory committee judges that substantial revisions will be required to make the thesis acceptable, the proper course is to disapprove it and reschedule the oral defense for a later date. The oral defense should not be held until suggested changes have been made and approved by the advisory committee.
- c. Disapprove the thesis. This option should be chosen if, in the advisory committee's judgment, the thesis requires extensive revisions. If changes, whether major or minor,

are suggested by the advisory committee, it is important that the nature of these changes be communicated to the student, preferably in writing, in a clear and timely fashion. The major professor should assume primary responsibility for determining the committee's consensus on what changes are needed and communicate this to the student. It is also appropriate for the student to meet with the advisory committee, as may be necessary, to discuss suggested changes.

If the thesis has been approved by the advisory committee, the student may proceed to the oral defense. If the thesis has been approved with suggested changes, these changes should be made prior to the oral defense. The major professor must certify, prior to the oral defense, that the suggested changes have been completed satisfactorily.

Master's Thesis Defense

The thesis defense is administered by the advisory committee and chaired by the major professor. The student must receive at least two positive votes from the three-member advisory committee to pass the thesis defense.

Submission of Theses to the Graduate School

Once a thesis has been successfully defended and final changes (if any) have been approved by the major professor, the student must electronically submit a final copy to the Graduate School. Graduate School will not accept a final electronic submit until it has received the signed Final Approval Form for the thesis. All paperwork related to the defense is managed by the Graduate Advisor.

THE PhD DEGREE

The Doctor of Philosophy (PhD) is generally designed to build on work done at the MA level. Students who have completed an MA degree in Political Science at UGA will have made a substantial beginning toward the fulfillment of PhD requirements. Most or all of the courses in the PhD methodology core will have been completed. Substantive course work will prepare the student for doctoral comprehensive examinations. Students who enter our PhD program with master's-level work from other universities should consult with the Graduate Coordinator about the applicability of that coursework to our doctoral requirements.

There are two potential PhD tracks. First, there is the traditional track that begins with the MA degree (earned at UGA or another institution) and transitions to the PhD. The second is our Fast Track PhD program. Under this option, highly qualified undergraduate degree holders who meet Graduate School criteria and departmental criteria may enter as PhD students and complete the program in four years, bypassing the MA degree.

Duration of the PhD Program

Assuming the full applicability of a student's master's-level course work, it is possible for the student to complete our PhD program in three years. Transfer PhD students often need to take more than the required 30 hours of coursework in order to complete major field, minor field, and methodology sequence requirements. Therefore a transfer PhD program of study may span three or four years. Each student's previous graduate coursework will be evaluated in order to

plan out their program of study at UGA.

Program of Study

Certain requirements for the PhD degree are set by the Graduate School; others are set by SPIA. PhD students are required to complete a minimum of 30 hours of graduate credit (27 hours of substantive coursework and at least 3 hours of dissertation credit, POLS 9300) with a minimum grade point average of 3.0. These 30 hours must also include 16 hours of coursework at the 8000/9000 level, exclusive of POLS 9000 (Doctoral Research) and POLS 9300 (Doctoral Dissertation). All coursework must be completed within six years of a student's matriculation in the PhD program.

PhD students must complete a dissertation and receive a passing vote on the oral defense of the dissertation.

In addition to these general requirements, SPIA has specified that PhD students must complete a methodology core (POLS 7010, 7012, 7014, and 8501)², successfully complete written and oral comprehensive examinations (at which points students may be admitted to doctoral candidacy), write and defend a dissertation prospectus, and finally write and defend a dissertation.

Please see Appendix 2 for more detailed PhD Program Timetables.

Advisory Committee

Entering students will be assigned a faculty advisor, generally the Graduate Coordinator in their major department. The Graduate Coordinators provide specific advisement on courses and rules and regulations regarding the degree. This does not preclude the development of a faculty mentor within the student's field early in the student's academic life.

No later than the semester prior to taking comprehensive exams, doctoral students should designate a four-person comprehensive exam committee. A comprehensive exam committee consists of two readers for the major field, two readers for the minor field, one of these being a major professor to chair the committee.

After passing comprehensive exams, students may decide to name different professors to serve as major professor and advisors to the dissertation. PhD advisory committees always consist of four members. In choosing a major professor and committee members at this level, students should select members of the faculty whose areas of interest overlap with their own and with whom they can work constructively.

Doctoral Comprehensive Examinations

As a requirement for admission to candidacy, all PhD students must pass written and oral comprehensive examinations covering both a major and minor field of study. Courses at both the MA and PhD levels can be counted as preparation for the major and minor, however, the majority of courses for each should have been completed at UGA. Before the comprehensive examinations are taken, all incompletes should have been removed and all coursework must be

² Please see Appendix 1 for an overview of the methods core.

completed with a 3.0 GPA.

Dates Administered

Written comprehensive examinations for PhD students are administered twice each year. They are scheduled for the second and fourth weeks of each semester, counting from the first full week of classes. The oral comprehensive examination is administered after all parts of the written examination have been successfully completed.

Doctoral students should consult with their advisory committee and the Graduate Coordinator regarding comprehensive examinations. Students are required to sign up no later than the midpoint of the semester prior to the one in which the examinations will be taken. Students who have signed up may not defer their comprehensive examinations more than once. Written appeals to have this rule waived, based on extraordinary circumstances, must be granted by the Graduate Coordinator *prior to the examination*.

Preparing for Comprehensive Examinations

Comprehensive examination questions are designed to test the student's capacity for critical analysis and synthetic integration of knowledge. It is the student's responsibility to master the fields of study and not merely to review the coursework from each field. Students should also seek to strike the proper balance between learning factual information or empirical data and comprehending theories, conceptual frameworks, and methodologies that are used to organize and interpret data. It is best not to enroll in regular seminars during the semester when one is taking comprehensive examinations.

It is the responsibility of the faculty members in each field to decide what constitutes the knowledge of that field and what level of mastery is required to pass the examinations. The design of examination questions is a field responsibility. Common questions are developed for all students writing in a field at a given time, but allowances are made for differences in the students' subfields. Previous examination questions are available for students to consult as they prepare for the exams.

Administration of the Written Examination

Once a student has signed up to take comprehensive examinations, the Graduate Coordinator will assume responsibility for assuring that examination questions will be ready by the proper date. The morning portion of the exam covers the general nature of the field, including major research approaches and findings, classic works, and current trends and controversies.

The afternoon session covers more specialized areas within the field. For a minor field in which there is also a major field, students will complete only the morning (general) portion of the exam. For the other minors, examination procedures can vary (e.g., problem sets, take-home exam, full-day exam). In such cases, students should consult the Graduate Coordinator and advisory committee well ahead of time about procedures. Please see Appendix 3 for Additional Procedures for Graduate Comprehensive Exams in Political Methodology. Please see Appendix 4 for Additional Procedures for Graduate Comprehensive Exams in American Politics. Please see Appendix 5 for Additional Procedures for Graduate Comprehensive Exams in International Relations and Comparative Politics.

The written examination will be administered in a controlled environment. Writing paper, pens, and computers will be provided. The morning session lasts from 8:30 a.m. until 11:30 a.m. Following a lunch break of one hour, there is an afternoon session from 12:30 p.m. until 4:30 p.m. If a student begins a field examination but does not complete it by returning the answers at the designated time, he or she will be given a grade of "fail" in that field. Any student failing to follow the instructions on a comprehensive examination will be deemed as having automatically failed the examination. The exam will not be graded.

Two faculty examiners will evaluate the written answers in each field. In order to guard against bias, students should place only their student identification numbers (not their names) on their answers. Faculty examiners will read the examinations independently and submit their written evaluations to the Graduate Advisor without passing them on to other examiners. In the event of a disagreement between two examiners on the merits of a particular examination, the Graduate Coordinator will designate a third faculty examiner to evaluate the examination and break the tie.

Once all of the written examinations have been evaluated, the Graduate Advisor will inform the student in writing of the results in each field. The student may proceed to the oral examination after passing both written examinations.

Administration of the Oral Examination

All oral comprehensive examinations are digitally recorded. If a student fails the oral exam, the recording will be held as part of that student's confidential record until the oral examination is retaken and passed.

The oral comprehensive examination will be approximately 90 minutes in length. The student's major professor will preside over the examination and insure that all examiners have an opportunity to question the student. The oral exam can cover the written exam, the student's knowledge of the major and minor fields, questions on the study guides, and the student's research (particularly dissertation plans). Students are not allowed to use notes or other examination aids during the exam.

After the questioning ends, the student will leave the room so that the examining committee can evaluate his or her performance. As soon as the committee has completed this evaluation, the student will be informed of the results.

Requirements for Passing Comprehensive Examinations

Doctoral students must pass both a written and an oral comprehensive examination before being eligible for admission to candidacy. The written and oral examinations are judged separately by the student's faculty examiners. Under SPIA rules, the student has two chances to pass the written examination and two chances to pass the oral examination. A "pass" on the written examination cannot be reversed due to poor performance on the oral examination. To reiterate:

- Students must successfully complete the written examination and the oral examination in both the major and minor fields in order to pass their comprehensive examinations.
- The written examination in each field will be graded separately and given one of the following grades: Pass with Distinction, Pass, Fail.

- If the student receives the study guide but does not appear for the field examination this is counted as *a failure* in that field, unless the student can provide a medical excuse for the day of the exam or there are other extenuating circumstances. The graduate committee will make a decision on the validity of the medical excuse and the extenuating circumstances on a case by case basis.
- If the student receives the examination questions in a field but does not complete the examination, this will be counted as a failure in that field.
- If the written examination is failed in one field, the student may be reexamined in that field only.
- A student who fails one field on the written examination or the entire written examination will be allowed one re-examination, but these results will be final. No student shall be permitted a third try on a written field or on the written examination as a whole.
- No student will be passed or failed in a written field without the concurrence of at *least two faculty members*.
- In order to pass the oral examination, the student must obtain at least three positive votes from an examining committee of four. If the oral examination is failed on the first attempt, it may be retaken a second time, but the results of this second examination will be final.
- Any student found to have engaged in academic dishonesty on their written comprehensive examination(s) will not be permitted a retake. Regardless of whether it is their first or second attempt to pass the written exams, evidence of academic dishonesty will result in the student being dismissed from the graduate program.

Admission to Candidacy

Before receiving a graduate degree, a student must be admitted to candidacy for that degree. Admission to candidacy is a formal process that the student initiates by submitting an application for candidacy form after successfully completing comprehensive examinations. After being admitted to candidacy, doctoral candidates have 5 years to defend their dissertation and graduate.

Preparing a Dissertation

A dissertation is the capstone of a doctoral degree. It must demonstrate the student's ability to plan, conduct, and complete a substantial research and writing project. It should also represent an important contribution to knowledge in the student's field of study and be written in a clear and literate manner. This research is available for worldwide distribution to scholars, so it is very important to the reputation of SPIA and its graduates that dissertations are of highest quality.

Just as a student is not compelled to work under the direction of any particular faculty member, so too are faculty not compelled to serve on a particular student's advisory committee. Faculty members choose freely to do this from a sense that the student has the ability as well as the motivation to contribute to the advancement of learning. By this free and mutual choice, the student and faculty members consent to become colleagues in an arduous but rewarding pursuit.

The Dissertation Prospectus

The process of writing a dissertation begins with the preparation of a prospectus. Students should regard the prospectus as presenting a research design for the dissertation. The

prospectus identifies a problem to be explored, draws on relevant literature to show the significance of the problem for political science, sets forth a line of argumentation to be pursued or hypotheses to be tested, and describes the approach or methods and the data that will be employed in conducting the research. The prospectus is written in close consultation with the student's major professor.

Once the major professor certifies that the dissertation prospectus is satisfactory, it must be considered formally by the advisory committee in a meeting with the student. Approval of the prospectus requires the agreement of at least three of four members of the advisory committee.

Completing the Dissertation

Once faculty members have consented to assist a student with the dissertation, the student has the right to expect that they will be available for consultation, will read and return materials in a timely fashion, and will judge the final product fairly. At the same time, faculty may reasonably expect certain behavior from the student, including patience and perseverance.

Students must not expect faculty members to approve their work without ample time for a careful review. External considerations, such as a student's graduation plans or job prospects, must never induce faculty members to reach a hasty or ill-considered judgment on dissertation. Students often make the error of thinking that a dissertation is complete when they submit it to the major professor and advisory committee. This is not usually the case. Even if students have worked closely with their faculty advisors in preparing the dissertation, the committee must have at least three weeks to read it before an oral defense. Revisions may be required before an oral defense can be held.

Meeting Deadlines

Both the Graduate School and the graduate program post various deadlines that govern the awarding of degrees. Students must keep in mind that if the dissertation is to receive final approval by the Graduate School's deadline, it will be necessary for them to submit a final draft to the major professor months prior to the official deadline. The Graduate Advisor will make students aware of various deadlines that must be met each semester.

Format Check

Dissertations must meet the Graduate School's formatting specifications. Information on required formatting can be found on the Graduate School website. Students are required to electronically submit their thesis for a format check shortly after the midpoint of the semester in which they graduate.

Stages in the Approval of Dissertations

Once the complete draft of the dissertation is submitted to the major professor, several stages of review and possible revision are necessary before it can be sent to the Graduate School.

1. Final Approval by the Major Professor

Before a dissertation can be submitted formally to the advisory committee, the major professor must approve the student's entire completed draft, even if individual chapters have been read previously.

2. Formal Submission of the Dissertation to the Committee and Scheduling of the Defense

The student should then prepare hard copies of the dissertation for official distribution to the committee and bring them to the Graduate Advisor. The Graduate Advisor will attach evaluation forms and the student will then distribute to the committee.

The Graduate Advisor will at this point schedule a time for the oral defense. Any date scheduled at this time must be regarded as tentative and subject to cancellation, pending approval of the dissertation by the advisory committee.

3. Evaluation of the Dissertation by the Advisory Committee

A dissertation must be read and approved by the advisory committee before an oral defense can take place. After reading the dissertation, the members of the advisory committee will choose from three options on the evaluation form:

- a. Approve the dissertation as ready for the final defense. This option requires at least three out of four positive votes in the case of a dissertation. However, it is best to make all necessary revisions and have the support of all the committee members before proceeding to a defense.
- b. Approve the dissertation with suggested changes. This option requires the same vote as option "a". It should be used sparingly and only where the changes suggested are minor. If the advisory committee judges that substantial revisions will be required to make the dissertation acceptable, the proper course is to disapprove it and reschedule the oral defense for a later date. The oral defense should not be held until suggested changes have been made and approved by the advisory committee.
- c. Disapprove the dissertation. This option should be chosen if, in the advisory committee's judgment, the dissertation requires extensive revisions. If changes, whether major or minor, are suggested by the advisory committee, it is important that the nature of these changes be communicated to the student, preferably in writing, in a clear and timely fashion. The major professor should assume primary responsibility for determining the committee's consensus on what changes are needed and communicate this to the student. It is also appropriate for the student to meet with the advisory committee, as may be necessary, to discuss suggested changes.

If the dissertation has been approved by the advisory committee, the student may proceed to the oral defense. If the dissertation has been approved with suggested changes, these changes should be made prior to the oral defense. The major professor must certify, prior to the oral defense, that the suggested changes have been completed satisfactorily.

The Dissertation Defense

The dissertation defense is administered by the advisory committee and chaired by the major professor. The student must receive at least three positive votes from the four-member advisory committee to pass the dissertation defense.

Submission of Dissertations to the Graduate School

Once a dissertation has been successfully defended and final changes (if any) have been approved by the major professor, the student must electronically submit a final copy to the Graduate School. Graduate School will not accept a final electronic submit until it has received the signed Final Approval Form for the dissertation. All paperwork related to the defense is managed by the Graduate Advisor.

Part III: Additional Information

ACADEMIC HONESTY

SPIA expects that its graduate students will observe high standards of honesty and integrity. Each student is responsible for complying with the University of Georgia's regulations governing student academic conduct (see <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy>).

There are specific unethical practices that each graduate student must be careful to avoid. One of the most important is plagiarism. When students fail to distinguish carefully between their own work and that of others, plagiarism, whether intentional or not, is often the result. Plagiarism must be guarded against, particularly in writing outside examinations, research papers, theses, and dissertations. Generally speaking, documentation need not be given when reference is made to events or occurrences which are common knowledge, but documentation is necessary when one draws on another person's interpretations of these events. A good rule of thumb, if doubts exist, is to be generous in giving credit to other sources.

Students are also expected to do their own work in each course for which they register. That includes adhering to an instructor's guidelines when collaboration is allowed or required. It also means not submitting written work for more than one course without the approval of the instructors involved.

Another unethical practice that has been reported with disturbing frequency in recent years is the falsification of research data or the misreporting of the actual results of one's research. Since this practice threatens the very integrity of scientific inquiry, persons who have been found to engage in it have not only been censured severely by their peers, but have often seen their professional careers ruined.

In a related matter, students should be scrupulously honest in preparing a curriculum vitae or resume. They should never claim a degree that has not been earned, even if requirements have been unofficially completed. The same is true of awards and honors. Such invention or falsification of academic credentials is a practice that cannot be tolerated in an academic community.

Finally, any student found to have engaged in academic dishonesty on their written comprehensive examination(s) will not be permitted a retake. Regardless of whether it is their first or second attempt to pass the written exams, evidence of academic dishonesty will result in the student being dismissed from the graduate program.

Students who have committed acts of academic dishonesty may be dismissed from the

program.

THE GRADUATE STUDENT ROLE IN GOVERNANCE

Graduate students are permitted an advisory, non-voting role in governance. Insofar as practicable, they will be informed when a matter of policy affecting graduate students is pending before the faculty or a committee. This will permit students or their representatives to attend meetings where such policies are decided and to contribute their views. Students may not be present, however, where the discussion concerns the following:

1. Faculty personnel matters;
2. Decisions regarding the admission of students to the graduate programs or the awarding of financial aid to individual students;
3. Matters involving individual student records.

Student views are particularly welcome on such matters as curriculum revision, the recruitment of new faculty members, and decisions on faculty promotion and tenure. When candidates for faculty positions visit the campus for an interview, it is policy to make time available for the job candidate to meet with graduate students. Students are also invited to attend the candidate's research presentation and to share their impressions with the faculty prior to a vote on the job offer.

When regular faculty members are under consideration for promotion and tenure, students may submit their views, individually or through their representatives, on a faculty member's performance as a teacher and student advisor.

GRIEVANCE PROCEDURES

In cases where a graduate student feels aggrieved by the actions of a faculty member, the following procedure should be observed in resolving the grievance:

1. The student should confer with the faculty member in question.
2. If the initial discussion does not lead to a resolution, the student should discuss it with the Graduate Coordinator, who may choose to serve as a mediator.
3. If the problem remains unresolved after discussions with the faculty member and with the Graduate Coordinator, the student may present it to the appropriate department head.
4. If the problem cannot be resolved to the student's satisfaction by the Department Head, the student may choose to follow one of the courses of action established by the University and Graduate School to address student grievances.

POLICY CHANGES

The MA and PhD programs are jointly administered by the Departments of Political Science and International Affairs. The provisions of the manual have been approved by the Political Science and International Affairs Graduate Committee, which is made up of an equal number of faculty from both departments. From time to time, it is necessary to change policies and procedures, but these changes will take effect only after due notice has been given to students and faculty.

APPENDIX 1

Overview of Methods Sequence

Required for the MA: POLS 7010, 7012, and 7014

POLS 7010: Research Design

3 hours

Basic scientific methods, broadly defined, to include problems of definition, concept formation, hypothesis testing, explanation and prediction, and theory construction.

POLS 7012: Introduction to Political Methodology

3 hours

Review of basic math skills and summary statistics such as measures of central tendency and dispersion, and crosstabulation. Also includes an introduction to probability theory, probability distributions, confidence intervals, and hypothesis testing. Statistical software and discussion of political science data sources will also be covered.

POLS 7014: Intermediate Political Methodology

3 hours

Thorough coverage of the ordinary least squares regression model. Focus on assumptions of OLS, remedies for violations of the assumptions, and applications to political science research. Topics include interactive specifications, nonlinearities, and diagnostics.

Required for the PhD: POLS 8501

POLS 8501: Advanced Quantitative Methods II

3 hours

Prerequisites: POLS 7014 (and previously POLS 7020)

Maximum likelihood estimation and advanced regression applications. Topics include models with qualitative or limited dependent variables (binary, ordered, and unordered logit and probit; event count models; tobit and selection models), regression with time series cross-sectional data, systems of simultaneous equations, and measurement models.

APPENDIX 2

Degree Program Timetables

Timetable for the MA Degree

The MA program of study must contain a minimum of 30 hours of graduate coursework, 3 of which must be POLS 7300 (Master’s Thesis).

These 30 hours must also include at least 21 hours of coursework exclusive of POLS 7000 (Master’s Research) and POLS 7300 (Master’s Thesis). 12 of these 21 hours must be courses restricted to graduate students (i.e. not 4000/6000 level courses).

MA methods requirement is 9 hours: POLS 7010, 7012, 7014

A typical MA program of study is outlined below. Individual student programs may vary.

	Fall Semester	Spring Semester
Year 1	Two core seminars OR One core seminar <i>and</i> POLS 7010 POLS 7012 GRSC 7770 for new TAs	POLS 7014 Two seminars
Year 2	Three seminars OR Two seminars <i>and</i> POLS 7010 Major professor and advisory committee established. Students planning to go on to the PhD program must apply.	POLS 7300 (Master’s Thesis) Master’s Thesis Defense Students planning to advance to the PhD should take POLS 8501 at this juncture.

**Timetable for the PhD Degree
(MA in Political Science and International Affairs from UGA)**

The PhD program of study must contain a minimum of 30 hours of graduate coursework beyond the MA, 3 of which must be POLS 9300 (Doctoral Dissertation). These 30 hours must also include 16 hours of coursework at the 8000/9000 level, exclusive of POLS 9000 (Doctoral Research) and POLS 9300 (Doctoral Dissertation).

Students must complete a minimum of six courses in their major field and four courses in their minor field. Courses taken at the MA level at UGA count toward these field requirements.

A full-time course load is 9 hours (12 for those on assistantship, including 3 hours of POLS 9005).

PhD methods requirement beyond the 9 hours for the MA degree is 3 hours: POLS 8501

A typical PhD program of study is outlined below. Individual student programs may vary.

	Fall Semester	Spring Semester
Year 3	Three seminars GRSC 7770 for new TAs	Three seminars POLS 8501, if not already taken.
Year 4	1-3 seminars, depending on remaining credit requirements. Major professor and advisory committee established.	POLS 9300 (Doctoral Dissertation) Comprehensive exams Defend dissertation prospectus either this semester or next.
Year 5	POLS 9300 (Doctoral Dissertation) Dissertation prospectus defense, if not already completed.	POLS 9300 (Doctoral Dissertation) Dissertation defense

**Timetable for the Transfer PhD Degree
(MA from another institution)**

The PhD program of study must contain a minimum of 30 hours of graduate coursework, 3 of which must be POLS 9300 (Doctoral Dissertation).

These 30 hours must also include 16 hours of coursework at the 8000/9000 level, exclusive of POLS 9000 (Doctoral Research) and POLS 9300 (Doctoral Dissertation).

Students must complete a minimum of six courses in their major field and four courses in their minor field.

A full-time course load is 9 hours (12 for those on assistantship, including 3 hours of POLS 9005).

PhD methods requirement is 12 hours: POLS 7010, POLS 7012, POLS 7014, POLS 8501

Transfer PhD students often need to take more than the required 30 hours of coursework in order to complete major field, minor field, and methodology sequence requirements. Therefore a transfer PhD program of study may span three or four years. Each student’s previous graduate coursework will be evaluated in order to plan out their program of study at UGA. Some credit hours *may* be transferred to UGA from similar degree programs with approval from the Graduate Coordinator.

A typical PhD program of study is outlined below. Individual student programs may vary.

	Fall Semester	Spring Semester
Year 1	Two core seminars OR One core seminar <i>and</i> POLS 7010 POLS 7012 GRSC 7770 for new TAs	POLS 7014 Two seminars
Year 2	Two seminars OR One seminar <i>and</i> POLS 7010 POLS 8501	Three seminars

<p>Year 3</p>	<p>0-3 seminars</p> <p>May take comprehensive exams</p> <p>May defend dissertation prospectus</p> <p>May be required to take one or more seminars to complete major or minor field requirements.</p>	<p>POLS 9300 (Doctoral Dissertation)</p> <p>May take comprehensive exams</p> <p>May defend dissertation prospectus</p> <p>May defend dissertation</p>
<p>Year 4</p>	<p>POLS 9300 (Doctoral Dissertation)</p> <p>Dissertation prospectus defense, if not already completed.</p> <p>May defend dissertation</p>	<p>POLS 9300 (Doctoral Dissertation)</p> <p>Dissertation defense, if not already completed.</p>

**Timetable for the Fast Track PhD Degree
(No prior graduate work)**

The Fast Track PhD program of study must contain a minimum of 45 hours of graduate coursework, 3 of which must be POLS 9300 (Doctoral Dissertation).

These 45 hours must also include 16 hours of coursework at the 8000/9000 level, exclusive of POLS 9000 (Doctoral Research) and POLS 9300 (Doctoral Dissertation).

Students must complete a minimum of six courses in their major field and four courses in their minor field.

A full-time course load is 9 hours (12 for those on assistantship, including 3 hours of POLS 9005).

Fast Track PhD methods requirement is 12 hours: POLS 7010, POLS 7012, POLS 7014, POLS 8501

A typical PhD program of study is outlined below. Individual student programs may vary.

	Fall Semester	Spring Semester
Year 1	Two core seminars OR One core seminar <i>and</i> POLS 7010 POLS 7012 GRSC 7770 for new TAs	POLS 7014 Two seminars
Year 2	Two seminars OR One seminar <i>and</i> POLS 7010 POLS 8501	Three seminars
Year 3	Two seminars	POLS 9300 (Doctoral Dissertation) Comprehensive exams Defend dissertation prospectus either this semester or next.
Year 4	POLS 9300 (Doctoral Dissertation) Dissertation prospectus defense, if not already completed.	POLS 9300 (Doctoral Dissertation) Dissertation defense

APPENDIX 3

Additional Procedures for Graduate Comprehensive Exams in Political Methodology

Students taking comprehensive exams in political methodology will answer one question during the morning session and one question during the afternoon session. The morning question, which students will have three hours to complete, will be an essay question asking students to write about the theory behind particular methods or the decisions facing analysts. The afternoon question, which students will have four hours to complete, will focus on applied data analysis, requiring students to fit a prescribed model using a provided data set and then compute additional quantities of interest (such as forecasts or model diagnostics).

[Approved by the Graduate Committee March 3, 2014; Effective Fall of 2014].

A single, two-person committee will be established for a given semester that is responsible for grading all exams taken in that semester. The methods faculty will rotate spots on the committee from semester to semester and publicly announce the committee membership ahead of time to students and the graduate coordinator. As is current policy, in the event that the graders split on whether an exam passes or fails, a third faculty member will break the tie.

[Approved by the Graduate Committee September 26, 2014; Effective Spring of 2015].

All faculty members in the Department of International Affairs and the Department of Political Science are allowed the opportunity to review any student's written exam and participate in any student's oral defense. The two-member committee referenced above will still serve as the official graders of the exam, but the committee members may consider the input of any other faculty member when making a decision.

[Approved by the Graduate Committee September 26, 2014; Effective Spring of 2015].

A dedicated study guide for each semester's exam will no longer be released. Students are encouraged to review the prominent topics and objectives from their upper-level courses to prepare for the essay and to practice on past semesters' exams for study preparation. Exams will continue to be publicly released following administration. The combined online collection of exams will, therefore, serve as students' study guide.

[Approved by the Graduate Committee September 26, 2014; Effective Spring of 2015].

APPENDIX 4

Additional Procedures for Graduate Comprehensive Exams in American Politics

A single, two-person committee will be established for a given semester that is responsible for grading all exams taken in that semester. The American politics faculty will rotate spots on the committee from semester to semester and publicly announce the committee membership ahead of time to students. As is current policy, in the event that the graders split on whether an exam passes or fails, a third faculty member will break the tie.

[Effective Fall of 2015].

A dedicated study guide for each semester's exam will no longer be released. Students are encouraged to review the prominent topics and objectives from their upper-level courses to prepare for the essay and to practice on past semesters' exams for study preparation. Exams will continue to be publicly released following administration. The combined online collection of exams will, therefore, serve as students' study guide.

[Effective Fall of 2015].

APPENDIX 5

Additional Procedures for Graduate Comprehensive Exams in International Relations and Comparative Politics

A single, two-person committee will be established [for each field] for a given semester that is responsible for grading all exams taken in that semester. The faculty will rotate spots on the committee from semester to semester and publicly announce the committee membership ahead of time to students and the graduate coordinator. As is current policy, in the event that the graders split on whether an exam passes or fails, a third faculty member will break the tie. **[Effective Fall of 2017].**

All faculty members in the Department of International Affairs and the Department of Political Science are allowed the opportunity to review any student's written exam and participate in any student's oral defense. The two-member committee referenced above will still serve as the official graders of the exam, but the committee members may consider the input of any other faculty member when making a decision.

[Effective Fall of 2017].

A dedicated study guide for each semester's exam will no longer be released. Students are encouraged to review the prominent topics and objectives from their upper-level courses to prepare for the essay and to practice on past semesters' exams for study preparation. Exams will continue to be publicly released following administration. The combined online collection of exams will, therefore, serve as students' study guide.

[Effective Fall of 2017].