Guidelines for the M.A. Program

THE UNIVERSITY OF KANSAS
DEPARTMENT OF POLITICAL SCIENCE

Fall 2011
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INTRODUCTION

The Department of Political Science’s M.A. program prepares students for research and teaching careers in higher education and for research-based careers in other fields. It offers a broad range of options in political science and international studies. The Department regularly teaches courses in the following subfields: political philosophy and empirical theory, U.S. political institutions and processes, comparative politics, international law and relations, and public policy. These guidelines will supersede information found in the Graduate Catalog.

ADMISSION

Admission to graduate programs in the Department of Political Science is based primarily on the applicant's undergraduate and/or graduate record. Completion of a bachelor's degree is required of all applicants. Graduate Record Examination scores on the verbal, quantitative, and analytical sections of the GRE and references from instructors are required of all applicants. International applicants whose native language is not English are required to submit TOEFL scores. All international applicants must register with the Applied English Center upon arrival at the University and pass an English proficiency test. International students may request a waiver of this exam if their TOEFL scores are exceptional.

Complete instructions for application to the M.A. and Ph.D. programs may be found on the Political Science website.

Full graduate standing in the program requires at least 15 previous semester hours in political science. Provisional admission may be granted to applicants who have not completed 15 hours. The Director of Graduate Studies will design a remedial program that will supplement the normal 30-hour degree.

Minority group members and women are encouraged to apply. The Department of Political Science at the University of Kansas is an Equal Opportunity/Affirmative Action Institution.
REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS

All candidates for the M.A. degree are required to complete, at a satisfactory level, the following:

1. Research Methods through POLS 706 (unless equivalent material has been covered satisfactorily);

2. 30 semester hours of graduate credit (including Political Science research methods courses, but excluding courses taken in fulfillment of an undergraduate major or its equivalent);

3. the requirements for either the thesis or non-thesis option; and

4. a comprehensive oral examination which is administered by a committee that includes the student’s principal advisor and two other members of the graduate faculty.

OTHER OPTIONS

1. Unless otherwise approved by the student’s advisor and the graduate director, no more than nine hours of course work at the 500 and 600 level will be counted toward the M.A.

2. Students entering the program with full graduate standing may take up to six (6) graduate hours outside the Department. These hours include courses taken at another accredited institution.

3. Directed reading courses supplement, but do not replace, the core graduate curriculum. Up to five (5) credit hours of reading courses can be counted toward the 30-credit hours requirement for the master's degree.

THESIS OPTION

Upon completion and certification of an acceptable thesis, candidates may count six (6) credit hours of thesis enrollment toward the 30 credit hours required for the M.A. degree. The thesis must be presented to the student’s faculty advisory committee and its completion will qualify the student to proceed to the final oral master's examination. Thesis enrollment should receive a grade notation of "P" (for participation) until the thesis is complete and approved by the oral examination. After that, the advisor assigns a letter grade. Thesis hours should never receive an "I" for incomplete.
A student who wishes to write a thesis should select a thesis advisor and in consultation with the advisor, select two other graduate faculty members for the thesis committee. Students must notify the Director of Graduate Studies in writing of the composition of the thesis committee. Unless special arrangements are made, at least two of the committee members should be Political Science Department faculty. Students must meet with the Graduate Coordinator to verify that all other requirements have been fulfilled.

Students writing an M.A. thesis should prepare at least three copies of the final draft for submission to his/her committee (after it has been approved by the advisor) prior to the final oral examination. After the thesis defense is completed, a final copy must be prepared and submitted electronically to the Graduate School. Instructions for Electronic Thesis submission can be found at the Graduate Studies website. The university no longer accepts paper copies of the thesis.

Copies of the thesis for the Department and the Advisor must be bound in cloth (regular book binding style) with the title and the author’s full name on the front cover. The year, title, and last name of author should be on the spine. Recent theses are available to read in 504 Blake.

NON-THESIS OPTION

Instead of a thesis (six credit hours), candidates may substitute a minimum of two, 800-900 level research seminars (excluding POLS 706) as part of the 30 hours required for the degree. In addition, students must pass a final master's written examination that is based on coursework. The student’s principal faculty advisor, who serves as chair of the examining committee, prepares the examination. Each of the three examining committee members should prepare at least two questions, and the student must answer one question from each committee member. Students must notify the Director of Graduate Studies in writing of the composition of the examining committee. Unless special arrangements are made, at least two of the committee members should be Political Science Department faculty.

Students select the date for the written exam, keeping in mind availability of testing space and the deadlines for notification to the Graduate School to ensure graduation. Students must meet with the Graduate Coordinator to verify that all other requirements have been fulfilled. The Graduate Coordinator will administer the examination. The student will be allowed no more than four (4) hours to complete the written examination. The members of the committee evaluate the written exam and if a majority considers the exam to be of passing quality, then the comprehensive oral examination may be scheduled.

A student may attempt the written examination a maximum of two (2) times. Failure on the second attempt results in termination from the program. A second attempt at the written examination must occur during the semester following the first attempt, and the faculty advisory committee administering the first examination should also prepare the second examination. Students may appeal a negative evaluation of the written examination to the Graduate Studies
Committee. Once a student has possession of a copy of an examination, it shall constitute one attempt at writing that examination. The student's principal faculty advisor informs the student and the Director of Graduate Studies of the outcome of each attempt at the written examination. Satisfactory completion of the written examination is a prerequisite for the final oral master's examination.

**FINAL ORAL EXAMINATION FOR THE M.A. DEGREE**

Satisfactory completion of a comprehensive oral examination is required of all candidates for the M.A. degree in Political Science. Permission to schedule the oral examination must be received from the Graduate School before the examination is given. Students should submit a request to schedule the oral examination to the Graduate Coordinator at least two (2) weeks before the desired examination date. The student’s faculty advisory committee conducts the oral examination. The final master's examination is a requirement of the Graduate School.

Students taking the thesis option qualify for the oral examination with the submission of an acceptable draft of the thesis. For students taking the non-thesis option, the oral examination should be scheduled within two weeks of satisfactory completion of the written examination. A student may attempt the oral examination for the M.A. degree a maximum of two (2) times. Failure on the second attempt results in termination from the program. A second attempt at the oral examination should occur within one month following the first attempt. The faculty committee for the first oral examination also administers the second oral examination. Students may appeal a negative decision on the oral examination to the Department's Graduate Studies Committee. Beginning an oral examination constitutes an attempt at the examination, even if the student chooses to abort the session. The student's principal advisor shall inform the student and the Director of Graduate Studies of the outcome of each attempt at the oral examination.

**APPLICATION FOR DEGREE**

An Application for Degree should be completed online on the Kyu portal by the deadline listed on the Graduate Calendar prior to the granting of the degree. The submission of the Application for Degree is part of the degree requirements.

**STUDENT ADVISING FOR THE M.A. DEGREE**

During the first semester of enrollment the Director of Graduate Studies will advise students. Each student should choose a principal faculty advisor by the end of the first year in the graduate program and inform the Director of Graduate Studies in writing of the student’s selection. A committee composed of the principal faculty advisor and two other members of the graduate faculty will administer the final oral examination.
COURSE LOAD

The normal, full-time enrollment for graduate students is nine (9) hours for the semester and six (6) hours for the summer session. Either a part-time teaching assistantship or research assistantship permits a proportionate reduction in the required course loads. International students are required by immigration laws to be enrolled full-time unless they are in the final semester of the degree program. Full-time enrollment for foreign students holding student visas means that students must complete nine (9) hours each semester, unless it is the final semester of the program.

GRADES OF INCOMPLETE

A grade of incomplete (I) requires special attention. Note that the Department will not permit a student who has six (6) or more semester hours of the incomplete grade to enroll in further coursework. A graduate student should not take an incomplete grade unless it is an unavoidable emergency (serious illness, accident, etc.). Enrollment in thesis hours is always given a "P" (meaning "participation") grade until work is completed, never an incomplete grade.

TIME LIMITS FOR COMPLETING THE M.A. DEGREE

Graduate courses that have been taken more than seven (7) years prior to the time when all requirements have been met for the Master of Arts degree may not be used for the degree. No more than seven (7) years may lapse between the initial enrollment and completion of all requirements for the degree. For example, if a student begins the program in the Fall 2006 semester, all the requirements for the degree must be completed before the first day of classes for the Fall 2013 semester.

ACADEMIC MISCONDUCT

General: The Department follows the university policy on academic misconduct as cited below. The maximum penalty for academic misconduct is termination from the program.

Rules and Regulations of the University Senate (Article 2, sec. 5): Section 6. Academic Misconduct:
2.6.1. Academic misconduct by the student shall include giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work.

2.6.2. An instructor may, with due notice to the student, treat as unsatisfactory any student work which is the product of academic misconduct.

**Plagiarism:** Any attempt to pass off the work of someone else as your own is plagiarism and is viewed as a serious breach of academic integrity. Plagiarism may be unintentional. It is therefore advisable to note and adhere to the following rules.

**Academic Documentation.** Acknowledgment of sources by footnotes, endnotes or textnotes is mandatory in the following two cases:

1. Any direct quotation from another author, whether an entire paragraph or a single but unusual word from a passage, must be acknowledged both with quotation marks and a note.

2. Any citation, paraphrase, or restatement of another author's works or ideas, even if such are not repeated verbatim, must be acknowledged. In this case, only a footnote is used to refer the reader to the original source or sources.

Those cases in which footnoting is not needed:

**Everything** must be noted with only two exceptions:

First, writing need not be noted when it is one's own interpretation or the research materials; or, second, information may be included without a note when it meets all four of the following conditions: --The information is available from several sources.

--The information is restated completely in the researcher's own words.

--The restatement does not come from any particular source.

--The subject is considered common knowledge (e.g., the three branches of the federal government).

**GRIEVANCE PROCEDURES**

Any student wishing to make a complaint involving either a Department of Political Science faculty or staff member or concerning Department policies or decisions may seek redress of his or her grievances in the following manner:

1. Present grievances in writing to the Director of Graduate Studies.

2. Refer to Article IV of the Department of Political Science Bylaws.
Guidelines for the Ph.D. Program

THE UNIVERSITY OF KANSAS

Political Science Department

Fall 2011
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ADMISSION TO THE PH.D. PROGRAM

Complete instructions for application to the M.A. and Ph.D. programs are available on the political science website.

Admission to the Ph.D. program in Political Science is based primarily on the applicant's academic record, standardized test scores and references from instructors. All applicants must include Graduate Record Examination scores on the verbal, quantitative, and analytical sections for an examination taken no more than five years prior to the application deadline.

International applicants whose native language is not English are also required to submit TOEFL scores. All international applicants must register with the Applied English Center upon arrival at the University and pass an English proficiency test. International students may request a waiver of this exam if their TOEFL scores are exceptional.

For full graduate standing in the Ph.D. program in Political Science, applicants are required to have completed at least 15 semester hours of graduate-level courses in Political Science and (except in cases of specific exemption by the Graduate Studies Committee) hold a master's degree in Political Science or a closely related field from an accredited U.S. institution.

The Graduate Studies Committee maintains two application deadlines for admission and financial assistance. Applicants who wish to be considered for teaching assistantships, minority fellowships, or other financial aid must submit completed applications by January 10 for anticipated enrollment in the Fall semester of the subsequent academic year. Applicants who seek admission to the program without consideration for financial assistance should submit materials by April 15. The Department actively pursues equal opportunity policies and encourages applicants from traditionally under-represented groups. Minority fellowships are available for qualified applicants.
FIELDS OF GRADUATE STUDY

For Ph.D. study, courses in the Political Science Department are divided into the following five subfields:

I. Comparative Politics
II. International Relations
III. Political Philosophy and Empirical Theory
IV. Public Policy
V. American Politics

STUDENT ADVISING FOR THE PH.D.

Students first entering the Ph.D. program should direct questions to the Director of Graduate Studies. They should select a major advisor from among the Political Science faculty by the end of their first year in the graduate program and inform the Graduate Coordinator of their selection. This faculty member will be responsible for advising the student concerning enrollment, the rules of the graduate program, and other matters that may arise in a faculty-student mentoring relationship. If a student chooses to alter his or her selection of faculty advisor, he or she must inform the Graduate Coordinator in writing.

Before students are ready to take the comprehensive examinations for the Ph.D., they must select a faculty member to be their dissertation advisor. If the faculty member agrees, he/she becomes the student's major advisor and should finalize the student's long-range plan of study. During or before the semester in which the comprehensive oral examination is taken, the dissertation advisor and the student must consult and select a three-person dissertation advisory committee which is chaired by the dissertation advisor. All members of this committee must be members of the Graduate Faculty. Unless special arrangements are made with the Director of Graduate Studies, this dissertation advisory committee may include at most one member from outside the division of government. The student should consult all committee members in planning and conducting the dissertation research. Note: The committee which makes a final evaluation of the dissertation (referred to as the final oral examination committee), includes this dissertation advisory committee as well as other members (see below).

REQUIREMENTS FOR THE PH.D. DEGREE

1) Master of Arts degree in Political Science (or a closely related field) from an accredited U.S. institution.

2) Research Skills and Responsible Scholarship Requirement
This requirement is designed to enhance the research and analytical competence of Ph.D. candidates. Each student must satisfy the requirements of one of the following options before attempting a preliminary examination.

**Option 1: Research Methods**

POLS 706 and 707 plus one additional research methods course approved by the major advisor and the Director of Graduate Studies. Please note that POLS 705 is a prerequisite for POLS 706, but is not considered an "additional research methods course" to meet this requirement.

**Option 2: Research Methods and Foreign Language**

POLS 705, 706 and 707 (with POLS 705 as a prerequisite for POLS 706) plus one of the following choices in a language that is approved by the student's major advisor and the Director of Graduate Studies:

- completion of two semesters of a language other than English, no more than five years old at the time of certification;
- demonstrated reading knowledge of a language other than English; or
- native speaker of a language other than English.

Please note that these requirement listed above constitute minimum expectations. Students may need more than one year of language study, particularly those who intend to conduct field research abroad. Similarly, students might need further training in statistical analysis, modeling, or programming to meet the research needs of the dissertation. Each student's major advisor should determine what, if any, additional training is necessary.

**3) Residency Requirement**

Two semesters, which may include one summer session, must be spent in residence at the University of Kansas. During this period, the student must be involved full-time in academic or professional pursuits, which may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives. The research work must be performed under the direct supervision of the major advisor if on campus, or with adequate liaison if off campus.

*Full time status is 9 credit hours during the Fall and Spring semesters, and 6 hours for students serving as GTAs or GRAs. Full time status during the summer semester is 6 credit hours and 3 hours for students serving as GTAs or GRAs.*
4) **Coursework:** Students must choose two major subfields and one minor field for intensive study.

**Major Fields:** The major fields must be drawn from the five offered by the Department of Political Science (above). Prior to their first attempt at the written preliminary examination in any subfield, all Ph.D. students must complete at least four courses/seminars in that subfield with a grade of B or better; all must be at the 600-level or above and three must be at the 700-level or above. At least two of these courses/seminars in each major field must be taken at KU, not including directed readings. The remainder of the coursework may be taken at a comparable university. To be applicable, all coursework must be taken within five years of the date of the comprehensive examinations. At most one directed readings course in each major field will be counted toward the field coursework requirement. Students should understand that the four-course requirement is the minimum number of courses and that additional work may be required in preparation for the Ph.D.

**Minor Field:** The minor field may be another of the five subfields in the Political Science Department, a related field from an outside department, or an interdisciplinary program. The courses for the minor field must follow the same structure, number, and requirements as outlined above for the major fields. Courses for the minor field may only apply to that field.

Work in a related field from either an outside department or an interdisciplinary program will herein be referred to as a special field. A special field is not to be treated as a simple extension or elaboration of topics treated in courses taken in one of the major fields. Instead, it should represent a significant academic departure, which cannot be pursued within the confines of the five existing fields. If the choice is a special field, approval in writing of the student's advisor and the Director of Graduate Studies must be obtained. The special field must consist of a program of four or more courses.

**Grades of Incomplete:** Grades of Incomplete (I) require special attention by both students and faculty. The Department will not permit a student with six or more semester hours of Incomplete to enroll in further coursework. All grades of incomplete must be resolved prior to a student registering for preliminary examinations.
**Probation.** According to the rules of the Graduate School, a student must maintain a 3.0 grade point average. If the cumulative grade point average drops below 3.0, the student will be placed on probation. The Director of Graduate Studies will notify the student of the situation and advise him/her that he/she will be dismissed if certain conditions are not fulfilled. The cumulative average must be raised above 3.0 in the next semester in order for the student to be returned to regular status; otherwise the student may be dismissed. Departmental policies will place additional obligations on the student and the Director of Graduate Studies will inform the student of them. In particular, a student on probation who receives any grade below "B" will be dismissed.

**Third Semester Evaluation.** In the spring of the student's second year in the Ph.D. program, the graduate studies committee will meet to formulate an evaluation of the student's progress. Based on the coursework and other information that the graduate advisor may solicit from professors, students will be informed whether their work is satisfactory, marginal, or unlikely to lead to the eventual completion of the Ph.D. The third classification may be accompanied with advice that the student should withdraw from the program.

5) **Two Written Preliminary Examinations:** Each student must pass written preliminary examinations in the two major subfields of the student's specialization and intensive study.

**Time of the Examinations:** Both examinations are taken during the three-week examination periods in the Fall and Spring semesters (e.g., the second and third full weeks of September and the second and third full weeks of February). The examinations will be offered on consecutive Mondays. The scheduled dates for the examinations will be announced after the exam registration deadline.

**Admission to the Examinations:** Students attempting the preliminary examinations for the Ph.D. degree must meet the following conditions prior to the examinations.

a. Complete all outstanding incompletes
b. Complete the Research Skills and Responsible Scholarship requirement.
c. Complete the curricular requirements for the Ph.D. examinations (above) and maintain an overall grade-point average of 3.5 or better in all graduate-level courses taken at the University of Kansas after admission to the Department of Political Science graduate program.
d. Meet the residency requirement of the Graduate School.

**Application for the Examinations:** Students planning to take the examinations should notify the Director of Graduate Studies of their intentions, in writing. The deadlines for applications are August 1 for the fall examinations and December 15 for the examinations in the following spring. This notification must include a completed form (obtainable from the Graduate Coordinator) specifying:

1. The courses used to fulfill requirements and overall GPA
2. Semesters and courses (or course/teaching combination) used to meet the residency requirement;
(3) That all grades of incomplete have been removed.

**Failure to notify the Director of Graduate Studies precludes a student from taking the examinations.** Notification does not, however, obligate a student to attempt the examination.

The following comments pertain to the content and procedures of these examinations.

**Content of the Examinations:** The student is expected to demonstrate a thorough understanding of the institutional systems, political processes, bibliographical materials, pertinent theories, and leading research ideas in each examination subfield. In addition, both Ph.D. students and faculty members should keep in mind that subfield examinations are **not confined to the content of particular courses**. The prime purpose of a subfield examination is to **test a student's broad knowledge in that subfield**. Copies of past examinations are available online in the PhD exam page in the Guidelines and Advising section of the Political Science department website. The subfield committees will have the right to specify changes in the formats of their examinations. In particular, they may introduce limitations on the lengths of answers to questions. Such changes must be widely promulgated at least six weeks before the date of the examinations. Students are encouraged to consult widely with Departmental faculty in their subfields about the structure and expectations for exams.

**Faculty Participation:** Examinations in each subfield are to be collegially prepared. No regular faculty member in the subfield of the examination is precluded either from the writing or the reading and grading of the examinations. Both faculty and students should recognize that it is the responsibility of all faculty members to participate fully in preliminary examinations for at least one subfield.

**Procedures for Preparing the Examinations:** Allowing sufficient time for examination preparation, the examination directors are appointed by the Director of Graduate Studies. The examination directors are responsible for soliciting questions from all the members of the subfield, calling a meeting of the subfield at least two weeks before the date of the examination, and submitting the final questions to the Graduate Coordinator one week before the examination. The examination director is responsible for proofreading the examination and delivering it to the Graduate Coordinator at least one day before the first examination.

**Administering the Examinations:** Registered students may obtain the appropriate subfield examination from the Graduate Coordinator at 8:00 a.m. on the scheduled date. Any student who accepts a copy of an examination will be deemed to have made an attempt to write it. Students should give completed answers to the Graduate Coordinator by 5:00 p.m. the next day. If a student chooses to email the exam answers to the department, a printed copy should arrive in the department within two office days. If students choose not to type their answers as they prepare them, they may submit a hand-written copy by the deadline and then provide a double-spaced typed copy within two office days. Answers submitted in this way will be cross-checked; deviations will result in a failure on the examination. All submitted answers should be typed or letter-quality printed, double-spaced, one-inch margins minimum, with pages numbered.
In submitting a completed test, the student promises that the work is his or her own. Students must not consult with faculty members, students, or other people about the content of the test while they are taking it. Students are free to make use of any reference materials during their work on the examination and appropriate references (in-text citation including the author's name, date, and name of book or journal will suffice) to the literature must be included in the answers. If the subfield examining committee finds that the examinee has plagiarized on the exam, the exam will be considered a failure and the Director of Graduate Studies will institute dismissal procedures.

Notification of the Outcome of the Examinations: As soon as practicable after the completion of the examination, and in no case later than four weeks after the examination, the examination director shall notify the student and the Director of Graduate Studies, in writing, of the results of the examination. The subfield faculty shall provide the student with a written explanation of the committee's specific judgments on each examination question. A copy of this written explanation should be given to the Director of Graduate Studies for deposit in the student's departmental file. A copy should be made of the examination for each member of the preliminary examination committee to facilitate and expedite evaluation.

Constraints Regarding the Taking and Outcome of the Examinations: Students may attempt the written preliminary examination in each subfield a maximum of two times. A student may not drop a subfield after failing its preliminary examination. A second examination in the same subfield must be attempted at, or before, the next regularly scheduled examinations. Failure on the second attempt at the preliminary examination in any subfield shall result in a student's termination from the graduate program. A student must pass the written preliminary examinations before taking the comprehensive oral examination.

6) Comprehensive Oral Examination: Satisfactory completion of a comprehensive oral examination is required of all Ph.D. aspirants. No student may attempt the comprehensive oral examination until the written preliminary examinations have been passed.

Permission to Schedule the Examination: The Graduate School must verify a student's eligibility for the examination. The student must submit a request to schedule the oral examination to the Director of Graduate Studies at least two weeks before the desired examination date.

Composition of the Oral Examination Committee: The members of the comprehensive oral examination committee are appointed by the Graduate School on the basis of nominations submitted by the department. The committee shall consist of at least five members, at least four of whom are members of the Political Science Department. The committee must include at least one faculty member from each of the two subfield examining committees that evaluated the student's written exams. All of the members of the committee must be members of the Graduate Faculty. At least one of the members of the committee must be from outside the Political Science Department; this member represents the Graduate School. The Graduate School representative is a voting member of the committee who shall report to the Graduate School any unsatisfactory or irregular aspects of the examination.

Notification of Departmental Faculty: The Graduate Coordinator will notify all members of the faculty of the time and place of the scheduled oral examination. All interested members of the
faculty are encouraged to participate in the examination.

**Content of the Comprehensive Oral Examination:** The comprehensive oral examination covers the entire field of Political Science, with emphasis in the subfields of the student's intensive study. In addition, students may be held accountable in the areas selected for the Research Skills and Responsible Scholarship requirement and the minor field requirement. The student's dissertation proposal is the subject of the defense of the dissertation prospectus, not the comprehensive oral exam.

**Constraints Affecting the Comprehensive Oral Examination:** Students must attempt the comprehensive oral examination in the same semester in which the final written preliminary examination is passed. Under extraordinary circumstances, the examining committee may call an intermission during the administration of the oral examination, but such an intermission may not be longer than forty-eight hours. Students who fail the comprehensive oral examination will be allowed only one further attempt. The second oral examination may not be held sooner than 90 days after the first failure and must be held before the end of the semester following the semester during which the failure occurred. Failure on the second attempt will result in termination from the graduate program.

**Change of Status to Candidacy.** Upon passing the comprehensive oral examination, the student becomes a candidate for the Ph.D. degree.

**Post-Comprehensive Enrollment.** After passing the comprehensive oral examination, candidates must enroll continuously—including summer sessions—until all requirements for the degree are completed, and each enrollment shall reflect as accurately as possible the candidate's demands on faculty time and University facilities. During this time, until all requirements for the degree are completed, or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of six hours per semester and three hours per summer session in POLS 999, Doctoral Dissertation, or other coursework approved by the student's advisor and the Director of Graduate Studies as pertaining to the dissertation. (Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed). After eighteen post-comprehensive hours have been completed, minimum enrollment levels are one hour per academic term, including the summer semester.

7) **Dissertation Prospectus.** All Ph.D. students successfully completing their comprehensive examinations must, within six months of such completion, successfully defend a prospectus of the dissertation. Successful defense of the prospectus is required to retain a status of “reasonable progress toward the Ph.D.” and to be eligible for further departmental funding. The defense will be conducted before the dissertation committee.

Every doctoral candidate must assemble a dissertation committee no less than two weeks before the prospectus defense. Committee membership is expected to be the same as the final dissertation committee. The composition of the dissertation committee must be formally submitted to the Director of Graduate Studies for approval. Membership can be changed only by written appeal to the Director of Graduate Studies or the Chair of the Department of Political Science. Such change in dissertation committee membership cannot be altered less than one month before the scheduled
date of the dissertation defense.

8) Dissertation

The candidate must present a dissertation showing the planning, conduct and results of original research and scholarship. Material previously published by the candidate may be incorporated in the dissertation. See the graduate catalog for a full description of the principles that underlie the dissertation. Instructions regarding the proper form of the dissertation, besides those in this document, may be obtained from the Graduate School. Candidates and faculty members are reminded that the dissertation is to be a coherent, logically organized, scholarly document.

Completion of the dissertation normally is the final phase of a doctoral program, climaxed by the final oral examination or defense of the dissertation. Therefore, approval of the dissertation by the dissertation advisory committee is followed promptly by the final oral examination and submission of the signed dissertation.

Final Oral Examination

When the student and the members of the dissertation advisory committee believe that the dissertation is in final form (i.e., ready for defense) and all other degree requirements have been satisfied, the chair of the dissertation committee asks the Graduate Coordinator to schedule a final oral examination. The Director of Graduate Studies and Graduate Coordinator should then take any steps required to assure the appointment of a Committee for the Final Oral Examination by the Graduate School. The oral examination must be scheduled at least two weeks prior to the date of the examination. The Graduate School requires that the announcement of the final oral examination be submitted to the graduate school for publication on the Graduate Studies website listing upcoming defenses. Interested members of the University community are encouraged to attend.

Selection of the Committee for the Final Oral Examination. The committee for the final oral examination shall consist of at least five members, including the members of the dissertation advisory committee and two other members that serve as "readers." Both readers must be members of the Graduate faculty and one must be from outside the Department of Political Science. The Graduate School formally appoints all members of the Final Oral Examination Committee at the request of the department.

Reporting the Outcome of the Final Examination. The department will report the outcome of the final examination to the Graduate School. If a grade of "Unsatisfactory" is reported, the candidate may be allowed to repeat the examination a second time. Failure on the second attempt at the final oral examination shall result in termination from the graduate program.

Instructions to Candidates for the Ph.D. Degree. An application for degree should be submitted online in Enroll and Pay to the Graduate School by the deadline listed on the Graduate Calendar during the enrollment for the session in which requirements for the degree are to be completed.
Final Submission of the Dissertation.

General Information: When the final oral examination has been passed and the dissertation has been signed by the members of the dissertation advisory committee, the dissertation must be submitted electronically to the Graduate School so that completion of degree requirements may be officially certified.

A paper copy of the signed dissertation must be bound and be given to the Director of Graduate Studies for deposit in the Political Science Department within one semester of graduation. The Department's copy must be bound in cloth with the title and author's name on the front cover. The year, title and last name of author should be on the spine. If the student is unable to provide a copy of the dissertation within one semester, an extension can be granted by the Director of Graduate Studies. Some students also prepare a bound copy for the dissertation advisor, but this is not required.

Dissertation Format: The form of the table of contents, the organization of the bibliography, the stylistic practices represented in the footnotes, and the placement of the footnotes -- these are matters that are ordinarily decided by doctoral candidates in conference with their committees, particularly the director of the dissertation.

Students must check the Graduate Studies website for the exact format of the electronic copy of the dissertation to be submitted.

Maximum Tenure: A student who enters the Ph.D. program must complete all work for the Ph.D. degree within eight years of the time of initial enrollment.

Extensions, Petitions and Leaves of Absence:

1. A student may petition the Graduate School for a one-year extension of the time limit, but only if the student's dissertation advisor and the Director of Graduate Studies approve the petition. In no case will an extension be recommended if the student has not passed the oral comprehensive examination.

2. A student may petition the Graduate School through the department for a leave-of-absence to pursue full-time professional goals. A leave-of-absence may also be granted because of a serious illness or other emergency. Originally, a leave-of-absence is granted for one, or at the most, two years, with the possibility of an extension upon request. After an absence of five years, however, a doctoral student must apply for readmission to the program and to the Graduate School.

3. Any student who has not completed the dissertation and passed the final oral examination for the Ph.D. degree within five years of successful completion of the comprehensive oral examination must take a second comprehensive oral examination in order to regain candidate status. Failure to pass this examination will result in the termination from the graduate program. A maximum of two attempts will be allowed.
Academic Misconduct

General: The Political Science Department follows the university policy on academic misconduct as cited below. The maximum penalty for academic misconduct is termination from the program.

Rules and Regulations of the University Senate (Article 2, sec. 5): Section 6. Academic Misconduct:

2.6.1. Academic misconduct by the student shall include giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work . . .

2.6.2. An instructor may, with due notice to the student, treat as unsatisfactory any student work which is the product of academic misconduct . . .

Plagiarism: Any attempt to pass off work copied or paraphrased from elsewhere as if it were original is plagiarism and is viewed as a serious breach of academic integrity. Plagiarism may be unintentional. It is therefore advisable to note and adhere to the following rules.

Academic Documentation. Acknowledgment of sources by footnotes, endnotes or textnotes is mandatory in the following two cases:

1. Any direct quotation from another author, whether an entire paragraph or a single but unusual word from a passage, must be acknowledged both with quotation marks and a note.

2. Any citation, paraphrase, or restatement of another author's works or ideas, even if such are not repeated verbatim, must be acknowledged. In this case, only a footnote is used to refer the reader to the original source or sources.

Those cases in which footnoting is not needed:
Everything must be noted with only two exceptions:

First, writing need not be noted when it is one's own interpretation of the research materials; or, second, information may be included without a note when it meets all four of the following conditions.

--The information is available from several sources.
--The information is restated completely in the researcher's own words.
--The restatement does not come from any particular source.
--The subject is considered common knowledge (e.g., the three branches of the federal government).
Grievance Procedures

Any student wishing to make a complaint involving either a Department of Political Science faculty or staff member and concerning Departmental policies or decisions may seek redress of his or her grievances in the following manner:

1. Present grievances to the Director of Graduate Studies.

2. Refer to Article IV of the Department of Political Science Bylaws.
Summary of Ph.D. Requirements

I. Major Field Requirements

Two major fields. Each Field: Four courses at the 600-level or above, at least three of which must be at the 700-level or above. At least two 700-level (or higher) courses (excluding directed readings) must be taken at KU. One graduate level directed readings course is allowed.

II. Minor Field Requirement

Twelve hours of coursework at the same levels as in the major fields. The four courses may be in a subfield in the Department (beyond the major fields) or may be taken in a special field.

III. Research Skills and Responsible Scholarship Requirement

This requirement’s materials are covered within the POLS705, 706, 707 research courses.

IV. Examinations

Written preliminary examinations must be passed in the two major fields.

A comprehensive oral examination must also be passed.

V. Dissertation

A dissertation must be approved by the student's Ph.D. committee and defended successfully in a final oral examination. Copies of the dissertation must be submitted according to Departmental and Graduate School requirements.
Representative Graduate Seminars

The Scope of Public Policy
Public Policy and Urban Administration
Political Theory
American Politics
Group Politics
The U.S. Congress
American Political Parties
Elections & Voting Behavior
Political Psychology
International Relations
Foreign Policy Analysis
International Political Economy
International Organizations
Global Development
Theories of International Conflict
Ethics in International Relations Theory
Introduction to Comparative Politics
Comparative Institutions and Government
Comparative Political Economy
Comparative Social Politics
The Politics and Problems of Developing Countries
Social Choice and Game Theory
Research Design for Political Science