

University of Utah

Doctoral Program Handbook

Department of Political Science

8/1/2023

DOCTORAL PROGRAM HANDBOOK

(Updated 6/2023)

Welcome to the Graduate Program of the Department of Political Science at the University of Utah! This Graduate Program Handbook is intended to help students better understand the requirements of the degree and to answer many of the questions about the graduate program. Please become familiar with the handbook, the requirements, deadlines, and important forms necessary to obtain the degree. If students have questions, they should talk with the Director of Graduate Studies or their faculty advisor. We wish students a successful graduate experience in our department.

1. Program Requirements

Students in the PhD program must complete the following **six (6) requirements** in a satisfactory fashion. Students must have at least a B average (3.0) in all of their approved graduate course work. Students may use courses taken in their master's program at the University of Utah to satisfy these class requirements provided that no more than three years has elapsed between the completion of the master's degree and the start of the PhD program. Students who complete a master's degree in our department must complete a minimum of six graduate courses beyond the master's degree. Students who completed a master's degree outside the University of Utah must complete a minimum of nine graduate courses beyond the master's degree.

1.1. Required core courses

- POLS 6003, Approaches to the Study of Politics
- POLS 6001, Quantitative Analysis (for all except Political Theory majors)
- A one credit hour statistical programming course (POLS 7975) for all students who will enroll in POLS 6001
- At least one of: POLS 6002, POLS 6004, or POLS 6005

These courses are to be taken in the following order:

- Fall semester, year 1: POLS 6003 & the one-credit Programming course (for those who will take POLS 6001)
- Spring semester, year 1: POLS 6001 & either POLS 6004 or POLS 6005 (6004 and 6005 are optional or required, depending on subfield requirements)
- Fall semester, year 2: POLS 6002 (optional or required, depending on subfield requirements)
- Spring semester, year 2: POLS 6004 or POLS 6005 (optional or required, depending on subfield requirements)

1.2. Major Field courses

Students must complete the courses designated by the field to meet the requirements of a major field of study (12-15 credit hours depending on the field).

1.3. Minor Field core courses

Students must complete the courses designated by the field to fulfill the requirements of a minor field of study (9 credit hours).

1.4. Breadth Requirement

Students must complete one seminar that is not listed as a required or elective course in their major or minor fields. Such courses could include, among other things, a course from a third political science subfield, a course from outside of the department, or a methods-focused course. The seminar should, however, be at least 6000-level. The purpose of this requirement is to expand the student's breadth of knowledge either within the political science field, or within a related field that is closely tied to their dissertation topic. This seminar will be chosen in consultation with the student's chair.

1.5. Comprehensive Examinations

Students must pass comprehensive examinations in their major and minor fields of study after the completion of their course work.

Students must complete a minimum of nine political science graduate courses (27 semester hours) at the University of Utah prior to taking the comprehensive examinations. The comprehensive exams are closed-book written examination taken over a 9-hour period in an assigned room on campus. Students are required to take both of their comprehensive exams in one semester. The written comprehensive examinations are administered twice each year: Fall semester and Spring semester. Students who pass their exams must successfully complete an oral prospectus defense with their supervisory committee before the end of the next semester.

PhD students must take their comprehensive examinations within two regular semesters (one calendar year) of completing their political science course work. Students who fail to complete their comprehensive exams within one calendar year will be notified by the Graduate Director that they must sit for the written comprehensive exams in their major and minor fields at the next regularly scheduled date offered by the department. If the student does not take the written comprehensive exams as scheduled by the Graduate Director, the student will be dismissed from the graduate program, unless the student provides a formal explanation that is accepted by the Graduate Committee.

In accordance with the regulations of the Graduate School, students who fail a comprehensive exam must re-take that exam within one year and must pass the exam or they will be dismissed from the graduate program.

1.6. Dissertation Requirement

Students must successfully defend a written dissertation proposal in an oral exam conducted by their supervisory committee within two regular semesters (one calendar year) of having passed their comprehensive examinations. Students must successfully defend their completed written dissertation in a public defense conducted by their supervisory committee within six regular semesters (three calendar years) of completing their comprehensive examinations (an extension of up to two regular semesters can be granted by the supervisory committee). Students must register for a minimum of 14 semester hours of dissertation research credit (POLS 7970).

NOTE: Although all students must meet these minimum requirements, each student must have an individual program of study approved by their supervisory committee, which may require additional course work in the major or minor fields or in additional areas of study. The supervisory committee may also require additional course work to establish language proficiency or research skills.

2. ADA Accommodations or Disabilities

The University of Utah and the Department of Political Science seek to provide equal access to its programs, services, and activities for people with disabilities. If a student needs accommodations in the program, including with the comprehensive exams and/or course work, reasonable prior notice needs to be given to the Center for Disability & Access (CDA), 162 Olpin Union Building. CDA will work with the student and the department or faculty member(s) to make arrangements for appropriate accommodations.

3. Academic Honesty

Academic honesty is expected from all students in our graduate program. Standards of academic honesty apply to all work including course requirements, comprehensive examinations, and independent research. An act of academic misconduct is a violation of the university's regulations regarding student conduct. As such, an act of academic misconduct may result in a failing grade for an assignment or a failing grade for a course. An act of academic misconduct may result in a recommendation to university officials for additional disciplinary action including dismissal from the graduate program. The following definition is from the university's Code of Student Rights and Responsibilities (Policy 6-400, Rev 8, 7/9/2009):

“Academic misconduct” includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

Definitions of these terms as well as information regarding a student's rights and responsibilities are available in the university's policies and procedures manual: <https://regulations.utah.edu/academics/6-400.php>.

3.1. Appeals Process (from Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”))

A student who believes that an academic action taken in connection with Section IV, Subsection A of the Student Code is arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member and attempt to resolve the disagreement. If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program offering the course in question. If the course is cross-listed, appeals and proceedings shall take place with the faculty and administrators offering the section for which the student is registered.

Appeal to Chair of the Department or Dean's Designee. Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action. Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.

Appeal to Academic Appeals Committee. If either party disagrees with the chair's decision, that party may appeal to the college's Academic Appeals Committee within fifteen (15) business days of notification of the chair's decision in accordance with the procedures set forth in accordance with the procedures set forth in the Code of Student Rights and Responsibilities, Policy 6-400..

For more detailed information regarding the rights of students and the academic appeals process, please see this policy at <http://regulations.utah.edu/academics/6-400.php>.

4. Coursework Requirements

The following section covers the course requirements for a PhD as established by the department, as well as by major and minor fields.

4.1. Required core courses

Students should consult with their supervisory committee chairs, subfield chairs, and the Director of Graduate Studies about their best approach to completing the required core courses (listed above).

4.2. Major and Minor field requirements

Students take courses and comprehensive exams in two of the following five fields in political science:

1. American Politics
2. Comparative Politics
3. International Relations
4. Political Theory
5. Public Administration

Students choose one field as their major field, and another as a minor field. Students should select courses in consultation with their faculty advisors and supervisory committees. Some 6000-level courses meet with 5000-level courses. The 6000-level version of the course will have a separate syllabus featuring assignments appropriate to graduate study.

4.2.1. American Politics

- As a major field, students shall take the following **four** courses:
 - POLS 6281, American Political Institutions
 - POLS 6282, American Political Behavior
 - POLS 6283, American Policy Processes
 - POLS 6002, Advanced Quantitative Analysis
- **As a minor field**, students shall take the following courses: POLS 6281, 6282, 6283.

4.2.2. Comparative Politics

- As a major field, students shall take the following course:
 - POLS 6400, Proseminar: Comparative Politics
- and **three (3)** additional electives from the Comparative Politics list of 6000-level courses:
 - POLS 6405, Comparative Public Policy
 - 6740, Political Change
 - 6410, New Democracies
 - 6420, European Union
 - 6440, Nationalism and Ethnic Conflict;
 - 6840, Seminar: Middle East Politics
 - Or another course approved by the student's supervisory committee, the Comparative Politics field chair, and the Director of Graduate Studies.
- As a minor field, students shall take POLS 6400 and two additional courses from among the Comparative Politics 6000-level courses.

4.2.3. International Relations

- As a major field, students shall take:
 - POLS 6850, Field Seminar in International Relations
- and **two (2)** of the following courses:

- POLS 6630, Foundations of International Organization
 - POLS 6690, Foundations of International Security
 - POLS 6710, International Political Economy
- and **one (1)** elective 6000-level International Relations course
 - POLS 6460, International Relations of Africa
 - 6480, International Relations of East Asia
 - 6660, American Foreign Policy
 - 6720, Politics of North-South Economic Relations
 - 6750, Rise of Global Capitalism
 - 6800, Theories of International Relations
 - Or another course approved by the student's supervisory committee, the International Relations field chair, and the Director of Graduate Studies.
 - **As a minor field**, students take POLS 6850, and two of the following courses: POLS 6630, 6690, and 6710.

4.2.4. Political Theory

- **As a major field**, students must take the following two (2) courses:
 - 6000, Foundations of Political Thought
 - 6010, Modern Political Thought
- and **two (2)** additional 6000-level courses from the following:
 - 6015, Democratic Theory
 - 6025, American Political Thought
 - 6035, Contemporary Political Thought
 - 6140, Feminist Political Theory
 - 6961, Topics in Political Theory
 - Or another course approved by the student's supervisory committee, the Political Theory subcommittee chair, and the Director of Graduate Studies.
- **As a minor field**, students must take POLS 6000, 6010, and one other 6000-level political theory course.

4.2.5. Public Administration

Note that core MPA courses carry an additional differential cost (not covered by PhD funding), as designated in the list below by an asterisk. Students can reduce the additional cost by choosing non-core courses without an asterisk (*).

- **As a major field**, students shall take the following course:
 - PADMN 7300, Administrative Theory*;
- and **three (3)** additional electives from the following:
 - Regularly offered courses:
 - POLS 6283, American Policy Processes
 - PADMN 6360, Public Human Resource Management*
 - PADMN 6380, Public Budgeting and Finance*
 - PADMN 6321, Health Policy
 - PADMN 6550, Nonprofit and Nongovernmental Organizations *
 - PADMN 6323, Public Policy Analysis
 - Occasionally offered courses:
 - PADMN 6340, Organizational Productivity and Change
 - PADMN 6540, Nonprofit Advocacy

- **As a minor field**, students are required to take PADMN 7300, Administrative Theory, and any **two (2)** of the electives listed above.

In lieu of POLS 6002, a student may take an equivalent course approved by the student's supervisory committee, the Public Administration field chair, and the Director of Graduate Studies. Equivalents would include courses from other departments covering advanced quantitative methods or qualitative analysis. An approved course taken at the ICPSR summer program at the University of Michigan or at the Institute for Qualitative and Multi-Method Research (IQMR) at Syracuse University would also qualify when taken as POLS 7975, "Independent Doctoral Research."

5. Other Course Information

5.1. Elective Hours

Students may take elective graduate courses as part of their program of study either within or outside of the field of political science. Elective courses may be used to broaden one's understanding of political science or related disciplines, supplement expertise in a region or policy area, or develop research skills. Elective courses should be selected in consultation with the student's supervisory committee.

5.2. Required Teaching Course for Teaching Assistants

Graduate students who serve as Teaching Assistants are required to take POLS 6201, Teaching Political Science, during their first year as Teaching Assistants. This class is one semester hour. Although required for Teaching Assistants, this course is open to all graduate students. Students interested in pursuing a teaching career are encouraged to take this class. The credit does not count as part of a PhD student's program of study.

5.3. Repeated Course Numbers

Some course numbers may be taken up to three times for credit as the content of the courses will vary depending on the instructor. These courses include: POLS 6961, Topics in Political Theory; POLS 6962, Topics in American Public Policy; POLS 6965, Special Topics in Public Administration; and POLS 6960, Special Topics.

5.4. Additional Language/Methods Requirements

Supervisory committees may require additional course work appropriate to a student's program of study. Such course work may involve foreign language or advanced training in research methods. Students whose dissertation research requires facility in a language other than English will be expected to demonstrate proficiency in that language. Supervisory committees will determine the degree of language proficiency that is required. Proficiency is normally verified by the Department of World Languages and Culture, 1400 LNCO, through course work or examination. Language courses do not count as part of a student's program of study for the PhD degree.

Students whose dissertation research requires advanced skills in quantitative or qualitative methods will be expected to demonstrate proficiency in that skills' method, normally through course work. Supervisory committees will determine when the needed degree of proficiency has been achieved.

5.5. Independent Research Courses

Students who wish to do focused reading and research under faculty supervision may register for POLS 7975, Independent Doctoral Research. Students are permitted to count a **maximum of six semester hours of independent research** in their program of study. The number of credit hours per course will be determined in consultation with the course instructor. Regular grades are given for this course. Independent research courses should not be used in place of existing graduate courses. In rare cases, independent research credits may be used to take an undergraduate course for graduate

credit if the instructor agrees and adds sufficient work to make the course appropriate for graduate credit.

5.6. Transfer Credits

The university's Graduate School permits up to 6 semester hours of graduate credit be transferred from another *accredited* institution. The credits must be from a comparable graduate program, and the classes must be comparable to courses taught at the University of Utah. Transfer courses must be approved by the Director of Graduate Studies to be counted toward a political science graduate degree. **Transfer credits cannot be accepted if they were used toward a degree at the previous institution.** Also, a student must have earned at least a B in a course to be eligible for transfer credit. The student is responsible for providing sufficient information about the content of the course(s) for the supervisory committee to make an appropriate decision. The student must verify that the Office of Graduate Admissions has received an official transcript listing the course(s). Transfer credits applied to the degree must be included along with University of Utah credits on the "Program of Study." When the Office of Graduate Records receives the "Program of Study," they will check the student's record to verify that the course(s) appears on an official transcript and was not used toward another degree. Getting credit for transfer courses is separate from having courses waived, or substituted, by the department. If a course requirement is *waived* by the Department of Political Science, it does not necessarily mean the student will get transfer credit for having completed that course, unless the student files the transfer credit paperwork with the Office of Graduate Admissions.

6. Grades

6.1. Minimum GPA

According to Graduate School policy, candidates for graduate degrees are required to maintain a 3.0 or higher grade point average in courses counted toward the degree. A grade below C- is not accepted for credit toward a graduate degree. Instructors are discouraged from giving grades of I (Incomplete) unless unusual circumstances occur. For further information about the effect of an I and inappropriate T grades on eligibility for financial aid, see the section on Teaching Assistantship Policies below.

6.2. Incompletes

A grade of "Incomplete" (I) may be given when a student is unable to complete the work for a course within the semester in which the course is taken, for circumstances beyond the student's control. The student must be passing the course and have completed at least 80% of the required coursework. When the work is completed and the instructor submits a "Report of Credit/Change of Final Grade" form, the I will be replaced by a letter grade on a student's transcript. Failure to complete the course within one calendar year will automatically convert the I to an E (fail). An instructor may still change a grade after a year, or the course may be retaken. If an instructor changes an E to another letter grade after a year's time, both the professor's signature and the department chair's signature are required on the Change of Final Grade form. The grading of doctoral hours will begin the semester after the student has successfully passed their comprehensive exams. Formal grades – using the University's A – E scale – will be provided to students for doctoral hours.

If a student has an incomplete (I) for longer than one academic year, the student will be placed on academic probation until the incomplete is removed.

6.3. Credit/No Credit

PhD students may not take courses in political science on a credit/no credit basis except POLS 7980, Faculty Consultation. POLS 7980 is always credit/no credit and requires permission to enroll from the chair of the student's supervisory committee. Students are discouraged from taking courses outside the department for credit/no credit and may do so only with the approval of their supervisory committees.

6.4. Retaking Courses

Students may retake courses in an attempt to raise their grades. At the point of entry of the first grade, a student's transcript will note that the course has been repeated, but the original grade remains on the transcript. The new grade will be shown in the semester in which the course is retaken. The student's GPA will be recalculated based upon the grade for the course that has been retaken.

7. Registration Requirements

7.1. Full-time Status

Graduate students are considered full-time if they are registered for 9 or more credits in a semester. The Graduate School requires all PhD students to be registered for full-time course work for **two consecutive semesters** at some point during their graduate program. This requirement that PhD students spend at least one year in full-time graduate study is known as the "residency requirement," although it should not be confused with establishing Utah residency for tuition purposes. Courses taken during the summer session may be used to meet the residency requirement, if nine or more semester hours are taken. Once the residency requirement has been satisfied, students can be considered full-time if they are registered for three credit hours of either POLS 7970, Thesis Research: PhD, or POLS 7980, Faculty Consultation.

7.2. Minimum Continuing Registration

The Graduate School policy requires all graduate students be registered continuously from the time of formal admission through completion of all requirements for the degree (except summers), unless granted an official leave of absence. Minimum registration consists of at least **three** semester credit hours of course work or, if no additional course or dissertation hours are needed, POLS 7980, Faculty Consultation. POLS 7980 credits do not count toward the degree. The process of registering for Faculty Consultation is similar to POLS 7975, except that the supervisory committee chair is listed as the instructor. Students who do not need additional course work or dissertation hours, and who are not using university facilities (including the library) or significant faculty time, should register for POLS 7990, Continuing Registration: PhD. Registration for this course does not qualify a student for student loans or deferment of student loan repayments. The Graduate School requires that students obtain a registration number from the department to register for POLS 7990. **Students are limited to taking no more than four semesters of Continuing Registration.**

Students who are unable to maintain continuous registration should apply for a leave of absence through the university's Registrar's Office. It is a Graduate School policy that students who do not maintain continuous registration and fail to obtain a leave of absence will have their supervisory committee terminated and their records inactivated. To reactivate a file, a student must reapply for admission to the university through the Office of Graduate Admissions.

Nonresident tuition is not imposed on students whose total registration includes only course numbers in the range 7970 to 7980 (Doctoral Thesis Research, Faculty Consultation) in a given semester. If courses outside the 7970-7989 range are taken simultaneously, nonresident tuition charges will apply.

7.3. Leave of Absence

Students who wish to discontinue their studies for one or more semesters must file a "Request for Leave of Absence" form with the Graduate School. The form must be approved by the chair of the student's supervisory committee (or provisional faculty mentor) and the Graduate Studies Director before being forwarded to the Registrar's Office for approval from the Dean of the Graduate School.

A student must apply for a leave of absence for a current semester, or up to one academic year, by the last day of classes of that semester. If a leave is approved for a semester in which the student is

registered, the student must withdraw from those classes or grades of E will be reported. The leave of absence is void if the student registers for classes in a semester for which a leave was granted. At the end of the leave period, the student must register for at least three credit hours or make another request for a leave of absence. If a student wishes to extend the leave of absence beyond one year, they must submit a justification for the extended leave and a written plan for how they will get back on track once they return from their leave. This plan should be submitted to the Director of Graduate Studies who, in conjunction with the Graduate Committee, will review and grant the extension if the committee deems it appropriate. Time spent on an official leave of absence **does** count toward the maximum time allowed to complete a doctoral degree (which is 7 years maximum).

8. Supervisory Committee

The supervisory committee is usually formed in the first year of graduate work. Each student is responsible for forming their supervisory committee. It is the responsibility of the student to approach prospective committee members about their willingness and availability to serve in such a capacity. Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee.

PhD committees consist of five regular faculty members, at least three must be faculty in the University of Utah Political Science Department and at least one member of the committee must be from outside the department. The chair and at least one other member of the Political Science Department must represent the student's major field. The minor field must be represented by at least one member of the political science department. Exceptions to this pattern require the approval of the Director of Graduate Studies. If a student wants to have a regular faculty member from another institution on their committee, that professor must provide the department with a curriculum vitae. Ordinarily the chair is the primary advisor of the doctoral dissertation. Committee decisions are by majority vote.

Once the committee is formed, the student should meet with the Graduate Program Coordinator to enter the committee members in the online Graduate Student Degree Tracking System/GTS. Students may change the membership of their committees, just as members may decide to leave committees. All such changes should be made in consultation with the concerned parties and with the Director of Graduate Studies. To change the membership of a supervisory committee, the student should meet with the Graduate Program Coordinator to update the online GTS.

The supervisory committee is responsible for approving the student's academic program, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). Students should ask prospective members to serve on the committee, and **Students are advised to meet with their committees at least once a year**, or more frequently if needed.

Supervisory committees have the following responsibilities:

1. To help plan and approve a student's program of study. Committees can recommend transfer credits or waivers consistent with program requirements to the Graduate School and/or the Director of Graduate Studies
2. To help determine when a student is ready to take comprehensive exams
3. To conduct the oral defense of the student's dissertation proposal
4. To conduct the final oral examination of the student's dissertation manuscript
5. Sign off and approve the final dissertation manuscript after the final defense has occurred and after all changes have been made to the dissertation manuscript
6. To advise on appropriate job placement, including preparation of job application materials (cover letters, reference letters, and CVs).

8.1. Program of Study

The Graduate School requires that all PhD students file a “Program of Study” for the PhD Degree. The program of study lists course work and research hours that will be applied to the program of study for the doctoral degree and is due one semester before graduation. Students should work with the Graduate Program Coordinator to enter the courses in the online GTS, determining which courses should be listed for the student’s doctoral degree. The members of the student's supervisory committee, as well as the Director of Graduate Studies, will approve the program of study in the online system. The program of study should be completed after the committee has met with the student to review the student's progress within the graduate program and to consider the necessary course work, language skills, research skills, or other requirements necessary for the student to be prepared to undertake dissertation research. Courses included on the program of study for a previous degree cannot be used on the program of study for another graduate degree (i.e., courses used for a master’s degree can not be included on the program of study for a doctoral degree).

9. Comprehensive Examinations

Comprehensive examinations are one of the most significant stages in a graduate student's career. The examinations in the major and minor fields test whether a student has mastered a field of study and determine whether a student is qualified to proceed to the dissertation phase of the program. Students are expected to be able to discuss critically the predominant concepts, theories, and arguments characterizing a field of study. Preparation for the comprehensive examinations will include carefully reviewing all course work and extensive reading of the field's literature. Students should register for POLS 7980, Faculty Consultation, during the semester they take the exams. PhD candidates shall take written examinations in **two (2)** of the five fields offered by the Political Science Department.

9.1. Eligibility and Timing

Students can take their comprehensive examinations only after they have been deemed eligible to do so by their supervisory committee and the Director of Graduate Studies. Students must take the examinations within the timeframe specified below.

Students must complete all required course work, including any independent research courses, before they are eligible to take their comprehensive exams. Courses are considered complete only after all instructors have reported a letter grade for each course. A student may take comprehensive examinations before satisfying the language proficiency requirement, contingent on the student's supervisory committee's approval.

Students must complete the "Petition to Take Comprehensive Examinations" form and obtain approval by their supervisory committee chair, one semester prior to the written comprehensive exams. This form may be obtained from the department website and should be returned to the Graduate Program Coordinator.

9.2. Special Accommodations

Any student whose condition (physical or mental impairment) that substantially limits one or more major life activities may qualify for special accommodations through the Center for Disability and Access/CDA. Exam accommodations vary but can include extended time, a reduced distraction location, a private room, the use of a reader and/or scribe, the use of a computer or assistive technology, and/or additional breaks. The specific accommodations for which a student will be approved depends upon the documentation provided, the essential elements of the courses or programs, and the functional limitations created by the student's disability. Major life activities are defined by the Americans with Disabilities Act as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, standing, lifting, and mental and emotional processes such as thinking, concentrating, and interacting with others. Examples of diagnosed conditions that may qualify include, but are not limited to: Attention Deficit Hyperactivity Disorder (ADHD); Autism Spectrum Disorders including Asperger's Syndrome; Blind or Visual Impairments; Chronic Illness or Medical Conditions; Deaf or Hard of Hearing; Learning Disabilities; Physical or Mobility Impairments; Psychological or Psychiatric Disorders; Traumatic Brain Injury. Students who want more information or who wish to apply for a special accommodation should contact the Center for Disability & Access directly (<https://disability.utah.edu/>).

9.3. Timing

Students must take comprehensive exams in both their major and minor fields during the same semester. Exams are administered on specified dates during the first two weeks of each semester (fall and spring). Students will take their major field exam on a specified date during the first week, and their minor field exam on a specified date during the second week. Students must be registered for at least three credit hours during the semester in which they take comprehensive exams.

Students must take their comprehensive examinations within two regular semesters (one calendar year) of completing their political science course work. Students who fail to complete their comprehensive exams within one calendar year will be notified by the Director of Graduate Studies that they must sit for the written comprehensive exams in their major and minor fields at the next regularly scheduled date offered by the department. If the student does not take the written comprehensive exams as scheduled by the Director of Graduate Studies, the student will be dismissed from the graduate program unless the student provides a formal explanation that is accepted by the Graduate Committee. In accordance with the regulations of the Graduate School, students who fail a comprehensive exam must re-take that exam within one year and must pass the exam or they will be dismissed from the graduate program.

9.4. Examination Criteria, Administration, and Grading

There are three components to the comprehensive examinations: (1) creating the examination, (2) administering the examination, and (3) grading the examination.

9.4.1. Examination Creation

Written examination questions are designed and graded by an examination committee, composed of at least three faculty members drawn from the field committee. Examination committees will ordinarily consult with the student's supervisory committee when developing exam questions for both the major and minor fields of study.

In all fields, written examinations will be divided into two parts:

1. Section 1: "General" Question section featuring one broadly-framed question to be answered by all students taking the exam (required), and
2. Section 2: "Specific" Questions section in which students answer two questions from among a range of questions.

All students within a particular field are given the same exam; the content of the written exams vary each semester. Written examinations are administered by the Director of Graduate Studies and the Graduate Program Coordinator (or other designee of the Director of Graduate Studies).

9.4.2. Administration of the Written Examinations: Day of the Exam Procedures

The written comprehensive exams are **closed book**. Students should answer the required question, plus any two of the additional questions for a total of three. Answers should consist of more than simply a literature review. An excellent answer will provide relevant critical comments on general theoretical approaches found in that literature and also make an original argument about the topic. Responses should be no more than 6,500 words for the Required Question and no more than 4,500 words for the questions in the Specific Questions section. Students should remember that good organization, a convincing argument that is focused on and addresses the question, and good supporting evidence are all important, and they should make sure each and every part of their answers are germane to the question being answered. Exams should be solely a student's own original work and should not reflect any consultation with other students during the exam. Students will be asked to sign a honor pledge indicating that they did not receive advance notice of the questions on the exam from any other students or faculty, that they did not communicate with other students during the exam, and that they will not share the contents of the exam questions with other students once the exam is over. Students who violate this regulation will be expelled from the graduate program.

On the specified examination day, students will take their exams in a designated computer lab on campus, on computers that will not have access to the internet. Students will have access to that lab at 7:55 a.m., at which time they will be provided with a copy of the exam and a USB flash drive for saving and turning in their work. Students must turn in their finished exams to the

Director of Graduate Studies or the Graduate Program Coordinator by 5:00 p.m. that same day. A proctor will observe students taking the exam to ensure they do not use any notes or communicate with other students taking the exam. Students manage their time at their own discretion, taking breaks as needed.

9.4.3. Grading Written Examinations

The answers to each subfield examination are read and graded anonymously by at least three members of that subfield. Each essay in the field examination is evaluated according to the following three standards. In evaluating timed comprehensive exams, standards one and two will each be given more weight than standard three.

- **Standard 1. Ability to Present and Support a Logical and Convincing Argument**
Addressing the Question: Has the student addressed the actual question with a coherent argument? Is the argument logical? Are its points consistently and effectively supported by references to the literature and/or—if appropriate—relevant empirical evidence? Does the student’s answer avoid topics and debates not directly relevant to the question?
- **Standard 2. Knowledge of Relevant Literature on Subject:** Has the student demonstrated mastery of the most important literature relevant to the question?
- **Standard 3. Written Communication Skills:** Has the student demonstrated the ability to write about relevant concepts and theories in a clear, effective, and professional manner?

Standard 1. Ability to Present and Support a Logical and Convincing Argument Addressing the Question.

- Fail
 - The essay does not address the question, fails to develop a clear argument, and/or fails to link literature to the question.
 - Although the essay presents an argument, it addresses only part(s) of the question—not all of it. Although the essay discusses some relevant literature, it does not present an adequate argument addressing the question. Although the essay presents an argument addressing the question, it is not logically or effectively supported by discussion of relevant literature.
- Pass
 - The essay presents a clear and coherent argument addressing all parts of the question. The points of the argument are supported by relevant literature—and empirical evidence if appropriate. The argument presented in the essay is logical as a whole.
 - The essay presents a clear, coherent, *and convincing* argument addressing all parts of the question. The points of the argument are well-supported by intelligent discussion of the relevant literature and empirical evidence if appropriate. The essay’s argument is logical, interesting, and demonstrates the ability to critically and creatively engage with the literature. The answer considers nuances and counter-arguments familiar to scholars in the area.

Standard 2. Knowledge of Relevant Literature on Subject

- Fail
 - Cites few relevant authors or concrete concepts or theories. Weak and/or inchoate knowledge, significant gaps in knowledge. Does not address the question asked on the exam. Contains major misunderstandings or misrepresentations of concepts and theories.
 - Shows understanding of some relevant literature, but some of the literature relevant to the question is missing. Includes debates and discussions that are tangential to the

question. May contain major misunderstandings or misrepresentations of concepts and theories.

- Pass
 - Presents enough relevant authors/concepts presented to demonstrate knowledge of multiple currents in the field. Demonstrates sufficient familiarity with core texts. Any misunderstandings or misrepresentations of concepts and theories are minor. Demonstrates ability to link diverse texts and adequate knowledge of evolution of the theoretical arguments in the literature.
 - Demonstrates a broad knowledge of the relevant literature and solid understanding of its related concepts and theories. Demonstrates substantial ability to link diverse texts and solid knowledge of the evolution of the theoretical arguments in the literature.

Standard 3. Written Communication Skills

- Fail
 - The answer is either incomprehensible and/or contains serious problems. Such problems may include poor grammar, spelling errors, incorrect word choice, illogical organization, or the inclusion of material not directly related to the question.
 - While a coherent answer can be discerned, its presentation obscures important elements.
- Pass
 - The essay may have minor flaws in grammar/spelling/word choice/organization, but they do not confuse meaning or make it difficult to read the essay. The essay is purposeful, clear, and contains little to no irrelevant material. In addition, the tone and style are largely appropriate for a professional discussion of political science theories and literature with few minor lapses.
 - The essay is well-written, including correct grammar and spelling, effective word choice, logical organization, and a professional tone and style. It flows well, includes appropriate transitions and contains little to no irrelevant material.

Students will receive individual evaluation forms from each faculty reader/grader, explaining the score that they received on the examination. They will also receive an examination form from the committee as a whole, explaining how the examination was evaluated by the entire committee. The committee report will include a summary score of pass or fail for the entire examination, in addition to scores for each specific essay.

In order to receive a summary score of ‘Pass,’ students must receive a Pass on every examination essay from a majority of the examination readers. This means that:

- For each essay, if a student receives at least two passes from individual graders, he or she will be considered to have passed that essay. If the student receives two fails or more from individual graders, he or she will have failed the essay.
- For the examination in total, students must receive an overall grade of ‘pass’ on all three essays (in other words, at least two graders must recommend that the student pass each essay). Failing any question will result in the student failing the examination in total.

9.5. A Student’s Right To Appeal Grading Decision: University Academic Appeals: Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”)

A student who believes that an academic action taken in connection with the grading of the written comprehensive examinations as being arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member

and attempt to resolve the disagreement. If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program offering the course or examination in question.

1. **Appeal to Chair of the Department or Dean's Designee:** Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action. Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.
2. **Appeal to Academic Appeals Committee:** If either party disagrees with the chair's decision, that party may appeal to the appropriate college's Academic Appeals Committee within fifteen (15) business days of notification of the chair's decision in accordance with the procedures set forth in the **Code of Student Rights and Responsibilities, Policy 6-400**. For more detailed information regarding the rights of students and the academic appeals process, please see this policy at <http://regulations.utah.edu/academics/6-400.php>.

9.6. Prospectus Defense

Students who successfully complete and pass both of their written comprehensive exams must then schedule and complete an oral prospectus defense with their supervisory committee before the end of the next semester. See section 10.2 for requirements of a prospectus defense.

9.7. Release of Examination Results: Confidentiality and Fairness

In order to ensure confidentiality, results are divulged to all students simultaneously, at the end of the entire written examination process. Members of field grading committees will not discuss a student's results until all examinations have been graded. Students may not discuss comprehensive exams with members of the examination committee during the semester in which the exams are taken until all the exams have been graded and students have been notified of their results.

9.8. Re-taking Any Part of the Comprehensive Examination

Students failing one or more subfield examinations are entitled to retake that examination **only once**. Re-takes must be scheduled within one year or the student will be expelled from the graduate program. If a student fails any subfield written examination twice, it will result in dismissal from the graduate program.

9.9. Preparation

The Department of Political Science treats comprehensive exams with the utmost importance. They are designed to test students' comprehensive and specialized knowledge of a particular field. Success in one's course work is by no means a guarantee of success on the comprehensive exams. Students must prepare thoroughly by:

1. Reviewing their course work
2. Reading the pertinent scholarly works as indicated on the fields' reading lists
3. Reviewing past exam questions

4. Consulting with members of the faculty to ensure that they understand the field committees' expectations.

10. Doctoral Dissertation

A dissertation is a significant piece of original scholarly research and serves as the culmination of a student's graduate study. Although sustained work on a dissertation project typically begins after successful completion of the comprehensive examinations, students are encouraged to begin developing a dissertation proposal prior to the completion of their course work.

10.1. Dissertation Credit Hours

The Graduate School requires that PhD students complete a minimum of 14 semester hours of POLS 7970, Thesis Research: PhD. Students may register for as few as one or as many as 12 in one semester, subject to other limitations. **The grading of doctoral hours will begin the semester after the student finishes their comprehensive exams. Formal grades using the University's A – E scale will be provided to students for doctoral hours.**

Resident tuition rate is charged for POLS 7970, regardless of a student's residency status. Students may register for POLS 7970 before they take comprehensive exams, but not before they have established a supervisory committee and are ready to begin preliminary work on their dissertations.

10.2. Dissertation Proposal Defense

All PhD students are expected to defend a written dissertation proposal by the end of the semester following the semester during which they passed their written comprehensive exams. Students must successfully defend a written dissertation proposal in an oral exam conducted by their supervisory committee. The written dissertation proposal should: (1) identify the research topic of the dissertation, (2) relate the student's research to the established scholarly literature, especially with respect to the theoretical approach or approaches to be used in the research; (3) fully explain the research methodology; and (4) consider the significance of the research topic within the discipline. Each student should work closely with the chair of his or her supervisory committee to prepare a written dissertation proposal. Once the written proposal has been approved by the committee chair, the student should provide a copy of the proposal to all members of the committee and schedule a committee meeting to discuss and defend the dissertation proposal. Students should provide committee members a copy of the complete written proposal **at least two weeks in advance** of the scheduled defense date. When the written proposal has been successfully defended and approved by the supervisory committee, the supervisory chair approves the dissertation proposal in the Graduate Student Degree Tracking System. **Students who do not defend a dissertation proposal by the end of the semester after passing the comprehensive examination will be required to enroll in a graded, three credit independent study class (POLS 7975) with their supervisory committee chair in the first regular semester after their one-year window has expired. The purpose of this course is to facilitate the completion of a written dissertation proposal.** Students must defend the written proposal in a meeting with the student's PhD supervisory committee no later than the next regular semester after the completion of the independent study course. Failure to complete the independent study course with a passing grade or to satisfactorily defend the dissertation proposal will result in suspension from the program. If a student does not defend their dissertation proposal within one year of completing the comprehensive examinations, a student may be dismissed from the graduate program.

10.3. Dissertation Preparation

A doctoral dissertation in political science embodies the results of careful and sustained scholarly research. It must provide evidence of originality and the ability to contribute knowledge to one's field of study. A dissertation must also demonstrate mastery of relevant scholarly literature and be

presented in an acceptable style. Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in *A Handbook for Theses and Dissertations*, published by the Graduate School (<https://gradschool.utah.edu/thesis/>). Students should obtain the latest copy of this handbook from the Thesis Office when planning their dissertations. Students whose research involves human subjects must follow the guidelines listed in the Handbook, and receive the approval of the Institutional Review Board prior to beginning research with human subjects.

10.4. Final Oral Examination, Final Dissertation Defense

Graduate School policy requires that PhD candidates pass a public, final oral examination of the completed dissertation, conducted by the supervisory committee. The final oral examination is also called the final dissertation defense. The supervisory committee chair, in consultation with the other members of the supervisory committee, will determine when the dissertation is ready to be defended. The final oral examination covers only the dissertation and not the field generally. The Graduate School policy specifies that **a PhD candidate should submit an acceptable draft of the dissertation to their committee chair at least three weeks in advance of the scheduled defense date and provide the other committee members copies at least two weeks in advance of the scheduled defense date**. If the defense is successful, the Graduate Program Coordinator enters the final oral defense information in the Graduate Student Degree Tracking System for approval.

All students should be prepared to do some minor revisions to the written dissertation after the final oral defense. Students should meet with the Thesis Office early in the semester that they defend their dissertation, to begin the manuscript approval process. Students must submit a copy of their final dissertation document to the department chair, for final reading approval. They should have their final manuscript document to the chair at least 2 weeks in advance of submitting the Final Reading Approval form to the Thesis Office for clearance of the PhD degree. The student's supervisory committee should not sign the Supervisory Committee Approval form until all revisions have been made and they approve the student's final manuscript.

Students must be registered for at last three credit hours during the semester in which they defend their dissertation, even if they defend during the summer. POLS 7980 "Faculty Consultation" may be taken for this purpose if a student has already taken 14 hours of POLS 7970. This course is graded "credit/no credit" and resident tuition is charged regardless of a student's Utah residency status. Students do not need to be registered after a successful final oral defense, even if minor revisions to the dissertation are required.

Students must submit an application to the University Graduation Office, for the semester that they will have everything completed, including gaining clearance by the Thesis Office. More information about this process, application deadlines, and the online application form, may be found here: <http://registrar.utah.edu/handbook/graduategraduation.php>.

10.5. Time Limits

Again, students must successfully defend a written dissertation proposal in an oral exam conducted by their supervisory committee. This defense must take place by the end of the semester after the semester during which the student passed their written comprehensive examinations, or no later than the semester during the completion of the independent study course (see above). Failure to complete the independent study course with a passing grade or to satisfactorily defend the dissertation proposal will result in suspension from the program. If a student does not defend their dissertation proposal within one year of completing the comprehensive examinations, a student may be dismissed from the graduate program.

Students must complete and defend their final written dissertation manuscript within **three calendar years** after the successful defense of the dissertation proposal. Students who fail to do so must formally request additional time from the Director of Graduate Studies for degree completion. This request must first be considered and approved by the PhD student's supervisory committee, and the supervisory committee's approval should then be communicated to the Director of Graduate Studies, in writing, by the chair of the supervisory committee. The student's formal request for an extension must include a schedule for completion of the dissertation. Also, the time limit for successful completion of a doctoral degree is **seven (7) calendar years**, from admission through clearance by the Thesis Office, as set by The Graduate School. A written extension request must be submitted to the Graduate School if a student goes beyond this 7 year timeframe.

11. Financial Aid

11.1. Departmental Assistance

Financial aid available from the department consists of a number of teaching assistantships and graduate fellowships. The assistantships pay a stipend and a tuition waiver and normally involve assisting faculty members with large undergraduate classes or with their research. The graduate fellowships also carry a stipend and a tuition waiver, but have no teaching obligations. All of these awards are made on the basis of academic merit, not financial need.

Other opportunities may arise for remunerated work in the department (i.e., the department may employ graders for large classes and individual faculty members may hire students as research assistants). Federal financial aid recipients may be offered work-study positions. Interested students should contact the Graduate Program Coordinator. Advanced graduate students may be employed to teach courses for the department. Students interested in teaching should contact the Director of Graduate Studies or the Department Associate Chair.

11.2. University and External Aid

In addition to departmental aid, students may be eligible to apply for financial assistance from the university. A list of potential sources of assistance can be found on the Grad Hub.

The Director of Graduate Studies periodically receives information about national grants, fellowships, and other external funding opportunities. These opportunities are posted on the Graduate Hub. Students should inform the Director of their research interests, and they should consult with their supervisory committee chairs about other funding opportunities.

12. Teaching Assistantship Policies

12.1. Tuition Benefit

Graduate students paid by the department to serve as teaching assistants or departmental fellows are generally eligible for the university's Tuition Benefit Program/TBP. The Tuition Benefit Program is administered by the Graduate School and students must comply with the Graduate School's regulations regarding the TBP in order to receive the benefit. Domestic, out of state (not international) graduate students who receive tuition support must apply for residency at the end of their first year of study, but their ability to establish residency will not affect their receipt of tuition benefit. The Graduate School limits the total number of semesters for which a student is eligible to receive the tuition benefit. For more information on regulations and eligibility limits, please see the "Graduate Student Tuition Benefit Support Guidelines" available on the Graduate School's website (<http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>).

By Graduate School policy, the tuition benefit requires students register for a minimum of 9 hours and a maximum of 12 credit hours per semester. POLS 7980, Faculty Consultation, can be used for this purpose if further course work or dissertation hours (POLS 7970) are unnecessary. Undergraduate courses required by the department for their graduate students do not count toward the registration requirement of 9 credit hours per semester and do not qualify for a tuition benefit. Students taking language courses must register using the graduate-level course number (6000 level or above). Tuition will be paid up to a maximum of 12 hours per semester. Funded students must pay for: 1) credit hours above the maximum 12 hours, 2) the difference if a class is charging differential tuition rates, and 3) special fees. The Tuition Benefit Program covers tuition and mandatory fees only. It does not cover special fees or differential tuition; it is the student's responsibility to pay these. Departmental policy requires a written request to the Director of Graduate Studies before taking more than 12 hours.

If a graduate student who is receiving a tuition benefit fails to meet the requirements and restrictions of departmental or Graduate School policy, the tuition benefit will be revoked by the Graduate School and the student will be billed for tuition at the full relevant rate. It is the funded student's responsibility to insure that he or she is in compliance with departmental and Graduate School policies concerning registration, academic progress, professional conduct, and the like. Again, further information about the Tuition Benefit Program can be found here: <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>.

12.2. Assignments of Assistantship Duties

Specific assignments as a teaching or research assistant will depend on the needs of the department each semester. Funded graduate students are expected to fulfill their teaching assistant and research assistant duties as assigned. The hourly expectation is 20 hours per week. Teaching assistants primarily provide support to political science lecture courses, and TAs are expected to be available during this time as assigned. They should make arrangements to be available as department assignments dictate. If a TA/RA anticipates any difficulty fulfilling their responsibilities, they should notify the Director of Graduate Studies right away.

First year teaching assistants are required to attend the university's teaching assistant orientation and teaching workshop held by the Center for Teaching and Learning Excellence (CTLE). International students who have been appointed to teaching assistantships are required to take the International Teaching Assistant Program (ITAP) Training Workshop in addition to the university orientation. The Graduate School requires international students to obtain certification from the International Teaching Assistant Program (ITAP). This certification is accomplished through full participation and a favorable evaluation from the ITAP Workshop, which is held once a year in August. For information on the certification process, see the ITAP website: <http://gradschool.utah.edu/ita/>. All teaching assistants are required to attend the department's annual orientation for graduate students, which is held in the week before the start of fall classes. All first year teaching assistants are required to complete Teaching Political Science I (POLS 6201).

Before the beginning of each semester, the Director of Graduate Studies assigns some students to be teaching assistants for particular classes and other students to assist faculty members with research. Assignments normally change every semester. At the end of each semester, supervising faculty members file a written evaluation of each assistant's work, which is given to the Graduate Program Coordinator and placed in the student's file for use by the Graduate Committee.

12.3. Financial Aid Removal

Students who want to be considered for an additional year of departmental funding need to complete the "Graduate Student Financial Aid Application." This form is available on the Graduate Hub and on the Political Science graduate webpage. As indicated on the application, students must include a

cover letter, a copy of their grades, one letter of recommendation from their supervisory committee chair, and teaching evaluations with the renewal application form.

13. Policy on Incomplete Grades

Students are expected to finish the courses in the semester in which they are taken. The department maintains the following policy for responding to “Incompletes” in the awarding of assistantships and fellowships.

1. The Graduate Committee will consider grades of I or T when awarding aid.
2. No assistantship or fellowship will be awarded to a continuing student who during the year prior to applying for aid carried an I or T for more than one semester, except for work on a master’s thesis or essay, unless extenuating circumstances are present.
3. A student holding an assistantship or fellowship may be suspended from the award for one semester if the student has an I or T that is more than one semester old. This policy applies to all course work, with the exception to work on one’s master’s thesis or essay, or if extenuating circumstances occur. Extenuating circumstances may include a prolonged illness, a family emergency, failure of a faculty member to grade a student’s work, or extraordinary research projects requiring an extended timeframe.
4. Students may request, in writing, that the Graduate Committee consider extenuating circumstances for incompletes. Students must provide relevant supporting documentation to the Graduate Committee with their written request. Students should inform the members of their supervisory committee of their circumstances, but the Graduate Committee will make the final decision on the student’s eligibility for financial aid.

14. Graduate Student Teaching

The department encourages advanced PhD students to teach undergraduate courses in their areas of expertise as part of their professional preparation for an academic career. To be employed as an independent course instructor by the department, however, requires evidence of an ability to serve as an effective instructor. Minimally, this evidence includes a strong knowledge of the course content, an understanding of pedagogy appropriate to undergraduate instruction, and skill in interpersonal communication. Though teaching courses can be a valuable professional experience, it is also demanding and time consuming. It is therefore important that teaching not become a hindrance to continued progress toward completing the PhD. Thus, the department has developed the following guidelines for graduate students teaching their own courses. **The department accepts student applications to teach courses in out department each September (more details on the Grad Hub).**

14.1. Preparation

Ordinarily, only PhD students who have completed their course work and passed their comprehensive examinations (ABD status) will be considered as instructors for political science courses. In exceptional cases, however, graduate students with completed master’s degrees or other advanced degrees may be considered for teaching prior to achieving ABD status if they have experience relevant to the topic to be taught.

14.2. Courses

Graduate students serving as instructors for the department should anticipate teaching introductory undergraduate courses (1000 and 2000 level). With experience, graduate students may be considered

as instructors for upper-division undergraduate courses (3000 level). Graduate will rarely be approved to teach 4000-5000 level courses (the MPA Director makes independent judgments about courses taught for the MPA program).

In some circumstances, graduate instructors may be responsible for teaching courses that fulfill university requirements (e.g., POLS 3001, Political Analysis, which fulfills the quantitative reasoning and quantitative-intensive requirements; and POLS 3140, Gender and Politics, which fulfills the diversity requirement). When a graduate instructor is responsible for these courses, the instructor should coordinate closely with the Graduate Director, the Undergraduate Director, and relevant faculty to insure that the instructor's class meets the expectations associated with these university requirements.

14.3. Outside Course Reviews

All student instructors are required to engage in two forms of course review and evaluation for each course that they teach.

1. The first time a graduate student teaches any course, they are **required** to contact Center for Teaching & Learning (<http://ctle.utah.edu/>) and have their instruction evaluated. The student instructor is required to waive the confidentiality of the CTLE review so that the review can be shared with the Graduate Committee. The CTLE evaluation will include a classroom observation and a review of the syllabus for the class. These reviews are an effective way to improve one's own teaching and can be very helpful as a part of a job market package.

Each subsequent year, student instructors will have at least one course that they teach evaluated by CTLE using the in-class observation process. Failure to have a current CTLE review on file will result in graduate instructors being ineligible to teach the following academic year.

2. All student instructors are required to utilize the CTLE online mid-term evaluations each time that they teach. As an alternative, student instructors can request a face-to-face evaluation/consultation rather than using the standard CTLE online midterm evaluation system. The mid-term review is an opportunity for graduate student instructors to obtain additional training and support for their teaching.

15. Probation and Termination

Students may be placed on probation or be terminated from the program by the Director of Graduate Studies. Probation may occur if the student's cumulative GPA is below 3.0. Probation will be lifted if the student raises the cumulative GPA to above 3.0 by the following semester. Probation also may be used when a student does not make reasonable progress toward the degree as indicated by the accumulation of incompletes. Probation will be lifted if the student demonstrates reasonable progress as indicated by the removal of incompletes by the beginning of the following semester.

Again, the Graduate School policy recommends students form their supervisory committees no later than the end of the second semester of graduate work. Probation also may be used if a student fails to form a supervisory committee by the beginning of the student's third semester. Probation will be lifted if the student forms the supervisory committee. **Again, all PhD students are expected to defend a written dissertation proposal by the end of the semester following the semester during which they passed their comprehensive exams.** Probation also may be used when a student fails to complete the dissertation proposal on time. Probation will be lifted if the student completed their oral dissertation proposal.

At the discretion of the Director of Graduate Studies, in consultation with the Department Chair and the Graduate Studies Committee, termination from the graduate program may occur when the student remains on probation for two consecutive semesters.

16. M.Phil. Degree Option

Students in the PhD program who have completed the course requirements and passed the comprehensive examinations but who are not in a position to complete a dissertation may apply for the Master of Philosophy (M.Phil.) degree in place of the PhD. According to the Graduate School's policy:

The Master of Philosophy degree requires the same qualifications for admission and scholarly achievement as the PhD degree but does not require a doctoral dissertation. There is no separate program for this degree. All regulations covering the PhD degree with respect to supervisory committees, language requirements, major and allied fields, and qualifying examinations also apply to the M.Phil. degree. Like the PhD, the M.Phil. is a terminal degree. A student is not considered a candidate for both degrees in the same department. Students awarded the M.Phil. degree who wish to pursue a doctorate in the same department must have their M.Phil. rescinded by formal action of the Graduate Council. This action must be initiated by a written recommendation from the department and a written request from the student.

17. Graduate Student Organization, Activities, and Opportunities

17.1. Graduate Student Advisory Committee (GSAC)

The Graduate Student Advisory Committee (GSAC) is the primary graduate student organization for the department. The GSAC consists of a chair, publishing director/vice chair, secretary/treasurer, funding director, activities director, webmaster, and four at-large positions. GSAC works on various projects and activities, such as new student recruitment, Working Papers Series, professional and career development workshops, the graduate student website, and various social events held throughout the year. The GSAC has a (non-voting) role in evaluating the teaching and advising work of faculty members under review for retention, promotion, and tenure. In addition, GSAC has representation on the Betty Glad Selection Committee—a research grant program administered by the department. GSAC is composed of political science graduate students and acts as the primary liaison between graduate students and the department. Any issues or questions that arise during the course of studies can and should be directed to the graduate student committee. All graduate students are encouraged to participate in GSAC at some point in their studies so that all can meaningfully contribute to the department and enrich the experience of fellow students.

17.2. Graduate Student Hub and Other Communications

The principle means of communicating with graduate students about activities and opportunities in the department, at the university, and from other academic organizations, is through the **Graduate Student Hub**, an online based tool that operates on the main university web platform, **Canvas**. The Graduate Student Hub is the online location where students can find important files, read formal communication from the department, and connect with fellow students. E-mail, student mail boxes, the department website, and the bulletin boards located outside the departmental office in Gardner Commons Building may also be used to communicate with students as well. In order to facilitate regular communication, students should check the Graduate Student Hub, their email, and mailboxes on a regular basis.

17.3. Professional Development

All graduate students are expected to attend the **Political Research Colloquium (PRC)**, a forum in which professors and graduate students from the department present their own research) and other

research presentations, such as the Wormuth and Maxwell symposia/talks, talks held as part of the faculty job search process, conference preparations, professional development, as well as preparation for going on the job market upon graduation.

17.4. Policy on Conference Travel Funds

Presenting a student's original research at an academic conference can be a useful learning experience and a valuable step in one's academic career. The department encourages and supports graduate students to present their research at scholarly conferences by providing some funds to reimburse the costs of travel. Students may apply for and receive **only one** departmental travel award per academic year. Note, the department's resources are limited and we seek to use these resources in a manner that is most beneficial to graduate students and the department as a whole. As such, preference in the awarding of departmental travel funds will be given to graduate students who are well advanced in their academic program and who are presenting research related to their dissertations or other significant research projects. This policy does not limit students who may attend or present at a conference, it applies only to providing departmental funding. Students are also encouraged to apply for travel funding from the College of Social & Behavioral Science, the Graduate School, and through the Associated Students of the University of Utah (ASUU).

Graduate Students wanting to apply for travel funding to present at a conference in Spring – such as the Western or Midwest Political Science meetings, ASPA, and ISA conferences, should submit a request for funding by November 1. Students wanting to apply for travel funding to present at a conference in Fall – such as the American or Southern Political Science meetings, should submit a request for funding by April 1. Students who receive departmental funding are encouraged to do a practice presentation of their research paper through the **Political Research Colloquium (PRC)**.

17.5. Best Graduate Paper Award

During spring semester, the department sponsors a contest for the best paper written by a graduate student in political science in the past year. The deadline for submitting papers is usually around the middle of March and will be announced by the Graduate Program Coordinator. The winner of the paper competition is announced at the annual departmental banquet and receives a \$200 award.

17.6. Todd Mitchell Memorial Teaching Award

This prize was established in recognition of Todd Mitchell's role as a superior teacher when he was a graduate student in the Department of Political Science. The award is given to a one graduate student who, in the judgment of the Graduate Committee, has been an exemplary teacher in the department. Nominations for the award are normally due in mid-March. Faculty, undergraduate students, and graduate students (including self-nominations) are all encouraged to nominate graduate students who are superior teachers for this award. The award is announced and the \$200 award given at the annual department banquet.

17.7. Honorary Societies

PhD students in political science are potentially eligible for two honor societies: Pi Sigma Alpha and Phi Kappa Phi. Pi Sigma Alpha is the national political science honor society. Graduate students are eligible if they have 10 semester hours of graduate political science course work and a cumulative GPA of 3.0 or higher. Application forms are available in the department office (Room 3345 Gardner Commons Building). Phi Kappa Phi is a general graduate honor society. PhD students are eligible if they have a 3.8 GPA or higher at the time of graduation. Eligible students who wish to be nominated should bring this to the attention of the Graduate Program Coordinator.

17.8. Professional Development

The department organizes occasional presentations or discussions to provide opportunities for professional development. Recent topics have included making effective presentations in classes and

conferences, preparing for the job market, presenting a job talk, and applying for grants and fellowships. Graduate students are encouraged to attend these presentations when offered and to suggest topics for future discussions.

17.9. Job Placement Assistance

The Graduate Program Coordinator manages applicant files for PhD students actively on the job market. Typically, files consist of letters of recommendation from faculty, the applicant's curriculum vitae, and other relevant material. Please consult the Graduate Director well before job deadlines for advice on preparing a strong placement file. The applicant is responsible for insuring that materials for the file are submitted to the Graduate Program Coordinator in advance of application deadlines and for notifying the Graduate Program Coordinator of the materials to be mailed and the application deadlines. PhD students are encouraged to schedule a practice "job talk" in the department before a job interview.

18. Administration of the Graduate Program

18.1. Director of Graduate Studies

The department's Director of Graduate Studies is a regular, full-time faculty member who assumes this position for a term of approximately three years. The Director chairs the Graduate Committee and supervises its functions. The Graduate Director is available to assist students with problems, especially those related to supervisory committees, departmental requirements, or university requirements. The Graduate Director will also assist with professional development and the job placement process.

18.2. Graduate Committee

The Graduate Committee is composed of the Director of Graduate Studies, political science faculty members chosen by the department chair for two-year terms, and a graduate student selected by current graduate students for a one-year term. The Graduate Committee oversees the functioning of the graduate program and advises the faculty on issues of policy, curriculum, and degree requirements. The Graduate Committee conducts the admission process, reviews student progress, and selects the winner of the various graduate awards. The graduate student member of the committee is a voting member of the committee for some decisions, except those decisions related to personnel matters such as financial aid.

18.3. Graduate Program Coordinator

The Graduate Program Coordinator works with the Graduate Director and the Graduate Committee in administering the graduate program. The Graduate Program Coordinator provides staff support for the committee. The Advisor assembles admission files, communicates with Graduate Admissions about applicants, handles the administration of the Tuition Benefit Program, assists students with the completion of required paperwork, and maintains a departmental graduate student database.