THE GRADUATE CENTER

of The City University of New York

M.A. & Ph.D. PROGRAM IN POLITICAL SCIENCE

POLITICAL SCIENCE HANDBOOK

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THE GRADUATE CENTER
Of the CITY UNIVERSITY of NEW YORK
Ph.D. /M.A. PROGRAM IN POLITICAL SCIENCE

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PART ONE

AIMS OF THE PROGRAM

The Graduate Program in Political Science at The City University of New York (CUNY) confers M.A. and Ph.D. degrees. A community of scholars dedicated to acquiring, expanding, and transmitting reliable knowledge about political phenomena, its mission is to educate professional political scientists qualified for careers in academic institutions, governmental agencies, non-profit organizations, and the private sector.

A graduate of our program is, first and foremost, a scholar—a person dedicated to the acquisition, advancement and transmission of knowledge.

The Program provides doctoral candidates with opportunities to strengthen their understanding of the major aspects, problems, and controversies affecting the development of the discipline while simultaneously allowing them to specialize in one or more of the subdivisions of the field. Specialization, though highly desirable and necessary, should not be equated with a narrow intellectual focus. In our complex, technical, and rapidly evolving environment, a specialist should also be a well-trained generalist able to comprehend the interrelatedness of economic, cultural, social, psychological and political phenomena and the historical context in which they occur. The Program is embedded in the social sciences and humanities generally, and students are encouraged to include work in related disciplines in their course of study.

1. Doctor of Philosophy Degree

The Ph.D. training program is meant to prepare students for careers in university and college teaching, as well as research careers in a variety of public and private settings.

Work for the Ph.D. Degree is composed of two interconnected phases:

Phase I consists of approximately three years (60 credits) of course, seminar, and research work ending with the successful completion of the Second Examination (which includes approval of the dissertation proposal).

Phase II assists students in carrying out a major, original research project, culminating in the completion of their doctoral dissertation.

While formal courses and seminars constitute the core of a student's program during the first phase, a significant part of doctoral training takes place outside the classroom in colloquia, study groups, and tutorials. Of prime importance are informal, faculty-student contacts and contacts among students themselves. Despite their responsibilities away from the Graduate Center, most doctoral faculty members make every effort to be available for consultation with graduate students.

2. Master of Philosophy Degree

Doctoral Students who have successfully completed their second Examination (and 60 credits of coursework) may apply to the Executive Officer for a Masters of Philosophy. Doctoral Students without a Master's degree can apply for both the En-Route Masters before taking their second Examination, and then Masters of Philosophy following it.

3. En-route Master's Degree

Doctoral students who have completed 45 credits of course work with an average of B or better, have passed their Ph.D. First Examination, and have completed a major research paper for one of their 800-

level courses, which is certified by the instructor as a major research paper, may apply to the Executive Officer to receive an En-route Master's degree.

4. Master of Arts Degree

The Master's Program provides students with the background necessary to further their careers in public agencies, research organizations, non-governmental organizations, international organizations, think tanks, diplomatic services, journalism, and educational institutions.

The M.A. degree consists of 30 graduate credits, which includes course work in political science and related disciplines, the 3 credit Core Seminar in Political Science, and a 3 credit thesis tutorial to guide the writing of the M.A. Thesis.

5. Master of Arts with a concentration in Public Policy

A student may also choose a Master of Arts Degree in Political Science with a concentration in Public Policy, which requires 24 credits of course work in Public Policy, the 3 credit Core Seminar in Political Science, and a three credit, thesis tutorial.

6. Writing Politics Specialization

The Writing Politics specialization trains political science students to write serious political analysis for an educated audience outside of the discipline. This specialization, the first of its kind in the political science academy, helps political scientists reach a larger audience and become involved in the public sphere, where diverse sets of ideas and views are shared and debated. There are courses every semester designated as Writing Politics, including: Writing Politics, Blogging and Writing Politics, and Campaign and Elections

PART TWO

THE STRUCTURE OF THE PROGRAM

1. Overview

The CUNY Graduate Center Political Science Program has a unique structure. It is unlike most doctoral programs, which are housed on one campus offering both undergraduate and graduate study. Instead, the CUNY Political Science Program is part of a consortium arrangement among the political science departments of the CUNY Colleges. The doctoral faculty, drawn from scholars at The Graduate Center and elected to membership from the CUNY colleges, offers courses for the Ph.D. and M.A. degrees, administers the examinations for the degrees, and supervises the preparation of the M.A. thesis and the Ph.D. dissertation.

This unique structure has several advantages. Drawing faculty from a vast resource pool, the Program assembles a faculty of unusual intellectual variety, strength, and ability. In addition, the close association of the CUNY colleges to the M.A. and Ph.D. Program provides doctoral candidates with the opportunity to teach at the CUNY Colleges.

The Political Science program has its own administration and governance, functioning within the general framework of the rules and regulations of the Graduate Center and the specific Program requirements described in the Graduate Center Bulletin. These rules and requirements are under the jurisdiction of the Graduate Council, which has both faculty and student representation from all disciplines. The Political Science Program has five delegates in the Graduate Council: three faculty members (one of whom is the Executive Officer of the Program) and two students.

The overall administration and direction of the Political Science Program is in the hands of an Executive Officer, two Deputy Executive Officers, and the Executive Committee. The Executive Officer is appointed by the president of the Graduate Center after consultation with students and faculty. The Executive Committee consists of the Executive Officer, the Deputy Executive Officer, nine other faculty members elected by the doctoral faculty, and three student-elected representatives.

Students should also be aware of the Doctoral Students' Council, which is the policy-making body of the Doctoral Student Organization, the official student government composed of all students matriculated in doctoral programs at CUNY. Students from the Political Science Program elect two representatives to this Council each year.

2. Organization of the Curriculum

The Political Science Program is organized into five subfields. Courses of study and majors and minors in the doctoral program are defined in terms of these subfields.

A. Fields

AMERICAN POLITICS: American political thought; national institutions; constitutional law and judicial behavior; political processes (voting, parties and public opinion); federalism and intergovernmental relations.

COMPARATIVE POLITICS: Comparative Method, The State and State Formation, Political Regimes/Regime Change/Regime Stability, Comparative Political Institutions, Institutionalized Modes of Political Participation, Contentious Politics and Social Movements, Revolution and Civil War, Politics of Identity, Comparative Political Economy of Advanced Industrial Economies; The Politics of Development and Distribution, Comparative Politics in a Global Context.

INTERNATIONAL RELATIONS: International theory and foreign policy; International security; International political economy; International organization and law; International human rights and humanitarian affairs.

POLITICAL THEORY: ancient and medieval political thought; modern political thought; contemporary political thought; critical theory; feminist theory; democratic theory; Marxism.

PUBLIC POLICY: American public policy; comparative public policy; international public policy; theoretical issues in public policy; and substantive areas within public policy.

> Note: in preparing the substantive area in the Public Policy field, a student may select health, education, housing, urban development, natural resources, welfare, or any other substantive area.

B. Crossfield & Interdisciplinary Concentrations

Students may request to design their own crossfields for the first examination in consultation with the Executive Officer. This request must be made in writing one semester prior to signing up for the First Examination, so that the relevant subfield examination committee can make a determination about whether it is appropriate to them. For August exams, one would indicate his or her preference to the Program Office during the spring semester prior to March 31; for January exams, one indicates his or her preference to the Program Office during the fall semester prior to October 31. However, not all subfields allow crossfields, for example, comparative politics does not.

3. Courses

Each semester a selection of courses in each subfield is scheduled. Over the course of a three-year cycle, the Program offers most subfield core courses at least once. To provide flexibility in course offerings, there is a provision as well for special courses in selected topics in each field.

A. Seven Hundred (700) & Eight Hundred (800) Level Courses

Students should be aware of the distinction between 700 and 800 numbered courses. Seven hundred level courses are designed as reading courses, carry three credits, and typically have among their requirements a final examination. These courses enable students to survey the major aspects of the literature in each of the subfields.

Eight hundred level courses are designed as seminars with a research orientation, require a research paper as the final product, and carry four credits.

The balance between 700-level and 800-level courses should be decided by each student, in consultation with faculty, to make sure that a healthy balance between the two types of courses and the progress toward a student's dissertation proposal are supported. The Program requires a minimum of five 800- level classes.

Prior to registration each semester, the Program offers course descriptions on its website. The announcement also contains information about the course requirements and grading criteria, e.g., type of final examination, research paper and participation in discussion, including oral reports. Copies of syllabi and reading lists are provided by faculty at the beginning of each semester.

Tutorial Study & Independent Reading

Doctoral students may take one tutorial study and independent reading course for credit and under special circumstances, a second. Only in exceptional circumstances, determined by the EO, may M.A. students take independent study courses.

B. Consortia Arrangements.

The Graduate Center is a member of The Interuniversity Doctoral Consortium, which provides opportunities for cross-registration among member institutions. Eligible matriculated Graduate Center doctoral students may cross-register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, The New School, New York University, Princeton University, Rutgers University (New Brunswick, NJ Campus) and State University of New York at Stony Brook.

In order to be eligible to petition for enrollment in a consortium course:

1. You must be a matriculated doctoral student.
2. You must have completed at least two semesters of graduate study and be between your second and sixth year of enrollment at The Graduate Center.
3. The course you wish to take is not available at The Graduate Center or other CUNY college.
4. Registration is subject to approval by the Vice President of Student Affairs at The Graduate Center and the divisional Dean at the host institution.
5. For Columbia University - The course must be offered through the Graduate School of Arts and Science.

Listed below are the procedures an eligible student must complete to petition for enrollment in a consortium course:

1. Acquire the Permit Out form from either the Office of the Registrar (Room 7201) or your doctoral program.

2. Bring the completed form to the Office of the Vice President for Student Affairs (Room 7301). If the form is approved by the Vice President you will be given an Inter-University Cross Registration Form.

3. Follow the instructions on the Inter-University Cross Registration Form and submit the completed form to the Office of the Registrar no later than the date specified on the academic calendar for that year (usually the first week of September).

4. Once the completed Inter-University Cross Registration Form is submitted, your registration will be finalized by the Office of the Registrar. ***Please note that registration for Consortium courses is not an on-line procedure, and that all enrollment changes for these courses must be submitted via change of program forms.*

Finally, students taking courses at another university are subject, in those courses, to the registration and academic regulations of the host university, including the grading system, calendar, and academic honor system. It is the responsibility of the students to familiarize themselves with the pertinent regulations of the host university.

4. Planning One's Program of Study: The Advisory System

Entering students usually come to our program with some specific interests in political science and with somewhat less specific expectations of what they will achieve in the Program. Faculty members teaching courses in the Program are available to help watch over and mentor students each semester.

Before entering the Program, each student is assigned a faculty member as an advisor. This faculty-student advisory relationship should be established and maintained by mutual consent of the faculty member and the student. If, for any reason, the student or faculty member wishes to terminate the advisory relationship, he or she may do so. A student who wishes to change academic advisors first needs to locate a faculty member who agrees to work with him or her. If the faculty member agrees to be the student's academic advisor, the student needs to send an e-mail to the Assistant Program Officer (APO) about the requested change. This e-mail needs to be supported by a brief statement of agreement by the new academic advisor. Once the APO has received these messages, the APO issues a confirmation statement in the Executive Officer's name to the student and the new academic advisor. This change is noted in the student's record kept in the Program Office. Then, when the student chooses a sponsor for her or his dissertation, that sponsor becomes the student's official faculty advisor. Students should notify the APO of that change.

It is the responsibility of the student to establish the focus of his or her course of study, including the major and minor subfields of specialization. ***The role of the advisor is to help students integrate their own vocational, research and other interests within the framework of the Program's requirements.*** These requirements are flexible enough to allow for various combinations of subfields, and the function of the advisor is to guide students in defining their choices and mentoring them through the Program.

It is not advisable to commit to a dissertation topic and supervisor prematurely, before one has some broad exposure to the discipline. However, students should keep in mind that is their responsibility to develop a topic, find a sponsor, and assemble the remaining members of the Second Examination and Dissertation Committees. They can avoid delaying their progress through the program by starting to explore possible topics with faculty members well before they have completed their course work.

Students should consult their advisors or other faculty members in selecting courses of study. The advisor may also perform a useful role in suggesting guidelines for readings and research projects, avenues for inquiry and reflection, etc.

5. Transferring from the M.A. to the Ph.D. Program

Although the Master's Program is ordinarily a terminal degree program, students who do exceptionally well in their course work may wish to apply for admission to the Ph.D. Program

PART THREE

ACADEMIC REQUIREMENTS FOR THE MASTER'S DEGREE

*1. **M.A. in Political Science***

A. Course of Study

Students must complete a course of study consisting of 30 graduate credits, which includes 24 credits in political science and related disciplines, the 3 credit Core Seminar in Political Science, and a 3 credit thesis tutorial to guide the writing of the M.A. Thesis.

Students are encouraged to enroll in the core M.A. course in their first semester.

Students must complete at least three courses in one of the five subfields (American Politics, Comparative Politics, International Relations, Political Theory, and Public Policy).

Students are required to complete a course in a second subfield.

Students are required to complete at least two 800-level courses.

B. Tools of Research

Depending upon the research tools appropriate to their subfield, students must fulfill one of the following three requirements: (1) demonstrate proficiency in quantitative methods; (2) demonstrate proficiency in qualitative methods; or (3) demonstrate a reading knowledge of one foreign language. Proficiency in quantitative methods may be demonstrated by passing a graduate course in quantitative methods/statistics with a grade of B or higher; proficiency in qualitative methods may be demonstrated by passing a graduate course in qualitative methods with a grade of B or higher. Foreign language proficiency may be demonstrated by achieving a B grade or better in an approved foreign language course or by passing the Program's foreign language proficiency exam.

C. M.A. Thesis

Students are required to complete a master's thesis. This may take the form of a substantial revision of a research paper that has been submitted in a course during a prior semester, and ordinarily is done under the supervision of the instructor in that course. Students may also choose to undertake a new research project for the thesis. They may only register for Master's Thesis supervision for one semester.

D. Concentrations and Specializations

Concentration in Public Policy: M.A. students who intend to pursue the concentration in Public Policy are required to complete at least three courses in Public Policy, two of which must be at the 800-level. Students pursing the M.A. in Public Policy are exempt from the foreign language proficiency requirement.

E. Writing Politics Specialization

M.A. Students who intend to pursue the Writing Politics specialization must complete the Writing Politics Seminar and the Writing Politics Workshop; they are also exempt from the foreign language proficiency requirement.

PART FOUR

ACADEMIC REQUIREMENTS FOR THE DOCTORAL DEGREE

1. Course of Study

A. Required Credits

Each student is required to complete 60 graduate credits, of which at least 20 credits (5 courses) should be earned through 800-level doctoral research courses. These courses may be in any areas of political science and may include independent study, so long as the independent study includes a major research paper. Students matriculating in the fall of 2005 and thereafter are not allowed to take more classes after reaching 45 credits until they have completed at least one part of the first examination successfully.

B. Knowledge of Two Subfields

For the Doctorate in Political Science, students are required to develop a major and minor area of concentration from among the five subfields in the program (*American Politics, Comparative Politics, International Relations, Political Theory, and Public Policy*). Special competence in these two subfields is the basis of the student's doctoral specialization and is also the basis of his or her First and Second Examinations. In each of the two chosen subfields, students must take at least one course at the 700- level.

C. Exposure to Other Subfields

Each student is required to complete a total of three courses in at least two subfields OTHER THAN their major or minor with a grade of B or better. Courses which are cross-listed are counted only once in meeting any requirement.

D. Political Theory

Students who do not major or minor in Political Theory will take one course in Political Theory.

E. Research Methods

It is required that before the completion of 45 credits every student complete at least one course in quantitative or qualitative research methods, or other methods of inquiry. Any advice about what courses count for this requirement can be obtained from the APO.

F. Foreign Language

Each student must demonstrate competence in a language other than English. This can be achieved by passing a language examination administered by the Program. The student is required to translate a page of typical text in social science into English. The use of a dictionary is permitted.

In lieu of taking the language examination administered by the Program, a student may take one of the courses offered by the CUNY Graduate School Language Reading Program. A grade of B or better in one of these courses may be used to fulfill the language requirement.

Students who have received a B.A. from a foreign institution may use the language used in that institution as a medium of instruction to satisfy the language requirement.

Dates for the foreign language examinations are announced at the beginning of each academic year. Students who wish to be examined in a language not ordinarily given may make arrangements with the Executive Officer.

2. The First Examination

Students are permitted to take the First Exam when they have amassed between 14 and 27 credits without penalty (i.e., a failure is not counted against their two opportunities to pass the exam). This early pass option can be applied either to the major or minor subfield, but not both.

The First Examinations *must* be taken after the completion of 27 credits and before the completion of 45 credits.

In preparation for taking the two first examinations, students should consider consulting the faculty chair of the two subfields, which the student has chosen to sit for; the student may also find their advisor's advice helpful. Students are encouraged to form study groups, take practice exams, and consult with faculty about their answers in order to enhance their performance. Reading lists, grading rubrics, and previous exams or actual questions (e.g., comparative politics), are available on each student's BlackBoard page. Click on "Grad Exam Materials" in the top Menu Bar, then select "Political Science" on the left column list. Students should consult these materials.

First Exam Learning Goals: The first exam tests students' breadth of knowledge of the discipline and their abilities to communicate knowledge through writing. Specifically, the exam tests students' abilities to work accurately and critically with theories, including the application of those theories to empirical material or texts. Questions are designed to test students' understanding of major scholarship, debates, and applications in their chosen areas.

A. Registering for the Exam

To take the First Examination, students must be registered. A completed First Examination registration form must be submitted to the Political Science Program Office before the deadline. This form is kept in the Political
Science Common Room. The deadline for registering is indicated both on the form and on the Political Science Program Calendar.

If a registered student needs to withdraw from the First Examination, the request must be submitted in writing to the Program Office. Students can withdraw any time up to the morning of the examination. However, once the examination has begun, any student who *then* withdraws from the examination receives a grade of "Fail." This grade counts as one of the two times that students are permitted to take the First Examination.

B. Grading the Examination

Each answer to a question is graded by at least three members of the examinations committee in the subfield. The graders for each question are chosen by the chair of the subfield committee on the basis of their expertise, though the chair tries to distribute the grading burden fairly.

Each of the graders shall assign a grade of Ph.D. Pass with Distinction, Ph.D. Pass, or Fail for each question. Graders write substantial comments for each question.

When the grading has been completed, the committee discusses the results and assigns an overall grade for the student's examinations in that subfield.

The overall grade reflects the subfield committee's considered judgment of the student's performance, including the level of competence and the potential for advanced graduate work demonstrated by the student's answers.

Each semester the composition of the First Examination Subfield Committees is posted.

C. Retaking the First Examination, Appealing Grades, and Appealing Academic

Termination

A student may take one of the two first examinations before accumulating 27 credits and not be penalized for a fail. Students may change subfields when retaking the examination.

A student who fails a major examination twice or a minor examination twice, regardless of subfield, after accumulating 27 credits is automatically terminated from the program.

Students may appeal a grade on the first examination by following the process in The Graduate Student Handbook under the heading Academic Disputes Concerning Grades. The Handbook states that: "In the case of disputes with respect to grades for work in a course, final course grades, grades on first and second qualifying examinations, or the dissertation defense, the student should discuss the matter with the instructor; or, in the case of a qualifying examination, with one or more examination readers identified by the Executive Officer; or, in the case of the dissertation defense, with the adviser.

The student may be accompanied by a student or other member of the Graduate Center community in discussion with the instructor or readers or adviser. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations.

If the matter is not resolved, the student may, within 30 days of receiving written notification of the failure to reach resolution, register a formal complaint with the Executive Officer of the program, who shall consult with the instructor or readers and/or the student's adviser and attempt to resolve the matter. If the matter is not informally resolved by the Executive Officer, the student may, within 30 days of receiving written notification of the failure to reach resolution, appeal the grade in writing to the Executive Committee." The Executive Committee will appoint a special grade appeal committee (consisting of three faculty members) which will hear the appeal and report to the Executive Officer who will transmit the decision of the special grade appeals committee to the student in writing. In substantive grade appeals, the appeals committee will ask three faculty in the field of the appeal to regrade the exam. The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee.

To appeal the decision of the program's special grade appeals committee, a student has recourse to the appeals process of the Graduate Center.

When the grade on a qualifying examination results in termination by formal program policy, any dispute with respect to that grade shall be addressed as a dispute concerning academic termination.

A student who is terminated from the Program may appeal using the process under the heading "Disputes Concerning Academic Termination" in The Graduate Student Handbook, which states: "A student may be terminated from a doctoral program and from the Graduate Center by a formal action of the Executive Committee of the program or by established formal policy of the program. The student may appeal the termination decision to the Executive Committee within 30 days of receipt of the letter of termination from the program. (In exceptional circumstances, the student may request an extension to the appeal deadline from the Executive Officer or from the Associate Provost and Dean for Academic Affairs.) The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee. The student shall be given the opportunity to withdraw from the program before any official action is taken."

To appeal the decision of the Executive Committee, a student has recourse to the appeals process of the Graduate Center.

D. Feedback for the Students

Detailed comments from faculty about the student's performance, both positive and negative, are made available to the student.

Students may review copies of the comments on their exam in the Department office but they may not have copies of them.

The Chair of the subfield is responsible for discussing a student's performance, or directing a student to the most appropriate faculty member of the Examination Committee with whom the student can discuss the examination results. Within two weeks after the examinations are graded, students should be able to meet with the faculty member.

E. Level II

Upon completing both first exams successfully, students move to Level II status.

3. The Second Examination & Dissertation Proposal

Between the semester in which the student completes 60 credits and two semesters after the completion of 60 credits, the student completes a dissertation proposal under the supervision of a faculty adviser (called "sponsor") from the political science program and faculty reader.

The dissertation proposal is considered satisfactory for the purpose of registering for the Second Examination when the faculty sponsor and reader so indicate in a written communication to the Executive Officer. The Second Examination itself is a two-hour oral examination in which the student is expected to place his or her research project within broader areas of the discipline.

The committee is usually composed of three members from the graduate faculty, of which two must be in the political science program, but if the student wishes to include someone who is not a member of the graduate faculty, then the committee will be composed of five members, of which at least three are members of the political science graduate faculty.

A faculty member from another Ph.D. Program may be invited to participate in the supervision of a political science dissertation as a reader or member of the student's examining committee (second exam or doctoral defense), provided that a member of the Ph.D. Program in Political Science takes full responsibility as sponsor of the dissertation.

Once the sponsor and the reader of a student's dissertation proposal approve it, and send that email to the E.O., the student will send the proposal to the remaining member(s) of the examining committee, whether one or three. This should take place no later than two weeks before the scheduled second examination date, but a month in advance if the student wants their comments before the exam.

A. Grading the Second Examination

The Second Examination is graded as a Pass with Distinction, a Pass, or a Fail. A grade of pass or higher indicates that the student has passed the exam *and* that the examining committee recommends to the Executive Committee that the dissertation proposal should be approved. The committee can ask for major or minor revisions of the dissertation proposal. A grade of fail indicates that the student has failed the exam *and* that the dissertation proposal is not recommended for approval. The grade of the examination is determined by vote of the committee and immediately reported to the candidate.

B. Re-taking the Second Examination

Students who fail the Second Examination should meet with the chair or a member of the Second Examination Committee to discuss their performance on the examination. Students may request that the views of each faculty member on the examination questions be communicated to them, as part of their preparation for re-taking the examination.

A student who fails the Second Examination must retake it during the next semester. A student who fails the Second Examination twice is automatically terminated from the Program.

C. The Nature of the Dissertation Proposal

A dissertation proposal is not a full length dissertation; it is a proposal. The length of a dissertation proposal should not exceed twenty pages.

Explicit guidelines have been drawn up by the program and should be consulted. A workshop on the dissertation proposal is also held each spring, as a non-credit course, and students are both encouraged to take it and allowed to take it as often as they wish.

Some subfields have made available examples of previously accepted proposals on Blackboard (in Grad Exam Materials) or subfield listserves managed by students. Students should, of course, realize that each proposal relates only to that topic and cannot serve as a general template.

D. Advancement to Candidacy/Level III

Students are advanced to candidacy only after having completed 60 credits, passed the First Examination and the Second Examination, and met the language and research methods requirements. After successfully passing the Second Examination, students move to Level III status.

4. Human Subject Application Process

Any research work that students conduct with humans as research subjects is subject to CUNY and U.S. federal regulations. Research with human subjects can include (but is not limited to) interviews, surveys, focus groups, participant observation and reviewing personal records (such as test scores, medical records, or job personnel files). The campus office that applies these regulations is the CUNY Human Subjects Protection Program (HRPP), which houses the Institutional Review Board (IRB). ALL human subject research, even if it is preliminary leading up to a dissertation, MUST be reviewed by the IRB and received approval prior to its initiation.

The IRB process can be time-consuming; students should do their best to begin preparations early. If your research includes interaction with human subjects, the best procedure is to apply for the IRB approval while waiting for comments on the dissertation proposal and the second examination, but at the latest, immediately after passing the Second Examination.

Students must apply to the IRB at the college of their sponsor; if their sponsor is based at the Graduate Center, they should apply to the Graduate Center's HRPP office: https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-IRB-HRPP. Faculty sponsors should familiarize themselves with HRPP regulations and procedures to help students follow the bureaucratic path. Faculty and students alike are welcome to consult with the Political Science IRB advisor or with the staff at the Graduate Center HRPP office.

The IRB process has several steps, which include an online training module (with tests) on research ethics and US regulations and the submission of the protocol for the research itself for approval prior to the start of the project. IMPORTANT: if you conduct any preliminary interviewing, participant-observation, review of personal records, etc. in preparing the dissertation proposal OR ANY RESEARCH ON HUMAN SUBJECTS FOR ANY WORK IN YOUR GRADUATE CAREEER, you must obtain IRB approval in advance.

If you are unsure whether your research includes human subject components, you should consult with HRPP staff at the Graduate Center. Materials for understanding the government regulations and the CUNY policies for the regulation are available on the CUNY HRPP website (http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/).

5. The Dissertation

Students have eight years maximum to complete all of the requirements for the Ph.D. degree. Students should keep in mind that a dissertation has the purpose of continuing their training in theory and research. It is not intended to become a lifelong undertaking. Doctoral candidates should also note that the probability for finding teaching, research and other positions is significantly higher for Ph.D. holders than for ABDs (all-but-dissertation).

A. Preparing the Dissertation

Once the dissertation proposal has been approved, the student is expected to work closely with his or her sponsor and reader in researching, organizing, and writing the dissertation. In addition, the student is encouraged to consult with other faculty members, as it may be desirable, in pursuing his or her research.

Funding of Dissertation Research

If at all possible, it is advisable to devote one's full time to the completion of the dissertation. Students are urged to explore various opportunities for dissertation fellowships. Such opportunities include possible financial support from the Graduate Center fellowships and various institutes and centers affiliated with the Program and the Graduate School. Among these are:

Center for Urban Research
Howard Samuels State Management and Policy
Center Ralph Bunche Institute for International
Studies Bildner Center for Western
Hemisphere Studies Center for the Humanities
Center for Jewish Studies
Center for Lesbian and Gay
Studies Center for Place, Culture
and Politics
Center for the Study of Women and Society
European Union Studies Center
Institute for Research on the African Diaspora in the Americas and the Caribbean
(IRADAC) Middle East & Middle Eastern American Center (MEMEAC)

Students should also be aware of the various national programs of dissertation support, such as the Brookings Institution (public policy studies), American Council of Learned Societies, German Marshall Fund, International Studies Association (summer awards), Council for European Studies (pre- dissertation awards), Social Science Research Council, Fulbright-Hays Awards, National Endowment for the Humanities, National Science Foundation, American Association of University Women.
The American Political Science Association website has a comprehensive list of all the fellowships available. (See ***http://www.apsanet.org/index.cfm)***.

The Office of Research and Sponsored Programs of the GC also maintains a comprehensive list of sources for possible funding. The office encourages students to consult them for advice on available funding sources and on strategies for application.

B. Defense of the Dissertation

The Dissertation Defense Committee is composed of three faculty members including the sponsor and reader. If the student wishes to include a member from outside the members elected to the doctoral faculty of the Graduate Center, either within the CUNY system or from other universities, the Committee must expand to five members, with three faculty still from the CUNY graduate faculty in political science.

The Dissertation Defense takes place no less than 30 days after the student has made complete copies of the dissertation available to all members of the Defense Committee.

The Dissertation Defense is a two-hour, oral examination.

C. Grading the Dissertation

The Dissertation Defense is given a Pass, a Pass with Minor Revisions, a Pass with Major Revisions, or Fail.

In case of a Pass, the Dissertation is accepted, with the exception of typographical errors, which are expected to be corrected without any faculty supervision.

In the case of a Pass with Minor Revisions, the candidate has three months to make the appropriate corrections and present the dissertation to the committee chair (the Sponsor) for approval.

In case of a Pass with Major Revisions, the candidate has twelve months to re-submit the dissertation to the Committee for its official approval.

In case of Fail, the candidate is terminated from the Program.

The grade of the examination is determined by vote of the committee and immediately reported to the candidate. This committee vote may include one dissent or abstention.

Graduates from the Doctoral Program in Political Science will demonstrate that they have achieved the program's professional development and ethics goals.

A Note on Professional Development:

The Political Science Program relies on the following to assess the professional development of students, particularly insofar as these are related to the program learning goals outlined above. Our objective is to assure that graduates receive training and mentoring as teachers, colleagues, and researchers, and we rely on the following to achieve those goals:

1) **Teaching Evaluations:** The Political Science Program offers a course, "Teaching Political Science," which provides a setting for new Graduate Teaching Fellows (GTFs) and lecturers to develop their syllabi, introductory courses, and practice exams. Grades and evaluations of their performance in this course provide a measure with which to assess their progress. The program also collects and analyzes teaching observations of our students who are at the campuses. This allows us to monitor their success at communication in the classroom.

2) **Conference presentations:** The Program has modest funds from the University Fellowship (distributed in the fall upon application to the EO) and the Doctoral Students Research Grants (DSRG) (distributed in the spring by the awards committee upon application and a letter of recommendation from the student's sponsor) for travel in support of students whose work is selected for presentation at the major professional meetings of the field, e.g., the American Political Science Association meetings, the Midwest Political Science meetings, or the International Studies Association meetings. The Office of the Vice President for Student Affairs also provides modest conference presentation support each semester; information is available on the GC website, under Student Life => Resources => Conference Presentation Support; students should take note of the early application date.

3) **Job Talks**: Students who are preparing for the job market are encouraged to hold practice job talks in the program lounge.

4) Professional Development Sessions: Each year, the program schedules workshops, colloquia, and seminars committed to various aspects of professional development including, among other subjects, teaching, grant writing, public speaking, extramural funding, publishing, and the job search process.

Professional Ethics Goals:

By the time they graduate, students should be conversant with the ethical issues commonly encountered in the following areas:

1) **Teaching:** Students should have received training in issues that pertain to student-teacher relationships, such as sexual harassment and academic dishonesty, and know how to address institutionally any ethical violations that they might encounter or experience in appropriate ways.

2) **Research:** Any student conducting research with human subjects should be conversant with the fundamentals of human subject clearance and have received training in submitting a proposal to a campus Internal Review Board. In addition, they should be acquainted with common interpersonal issues that might arise in any research situation;

3) **Publication:** Students should be conversant with the constraints placed upon the use of pre- existing visual, aural, or written materials by intellectual property laws, as well as the uses that are permitted under fair use conventions.

D. Final Formalities

Before the degree is granted, students must consult the Dissertation Librarian, beginning with the information on the website (http://libguides.gc.cuny.edu/dissertations), followed by a personal appointment about the current regulations for submission, the technical aspects of formatting, etc.

PART FIVE

OTHER IMPORTANT ACADEMIC MATTERS

1. Standards of Progress

Satisfactory progress towards completion of the degree requirements must be demonstrated by the student each semester in the Program. These include: (a) maintaining a B average for work done at the Graduate Center; (b) resolving incomplete grades; and (c) making satisfactory progress toward the degree.

The Program's criteria of normal progress for full-time students are as follows:

A. Rates of Satisfactory Progress - Ph.D. Students

(1) Students must take their First Examination after the completion of 27 credits and before the completion of 45 credits.
(2) Students cannot have more than two open grades (incompletes or no grade recorded).
(3) Students must maintain at least a 3.0 grade point average.
(4) Between the semester before the student completes 60 credits and two semesters after the completion of 60 credits, the student must complete a dissertation proposal under the supervision of a Sponsor; getting the advice of a Reader (second advisor) is also recommended. Upon the decision by the Sponsor and the Reader, as communicated to the Executive Officer, that the dissertation proposal is ready for its defense, the student sends the proposal for review to the remaining member or members of the examining committee. The student then takes a two-hour comprehensive oral examination.
(5) Students must complete their Dissertations by the end of their eighth year in the Program.

B. Rates of Satisfactory Progress - M.A. Students

The M.A. Program is designed to allow students to complete the requirements for the degree in about two years by taking nine (9) to twelve (12) credits of course work per semester for three semesters and then taking three credits for the Thesis in the fourth semester.

(1) Completion of nine to fifteen credits during the first semester in the Program.
(2) Completion of nine to fifteen credits during the second semester in the Program. The Tools of Research requirement should be completed during the first year.
(3) Completion of remaining credits (if any) during the third semester of the Program.
(4) Completion of Thesis during the fourth semester.
(5) Students must complete their M.A by the end of their fourth year in the Program.

To help students progress through the M.A. and Ph.D. degrees efficiently, the Program provides example timelines for full time and part time M.A. and Ph.D. students in Appendix A.

2. Registration Blocks

Student records are reviewed and evaluated at the end of each academic year. Satisfactory progress is required for continuation in the Program, as well as for continuation of Fellowship Awards, Research Assistantships, and other forms of financial aid. If satisfactory progress is not being made, a student's registration is blocked by the Office of the Vice President of Student Affairs.

If the Graduate Center blocks a student from registering, the student may be terminated from the Program, forfeit her funding, and be removed from any teaching assignment.

3. Grades

The grade of B in any graduate course is considered the minimally acceptable passing grade. Please note the distinction between this and the maintenance of a B average. A "B average," which includes grades of one or more B minuses or even C's, is barely acceptable, at best.

Incompletes are assigned when a student has not finished the work for a course by the end of the semester. Students should make every effort to complete their course work on time. The Graduate Center does not allow a student to carry more than two incompletes. More than two incompletes may result in a student not being allowed to register for further course work until those incompletes are removed, including consequences for the loss of a student's funding. Professors are encouraged to "close out" any open grade (INC, NRG) that remains for one year, and if the student has not submitted sufficient work required for that course, to submit a grade of F.

The grade "SP" (satisfactory progress) may be used only for advising on M.A. Theses and Ph.D. dissertations.

4. Transfer of Credits - Advanced Standing

Students who have completed graduate work at other institutions and wish to have some of that work accepted towards their degree requirements in the Political Science Program, should apply to the Deputy Executive Officer of the Program. Forms are available in the department office. No more than 21 credits can be transferred for doctoral students. No more than 12 credits can be transferred for Master's students. Applications for transfer of credit should be made during the student's first semester in the Program. A request for transfer of credits should include an official transcript from the institution from which credit transfer is being sought. The Program will evaluate the credits during the first semester, but Ph.D. students must wait until after passing the first exam to officially apply their transfer credits to their Graduate Center transcripts. M.A. students can apply their credits immediately after they are evaluated.

The following general guidelines are meant to provide a helpful framework for evaluating transfer credits:

Applications for transfer credit are evaluated by the Program at the end of the semester that the request was made.

Students should be ready to submit course outlines of all courses for which they wish to receive credit. Credit for courses that are relevant to a student's course of study are more likely to be accepted. For example, a student who wishes to concentrate in international political economy may receive credit for graduate courses in economics.

Students with credits from programs in Public Administration are urged to remember that our Program is more theoretically inclined than most P.A. programs. Therefore, courses in "administrative budgeting," or similar narrowly defined subjects, are not likely to be approved for transfer credit.

The Program will notify students regarding how many credits are accepted for transfer, and which Program requirements are satisfied. For doctoral students, the program will submit the transferred credits to the Registrar and have the credits officially applied to Graduate Center transcripts after students pass the First Examination. For Master's students, the credits will be applied immediately.

5. Financial Aid

The system of financial aid at the Graduate Center now (since fall 2013) provides five-year Graduate Center Fellowships to those admitted to the program for the Ph.D. of tuition (up to 16 credits per semester) and $25,000 each year for the first five years of study. This entails a stipend of $23,000 for fall and spring semesters and a $2,000 summer research stipend, a graduate assistantship (a research assistantship the first year and teaching one course each semester at a CUNY undergraduate college during years 2, 3, and 4), a variety of assignments in the fifth year, and eligibility for low-cost individual or family NYSHIP health insurance. An additional small number of tuition-waiver fellowships are also offered. There are some other fellowships targeting particular groups, such as minorities, available at the Graduate Center level; students should consult the Graduate Center website for fuller information.

6. Placement

The faculty, individually and collectively, is expected to actively engage in helping secure suitable employment for our graduates. Priority in placement efforts is given to those who have defended the dissertation or are within striking distance of the defense.

All students, at any point in their career in the Program, who are seeking any kind of teaching, administrative, or research employment during the academic year or summer, are urged to register with the Office of Student Affairs. This office has also partnered with a dossier service, Interfolio, Inc., that stores and delivers letters of recommendation for employment applications. Information and instructions are on the Graduate Center website at:

http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Resources

PART SIX

ADMINISTRATIVE REQUIREMENTS AND FACILITIES

1. Registration

The Program's registration period for the fall semester usually takes place during the third week in May. For the spring semester, it is during the third week of December.

Students should make an appointment with their advisors before registering for courses.

2. Maintaining Matriculation

Maintaining matriculation is the status accorded a student who has completed all courses, and who is preparing his or her Master's Thesis or doctoral dissertation. The time spent on maintenance of matriculation is included within the time limit for completion of the degree. A student who is maintaining matriculation must register each semester and must demonstrate satisfactory progress (completion of second examination, submission of dissertation proposal, or work on the thesis or dissertation) towards completion of the M.A. or Ph.D. degree.

Note: All students must, to remain in good standing in the Program, register each semester unless they have been granted a leave of absence. Failure to do so, without agreement of the Executive Officer, is considered an unofficial withdrawal from the Program.

3. *Leave of Absence*

The Graduate Center's policy on leaves of absence states that: Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their doctoral study. No more than four semesters of total leave time will be granted to any student. Each leave request should be made in writing to the student's Executive Officer prior to the semester or academic year during which the leave will be taken. If approved by the program's Executive Officer, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid, International Students (if applicable), and Residence Life (if applicable), as well as the Mina Rees Library, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave. Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A $20 readmission fee will be assessed upon the student's return. During the period of the leave, no changes in academic status, including such matters as the scheduling and taking of qualifying exams, application for En-route degrees, and advancement to candidacy, may be affected.

PART SEVEN

OTHER MATTERS

*1. **Orientation for New Students***

The Program conducts a new student orientation at the start of each fall semester to acquaint incoming students with the basic structure of the Program such as the subfields and basic curriculum.

2. ***Department Colloquia***

The Program sponsors a colloquium, at which students present practice job talks and faculty present ongoing research, which occurs every few weeks. A committee of faculty from each subfield and elected student representatives organize the schedule each semester.

3. The Interuniversity Consortium for Political and Social Research

The doctoral program is a member of the Interuniversity Consortium for Political and Social Research (ICPSR), based at the University of Michigan. Their data archives contain over 5,000 separate data sets including surveys on mass/elite attitudes, census, demographic, and election returns which constitute a major resource for teaching and/or research. In addition, each summer the ICPSR offers special courses in quantitative analysis which are open to interested students in the doctoral program. Funding for attending summer courses is sometimes available; students should be aware of the early deadline for application. The Official Representative of the Graduate Center for ICPSR is the Provost.

4. Program Common Room & Student Mail Drop

A political science common room exists for students and faculty. The "lounge," Room 5200, has computers, printers, student mailboxes, lockers, and comfortable seating for students.

5. Program Email listserves

The Program has two student email listserves. The student information listserv allows faculty and program officers to make postings to disseminate information to the students. The student discussion listserv is for students only. Contact the office for directions on how to sign up for these listserves. In addition, students from each subfield maintain their own listserves, whether on google groups or Facebook. Students should consult their fellow students so as to be included in these alternative sources of information about the program and its events.

6. Program Web Site

The Program runs a website that provides information on faculty research, course offerings and descriptions, journals and research centers housed in the Program, speakers and other news and events, admissions, student support, and alumni books. The web site address is ***http://web.gc.cuny.edu/dept/POLIT/***

7. *Student Conference*

The Program hosts a day-long student conference annually, usually early in the spring semester. This is a wonderful opportunity for students, especially newer members of the Program, to practice presenting their research in progress to their cohort and faculty.