

**CUNY Graduate Center Political Science Program.
Checklist of PhD Requirements.**

Course of Study

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 area of political science and may include independent study, so long as the independent study includes a major research paper. Students are not allowed to take more classes after reaching 45 credits until they have completed at least one part of the first examination successfully.

Knowledge of Two Fields

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

Exposure to Other Fields

Each student is required to complete a total of three courses in at least two fields 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.

Tools of Research

For students matriculating in the fall of 2019 and thereafter, it is required that before the completion of 45 credits every student must demonstrate proficiency in two research tools from the following list: (1) quantitative research methods; (2) qualitative research methods; (3) other methods of inquiry; (4) a foreign language. Proficiency in a research method (options 1 through 3) may be demonstrated by passing a graduate course on that method with a grade of B or higher. Any advice about what courses count for each method can be obtained from the EO.

Foreign language proficiency (option 4) may be demonstrated by achieving a B grade or better in one of the courses offered by the CUNY Graduate School Language Reading Program or by passing the Program's foreign language proficiency exam. Students taking the exam are required to translate a page of typical text in social science into English. The use of a dictionary is permitted. 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. 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 demonstrate proficiency.

Depending upon the research tools appropriate to their subfield, students may seek approval from the Executive Officer to fulfill their second research tool requirement within the same category used to fulfill their first research tool requirement. For example, a student majoring in Political Theory may be permitted to demonstrate proficiency in a second foreign language; a student majoring in American Politics may be permitted to demonstrate proficiency in a second course in quantitative methods. In practice, this principle may be applied to all subfields.

Students who matriculated before the fall of 2019 can choose to satisfy the above Tools of Research requirements, or all the following requirements: 1) proficiency in one research tool that is either quantitative research methods, qualitative research methods, or an other method of inquiry; 2) one course in Political Theory; and 3) proficiency in a foreign language.

First Examination

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

The First Examination examines students in two of the Program's five fields. Students are examined in one major field and one minor field. The examination consists of a six-hour written examination in the major field and a four-hour written examination in the minor field. Students may take their major and minor examination in the same semester or in consecutive semesters. Students may request questions in sub-fields that they designate when they register for the examination. (Majors must answer questions in three sub-fields, minors in two sub-fields). Each major and minor field is subdivided into standard specialized concentrations or subfields. The First Examination Committee must receive these requests at least one semester *prior* to the examination.

Exam preparation materials can be found on Blackboard.

Second Examination

The Second Examination tests the doctoral candidate's ability to explicate, examine and assess the major theories, applications, and controversies within their chosen areas, and place their ideas in the range of views in those areas, with a focus on their intended dissertation research.

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 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 examining committee consists of either three or five faculty members, including the sponsor and the reader. At least one-third of the committee must be from fields other than the major of the candidate. GC rules require that all members of a 3 person committee be doctoral faculty at the GC. The composition of a Ph.D. doctoral committee in political science must include a majority of members of the doctoral faculty in political science. Thus, for example, a committee of 3 would need 2 from political science. A committee that includes faculty from outside the GC would need to grow to 5, with 3 doctoral faculty from political science. Upon completion of a satisfactory dissertation proposal, the student consults with his or her sponsor about the composition of the examining committee, which is then selected in consultation with the Executive Officer.

A faculty member from another Ph.D. Program may be invited to participate in the supervision of a political science dissertation as a reader, provided: (1) the Dissertation Committee is satisfied that the dissertation proposal fully meets applicable standards, and (2) a member of the Ph.D. Program in Political Science takes full responsibility as sponsor or co-sponsor of the dissertation.

The student circulates his or her dissertation proposal to the members of the examining committee, who should submit written comments to the faculty sponsor at least two weeks before the examination. The faculty sponsor then conveys the comments to the student.

The Second Examination itself is a two-hour oral examination in which students are expected to place their research project within broader areas of the discipline. A satisfactory written proposal is a prerequisite for the oral examination, not part of the examination itself. The student is encouraged to consult with the individual members of the examining committee prior to the examination to identify the issues that will be addressed during the exam. These issues should be primarily determined by the student's research interests as expressed in the dissertation proposal.

Dissertation

Students have a maximum of eight years to complete all of the requirements for the Ph.D. degree.

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.

The Examination Committee for a Final Oral Examination represents the Ph.D. Program and the Graduate Council of the Graduate Center. It is therefore responsible for the standard of the Ph.D. Degree at the University. The committee must decide whether *all academic requirements* for the degree have been fulfilled. The Dissertation Defense Committee is composed of either three or five members, and follows the same guidelines for composing the second exam committee. 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 examination. Each examiner has approximately 20 minutes to examine the candidate. Possible grades are Pass, Pass with Minor Revisions, Pass with Major Revisions, or Fail as determined by a majority of the committee. In case of a Pass, the Dissertation is accepted, with the exception of typographical errors, which should 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.

Source:

<https://politicalscience.commonscuny.edu/program/degree-requirements/#1469355867682-e532411f-19e6>

Checklist for PhD Program Requirements.

Worksheet is for illustrative purposes only. Please bring this to a program advisor every semester before registering for courses to ensure you are on track to graduate.

Course # & Title	Requirement	# Credits	Semester passed	Grade
	Major Field 700-level	3		
	Minor Field 700-level	3		
	Breadth of Study 1	3 or 4		
	Breadth of Study 2	3 or 4		
	Breadth of Study 3	3 or 4		
	800-level course 1	4		
	800-level course 2	4		
	800-level course 3	4		
	800-level course 4	4		
	800-level course 5	4		
	Tools of Research 1	3 or 4		
	Tools of Research 2 (or Political Theory course if matriculated before Fall 2019)	3 or 4		
	Foreign Language if matriculated before Fall 2019			
	First Exam Major Field			
	First Exam Minor Field			
	Second Exam: Proposal			
	Dissertation Exam			
	Transfer credits	21 max		
	Total Credits	60 needed		
	Thesis advisor:			
Note: Courses can be used to satisfy more than one requirement. For example, a course taken to satisfy the 800-level course requirement can also satisfy another degree requirement (eg, Tools of Research).				

Contacts

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