



College of Liberal Arts
Department of Political Science

Guide to Graduate Study

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Questions regarding the Graduate Program

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1. PURPOSE OF THE GUIDE

This guide is designed to provide graduate students in the Department of Political Science at Purdue University with guidance in developing and carrying out an advanced program of study. It includes summaries of the requirements, procedures, and policies for the various fields of study and degree programs offered by the department.

The Department of Political Science offers a graduate program leading to a Doctor of Philosophy degree, although students occasionally finish after completing their Master of Arts degree. The program is designed primarily to prepare students for faculty positions in a college or university. Students may also pursue research careers in a number of settings, employment in the private sector, or positions in the public sector.

Important

In carrying out its program, the Department of Political Science operates under the rules, regulations, and policies of the Purdue Graduate School and Purdue University. Students should familiarize themselves with the Graduate School Catalog and University policies, as many University and Graduate School requirements are not repeated here. Among other things, the Graduate School Catalog details registration rules, academic standards, examination and graduation requirements, and leaves of absence. (<http://catalog.purdue.edu/>). This guide will be updated as changes occur. All graduate students employed through the department are subject to the Graduate Staff Employment Manual. (www.purdue.edu/policies/human-resources/vif11.html).

The Ph.D. program was revised in Spring 2017. For students who are operating under the former system, please refer to older versions of this guide.

Commitment to Diversity and Inclusion

Purdue University has an ongoing commitment to diversity and inclusion for its faculty, staff and student communities. The Department of Political Science shares that goal. We are committed to creating and maintaining an academic and working environment where all members of the Department can flourish. The climate of the department in all its activities—seminars, courses, meetings, events we sponsor, informal interactions, and more—strives to be welcoming and inclusive to all. If you feel targeted, shut out, marginalized or invisible for whatever reason (race, national origin, gender, sexual orientation, religion, age, ethnicity, disability, etc.), please seek out the Graduate Director to discuss the issue. For students seeking further information about the university's policies around diversity issues, please contact the Office of the Provost (<http://www.purdue.edu/diversity-inclusion/>)

Purdue University Non-Discrimination Policy Statement

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Non-Discrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination www.purdue.edu/purdue/ea_eou_statement.html.

2. ADMISSION

A. Application

Admission to graduate study in the Department of Political Science is granted by the Graduate School. Instructions for application are available from the Graduate School here: www.purdue.edu/gradschool/prospective/gradrequirements/westlafayette/pol.html.

The Graduate Recruitment and Admissions Committee of the Political Science Department reviews the application materials of the applicant and makes a recommendation to the Graduate School. The Department also assists in processing the application.

Applicants to the graduate program are required to submit scores for all three components of the Graduate Record Examination (GRE). Applicants' files are read holistically, so there are no absolute thresholds for GPA or GRE scores that students must attain to be admitted. As a general guide, the average GRE scores in recent years for students who applied to Political Science were 151 for the quantitative portion, 155 for the verbal, and 4 for the written component. In addition, all foreign students without degrees from English-speaking institutions are required to submit TOEFL scores as evidence of their English language proficiency. In recent

years, foreign applicants for admission to the department have had average internet TOEFL scores of 24.1 for listening, 24.9 for reading, 23.4 for speaking, and 24.3 for writing. Foreign applicants are also required by the University to submit statements of financial support sources.

Normally, students enrolled in the graduate program are expected to enroll in course work continuously until they complete their degrees. If a student is not enrolled in classes or dissertation research credits for three or more semesters, including summers, the student will be required to re-apply to the graduate program. Further, if more than four years elapse between passing preliminary examinations and the dissertation defense, students must retake the preliminary exams or apply for an exception. The Graduate Studies Committee may grant an exception if satisfactory progress has been made and extenuating circumstances have prevented completion within the specified period of time.

B. Admission Policy

The department seeks qualified students who have had a variety of academic and practical educational experiences. Although by and large applicants should meet the requirements listed below and have scores that are close to the mean scores listed in the Application section above, these are not absolute requirements. We are interested in admitting students with the potential to do well in Graduate School, and we give all applicants' materials careful consideration. If you see a good fit with our department, we encourage you to apply.

Students should meet the following requirements:

1. Have at least a B (3.0 on a 4.0 scale) grade point average, both in political science and overall as an undergraduate and in any graduate work;
2. Submit strong letters of recommendation from three or more faculty members;
3. Have demonstrated the ability and competence to pursue graduate work in Political Science, History, or kindred social science disciplines;
4. Submit results of the Graduate Record Examination (GRE) general test (verbal, quantitative, and analytical); and
5. Non-native speakers of English must submit the Test of English as a Foreign Language (TOEFL). International students are required to submit scores for the internet based TOEFL exam; the departmental standards for admission are somewhat higher than those of the Graduate School, which currently lists a minimum overall score of 77, with minima in each component of 18 (writing), 18 (speaking), 14 (listening), and 19 (reading). The Graduate School routinely grants waivers of the English Proficiency examination for applicants who have been conferred a baccalaureate degree or graduate or professional degree within the last 24 months from an institution where English is the primary language of instruction in a country/location where English is the native language. For more information on the waiver process see www.purdue.edu/gradschool/admissions/how-to-apply/apply-toefl.html.

Students should refer to our website at www.cla.purdue.edu/polsci for further information on applying. Everyone who is accepted for admission will be provided with funding through fellowships or Teaching or Research Assistantships. In addition, the Graduate School homepage at www.gradschool.purdue.edu provides information about financial aid, the Graduate School bulletin, housing, and an online application form for admission.

C. Date of Application

Applicants to the graduate program are accepted for Fall semester enrollment. The application deadline for domestic and international students is December 15th of the year before students want to begin. It is not necessary to fill out application forms for financial aid; each admitted applicant is automatically evaluated for awards for which new students are eligible.

D. Transfer of Credits

Students have until the end of the Spring semester of their first year to submit requests for transfer credits. It is the student's responsibility to initiate the request to the Graduate Studies Committee for transferring credit. For more information on petitioning the department to accept graduate credit from a different university, see the Graduate Coordinator.

Decisions to grant transfer credits are made by the Graduate Studies Committee, with the advice of each subfield. Normally credits are transferred only when the Graduate Studies Committee judges the previous work to be appropriate to a proposed program of study.

3. FIELDS OF STUDY IN POLITICAL SCIENCE

The graduate curriculum is divided into four areas of specialization from which the student may choose their concentrations: (1) American Politics; (2) Comparative Politics; (3) International Relations; and (4) Public Policy. In selecting a major area of study and two minor ones, the student may choose from any of these fields.

A. American Politics

With the United States facing both unprecedented challenges and opportunities, there is no better time to study American politics. Scholars of American Politics focus on (1) political behavior among citizens and elites; (2) mediating institutions such as political parties, elections, interest groups, social movements, the media, and bureaucracy; and (3) political institutions such as the Congress, the presidency, and the courts. American Politics scholars are often interested in understanding American institutions and behavior within a cross-national context. The field equips students with the analytical skills necessary to do theoretical and empirical studies in all these areas.

In particular, American Politics faculty at Purdue are interested in the following:

- a. The *political behavior* of citizens and political elites. Core areas include public opinion, political participation, and legislative and judicial behavior.

- b. The functioning of *political* and *mediating institutions*. Core areas include legislatures and representation, electoral politics and democratic inclusion, and political communication.
- c. The salience of race, ethnicity, sexuality, gender and socioeconomic status on all these areas of study. Faculty in the American Politics subfield edit *Politics, Groups, and Identities*, an official journal of the Western Political Science Association.
- d. A range of theoretical and methodological approaches to studying American Politics.

B. Comparative Politics

The field of Comparative Politics involves the study of politics across national and cultural boundaries. It encompasses a subject matter (i.e. political experience beyond but including the United States) and a methodology (i.e. systematic comparison). Students are expected to become familiar with attempts to conceptualize and theorize as a result of cross-national comparisons of phenomena such as political development, national integration, elites, interest groups, political parties, and policy-making processes. Insightful questions lead us not only to amass illustrative case study data or aggregate data comparable across countries, but they also guide us to understand the context and impact of political decisions. In addition, the student should become knowledgeable about the nature of the political system in modern democratic industrialized nations, the developing world, and transitional settings. Those in comparative politics are urged to develop links with the humanities, such as history, literature, and languages because of the importance of human and cultural dimensions in understanding politics. By the same token, a humanist perspective does not preclude a lively interest in theory construction, as well as policy formation and implementation. The specific concerns of the field include the following:

- a. Historically grounded analysis of political phenomenon within countries across time.
- b. The comparison of political institutions, such as the State, political behavior, ideologies, such as nationalism, and political economies across countries and across time.
- c. Key Conceptual issues in the field of Comparative Analysis.
- d. Statistical, case study, and Comparative Methods.

C. International Relations

The field of International Relations encompasses the study of the interactions of persons from one nation with those of another. Traditionally, the substantive core of international relations study has been the interaction of governments of sovereign states (international politics). Today, this core includes the relations of non-state actors (for example, guerrilla organizations, multinational corporations, and civil society organizations working at the global level).

The subfields of International Relations include international security affairs, international law and organizations, political economy, human security and political violence, and United States foreign policy. The specific concerns of the field include the following:

- a. Peace research, including coercive bargaining and war between and among nation-states;

- b. The conditions that threaten and advance the protection of human rights;
- c. International governance through formal and informal institutions;
- d. The operation of the international political economy; and
- e. The use of terrorism and counterterrorism as political strategies.

D. Public Policy

The field of Public Policy aims to provide students with theoretical perspectives, methodological skills, and substantive knowledge for analyzing and evaluating (1) public policies; that is, collective responses to political issues or problems, (2) the processes by which public policies are produced and implemented, including agenda setting and problem recognition, and (3) the social and conceptual frameworks that structure policy development and policy knowledge, including norms and framing. The specific concerns of the field include the following:

- a. *How public institutions should respond to problems and why they respond the way they do.* The first question draws on normative political theory, and the second question infuses policy research with positive political theory. As such, the enterprise of public policy research has theory at its core.
- b. *The comparative analysis of public policy and institutions.* The Policy faculty in the Department is recognized for two substantive strengths: (1) social policy, in particular family policy and women in public policy, and (2) environmental policy. Students may take courses and complete dissertations in either of these areas, or they may work on other subjects related to the research interests of the faculty. Students may also develop theoretical, substantive, or methodological expertise by taking courses from and working with faculty with policy expertise outside the Department.

The Department also offers certificates in both Social and Environmental Policy. For more information, please consult the Department's website:

<https://cla.purdue.edu/academic/polsci/gradprog/certificate.html>

E. Recognized Fields Outside of Political Science

Students can choose to pursue a minor in a field outside of political science as their second minor field. A minor field from outside of the Department must be approved by the student's major advisor. These can include interdisciplinary fields such as American Studies, Women, Gender and Sexuality Studies, African American Studies, Political Economy, Political Psychology, and Political Communications.

Specialized Minor Field

Students can also pursue a self-defined "specialized" minor. A self-defined "specialized" minor must consist of at least 12 graduate-level credit hours that are organized around a common conceptual theme. These courses may be from political science and other disciplines, but a political science faculty member must be designated as the student's advisor for the minor. Specialized minors, including any changes, must be approved by the Graduate Committee. For approval, the proposed courses, a brief statement explaining/justifying the proposed minor, and a statement of endorsement from the political science faculty advisor (who must note in

the statement that they are the student's advisor) must be submitted to the Director of Graduate Studies.

Specified minor fields for ESE, Political Economy, and Political Psychology

Students admitted as part of the Ecological Sciences and Engineering (ESE) program will choose ESE as their second minor field. Students pursuing an MS in psychological sciences or economics (see Appendix G) will choose either psychological sciences or economics as their second minor field. Students pursuing minor fields in ESE, political economy or political psychology need to have a political science faculty member as their minor field advisor on the student's Ph.D. Plan of Study. Students must also identify a psychology or economics faculty member to serve on their Ph.D. Doctoral Advisory Committee.

F. Political Science as a Minor Field for Students in Other Departments or Programs

Courses to satisfy a minor field requirement for M.A. or Ph.D. students from other departments may be drawn from one or more fields of study in political science in accordance with the interests of the student and the recommendation of the student Advisory Committee member from political science.

M.A. Level – For political science to constitute a minor field for a student from another department, the student should take six to nine hours of graduate level courses in political science, including at least one 600-level course.

Ph.D. Level - If political science is a minor field for a student from another department, the student should take nine to twelve hours of graduate level courses in political science, including at least one 600-level course.

4. PH.D. PROGRAM

A. Introduction

All incoming graduate students shall be admitted directly to the Ph.D. program. According to the Graduate School, a master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying Ph.D. course requirements at the discretion of the Graduate Studies Committee.

Although the department (through the Graduate Director and Graduate Coordinator) will make every effort to monitor deadlines for individual students, **the ultimate responsibility for observing all deadlines for completion of the Ph.D. requirements lie with the student, in consultation with the student's committee chair. These deadlines are subject to change depending on whether the student plans to graduate in the spring, summer, or fall semester.**

B. English Language Proficiency

Students are expected to work toward satisfying the requirement without delay. All beginning students for whom English is a second language, and who have not demonstrated proficiency through one of the avenues described below, must:

- Take the written and verbal examinations administered by the English as a Second Language Program upon arrival at Purdue (this examination is scheduled by the Graduate Coordinator); and
- If the evaluations of these examinations so indicate, complete English courses recommended by the English as a Second Language Program.

C. Written English Proficiency

The department requires any degree-seeking student admitted to the program to demonstrate written English proficiency in the first semester. The written English proficiency requirement must be met before a Plan of Study is approved by the Graduate School.

- a. For native speakers of English, this requirement is fulfilled if they fulfill one of the following:
 - i. Received no grade below a 'B' in undergraduate courses in composition prior to graduate admission;
 - ii. Received AP course credit for composition courses completed in High School;
 - iii. Received a score of 160 or higher on the verbal section of the GRE Test;
 - iv. Can certify exemption from undergraduate composition on the basis of both a verbal Scholastic Aptitude Test (SAT) score of at least 650 and a rank in the upper 10 percent or higher of their high school graduating class.
- b. For non-native speakers of English, this requirement is fulfilled if they fulfill one of the following:
 - i. Submit a score of 5 or higher on the Test of Written English (TWE);
 - ii. Submit a score of 160 or higher on the verbal section of the GRE Aptitude Test;
 - iii. Satisfactorily complete English 621, "Written Communication for ESL Graduate Students."

D. Major Advisor

By the end of the first year in residence, the student, with the assistance of the Director of Graduate Studies, shall select an advisor from the faculty in the student's major field. An advisor is also referred to as the student's **major professor or major advisor**. This faculty advisor shall be the chairperson of the student's Ph.D. Advisory Committee.

E. Ph.D. Advisory Committee

With the assistance of the major advisor, the student shall also select committee members from two minor fields. One of these minor fields may be from outside of the department, or it may be a self-defined, "specialized" minor field.

- a. A minor field from outside of the department must be approved by the student's major advisor.
- b. A specialized minor must consist of at least 12 graduate-level credit hours that are organized around some common conceptual theme. These courses may be from Political Science and other disciplines, but a Political Science faculty member must be designated as the minor advisor. Specialized minors, including any changes, must be approved by the Graduate Committee. For approval, the proposed courses, name of faculty member, a brief statement explaining/justifying the proposed minor, and statement of endorsement from the Political Science faculty advisor must be submitted to the Director of the Graduate Studies.

F. Plan of Study (POS)

With the advice of the student's Ph.D. Advisory Committee, each student shall prepare a Plan of Study. This must be completed by the end of their first year, and preferably by the end of their first semester. A Plan of Study is an official document in which the student proposes the courses the student will take to qualify for their degree. The student accesses, completes, and submits their Plan of Study through their MyPurdue portal. The Plan of Study should be reviewed and updated as needed as committee members and course offerings change. Changes require approval from the Political Science Department's Graduate Coordinator and the student's major advisor.

Students may not take the comprehensive written exams until the Plan of Study has been submitted to the Graduate School. In addition, the student cannot graduate unless an updated Plan of Study has been submitted and approved. Check the Graduate School website for details: www.purdue.edu/gradschool/research/thesis/deadlines.html.

G. Tool Courses

Students must complete the core courses POL 501 and POL 600, and three tools courses, including POL 605 or its equivalent and two additional tools courses (15 credit hours in all).

- Tools courses include either quantitative or qualitative methodological approaches or instruction in foreign language (see below).
- Other tools courses in the department students can choose from are
 - POL 606 "Advanced Quantitative Techniques in Political Science"
 - POL 608 "Qualitative Methods"
 - POL 693 (depending on its content)
- If students wish to receive credit for a tools course outside of the department, the course must be defined as a "tools course" by the student's Ph.D. Advisory Committee, and it must be approved as a "tools course" by the relevant quantitative or qualitative methods faculty through the Director of Graduate Studies. Any tools course that appears in Appendix A has already been certified as a "tool" and does not require the approval of the relevant quantitative or qualitative faculty. No course counted as fulfilling a tools requirement may be used to fulfill any substantive field requirement.

Once approved or denied, the Graduate Director will send documentation to the Graduate Coordinator to be placed in the student's file.

See Appendix A for preapproved tool courses in other departments.

Proficiency in a foreign language can be used to fulfill one of the "tools" requirements, and a student may substitute a second foreign language for the second "tools" requirement if a petition to do so is approved by the Graduate Studies Committee. The current Graduate School policy is to leave language requirements and ways to satisfy them up to departments. Although language requirements "may be indicated on the plan of study..., the Graduate School does not monitor the satisfactory completion of any such requirements." Students may satisfy a language requirement in one of the following ways:

1. By satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.
2. By passing the fourth semester of Purdue's undergraduate course sequence in an acceptable language with at least a grade of C in the last course, or with an equivalent of this requirement transferred from another institution.
3. By examination. A student may not take this examination if currently enrolled in one of the corresponding foreign language courses listed under method four. When a department wants the School of Languages and Cultures to administer the examination, evaluate the performance, and validate the competency, that department must consult with the School of Languages and Cultures a semester in advance of the student's deadline for establishing knowledge in a language other than English. This examination may be repeated only twice. If a language requirement is to be met by examination (regardless of language), the examination and examiner must be approved by the School of Languages and Cultures, and the report to the student's department must be made by the School of Languages and Cultures.
4. By graduate coursework through the School of Languages and Cultures, with the approval of the Graduate Studies Committee. This option is currently available in French, German, Japanese, and Spanish.

If the language is one for which these procedures cannot be used, any of the following methods may be substituted:

1. The student may arrange an examination by a member of the Purdue faculty who is fluent in the language. The format of the exam and the qualifications of the examiner must be approved by the student's advisory committee prior to the examination.
2. The student may take an examination administered by an independent testing center or service (e.g., Educational Testing Service) which is approved by the student's advisory committee.

3. The student may provide evidence satisfactory to the advisory committee that the student is a native speaker of the language

H. Additional Credit Hours

Graduate students must complete an additional 39 credit hours of graduate courses. This includes at least 27 hours in political science with at least 15 hours in 600-level political science courses. This will result in a total of at least 54 credit hours. All of these courses must be listed on the Plan of Study.

To summarize:

1. 15 of these credit hours must be in a major field of political science (i.e., AP, CP, IR, PP).
2. 12 of these credit hours must be in a minor field of political science (i.e., AP, CP, IR, PP).
3. 12 of these credit hours must be in a second minor field. This field may be one of the four fields in political science (AP, CP, IR, PP), a field of study outside of Political Science, or a self-defined, “specialized” minor field.
4. Students must complete the substantive course requirements for the major and minor fields.
5. Students must maintain a grade point average of 3.0 both in political science and overall.
6. After completing course requirements students must register for POL 699 “Research Ph.D. Thesis.”
7. After completing the department’s required 54 hours, students must complete a total of 90 credit hours by registering for POL 699 (at least 36 credit hours; Grad School regulations permit student to enroll in up to 18 hours per semester during the regular academic year and 9 hours per summer session. See section 9 H, Residence Requirements, below).

I. M.A. for PH.D. Candidates

The Department of Political Science is a Ph.D. granting program. Nonetheless, a student enrolled as a doctoral candidate may obtain an M.A. either on the way to the doctorate or in the event the student withdraws from graduate study without completing the doctorate.

The MA degree will be earned upon the following:

1. Satisfaction of English language proficiency.
2. The completion of POL 501, 600, and 605, or their equivalents,
3. The completion of an additional 21 credit hours of graduate coursework.
 - a. 12 of these semester hours must be in a major field of political science (i.e., AP, CP, IR, PP), of which no fewer than 9 semester hours shall be in 600-level political science courses.
 - b. 9 of these semester hours must be in a minor field of political science (i.e., AP, CP, IR, PP) or a self-defined, “specialized” minor field or ESE (Ecological Sciences and Engineering).

- c. Students should observe the course requirements established by each of the fields of study.
4. A grade of B- or better is required for an individual course to count toward completion of the MA degree.
5. A minimum grade point average of 3.0 must be maintained in all courses used to meet the requirements of the MA degree.
6. To receive the MA degree, the student must file and have approved a revised MA Plan of Study.
7. Register for CAND 991 in the semester the student plans to graduate. The dates in which these are due depends on the semester in which the student intends to graduate. Check the Graduate School deadlines
www.purdue.edu/gradschool/about/calendar/deadlines.html
8. Complete the Master's Candidate Exit Questionnaire through the MyPurdue portal under the Academic tab and POS link.
9. Indicate intent to participate in the commencement ceremony through the graduation tab in the MyPurdue portal.

J. Graduate Committees

The **Graduate Studies Committee** includes both faculty and graduate student members, and is chaired by the Director of Graduate Studies. Its responsibilities include: (a) recommending changes in the graduate curriculum and program to the faculty; (b) the general administration of the graduate program; (c) receipt and consideration of petitions for variances from the provisions in the Guide to Graduate Study.

Ordinarily, students who are interested in a variance should seek the approval of their faculty advisors. A petition is then submitted to the Graduate Studies Committee. The Graduate Studies Committee will act on routine petitions. Extraordinary variances will be considered by the Graduate Studies Committee and submitted to the full departmental faculty for final action.

The **Graduate Diversity and Inclusion subcommittee** of the Graduate Studies Committee is charged with ensuring that the department is safe and welcoming for our graduate students, including but not limited to addressing sexual harassment and violence, combatting racial bias, helping to create and maintain an improved climate, and continuing efforts to recruit and retain graduate students from diverse backgrounds. Keeping up to date with policies at the university related to the committee charge and ensuring that department policies are carried out in the manner that is consistent with university policies.

The **Graduate Admissions and Recruitment Committee** of the Graduate Studies Committee is responsible for reviewing and recommending admissions and fellowships along with Teaching Assistants and Research Assistants support for newly admitted students. The Graduate Admissions and Recruitment Committee also takes major responsibility for planning and conducting a campus visit in late February by prospective students.

K. Evaluation of Current Graduate Students

i. Review by the Faculty

Each graduate student's record and demonstrated capacity for continuing the student graduate studies will be reviewed annually by the Graduate Studies Committee and the political science faculty as a whole. The review will be completed during the spring semester of each academic year.

At the beginning of spring semester each graduate student will submit their Annual Activity Report. Each graduate student will meet with the chairperson of their advisory committee in the spring semester of each academic year to discuss their Annual Activity Report and Advisor Assessment Form (see Appendix H). Both the chairperson of the graduate student's advisory committee and student will sign the form and submit it to the Graduate Coordinator. Copies of these evaluations are available to the student upon the student's request.

Both students and professors have responsibilities in the graduate student evaluation. It is the intent of the faculty that each graduate student be fully informed concerning the student performance and capacity for graduate study. The chairperson of the graduate student's advisory committee is responsible for overseeing the student's progress and development and for bringing to the student's attention relevant information concerning the student's performance and demonstrated capacity for graduate study.

In addition to awarding a letter grade for coursework, professors provide a detailed evaluation of each graduate student enrolled in their course. Copies of these evaluations are available to the student upon the student's request. Progress toward completion of the dissertation is evaluated each semester by the chairperson of the student's advisory committee.

Each graduate student should be making reasonable progress through the program (see Appendix I for Reasonable Progress Standards).

ii. Grades

A graduate student is expected to maintain at least a 'B' average in all graduate coursework. If the work of a student falls below an average of 3.0, the student will be notified by the Graduate Studies Committee in writing that the student should bring the GPA up to a 3.0. If the student does not bring the GPA up to a 3.0 by the conclusion of the next academic year, the Department Head, upon recommendation by the Graduate Studies Committee, may request the student to leave the graduate program. Students should not assume that a grade point average slightly above a 3.0 is evidence of "doing well." A student is eligible to take the Ph.D. examinations only if the student has earned at least a 3.0 average in all political science coursework and a 3.0 average in overall coursework. The student must also have no outstanding incompletes, and have successfully met the language requirements. **Students should not assume that coursework alone is sufficient preparation for Ph.D. examinations.**

iii. Incompletes

University regulations state that an incomplete (I) grade must be made up no later than one academic year after the grade was given or the incomplete grade shall revert to a failing grade. A student will not be permitted to enroll in a course in a future semester for a course in which they have a current I, PI or SI grade. This time limit may be extended only when there is a documented explanation of extenuating circumstances and the request is approved by the Department Head and by the Dean of the Graduate School.

When incompletes are given, an incomplete form (office registrar's form 60) should be completed by the faculty member teaching the course and filed in the department with the Graduate Coordinator. This form should provide a documented explanation of the circumstances of the incomplete, the reasons for granting an incomplete, and what is required to complete the coursework.

When the student has completed the work, the instructor will give a Registrar Form 350 "Academic Record Change" to the Graduate Coordinator to submit to the Office of the Registrar. Since students must have no outstanding incompletes to remain eligible for graduate student assistantships, students are advised to resolve incompletes promptly.

L. Examinations

Students must write a Major Field Research Paper, take and pass two written examinations, and pass an oral examination.

1. Students must submit their Major Field Research Paper by February 28th of their third year in the program.
2. The written exams cover important debates and literature within each sub-discipline. The department maintains a file of old exams for students to review. Generally, students will take their written exams during a two-week period in their second or third year; students are given 72 hours to write each of these take-home exams. It is permissible to split the exams up, and take one in the fall and one in the spring, or to take them in successive years, although many students take both exams the same semester.
3. The same semester students complete the last of their written exams, they must schedule, complete, and pass an Oral Examination, which must take place before the last week of the semester.

i. Major Field Research Paper

The Major Field Research Paper is a research paper that reflects the student's knowledge of the field and allied areas of study, capacity to undertake independent research, and ability to think and express ideas clearly. The expectation is that most students will revise a paper they have written for a research seminar, aiming to refine it to produce a paper of near-publishable quality.

Graduate students must submit a Major Field Research Paper between the Spring semester of the student's second year and the Spring semester of the student's third year in residence. Major Field Research Papers will be accepted twice during the academic year, Fall and Spring semesters, approximately eight weeks into each semester. Since the paper *must be* submitted no later than February 28th in the Spring semester of the student's third year in residence, it will often be turned in before students have completed their written exams.

Waivers of this deadline will be considered by the Graduate Committee upon student petition and the endorsement of the student's major advisor. Short-term extensions on the Written Exams or Major Field Research Paper deadlines are not permitted except in the case of documented medical or personal emergencies and endorsement of the student's major advisor.

The consent of the student's major advisor is required before a Major Field Research Paper may be submitted. Students are expected to consult with their major advisor regarding any submission deadlines to ensure timely feedback on their Major Field Research Paper. Students must fill out a form, available from the Graduate Coordinator, seeking permission to submit their research paper, which both the student and the major advisor can sign electronically using DocuSign. Although papers co-authored with faculty members are possible, the Major Field Research Paper must be the principal work product of the student. The major advisor's statement regarding consent to submit the major research paper in the form submitted by the student should include language indicating that the work is the sole or principal product of the student.

The Major Field Research Papers will be read by the student's major advisor and the other faculty members in the major field; at least three faculty members must be available to read the paper. If additional faculty members are needed, they will be identified by the student's major advisor in consultation with the Director of Graduate Studies. Evaluation of the Major Field Research Paper (pass/fail) will focus on the paper's demonstration of the student's ability to conduct independent research.

To receive a 'pass' evaluation, the submitted paper must demonstrate a thorough understanding of the existing literature, application of appropriate research methodologies, and a meaningful contribution to the field of study.

A 'pass' evaluation is necessary to continue in the Ph.D. program, and students will have two opportunities to receive a 'pass' evaluation. The paper evaluation becomes one part of a student's overall portfolio used to judge a student's status in the program and their eligibility for funding.

ii. Written Examinations

Students take written examinations as they are completing their Ph.D. coursework, typically in the Spring semester of their third year in residence. The examinations *must* be taken no later than the semester after the coursework on the Plan of Study is completed. (For students enrolled in three classes a semester without summer time enrollment, this will typically be the

beginning of their fourth year.) The Plan of Study must be up-to-date. The Graduate Studies Committee can waive this deadline if the student petitions for extra time and the student's major advisor endorses his or her request. A student may not change fields, committee members, or switch major and minor areas after the examinations have been scheduled. Picking up the exam from the Graduate Coordinator constitutes "taking the exam," whether or not the student submits the answers.

Students will be examined in their major field and first minor field. Exams in each field will be 72-hour, open-book, take-home exams. Each written exam will be devised and evaluated by the tenured and tenure-track faculty in that field. Written exams will be submitted to the faculty for evaluation without student names or identification.

Written examinations will be offered in October and March of the Fall and Spring semesters, respectively and will be administered by the Graduate Coordinator and the Director of Graduate Studies. A student is eligible to take the exams if the student has: (1) earned a 3.0 graduate index (GPA) in political science courses and overall; (2) no outstanding incompletes; (3) a Plan of Study approved by the Graduate School; (4) successfully met the English proficiency requirements; and (5) will have completed all required coursework in the exam field(s) by the end of the semester in which the examination(s) is (are) taken.

The student's competence in the second minor field will be determined by (a) meeting all course requirements of the minor field, and (b) achieving a minimum GPA of 3.0 in the courses used to fulfill the requirements of the second minor field.

The evaluation process of *outside minor fields* (such as ESE, psychological sciences, WGSS, and economics) is determined by the approved minor field department. The outside field minor advisor will communicate the results of the evaluation process to the Graduate Coordinator by the first Monday in November or the first Monday in April, respectively.

A passing exam must demonstrate a high-level comprehension of the research literature in a field, the ability to develop ideas creatively, and good writing and organization. The student will have two opportunities to pass the written exams.

iii. Oral Examination

Students also must complete an Oral Examination in the semester that the last of the Major Field Research Paper and written examination requirements have been met. The Oral Examination is scheduled by the chairperson of the student's Advisory Committee with the approval of the Department Head. The student must submit a formal *Request for Appointment of Examining Committee (GS Form 8)* with the Graduate School to schedule their Oral Examination and appoint the Examining Committee. This form can be found at the student's MyPurdue webpage under their Plan of Study Generator. There are instructions for submitting this form in Appendix B. All Form 8 requests must be signed by the advisory committee chair and the Director of Graduate Studies and must be received by the Graduate School at least

three weeks prior to the proposed examination date, to allow the Graduate School time to process the form.

The form will include information on the date, time, room number, and title. The Oral Examination cannot be held during the last week of classes. Students will be examined in their major and two minor fields and given the opportunity to expand on answers in their Major Field Research Paper and written exams if desired by the examining committee. The Oral Examination Committee will consist of representatives from each of the student's three fields of study. Three members are required, but four members are recommended. If a committee has four members, the student can still pass even if one member withholds his or her approval. The Department and Graduate School reserve the right to assign additional representatives.

It is the responsibility of the examining committee to determine whether the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree. The committee should report the examination as "satisfactory" or "unsatisfactory" by completing the *Report of Preliminary Examination (GS Form 10)* immediately following the examination. Three members of the examination committee must evaluate the exam as "satisfactory" for the student to be recommended for Ph.D. candidacy. This form can be found under the Student's MyPurdue portal in the POS link.

If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting another *Request for Appointment of Examining Committee (G.S. Form 8)*. "Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Dean of the Graduate School." See following website for more information: <http://catalog.purdue.edu>.

5. THE DOCTORAL DISSERTATION

The purpose of the doctoral dissertation in political science is to provide the student with an opportunity to (1) investigate a problem in greater detail than has been possible at any previous point in the student's graduate career; (2) demonstrate the student's ability to perform original research; and (3) transmit the written findings and conclusions to others. Originality is defined broadly to allow the student considerable scope in the nature of the student's contribution to scholarship. Dissertation projects may be designed to criticize or reformulate problems that have concerned students of politics for decades, to replicate or extend previous research, to formulate and test an original theoretical proposition, or to conduct an empirical investigation of significant questions.

A. Final Examining Committee Chairperson

After the student receives a 'pass' evaluation on the Major Field Research Paper, passes their written exams, and passes the Oral Examination, the student must seek out a faculty member who is willing to serve as his or her Final Examining Committee Chairperson. The student should

consult with their major advisor about picking an appropriate dissertation chair. The major advisor may go on to serve as the Final Examining Committee Chairperson, but will not necessarily do so.

B. Compose a Final Examining Committee

In consultation with the faculty member who has agreed to be the Final Examining Committee Chairperson, the student shall select a Final Examining Committee. The Final Examining Committee shall consist of four members (a chair and three members), only one of whom may be drawn from outside of the Department or University. The members should represent various fields in political science, or in programs or departments outside political science. If a student wishes to have a professor not currently affiliated with Purdue sit on their committee, the member must be approved by the Department Head and the Graduate School. Permission to have outside members serve on a Final Examining Committee should be requested through the Graduate Coordinator. Ordinarily, such approval will be granted by the Department Head if the committee member has academic or professional expertise in the student's areas of specialization. Under the rules of the Graduate School, the chairperson of the committee must be a faculty member of the department. Typically, committee members who cannot be present at the defense of the prospectus or dissertation participate through web conferencing or conference calls.

The student's Plan of Study must be revised to include the four committee members. The committee must be approved by the Department Head and publicly announced. Changes in the membership of the Final Examining Committee must also be approved by the chair of the Final Examining Committee and the affected faculty members, and changes must be made using a G.S. Form 8 at least three weeks before the final oral exam, the thesis defense. (See the University Catalog, section VII, Administering Graduate Degree Programs, Section D: Establishing Examining Committees, for more details.)

C. Prospectus Defense

After choosing a Final Examining Committee, the student will write a dissertation proposal in consultation with the committee members. The proposal is a research design for the student's dissertation and should include a detailed summary of the student's research questions, theoretical framework, and methodological approach. The format of the proposal should be arrived at in consultation with the student's major advisor, who must give permission to circulate the prospectus before it is sent to the rest of the committee at least two weeks before the public defense. The prospectus defense must be scheduled with the Graduate Coordinator a minimum of three weeks before the defense date using the Prospectus Defense form ("Department of Political Science Prospectus Committee"). The date and room of the prospectus defense is announced to the faculty and graduate students of the department, who are invited to attend this open seminar. The committee members sign the Prospectus Defense form after the prospectus has been approved. A copy of the proposal and the names of the four Final Examining Committee members will be placed in the student's file at the time of the

prospectus defense. Graduate Students must defend their prospectus by the end of fall semester of their fourth year.

D. Notifying the Graduate School and Department of Intent to Graduate

Students must notify the Graduate Coordinator of their intent to graduate during the first week of the semester in which they plan to finish. The Graduate Coordinator will then enroll them for CAND through the Banner system. If a student intends to graduate at the end of a given semester but has not met all of the requirements by the deadlines specified by the Graduate School, the student cannot graduate at the end of that semester but must register for the following semester. If a student is on the candidate roster for the same degree more than two sessions in a row, a late graduation fee will be assessed.

Register as CAND 991, CAND 992, or CAND 993 during the semester in which the student plans to graduate. An updated and **approved** POS must be on file with the Graduate School. The dates in which these are due depends on the semester in which the student intends to graduate. Check the Graduate School deadlines:

www.purdue.edu/gradschool/research/thesis/deadlines.html

- **CAND 991** (general candidacy) – if a student is registering for at least 1 credit of research and/or coursework in their last session, then CAND 991 is the option they will need.
- **CAND 993** (exam only) – if a student has completed all degree requirements except completing and passing their final exam and depositing their thesis, they should choose this option.
- **CAND 992** (degree only) – if a student has completed all degree requirements except depositing their thesis, then CAND 992 is the option they will need.

E. Dissertation Format

The Graduate School has certain requirements for the thesis/dissertation format. They can be found at www.purdue.edu/gradschool/research/thesis/templates.html. University format requirements include: 1) font style and size; 2) spacing; 3) margins; 4) pagination; 5) title page; 6) abstract; and 7) electronic submission guidelines. The format of the candidate's thesis is reviewed by the staff in the Thesis/Dissertation Office prior to the final thesis deposit appointment. The student must also obtain approval of their dissertation format from their Committee Chair.

F. The Final Examination for the Ph.D. (Defense of the Dissertation)

The student must devote at least two semesters following their examinations (including the summer session) to research and writing. The Graduate School requires that two semesters must pass between the preliminary and final doctoral Oral Examinations. The final examination must be taken within four years of passing the preliminary examinations. After that period, a single four-year extension may be granted if the student successfully retakes the preliminary examinations, following the same rules that governed the prelims when the student initially

took them. Exceptions to this rule shall be granted only upon petition to the Graduate Studies Committee and approval by the department in cases where satisfactory progress has been made and where extenuating circumstances have arisen to prevent completion within the specified time period.

In order for the Final Examining Committee Chairperson to perform the Graduate School required iThenticate procedure, a polished draft should be submitted to the Final Examining Committee Chairperson at least six weeks prior to scheduling the defense of the dissertation. At this time, the Final Examining Committee Chairperson shall diagnostically review the dissertation draft using iThenticate to certify that the dissertation is original work. A copy of the iThenticate report shall be provided to and discussed with the student and with the other members of the Final Examining Committee upon their request.

The dissertation must be prepared according to the format designated by the Thesis/Dissertation Office. The dissertation must be approved by the Final Examining Committee Chairperson before it is submitted to the Final Examining Committee. **Each member of the Final Examining Committee must receive a copy of the dissertation at least two weeks before the date of the final examination.**

G. Scheduling the Defense

Students must schedule their defense in consultation with their advisor and committee members. Students should schedule the exam date with their major professor and committee at least **three weeks** before they plan on defending.

The student must submit a formal request (**GS Form 8**) with the Graduate School to schedule their dissertation defense and appoint the Final Examining Committee. This form can be found on the student's MyPurdue portal under their Plan of Study Generator. Form 8 requests must be signed by the Ph.D. advisor and must be received by the Graduate School **three weeks prior** to the proposed examination date to allow the Graduate School time to process the form. The form requires information regarding the date, time, room number, and title of the dissertation. The room must be reserved before the form is processed.

The Final Examination must be completed before the semester deadline, one week before the last day of classes for CAND 991. The deadline for students registered as CAND 993 is earlier, so if students miss the CAND 993 deadline, their registration will change to CAND 991. The student must contact the Graduate Coordinator three weeks prior to the defense so that the coordinator can process the appropriate paperwork with the Graduate School. The Graduate Council has recommended that final examinations be scheduled for two hours.

Students who wish to complete the Ph.D. degree requirements during a **summer session** should note the following: At least two weeks before the last day of spring semester classes, the student must ask each member of the Final Examining Committee about their availability during the summer to read the dissertation and to attend the Final Oral Examination. If any member of the advisory committee will not be available, a replacement must be appointed at

least four weeks before the final defense date. **Check the Graduate School deadlines for summer dissertation defense and deposit requirements as they are different than in the fall and spring semesters** www.purdue.edu/gradschool/about/calendar/deadlines.html.

H. The Dissertation Defense

All four members of the committee must be present in person or via Skype or teleconferencing for the dissertation defense. Three of the four members of the Final Examining Committee must accept the dissertation. If fewer than three members approve the dissertation, the student does not pass their defense.

I. Requirements following the Dissertation Defense

- **If Fail:** The student must wait at least one semester before retaking it.
- **If Pass:** Following the examination, the student may have to make changes to the dissertation at the request of the committee. The changes and format of the thesis must be approved by the Final Examining Committee Chairperson. Once the dissertation is approved, the student must complete the Electronic Thesis Acceptance Form (ETAF, GS Form 9), which is signed electronically by the entire Examining committee. Please allow **at least two weeks for review**.

Theses must be deposited before the end of the last day of classes. However, appointments for depositing should be made early in the semester and students should schedule your deposit appointment well before the last day of classes. Once all the appointments are filled, no more will be made and the student will need to wait until the following semester to schedule a deposit appointment. Due to the large number of theses deposited during the last week of classes, it is strongly recommended that candidates deposit their theses early to avoid long waits and the possibility of not meeting the deposit deadline and being able to graduate.

Students must deposit their dissertation/thesis with the Graduate School. For more information on depositing a dissertation, click on the following website:

www.purdue.edu/gradschool/research/thesis/process.html. The student may submit bound copies of the dissertation to the department and the chair(s) of the Final Examining Committee. The student is responsible for all costs incurred in producing this copy. Boiler CopyMaker in the Purdue Memorial Union provides printing and binding services.

J. Commencement

In the semester that the student plans to graduate, a “Graduation” link will appear in the student’s MyPurdue portal. Students must indicate whether they plan on participating in the commencement ceremony through the graduation portal. There will be deadlines to indicate their intent to participate and to order a cap and gown if they are going through commencement. Ph.D. candidates who wish to be hooded by their advisor must get their advisor’s permission and fill out the Major Professor Form:

www.purdue.edu/commencement/students/majorProfessor.php.

K. Graduate School Exit Questionnaire & Survey of Earned Doctorates

Students must take the Graduate School Exit Questionnaire and the Survey of Earned Doctorates. The exit questionnaire can be found in the student's MyPurdue portal under their academics tab and Plan of Study link. The Survey of Earned Doctorates link can be found here: <https://sed-ncses.org/GradDateRouter.aspx>. Certificates of Completion will be sent to the Thesis/Dissertation Office automatically. Students are encouraged to save a copy of the certificate for their personal records.

6. FINANCIAL AID

A. Financial Aid Awards

All students entering the graduate program in political science and pursuing a Ph.D. degree are eligible to receive 5 years (10 semesters) of funding from departmental resources other than fellowships or grants obtained by the student from sources outside the university. Most students will either serve as a Teaching Assistant or Research Assistant.

The Department will make financial aid offers based on the following policies:

1. All financial awards are contingent upon budgetary resources.
2. Continuation of funding is contingent on "satisfactory progress" toward completion of degree requirements and evaluations of past performance by the department of work done as a Teaching Assistant or Research Assistant.
3. Satisfactory progress is assessed each year based on the following criteria: returning students must maintain at least a 3.0 GPA, have resolved any incompletes during the semester immediately following the receipt of the incomplete grade, have a Graduate School approved Plan of Study by the end of the student's first year, and successfully demonstrate progress toward timely completion of the degree.

i. Teaching Assistantship

A teaching assistant will be assigned to a particular class and will work closely with the faculty member teaching it. Common duties include grading papers, holding office hours, keeping track of roll and grades, designing exam questions, and giving lectures or leading discussions. Before being assigned to this position, international students must demonstrate proficiency in oral English through one of the avenues discussed above.

ii. Research Assistantship

A research assistant will be assigned to a particular faculty member and will work closely with them on their research project(s). Tasks will differ depending upon the needs of the assigned faculty member.

iii. Fellowships and Grants

In addition to funding provided by the department, students can seek outside funding through grant and fellowship opportunities.

This section is taken from the Graduate School website: www.gradschool.purdue.edu. Graduate fellows receive scholarships or fellowship payments made to assist them in pursuing a course of study or research. This payment is not a payment for teaching, conducting research, or other services. Purdue does not report the payment to the IRS. Graduate fellows have the following characteristics:

- Fellows must be candidates for a degree.
- Fellows must have major professors who can appropriately mentor the proposed research and provide an environment conducive to carrying out this research.
- Fellows generally are free to explore new areas, depending on the progress of the research.
- Fellows are not considered graduate staff of the University. Payment is provided in the form of a stipend provided to support the fellow. Stipends are not considered compensation for services.
- Fellowships generally are awarded to students who may freely select the faculty adviser with whom they will conduct research while receiving their stipend.

The web address listing of all available grants is www.gradschool.purdue.edu. Click on *Funding*. Please visit this site for further information regarding financial assistance. Listed below are a few examples of the grants/fellowships available. There are other fellowships that students may receive through the Graduate School for which they do not directly apply. These include the Andrews, George Washington Carver, Knox, Purdue Doctoral Fellowship, and Ross fellowships which are awarded to incoming students. **Incoming graduate students who received their B.A.s from Purdue** can apply for the Chappelle Fellowship. **Doctoral Candidates** can apply for the Bilsland Dissertation Fellowship (for students who will be finished by the end of the one year fellowship period), the Ludwig Kruhe Fellowship, Frank Lee Wilson award, summer research grants, and Purdue Research Foundation Research Grants (this application is technically awarded to the student's dissertation advisor, but it is used to support the student while they work on their dissertation research and write-up; information can be found here: <http://www.purdue.edu/research/funding-and-grant-writing/funding/prf-research-grant.php>). Students must have defended their Prospectus before the department will nominate them for either the Bilsland Dissertation Fellowship or the Purdue Research Foundation Research Grants. All students can apply for the Andrews Environmental Travel Grant, Ismail Interdisciplinary Doctoral Research Travel Award, and the Blosser Environmental Travel Grant. To encourage students to apply for fellowships, students can apply for the Incentive Grant. The application for many of these grants and fellowships is submitted through Blackboard Learn; others require departmental nomination or are decided at the department or Grad School level. For more information on fellowships and grants, their requirements and eligibility, and the submission process, see www.purdue.edu/gradschool/funding/funding-opportunities/gs-fellowships.html.

In addition to the fellowships and grants described in the above website, students can also apply for the following:

iv. External Fellowships

Information on external grants and fellowships can be found here:

www.cla.purdue.edu/students/graduate/fellowship.html.

v. Frank Lee Wilson Award

The Department offers funds for Ph.D. students doing field research in other countries. To apply for this award, a student (a) must have an approved dissertation prospectus on file and (b) must be doing field research in a country other than the United States. To apply, the student must submit a one-page application, along with a letter of recommendation from their major professor. The Department Head and Director of Graduate Studies will review all applications before selecting the recipient of the award. Applicants for this award are available twice a year, January and June. In recent years, the Frank Lee Wilson Award has been \$1,500 per year, but the amount varies.

vi. Promise Award

PROMISE supports CLA graduate student research, exhibition, scholarly activity and conference travel. Applications will be funded and managed by the CLA Dean's Office. All graduate students in the College of Liberal Arts may apply once each year to this program. PROMISE funds will not be available for conference presentations by first year master's level students. PROMISE funds are subject to change from year to year, and might not be available. Students can apply for the award here: <https://cla.purdue.edu/students/graduate/promise/>.

vii. Devin Roberson Memorial Award

Established in 2012, this award seeks to honor the memory of graduate student Devin Roberson by rewarding one student annually for their dedication to the field of political science. Devin was a Ph.D. student in the political science department at Purdue University. Prior to joining political science, she had been a student in Purdue's Ag Econ program. She had been battling breast cancer, which had recently spread to her lungs. As Devin had been diagnosed with the disease, her mother passed away from the same illness. Throughout all of this, Devin continued pursuing a doctoral degree in political science and demonstrating her strength daily until March 2012. This award is sponsored by the Purdue University Department of Political Science and administered by the Political Science Graduate Student Association.

1. The award is open to applicants that are full-time graduate students in the Department and is granted to one graduate student annually.
2. Nominations are accepted from only political science faculty members. Faculty members should submit a completed nomination form for each student they wish to nominate.

3. In recommending the award, the Selection Committee (consisting of two graduate students and one faculty member) will consider the general suitability of the candidate, including character, academic achievement, and dedication to the field of political science.
4. Funds will be applied to the selected student's departmental travel fund account. The current value of the award is an additional \$250 towards conference travel.

B. Course Enrollment Requirements for Funded Students

Students who are funded by the department or on fellowship need to register for coursework toward their academic progress. A full-time course load for most students is defined as a 9 credits per semester and 6 credits in the summer.

C. Graduate Student Review Process

The Graduate Recruitment and Admissions Committee convenes during Spring Semester to consider new student applications for appointment and funding. In addition, each February the faculty meets to review the funding status of all students currently in the program. These deliberations are used to make recommendations to the Department Head, who has final responsibility for allocating departmental resources. The Head awards TA and RA funding, and students who are ranked further down the list are placed on an alternate list. Students on the alternate list receive word of funding as students who have been given offers turn them down. The Head makes additional awards based on teaching needs. Between annual spring rankings of continuing students for funding purposes, the committee may re-rank students as additional information about their performance in our program becomes available.

7. PROFESSIONAL SUPPORT

A. Travel and Conferences

The Department of Political Science provides support for faculty, graduate students, and limited term lecturers to attend academic conferences in which they are actively participating (e.g., presenter, discussant, chair, etc.). Travelers must follow Purdue University's travel policies: www.purdue.edu/business/travel/index.html and guidelines: [www.purdue.edu/business/travel/Approval Reimbursement/index.html](http://www.purdue.edu/business/travel/Approval_Reimbursement/index.html). Departmental travel funding is contingent upon adherence to university and department travel policies and procedures.

Graduate students are responsible to ensure that funding is secured before they initiate the travel request process. If a student's expenses exceed the funding received, the student is responsible for the overage amount. The University offers eligible students the option of a travel credit card. Applications for the travel credit card as well as policies associated with the travel card are available with the Travel Coordinator.

Graduate students may seek conference and research travel funding through the College of Liberal Arts PROMISE Program. For more information see this website: <https://cla.purdue.edu/students/graduate/promise/>. The department will only provide funds if the PROMISE application is not approved by the Dean's Office.

Level of support:

The Department annually awards conference and research travel funding through a memorandum from the department head on or about July 1 as the start of the upcoming fiscal year. Graduate students may be eligible for an additional funding if the co-author a paper with a faculty member to be presented at a professional conference. If a paper is to be presented an additional time, each additional time the paper must go through a significant revision. The faculty member will certify that subsequent presentations are of revised papers. Historically, graduate students have received \$500 annually to be used for one or more conferences or projects. However, travel support is subject to change from year to year, and might not be available.

Before trip

- Travelers must submit a travel request to the Political Science's Department Travel Coordinator no later than two weeks in advance for domestic travel and one month in advance for international travel.
- Information needed to initiate a travel request:
 - Destination (city, state/region, country)
 - Departure and return dates/times
 - Reason for travel (conference, research, recruiting, etc.)
 - How trip will be funded? Which account should be charged? (ASPIRE, department funding, external incentive, etc.)
 - Estimate of applicable expenses such as lodging, mileage, airfare, etc.
- The traveler will receive an email once the Travel Coordinator has completed the travel request. As the traveler, you are required to submit the request in Concur.
- It is best practice to submit your travel request to the Travel Coordinator when you register for a conference. It is okay if travel details change. You will provide updated information when you submit receipts for the expense report.
- Send electronic confirmations or receipts to the Travel Coordinator in advance of trip such as conference registration and airfare.

During trip

- Take pictures of your receipts and email them to the Travel Coordinator.
- Link your travel partner app to the Concur app.

Post trip

- Travelers must submit receipts for qualified expenses to Travel Coordinator within 90 days of the return from the trip to not be subject to tax implications.
- Information needed to create the expense report:

- If you use the Purdue travel card: The Travel Coordinator will send you a list of receipts needed once your credit card transactions have posted. Submit all receipts or additional charges you wish to have included on the expense report at this time.
- If you use your personal credit card: You are required to submit all receipts and vendor information to the Travel Coordinator who will then create an expense report for you.
- The Travel Coordinator will provide you with an expense report to review. As the traveler, you are required to submit the expense report as final in Concur.

Please see the Department of Political Science Travel Page for instructions on completing a travel request and the process for obtaining reimbursement after travel:
<https://cla.purdue.edu/academic/polsci/resources/resourcesFacStaff1/travel.html>.

B. Reimbursement for Driving on University Business

Each graduate student seeking reimbursement for driving on university business must first be an approved driver by Risk-Management: www.purdue.edu/policies/facilities-safety/iva1.html#statement.

8. PLACEMENT

The Department of Political Science has a substantial interest in the successful job placement of graduate students in our program. The department assists graduate students in finding their first academic or non-academic position.

Placement candidates work closely with their major professor and their committee to prepare their job market materials. The Placement Director and Graduate Coordinator assist placement candidates by providing guidance and consultation about the job search process, providing feedback on their material, and by managing the submission of letters of reference for academic jobs.

The Placement Director holds a Placement Workshop at the beginning of fall semester, and graduate students who intend to use placement services during the upcoming academic year are expected to attend. The Placement Director also offers a Placement Practicum course in the spring. Again, placement candidates are expected to enroll unless they are working off campus. The Placement Director and Graduate Coordinator organize placement-related speakers and professional development activities throughout the year.

A. Academic Jobs

To successfully place our students with the most effective use of resources, these policies govern the department's placement services for academic jobs:

1. Students are eligible for placement services once they have defended the dissertation or the major professor certifies in writing that it will be completed in time for May commencement. Most academic positions require that the Ph.D. be completed either by the time of the interview or by the time the appointment begins.
2. The academic job market is competitive and time-consuming. You should only go on the market when you are ready. A general rule of thumb: If you are not ready to give a job talk, you are not ready to be on the market.
3. The department's placement services will be available to each student for a maximum of three calendar years from the time the student first uses the services. Additional support after three years requires approval from the Graduate Director.
4. Placement candidates will be proactive in their career search in preparation for managing their careers beyond their first position. They will create a placement profile when they go on the market and will update their profile with the Graduate Coordinator each year. The placement profile is an internal document that will be used by staff for website updates and other administrative tasks. The update should occur each fall before orientation, or at the time a candidate becomes eligible for placement services.
5. Most or all components of the student's file will be hosted by online web hosting services. The department is currently using Interfolio Dossier for this service. The department will reimburse the placement candidate, providing a receipt is submitted, within the semester of use up to \$100 per year for three years from the time the student first uses the service. However, placement resources are subject to change from year to year, and might not be available. Students may submit multiple receipts to the Graduate Coordinator for processing the Interfolio Dossier deliveries. Process and amounts are subject to change each year. The Placement Director must approve all CVs before placement candidates may use the department's services. The placement candidate assembles other elements of the file by uploading them to Interfolio Dossier, or other modes of electronic submission.
6. Placement candidates will ask their recommenders to submit letters of reference directly to the Placement Director at least two weeks before their first deadline. Placement candidates will follow the letter of recommendation process provided by the Placement Director and Graduate Coordinator.
7. Placement candidates will inform the Placement Director and their major advisor of all applications. The list should be updated regularly so that the Placement Director and major advisor can reach out to scholars in their networks at those institutions.
8. The Placement Director and Graduate Coordinator should be notified when a candidate receives an invitation for a campus interview so a practice talk can be scheduled. Candidates will give at least one practice talk before interviewing. The Placement Director can also help candidates prepare for a Skype or telephone interview.

9. Once a candidate receives an offer, the Placement Director can provide advice on negotiating a good offer.
10. The Placement Director and Graduate Coordinator will collect placement data for departmental records. Placement candidates will accommodate these requests for information in a timely manner.

B. Non-Academic Jobs

To successfully place our students with the most effective use of resources, these policies govern the department's placement services for non-academic jobs:

1. The non-academic job environment is quite different from the academic environment. Some positions have highly structured hiring processes, whereas others do not. For this reason, graduate students pursuing non-academic jobs should work directly with their major advisor and the Placement Director to determine what services are appropriate. Services might include resume review, mock interviews, and advice on negotiating a job offer.
2. Students are eligible for placement services once they have completed a master's degree or the major advisor certifies they will have at least an M.A. by the time of employment.
3. Placement services will be available to each student for a maximum of three calendar years from the time the student first uses the services. Additional support after three years requires approval from the Graduate Director.
4. Placement candidates will be proactive in their career search in preparation for managing their careers beyond their first position. They will create a placement profile when they go on the market and will update their profile with the Graduate Coordinator each year. The placement profile is an internal document that will be used by staff for website updates and other administrative tasks. The update should occur each fall before orientation, or at the time a candidate becomes eligible for placement services.
5. The Placement Director and Graduate Coordinator will collect placement data for departmental records. Placement candidates will accommodate these requests for information in a timely manner.

9. UNIVERSITY AND DEPARTMENT POLICIES

Students are expected to be active members of the department while in Graduate School. You should attend a goodly number of department meetings, job talks, guest lectures, workshops, etc. each semester, because these are important opportunities for you to become acquainted with the professional expectations of the field and to learn more about topics that interest you.

Success in the program is not limited to classroom performance; it includes being actively engaged in personal and professional development activities. Additionally, see Section 10 below on Professional Development.

Students are expected to arrive on time to classes, guest lectures, and meetings. You are expected to be courteous to your fellow students, professors, and guests, and to observe department and Graduate School deadlines. Students should monitor deadlines and can find information on them here:

<https://cla.purdue.edu/academic/polsci/gradprog/GraduateCalendars.html>.

A. Academic Dishonesty

Students will produce their own scholarship, avoid academic dishonesty, and adhere to Purdue's Code of Student Conduct. Purdue is a research-intensive institution, and the department is committed to helping students produce their own research and scholarship.

Students are expected to respect the rights of others and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University.

The following actions constitute conduct for which students may be subject to administrative action or disciplinary penalties:

- **Dishonesty** in connection with any university activity. Cheating, plagiarism, or knowingly furnishing false information to the university are examples of dishonesty. As recognized by the University Senate, "the commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated." (www.purdue.edu/odos/osrr/academic-integrity/index.html). The following behaviors are considered violations of these standards and are subject to disciplinary action as set forth in these procedures:
- **Cheating:** Students are expected to adhere to the guidelines provided by instructors for academic work so that no student gains an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything which who gives a student assistance that has not been approved by the instructor in advance.
- **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. This is most likely to occur in the following ways:
 - Using the exact language of someone else without the use of quotation marks and without giving proper credit to the author.
 - Presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment.

- Submitting a document written by someone else but representing it as one's own (<http://www.purdue.edu/odos/osrr/academic-integrity/index.html>)
- **Fabrication:** Intentional and/or unauthorized falsification or invention of any data, information or citations in any academic exercise.
- **Multiple Submissions:** The submission of substantial portions of the same academic work for credit more than once without authorization from the concerned instructors.
- **Collusion:** Intentionally or knowingly helping another to violate any regulation governing the standards of academic integrity described in these regulations. Students may only collaborate on academic work within the limits prescribed by the instructor.

The commitment of such breaches of academic ethics can result in expulsion from the Political Science graduate program and Purdue University. The faculty of the Department of Political Science is committed to training students to produce original scholarship. The faculty has identified iThenticate as a teaching tool that will be used to facilitate this training.

For more information regarding misconduct, please refer to the University Code of Student Conduct: www.purdue.edu/odos/osrr.

In general, knowledge and adherence to policy and procedures is the responsibility of all students, faculty and staff. The University Policy Office is a resource that can help you to become familiar with policies related to academic and research affairs, business and finance, ethics, facilities and safety, human resources, information technology and records. www.purdue.edu/policies/index.html.

B. Conflict of Interest Policy for Research

University employees involved in research must be concerned about conflict of interest. Recent federal regulations require that universities receiving federal funding maintain a written and enforced policy on conflict of interest that includes financial disclosures, institutional review of disclosures, the resolution of any problems dealing with conflict of interest, and enforcement mechanisms.

A potential conflict of interest exists whenever an individual's personal ties or those of the student's immediate family could unduly influence a professional judgment. Generally, conflicts of interest can be recognized in situations where the possibility of personal gain may compromise – or appear to compromise – decisions regarding the purchasing of equipment, supplies, services, the hiring or evaluation of personnel; the selection of vendors; the operation of private business initiatives; and the letting of contracts. In research, conflicts of interest may arise when the possibility of personal gain may compromise or appear to compromise decisions involving design, conduct, and reporting of research including field testing and clinical trials.

Relevant Purdue policies on conflict of interest can be found here: www.purdue.edu/research/research-compliance/conflict-of-interest/.

C. Human Subjects Research

Students planning to use human subjects in their research need pre-clearance from Purdue's Institutional Research Board. Check their website for details: www.irb.purdue.edu/.

D. Collaborative Institutional Training Initiative (CITI) - Responsible Conduct of Research Course

The Graduate School in cooperation with the Office of the Vice President for Research has developed the Purdue University Responsible Conduct of Research (RCR) program. The purpose of this program is to inculcate, promote and sustain an environment of research integrity in all graduate students, staff, and faculty at Purdue University. Please Note: While departmental RCR requirements may vary, all graduate students are required to complete the CITI RCR training module within 120 days of starting a graduate program and every five (5) years thereafter.

E. University Amorous Relationships Policy

Purdue University is committed to maintaining an environment in which learning, discovery and engagement take place in a professional atmosphere of mutual respect and trust. Amorous Relationships can develop within the University community between faculty, students and staff. Therefore, Purdue University prohibits Amorous Relationships between a student and any University employee who has educational responsibility over the student, as well as supervisors and subordinates where there is a supervisory or evaluative relationship between the parties. The full policy is available here: www.purdue.edu/policies/ethics/iiia1.html.

Whenever anyone is engaged in a romantic or sexual relationship with someone they have authority over in the Department, that relationship must be reported to the Department Head so that alternative supervisory arrangements can be worked out. This includes relationships of TAs with students in their classes.

F. Respect Boundaries: Sexual Violence Awareness

The Campus Sexual Violence Elimination Act, a federal law, requires all new incoming students to receive primary prevention and awareness education about sexual violence. This law went into effect in March of 2014, which means all new undergraduate students, graduate students, and transfer students enrolling after that date must complete the *Respect Boundaries: Sexual Violence Awareness* program. All current students, including new students who are required to complete this program, can find more information about it here: www.purdue.edu/sexual_assault/education/programs/index.html.

G. Grievance Procedures

If a student feels that s/he has been unfairly evaluated in coursework, in the annual review, or in the M.A. or Ph.D. examination process, or feels that s/he has been unfairly treated in any other way, s/he may request that the matter be investigated by any or all of the following: the student Committee Chairperson, the Chair of the Graduate Studies Committee, or the

Department Head. Students are advised to look at the Graduate School Ombuds program www.purdue.edu/gradschool/student/ogacr/ombuds.html.

Office of Graduate Assistant and Conflict Resolution: Another important university resource for conflict management is the Office of Graduate Assistance and Conflict Resolution (OGACR). Find more information about it here: www.purdue.edu/gradschool/student/ogacr.

Appeals Concerning Academic Standards: Graduate students who wish to appeal decisions concerning matters of academic standards should review the 2017 University Catalog, Section IX: “Graduate Student Responsibilities and Rights” Part A based upon the type of appeal they are seeking here: (<http://catalog.purdue.edu/content.php?catoid=8&navoid=8245>).

Course Grades: Graduate students who wish to appeal final grades (including grades received for 69800 and/or 69900 registrations) received in regular coursework must go through the grade appeals system.

Departmental Graduate Examination Committee Decisions: The Graduate School administers the preliminary and final (defense) examinations. Decisions by departmental graduate examination committees whose appointment does not require approval by the dean of the Graduate School (including, but not limited to, various departmental examining committees such as those for qualifying and gateway examinations) must be appealed within the relevant departments, rather than through the grade appeals system or to the Graduate Council. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds for the appeal, and must be filed within 30 calendar days after the issuance of the disputed decision. Upon receipt of such appeal, the department head shall appoint a committee to hear the appeal and to make a determination. The appeal committee’s decision shall be final unless an appeal is made to the department head within 10 calendar days of the appeal committee’s decision. For those matters so appealed to the department head, the decision of the department head shall be final (Purdue University Catalog language, <http://catalog.purdue.edu/content.php?catoid=8&navoid=8245>).

Appeals of decisions by graduate examination committees whose composition has been authorized by the dean of the Graduate School shall be handled by the following procedures.

1. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds of the appeal, and must be filed within 30 calendar days of the issuance of the decision of the examining committee. The department head shall forward the appeal to the departmental graduate committee with instructions to consider the case and provide the head with a written recommendation. Upon receipt of such recommendation, the head shall make a determination and, in writing, so inform the student.
2. If the student chooses not to accept the decision of the department head, the student may request, in writing, within 10 calendar days of the issuance of the determination of

the departmental appeal, that the dean of the Graduate School appoint a review board. Such a board shall be composed of five persons chosen at random from among current voting members of the Graduate Council. Council members serving on the advisory or examining committee of the student, council members serving on the student's departmental graduate committee, and council members otherwise judged by the dean of the Graduate School to be interested parties shall be ineligible to serve on the review board. The review board shall consider the case and report its recommendation to the dean of the Graduate School, whose decision shall be final.

The procedure outlined above means that a student who fails a written examination, or a doctoral student whose graduate study is terminated for failing either the preliminary examination or the final examination, after having exhausted departmental appeals, may appeal to a specially constituted panel of the Graduate Council. All attempts to resolve student appeals will be done within a reasonable amount of time. Students are encouraged to contact the Office of Student Rights and Responsibilities if they encounter difficulties with the timeliness of the process (source is the same section of the Purdue University Catalog as above).

H. Oral Proficiency for Non-Native Speakers of English

Students must also demonstrate their ability to speak proficient English before being assigned the direct instruction of students. Non-native English speakers who receive a TA assignment, must do one of the following before the semester begins:

1. Receive a score of 50 or higher on the on campus OEPT Speak test administered by Purdue's Oral English Proficiency Program (OEPP):
www.purdue.edu/oepp/oept/index.html;
2. Receive a score of 50 or higher on the Test of Spoken English (TSE);
3. Receive a Score of 27 or higher on the speaking section of the TOEF iBT;
4. Receive a Score of 76 or higher on the Pearson Test of Spoken English (PTE), Academic;
5. Receive a score of 8 on the speaking section of the International English Language Testing System, Academic (IELT);
6. Satisfactorily complete ENGL 620, "Classroom Communication in ESL for International Teaching Assistants," upon arriving at Purdue (see www.purdue.edu/oepp/engl62000/index.html).

See additional information here: www.purdue.edu/oepp/resources/international.html.

I. Residence Requirements

According to the Graduate School policies (Policies and Procedures for Administering Graduate Student Programs, VI. B.), students must complete certain residence/credit requirements to receive the MS and Ph.D. degrees. They are:

Master's Degree

- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
- At least 30 total credit hours are required.
- With the exception of doctoral students who are re-classified as master's students and leave the Graduate School with the master's degree, 69900 credits may not be used towards the fulfillment of master's degree requirements.

Doctor of Philosophy Degree

- At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- At least 90 total credit hours are required.
- A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program. These credit hours are not subject to the "Five-Year Rule" that prohibits the use of out-of-date coursework on plans of study. See Section VII-B-1-a.
- Under no circumstances may 69800 credits, other than as part of the 30 credits which may be used from a master's degree, contribute toward the 90 credits required for a Doctor of Philosophy degree

Registration is defined as formal enrollment in courses offered by Purdue University, including courses offered via distance learning technologies. Courses include all Purdue University graduate courses approved by the student's graduate committee, including formal coursework and research credits. In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one session. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements. For more information on the Graduate School's registration and credit requirements, see the Policies and Procedures for Administering Graduate Student Program in the University Catalog: <http://catalog.purdue.edu/content.php?catoid=7&navoid=2929>.

10. PROFESSIONAL DEVELOPMENT

A. Orientation

New students should plan on arriving to campus at least one week before the semester starts to participate in the orientation activities scheduled by the department and the Graduate School. This includes mandatory graduate teaching orientation workshops for those funded as teaching assistants during the fall semester. For information on Teaching Assistant Orientation (TAOr), see www.purdue.edu/cie/GTC/taor.html. There will also be a departmental orientation, the dates of which will be announced to students by the Graduate Coordinator.

B. Professional Development Practicum Class

The Professional Development Practicum class is designed to expose students to information about the norms and expectations of the profession of political science and address strategies for successfully navigating graduate school. Topics each semester vary. Common topics include expectations for professional conduct in the discipline, an overview of career paths, strategies for conferences and professional networking, collaborating with faculty and peers, establishing and maintaining a research pipeline and developing as a teacher. The practicum also provides workshops and information to help students make progress towards key program milestones such as preparing for qualifying exams, preparing a prospectus, finding mentors, managing stress, and maintaining work-life balance.

It is also designed to encourage students to participate in the many professional development activities available through various programs internal and external to the department, such as Advanced Methods at Purdue (AMAP), writing workshops, job talks, research talks, conferences, and seminars. Thus, a portion of this class is credit for self-directed participation in professional development activities and profession-oriented communities.

C. Political Science Graduate Student Association

All graduate students in the department are members of the Graduate Student Association. The Association meets periodically to elect officers, discuss issues of concern to graduate students, and organize social events. The Association oversees graduate student social and professional development events as well as the Devin Roberson Memorial Award.

The Association also selects nominees for various departmental committees as follows:

- Two representatives to departmental faculty meetings;
- Two members of the Graduate Studies Committee; and
- As necessary, graduate students are represented on faculty search committees by a student selected by the Department Head.

D. Summer Programs/Workshops

The Department of Political Science regularly supports student's attendance at the Summer Program in Quantitative Methods of Social Research (ICPSR) and the Summer Workshop at the Institute for Qualitative and Multi-Method Research (CQRM/IQMR). A call for application, which has included an essay explaining how participation in the desired program would contribute to research and a current CV, is sent in the Fall Semester for faculty review and selection. Students are notified of selection before the end of the Fall Semester.

The Department will cover the cost of registration for each program. Students will need to discuss with their Major Advisor and Graduate Coordinator the options should course credit be desired for the summer workshops. The student is responsible for travel, lodging, meals, and

incidental expenses as applicable. Department travel funds may be used as long as the dates of travel and workshop occur are in the appropriate fiscal year in which funds are used. The fiscal year begins on July 1 and travel funds are renewed on that day. Students are encouraged to seek funding through ASPIRE and PROMISE Grants.

Summer Program in Quantitative Methods of Social Research (ICPSR):

www.icpsr.umich.edu/icpsrweb/sumprog

Since 1963, the Inter-university Consortium for Political and Social Research (ICPSR) has offered the ICPSR Summer Program in Quantitative Methods of Social Research as a complement to its data services. The ICPSR Summer Program provides rigorous, hands-on training in statistical techniques, research methodologies, and data analysis. ICPSR Summer Program courses emphasize the integration of methodological strategies with the theoretical and practical concerns that arise in research on substantive issues.

Summer Workshop at the Institute for Qualitative and Multi-Method Research

(CQRM/IQMR): www.maxwell.syr.edu/moynihan_cqrm.aspx

The institute seeks to enable participants to create and critique methodologically sophisticated qualitative research designs, including case studies, tests of necessity or sufficiency, and narrative or interpretive work. It explores the techniques, uses, strengths, and limitations of these methods, while emphasizing their relationships with alternative approaches. Topics include research design, concept formation, methods of structured and focused comparisons of cases, typological theory, case selection, process tracing, comparative historical analysis, congruence testing, path dependency, interpretivism, counterfactual analysis, interview and field research (including archival) techniques, necessary and sufficient conditions, fuzzy set methods, and philosophy of science issues relevant to qualitative research.

11. FORMS

Graduate School Form 8: Request for Appointment of Examining Committee

This form may be initiated and submitted by either the Graduate Coordinator through the Graduate School Database or the student through MyPurdue. It is the department's preference that this form be submitted by the Graduate Coordinator. Form 8s are required for all thesis-option master's and doctoral candidates to schedule exams, and must be submitted and receive all department signatures at least two weeks in advance of the exam. Approval of the Form 8 will generate the requested exam form (7, 10, or 11) for the examining committee to use in recording the results of the examination.

Graduate School Form 9: Electronic Thesis Acceptance Form

This form can be found at the student's MyPurdue webpage under their Plan of Study Generator and must be initiated by the student. This form should be initiated the morning of the scheduled defense. After students submit the form, the screen will indicate whether the form has been successfully submitted. If the form is successfully submitted, it will be

transferred to the Final Examining Committee. The members of the examining committee may wish to review the deposit copy prior to signing the Thesis Acceptance (G.S. Form 9). Once a committee member has signed the Thesis Acceptance (G.S. Form 9), the document is approved by that individual. A signature either by the thesis format advisor or the Final Examining Committee Chair indicating that the departmental format requirements have been met is required on the Thesis Acceptance (G.S. Form 9).

Graduate School Form 10: Report of the Preliminary Examination

At least two full sessions of active registration are required between the preliminary and final exam before submitting this form.

Graduate School Form 11 Report of the Final Examination

The Final Examining Committee Chair should electronically present the examination committee with the appropriate examination report form. For the Ph.D. defense, the Report of the Final Examination (GS Form 11) is sent to the department by the Graduate School upon approval of the request for an examining committee (GS Form 8). This report should be completed and signed without delay for prompt submission to the Graduate School. In the case of a final examination, the report must be received by the Graduate School before the last week of classes of the academic session in which graduation is expected. Each member of the examining committee must indicate approval or disapproval and sign the report form. Only members of the approved examining committee may take part in the evaluation. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

Graduate School Form 12 Request for Ph.D. Degree Candidate Research in Absentia

See Policies & Procedures for Administering Graduate Student Programs (Section V.F.) of the Graduate School Handbook for more information.

Graduate School Form 19 Request for Off-campus Ph.D. or Master's Research (Change of Duty Station Request)

Students who plan to 1) work on research, 2) register for 69800 or 69900 (thesis credit), and 3) be off campus greater than 22 days must complete this form for and prior to each session away from campus. Doctoral students who have completed all required coursework and passed the preliminary examination should complete a Research in Absentia (G.S. Form 12) rather than a G.S. Form 19.

APPENDIX A. PRE-APPROVED TOOL AND/OR METHODS MINOR COURSES

Course Title	Course Number	Department	Tool or Methods Requirement
Econometrics II	AGEC 651	Economics	Tool
Ethnographic Analysis	ANTH 605	Anthropology	Tool
Mathematical Analysis for Economics	ECON 615	Economics	Tool
Probability and Statistics	ECON 670	Economics	Tool
Research Methods for Natural Resource Social Science	FNR 580	Forestry & Natural Resources	Tool
Advanced Research Methods in Child and Family Study	HDFS 617	Human Development & Family Studies	Tool
Multilevel Modeling in Developmental and Family Research	HDFS 627	Human Development & Family Studies	Methods
Advanced Quantitative Techniques in Political Science	POL 606	Political Science	Methods
Cohort Analysis Research	POL 695	Political Science	Methods
Introduction to Methods of Social Research I	SOC 580	Sociology	Tool
Advanced Social Research Methods	SOC 680	Sociology	Tool
Selected Problems in Social Research	SOC 681	Sociology	Tool
Qualitative Methods	SOC 686	Sociology	Tool
Statistical Quality Control	STAT 513	Statistics	Methods
Basic Probability and Applications	STAT 516	Statistics	Methods
Statistical Inference	STAT 517	Statistics	Methods
Sampling and Survey Techniques	STAT 522	Statistics	Methods
Data Visualization	STAT 695T	Statistics	Methods
Issues in Feminist Research and Methodology	WGSS 682	Women's, Gender, & Sexuality Studies	Tool

(last updated August 2017; subject to change)

Note that different schools and departments (e.g., History, Education) occasionally offer methods courses under a “topics” rubric; these cannot be pre-approved, but you should check to see if such courses are offered and petition to count them if they are of interest to you. Courses listed under “Current and Archived Curriculum” on the “Advanced Methods at Purdue” website must be go through the approval process listed under Section 4: PHD PROGRAM Subsection Tools Courses. Click here for the information:

www.cla.purdue.edu/research/clusterhire/index.html.

APPENDIX B. COURSE REQUIREMENTS

Although some courses might fulfill requirements for more than one field, no course may be counted for more than one field for purposes of completing the minimum number of hours required by each field.

Please note: These are minimum requirements. It may be necessary to take more coursework to prepare adequately for examinations.


POL 501, POL 600, and POL 605 MAY NOT BE COUNTED TOWARD COURSE CREDIT IN ANY FIELD.

	PhD REQUIREMENTS		MA Requirements	
	Major	Minors	Major	Minor
	15 hours	12 hours	12 hours	9 hours
AMERICAN POLITICS	Required: POL 610, POL 611 POL 640 Additional 6 hours in Field	POL 610, POL 640	POL 610, POL 611, POL 640	POL 610, POL 611, POL 640,
COMPARATIVE POLITICS	Required: POL 610, POL 640, POL 641 Additional 6 hours in Field	POL 610, POL 640, POL 641	POL 610, POL 640,	POL 610, POL 640, POL 641,
INTERNATIONAL RELATIONS	Required: POL 630 Additional 12 hours in Field	POL 630	POL 630	POL 630
PUBLIC POLICY / PUBLIC ADMINISTRATION	POL 620 AND either POL 622 or POL 623 plus AT LEAST 3 hours at the 600 level	POL 620 AND either POL 622 or POL 623	POL 620 AND either POL 622 or POL 623	POL 620 AND either POL 622 or POL 623

APPENDIX C. TWO-YEAR SCHEDULE FOR GRAD COURSES (TENTATIVE)

	Fall	Spring	Fall	Spring
<i>AMERICAN POLITICS</i>	610 520/611	611	610 616	611
<i>COMPARATIVE POLITICS</i>	641	640 610	641	640
<i>INTERNATIONAL RELATIONS</i>	630 631	631	5XX (The Nuclear Age) 630 631	5XX (Nuclear Terrorism) 631
<i>PUBLIC POLICY</i>	520 (Env) 520 (Soc) 620	622 623	523 620	622 623
<i>CORE</i>	501 600	605	501 600	605

APPENDIX D. FIVE-YEAR PROGRESS TABLE

		Course 1	Course 2	Course 3	Works in Progress	Milestones
Year One	Fall	POL 501	POL 600	Course		Start EPOS as part of POL 600
	Spring	POL 605	Course: _____	Minor 1 Course 1	Major Field Paper	Submit EPOS as final
	Summer				Major Field Paper	
Year Two	Fall	Major Course 3	Minor 1 Course 2	Tool 1	Major Field Paper	
	Spring	Major Course 4	Minor 1 Course 3	Minor 2 Course 1	Preparing for Comprehensive Field Exams (Major/Minor1)	Submission of Major Field Research Paper
	Summer				Preparing for Comprehensive Field Exams (Major/Minor1)	
Year Three	Fall	Major Course 5	Minor 1 Course 4	Minor 2 Course 2	Preparing for Comprehensive Field Exams (Major/Minor1)	
	Spring	Minor 2 Course 3	Minor 2 Course 4	Tool 2	Identify Dissertation Committee; update EPOS with CMTE; Begin Prospectus	Comprehensive Field Exams ; First Two Full Weeks in FEB; Faculty review 3 weeks; Notifications in First Week of MAR
	Summer				Prospectus	Internal Notification Form
Year Four	Fall	POL 699: Research Hours (6-9 credits)			Defend Prospectus Early Fall	
	Spring	POL 699 Research Hours (6-9 credits)			Dissertation	
	Summer	POL 699 Research Hours (3-6 credits)			Dissertation	
Year Five	Fall	POL 699 Research Hours (6-9 credits)			Dissertation/Placement Prep	FORM 8
	Spring	POL 699 Research Hours (6-9 credits)			Dissertation/Placement Prep	Defend Dissertation (FORM 11)
	Summer				Placement	

In addition to named courses, 15 courses are required (54 total credit hours): Adjust schedule according to course offerings to meet all requirements: 5 courses in Major Field; 4 courses in first Minor Field; 4 courses in Second Minor Field; 2 courses as Tools

APPENDIX E. COURSEWORK (PLAN OF STUDY) CHECKLIST

Core Courses: 501, 600, 605
Tool Courses Include: 606, 693

**Note: Political Theory may be taken only as a specialized minor.*

MASTER'S DEGREE (30 credits)

- ☐ POL 501 (Tool Course)
- ☐ POL 600
- ☐ POL 605 (Tool Course)

Major Field (_____) – 12 credits

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Minor Field (_____) – 9 credits

- ☐ _____
- ☐ _____
- ☐ _____

DOCTORAL DEGREE (54 credits)

- ☐ POL 501 (Tool Course)
- ☐ POL 600 (Tool Course)
- ☐ POL 605 (Tool Course)
- ☐ Tool Course _____
- ☐ Tool Course _____

Major Field (_____) – 15 credits

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Minor Field (_____) – 12 credits

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Minor Field (_____) – 12 credits

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

APPENDIX F: CHECKLIST FOR GRADUATE STUDENTS

General Requirements	Due
1. ___ English Language Proficiency	Before TA assignment or end of first year
2. ___ Selection of Advisor	By the end of first semester
3. ___ Selection of Committee	By the end of first year
4. ___ Completion of POS	By the end of first year
5. ___ Tool Courses	
___ 501	First semester
___ 600	First semester
___ 605	Second semester
___ Other Tool	
___ Other Tool	
6. ___ Other Courses	
___ 15 hours major field	
___ 12 hours minor field	
___ 12 hours second minor field	
___ Total 90 Credit Hours	

Exam Requirements	Due
1. ___ Major Field Research Paper	By Feb. 28 of third year
2. ___ Submit Major Field Research Paper form	
3. ___ Preliminary Exams	
4. ___ Written Exams	After completion of coursework (Administered in October or March)
5. ___ Oral Examinations	After completion of written exams
6. ___ Submission of GS Form 8	Three weeks prior to proposed Oral Examination date
7. ___ Submission of GS Form 10	Immediately following Oral Examination

Dissertation Preparation	Due
1. ___ Compose a Final Examining Committee	
2. ___ Update POS to include all four committee members	
3. ___ Prospectus Defense	
4. ___ Send committee copy of proposal	
5. ___ Submit Prospectus Defense form with Grad. Coordinator	Two weeks before prospectus defense

Advancing to Candidacy	Due
1. ____ Approved POS on File	Check Graduate School deadlines
2. ____ Register for CAND 991, 992, or 993 using a Form 23	Check Graduate School deadlines
3. ____ Inform Graduate Coordinator of intent to graduate	First day of the semester student intends
3. ____ Indicate participation status for commencement in MyPurdue portal	Commencement deadline
4. ____ Asked advisor to hood student during commencement and filled out major advisor form	Commencement deadline
5. ____ Remind advisor to RSVP for commencement	

Scheduling and Defending Dissertation	Due
The Final Examination must be completed before the semester deadline (one week before the last day of classes for CAND 991). The deadline for students registered as CAND 993 will be earlier.	
1. ____ Check format of dissertation is consistent with Graduate School guidelines and get approval of dissertation format with committee chair.	
2. ____ Schedule defense with committee & major professor	Three weeks before planning on defending
3. ____ Send dissertation draft to chairperson	Six weeks prior to proposed exam date
4. ____ Send dissertation to major professor	Three weeks before end of semester
5. ____ Send a copy of dissertation to committee	Two weeks before final examination
6. ____ File a Form 8 (Request to appoint examining committee). Include date, time, room#, and title	Three weeks prior to exam date and after reserving room for defense
7. ____ Defend Dissertation	
8. ____ File a GS Form 11 Report of the Final Examination (initiated and signed by committee)	Before the last week of classes
9. ____ File an Electronic Thesis Acceptance Form (ETAF) (GS Form 9)	Initiate morning of defense

Depositing Dissertation	Due
Theses must be deposited before the end of the last day of classes. Appointments for depositing should be made early in the semester and students should schedule deposit appointment before the last day of classes since once the appointments are filled, no more will be made and the student will need to wait until the following semester to schedule a deposit appointment. Earlier deposit deadlines apply for CAND 992 and CAND 993.	
1. ____ Complete Graduate School Exist Questionnaire	Before Depositing
2. ____ Complete Survey of Earned Doctorates	Before Depositing
3. ____ Schedule deposit appointment	In advance of defense
4. ____ Upload electronic thesis deposit (ETD) with GS Form 30 as cover page	At least 24 hours before appointment. Earlier deadlines apply for appointments on Monday and during deadline periods
5. ____ Pay Dissertation Deposit Fee (\$125.00)	

Departure from Department
1. ____ Complete Placement Questionnaire
2. ____ Clean desk space and office area
3. ____ Return office/building keys to Graduate Coordinator
4. ____ Give forwarding address/place of employment to Graduate Coordinator

Important Links
Commencement info: www.purdue.edu/commencement/
Deposit appointments: www.purdue.edu/gradschool/research/thesis/appointment.html
Dissertation format info: www.purdue.edu/gradschool/research/thesis/templates.html
Electronic Thesis Acceptance Form instructions: http://www.purdue.edu/gradschool/research/thesis/process.html
Graduate School deadlines: www.purdue.edu/gradschool/research/thesis/deadlines.html
Major advisor form: www.purdue.edu/commencement/students/majorProfessor.php
Survey of earned doctorate: https://sed-ncses.org/GradDateRouter.aspx
Thesis/Dissertation office: www.purdue.edu/gradschool/research/thesis/

APPENDIX G: INFORMATION ON MINORS AND CONCENTRATIONS OUTSIDE OF POLITICAL SCIENCE (updated October 2017)

American Studies

The University offers graduate work in American Studies. Students pursuing a Ph.D. degree in this program must work with one of the associated disciplines, of which Political Science is one. In addition to the Ph.D. requirements stipulated by the American Studies Committee, students majoring in this program with an emphasis in social/political science must complete course requirements expected of a major in one field and a minor in another field of political science, one of which must be American Politics. The student must pass the usual written preliminary examinations for major and minor in the appropriate fields.

Women's, Gender and Sexuality Studies (WGSS) Graduate Concentration

For the Graduate Concentration in Women's, Gender, & Sexuality Studies, students must complete a minimum of 12 credit hours for M.A. students and 15 credit hours for Ph.D. students in courses that have a significant amount of content related to WGSS as a field of study. Three of these courses (9 credits) must be earned by completing WGSS 680 (Feminist Theory), WGSS 681 (Contemporary Issues in Feminist Scholarship), and WGSS 682 (Feminist Methodologies). Students can earn the remaining 3-6 credits (depending on whether that student is seeking the MA or PhD concentration) by either

- a. Completing graduate level courses in your area of study that have received pre-approval for this concentration; or
- b. Completing graduate level courses that have been cross-listed under both your M.A. or Ph.D. area of study and WGSS rubrics.

Consult the WGSS Graduate Concentration webpage for more information:

<https://www.cla.purdue.edu/academic/sis/p/wgss/graduate.html>

African American Studies Graduate Certificate

Students must take two core courses, AAS 574 (Research Methods in African American Studies) and AAS 575 (Theories of African and African American Studies) and two other seminars which they select from multiple fields representing the breadth of African American Studies' interdisciplinary scope. Consult the African American Studies Graduate Program webpage for more information: https://www.cla.purdue.edu/african-american/gradprogram.html#graduate_cert

Political Psychology Concentration

There is an established minor field in Political Psychology which is spelled out in detail on a webpage linked to the Department of Political Science homepage. Please ask the Graduate Director or Graduate Coordinator for details if you are interested in this as a minor.

Political Economy Concentration

There is an established minor field in Political Economy which is spelled out in detail on a webpage linked to the Department of Political Science homepage. Please ask the Graduate Director or Graduate Coordinator for details if you are interested in this as a minor.

APPENDIX H. ADVISOR ASSESSMENT FORM

Department of Political Science

Advisor Assessment Form

Faculty Name: _____ **Student Name:** _____ **Date:** _____

1. How is the student making satisfactory progress through the graduate program? Please provide 2-3 examples.

2. How is the student engaging in appropriate professional activities (e.g., association membership, conference participation, teaching certification program, etc.)? Please provide 2-3 examples.

3. How is the student's teaching development progressing (e.g., performance as a TA, teaching independent sections, taking C.I.E. classes, etc.)?

4. If the student is currently A.B.D., is he/she making adequate progress on the dissertation?

Student Signature: _____ Advisor Signature: _____ Date Met: _____

This form is due to the Graduate Coordinator. Please endeavor to turn them in on time, as having an evaluation on file is one way we know whether students are making satisfactory progress toward their degree goals.

APPENDIX I. EXPECTATIONS FOR MAKING SATISFACTORY PROGRESS

Students must make satisfactory progress toward their degree goal in order to remain eligible for departmental funding. Students who fall outside the guidelines for satisfactory progress will be placed on probation and assigned a remediation plan by the Director of Graduate Studies. Failure to complete this remediation plan by the deadlines established may result in loss of funding. In addition to these *minimum* standards, all students should endeavor to engage in appropriate professional activities, e.g., attending job talks, department colloquia, teaching improvement and grant-writing workshops, professional development workshops, diversity training activities, attending and presenting at conferences, publishing papers, etc. Advisors will give their students feedback on their progress using the Advisor Assessment Form (see Appendix H in Guide to Graduate Studies), due each spring semester.

Expectations for making satisfactory progress include:

First Year Students:

- Maintain an overall GPA of at least 3.0
- Submit a final plan of study (POS) by the end of your first semester in residence, including identifying your major and minor field advisors
- Do a satisfactory job as an Research Assistant or Teaching Assistant, as evidenced by feedback from your supervising professors
- Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in your POS

Second Year Students:

- Maintain an overall GPA of at least 3.0
- Do a satisfactory job as an Research Assistant or Teaching Assistant, as evidenced by feedback from your supervising professors
- Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in your POS
- Identify an opportunity to write a course paper that could be turned into the required Major Field Research Paper, which is due *by February 28 of your third year at the absolute latest*

Third Year Students:

- Maintain an overall GPA of at least 3.0
- Do a satisfactory job as an Research Assistant or Teaching Assistant, as evidenced by feedback from your supervising professors
- Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in your POS
- Complete required coursework by end of sixth semester in residence
- Pass your Written Exams in your major and one minor field
- Submit and pass your Major Field Research Paper
- Pass your Oral Examination

- Choose a dissertation committee by the end of the sixth semester

Fourth Year and Beyond:

- Once you have completed your coursework, Written Exams, Major Field Research Paper, and Oral Examination, decide on your dissertation topic and research design, and defend your prospectus by the fall of your seventh semester
- Make satisfactory progress on your dissertation consistent with your planned defense date in your tenth semester in the program. Advisors and students should set goals together when they meet each semester, and students should endeavor to meet those goals