PURDUE UNIVERSITY®

College of Liberal Arts
Department of Political Science

Guide to Graduate Study

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I. INTRODUCTION

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

In addition to all rules specified below, the department and its students must operate under the rules, regulations, and policies of the Purdue University Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). Students should familiarize themselves with the OGSPS website and the Purdue University Policies and Procedures for Administering Graduate Student Programs. Many Purdue University and OGSPS requirements do not appear in this guide, but they are still applicable to graduate students. (See Appendices A, B and G.) Graduate students employed by the department are subject to the Graduate Staff Employment Manual.

II. POLITICAL SCIENCE GRADUATE PROGRAM ADMINISTRATION

The **Director of Graduate Studies (DGS)** oversees the day-to-day operations of the graduate program and makes recommendations to the department head. The DGS ensures alignment of the program with department goals and policies, provides advice and guidance to faculty and graduate students on program requirements and student progress, engages in strategic program planning and initiatives, and ensures compliance with department, college, and university graduate policies.

The **Associate Director of Graduate Studies (ADGS)** oversees graduate recruitment and admissions, serves as chair of the admissions subcommittee of the Graduate Studies Committee, and makes admissions recommendations to the DGS and head. The ADGS also serves as the department's placement coordinator and assists with graduate professional development.

The **Graduate Coordinator** assists the head, DGS, ADGS, faculty, and students with day-to-day operations of the program, particularly the administrative requirements. The graduate coordinator assists students with department and Purdue policies and procedures and serves as a liaison to the department's Graduate Studies Committee, the Political Science Graduate Student Association, faculty, the OGSPS, the business office and other entities on campus associated with graduate education.

The **Graduate Studies Committee (GSC)** members are appointed by the head and the committee is chaired by the DGS. Committee responsibilities include, but are not limited to, (a) recommending changes in the graduate curriculum and program to the faculty and head, (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, and (d) reviewing student progress.

The **Graduate Admissions and Recruitment Subcommittee (GARS)** of the Graduate Studies Committee is responsible for reviewing and recommending applicants for admissions and funding packages and for making nominations for fellowships for newly admitted students. The Graduate Admissions and Recruitment Subcommittee also takes major responsibility for coordinating recruitment efforts, including planning and conducting a campus visit for prospective students.

The DGS may constitute other subcommittees at their discretion.

III. PH.D. PROGRAM REQUIREMENTS

Successful completion of the Ph.D. program requires the completion of coursework, field exams, field paper/s, and a dissertation, among other requirements. Although the department (through the DGS and graduate coordinator) will make every effort to monitor requirements and deadlines for individual students, **the responsibility of fulfillment of requirements and meeting of deadlines for degree completion lies with the student**, in consultation with the student's major professor**.**

Graduate students select a major field of study and a minor field of study. The graduate curriculum is divided into five areas of specialization from which the student may choose their major and minor field concentrations: (1) American Politics (AP), (2) Comparative Politics (CP), (3) International Relations (IR), (4) Public Policy (PP), (5) Research Methodology (RM). Students may select any of the first four fields as a major field and any of the five as a minor field. The most current information about the research focus of each field and the affiliated faculty may be found on the department's website.

All incoming graduate students are admitted directly to the Ph.D. program. New and continuing students should arrive on campus at least one week before the start of classes each semester (Report Week) to participate in the orientation activities scheduled by the department and the OGSPS. This includes mandatory graduate teaching orientation workshops for those funded as teaching assistants during the fall semester. There will also be a departmental orientation, professionalism and methods workshops, meetings, and supplemental training in preparation for first year classes. Dates and times are announced to students by the graduate coordinator. Students should plan to be in residence and in attendance at these events.

Appendix F provides a checklist of program requirements that can serve as an aid to this section and to students as they progress through the program.

A. Plan of Study

Each student creates plans of study for their MA and their PhD degrees. Students work with the graduate coordinator to create an MA plan of study during their first year, preferably during their first semester. The PhD plan of study is created by the end of the second year. A plan of study lists the courses the student will take to complete their degree as well as their advisory committee. A plan of study ensures that the student's coursework is appropriate for their academic goals and complies with department and Purdue requirements.

The plan of study is submitted and revised online via myPurdue and routed for approval to the graduate coordinator, advisory committee, DGS, and OGSPS. The plan of study is updated and revised as the student progresses through the program, with courses changed and committee members added and removed. Students must keep their plan of study current to remain on normal progress, and they should consult with the graduate coordinator for assistance with plan of study changes. The student cannot graduate unless an updated plan of study has been submitted and approved. Appendix E provides a worksheet to aid students in completing their plans of study.

Upon admission, the student will be assigned to the DGS for advising. During the second semester, the student is responsible for asking a professor to serve as their major professor (also "advisor") and for designating this in the plan of study. The major professor will advise the student on academic and professional development and chair the student's advisory committee. It is possible to subsequently change to a different major professor, and this must be changed in the plan of study.

The Ph.D. plan of study includes the student's advisory committee. The student's major professor will serve as advisory committee chair. The advisory committee will have at least 4 members representing various fields in political science or fields outside political science that are germane to the student's dissertation topic. The committee consists of the major professor and at least two other members of the graduate faculty. With the assistance of the major advisor, the student must select committee members from their major and minor fields. If the minor field is a customized minor field, the minor field committee member must be the member who has agreed to supervise the minor field coursework and qualifying exams.

When the student files the forms to take the preliminary oral exam, and later the final exam, they will list an examining committee on the Ph.D. plan of study. This typically includes faculty members who served on the advisory committee, though not always.

B. Coursework

1. Required coursework

Students must fulfill course requirements in seven areas.

1. Core courses: 15 graded credit hours of research scope and methods courses to prepare students to execute high-quality research in their subject matter areas. These are required core seminars for the Ph.D. program and cannot count toward course credit in any major field, minor field, or elective. (All courses listed in this subsection are 3 credits unless otherwise specified)
    - o POL 50100 – Introduction to Political Analysis
    - o POL 60000 – Political Science Scope and Design
    - o POL 60500 – Advanced Political Analysis
    - o POL 60800 – Qualitative Methods for Political Analysis
    - o POL 60900 – Advanced Research Design (completed after qualifying exams)

2. Major field courses: 12 graded credit hours in the major field (AP, CP, IR, PP)
    - o Each major field has requirements that are described in Appendix C.

3. Minor field courses: 9 graded credit hours in the minor field (AP, CP, IR, PP, RM, or customized minor as specified below)
    - o Each minor field has requirements that are described in Appendix C.
    - o Students minoring in Research Methodology or a customized minor with more than 6 credits taken outside of the Political Science department must use 6 elective credits to take coursework at the 600 level or above in one of the major fields (AP, CP, IR, PP).
    - o Appendix H provides a partial listing of potentially relevant certificates offered by other Purdue departments.
    - o A list of courses in other Purdue departments that are approved for the minor in research methods appears in Appendix I.

4. Elective courses: 9 graded credit hours of electives
    - o Elective credits are selected in consultation with the major professor to complement the student's program of study and career goals. These may be from inside or outside the department.

5. Professional training courses: 9 credit hours of professional training practicums (graded as pass/no pass)
    - o POL 685 Professional Development (1 credit). This course can be taken multiple times. 2 credit hours must be completed before scheduling the oral exam.

- POL 686 Career Development and Placement Practicum (2 credit). This course can be taken multiple times. 4 credit hours must be completed prior to scheduling the dissertation defense
- POL 590 Teaching Political Science. Students must take POL 590 before being appointed as an independent instructor.
- Alternative professional development, such as external internships or other teacher training, may also be approved by DGS to fulfill this requirement.

6. Ph.D. thesis hours: 30 credit hours of POL 699 Research Ph.D. Thesis (graded as Satisfactory/ Unsatisfactory)
- After completing all graded course requirements, students must register for POL 699 "Research Ph.D. Thesis" in every semester.
- During the final semester, students will register for POL699 plus CAND991; or for just CAN992 if all research has been completed.

7. Additional hours: 6 credit hours of coursework, thesis hours, professional development hours, or a combination of these.

This is a total of 90 credit hours. Students may exceed this minimum. Students may use a maximum of 30 credits from one Purdue master's degree toward the Purdue Ph.D. degree.

2. Grade requirements

Students must maintain a grade point average of 3.0 both in political science and overall to remain on normal progress and to take the qualifying exams. In addition, a minimum grade of B- in any individual course is required for it to count toward the above requirements. If a student's GPA falls below 3.0 at the end of any semester, the student will be notified in writing by the DGS that they must bring the GPA above 3.0 by the conclusion of the following academic semester. If they do not, the head, upon recommendation by the DGS, will inform the student that they must leave the graduate program. In addition, students should not assume that a grade point average slightly above 3.0 is evidence of "doing well."

Students who have completed program coursework and passed preliminary examinations are referred to as "ABD" students (for "all but dissertation") and are Ph.D. candidates. For ABDs, failure to receive a grade of S in POL699 in two consecutive sessions (whether by not registering for POL699 or by receiving a grade other than S) will result in the student's dismissal from the program. ("Sessions" are fall semester, spring semester, and summer session.) Exceptions may be made for students who receive absentia status or who have an approved leave.

The Department considers an incomplete (I) grade to be evidence that the student is not making satisfactory progress in the program**. As a result, the incomplete must be remedied within seven months for the student to be making satisfactory progress in the program and to be considered for continued funding through a department-paid assistantship**. More precisely, students accruing an incomplete during spring term must make up their incomplete by December 15, and students accruing an incomplete in fall term must make up their incomplete by July 15. 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. According to university regulations, an incomplete grade reverts to a failing grade if it is not remedied after one year. This time limit may be extended only when there is a documented explanation of extenuating circumstances and when the request is approved by the GSC and head. Some courses in the Ph.D. program are repeatable for credit; however, a student will not be permitted to enroll in a repeated course (course with same course number) if they have a current I, PI, or SI grade under that course number.

3. Registration Requirements

- Students enrolled in the graduate program are expected to enroll in at least 9 credit hours in each Fall and Spring semester continuously until they complete their degrees.
- During the summer session, domestic students **who are employed by the department** must enroll in at least 3 credit hours of coursework, which is paid for by tuition remission. In addition, domestic students enrolled in the summer session are eligible for tuition remission regardless of summer employment at Purdue if they held a teaching assistantship in the prior spring semester and will also be appointed to a teaching assistantship in the following fall semester. Students who are employed on campus in a non-academic capacity are not required to enroll during the summer.
- International students should refer to ISS for guidelines including restrictions on audited courses, credit hours, curricular practical training, employment, and distance courses.
- Additional guidelines apply in the final semester for international students and for students who have been registered in absentia.

4. Customized Minors

Students can petition to pursue a minor in a field outside of political science, to construct a specialized topic minor field within political science, or to pursue a minor spanning political science and other disciplines. A customized minor requires coursework of at least 9 hours of courses that are organized around a conceptual theme as well as a mechanism for assessing knowledge in the minor field through a qualifying exam. A political science faculty member must be designated as the student's advisor for the customized minor and organize the qualifying exam for the minor field.

The customized minor must first be approved by the student's major professor and then by the DGS and GSC. To request approval, the student submits the list of proposed courses, a brief statement explaining and justifying the proposed minor, a statement of the examination procedures for the qualifying exam, and a signed agreement with the political science faculty member who will supervise the customized minor along with a signed agreement from a minimum of three committee members who will grade the qualifying exam in the customized minor field.

Students admitted as part of the Ecological Sciences and Engineering (ESE) program will choose ESE as their minor field. Students pursuing minor fields in ESE need to have a political science faculty member as their minor field advisor on the student's Ph.D. Plan of Study.

5. Transfer Credits

Students seeking to transfer credits from another institution must petition the Graduate Studies Committee by the end of the second semester of their first year in the program. Transfer credits from other institutions are not normally accepted to fulfill core, major-field, or minor-field requirements.

6. Short-course Requirements

All graduate students are required to complete the CITI RCR training module within 90 days of starting the graduate program and every five (5) years thereafter. All students must adhere to Purdue's Responsible Conduct of Research Policy. The details of the policy and deadlines may be found here: https://www.purdue.edu/policies/academic-research-affairs/s20.html

The OGSPS 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. There are two components: an online CITI RCR module that must be completed, and

field specific training. Information about required field specific training options will be provided at the beginning of each academic year. Students who do not meet this requirement may become ineligible for funding and/or other forms of departmental support.

C. Doctoral Qualifying and Preliminary Examinations

Each student must take and pass doctoral qualifying and preliminary examinations, which consist of three components: two written field examinations (one in the major field and one in the minor field), a major field research paper, and an oral examination. A student is eligible to start preliminary examinations only if the student (1) has earned a 3.0 GPA in graduate political science courses and overall, (2) has no outstanding incompletes, (3) has a Ph.D. Plan of Study approved by the OGSPS, (4) has successfully met the English proficiency requirement, (5) has completed 3 credit hours of POL 590 or 2 credit hours of POL 685, and (5) has completed all required coursework in the exam field(s) by the end of the semester in which the examination(s) is (are) taken.

1. Written field examinations

Students majoring or minoring in American Politics, Comparative Politics, International Relations, or Public Policy take written field examinations in their respective fields. The written field examinations cover important debates and literature within each field.

a. Scheduling

Written comprehensive field examinations are generally offered during the two-week period just before the start of each semester. Specific exam dates are announced each year by the graduate coordinator, and students register in the prior semester for each exam they will take. A student may not change fields or switch major and minor fields after the examinations have been scheduled. Registering for and receiving the exam from the graduate coordinator constitutes taking the exam, whether the student submits answers or not.

A student must make their first attempt at passing written examinations no later than the semester after the coursework on the Plan of Study is completed. This is typically just prior to the fifth or sixth semester of enrollment. It is permissible to split the exams, taking one in the fall and one in the spring or taking them in successive years, although it is common to take both exams in the same semester. Deadline extensions are not permitted except in the case of a documented medical or personal emergency and with endorsement of the student's major professor and approval by the GSC.

b. Evaluation

Written examinations are 72-hour take-home exams. Students are expected to work independently on the written examinations and not to discuss the essay items and responses with anyone. Aside from that, the exams are open book, meaning students may consult literature and scholarly sources while taking this exam, though students may not use any AI platform. Written exams will be processed through iThenticate, and the report will be reviewed by the DGS. Decisions about failing a student due to plagiarism will be made by the GSC.

Students should not assume that coursework alone is sufficient preparation for written examinations. A passing exam must demonstrate (1) a high-level comprehension of the research literature in a field, (2) the ability to develop ideas creatively, and (3) good writing and organization. Each written exam will be devised by the tenured and tenure-track faculty in the relevant field. All tenured and tenure-track faculty in the relevant field who are not on leave in that semester will evaluate and grade each exam in their field. A majority of grading faculty must grant passing grades (i.e., "low pass", "pass" or "high pass") for a student to pass the exam. Written exams will be submitted to the faculty for evaluation without student names

or identification. The department maintains a file of old exams for students to review.

Each student has two opportunities to pass each written exam. Students who fail to pass an exam on their second attempt will be dismissed from the program. Written comprehensive field exam grades may be appealed by following the grade appeals process defined by OGSPS policies.

c. Exceptions

Written examinations in the minor field of Research Methodology or in a minor field outside the department follow different procedures. They are as follows:

- The evaluation process for a minor field in Research Methodology consists of an academic paper. The paper must reflect the student's knowledge of a specialized methods subfield and adjacent areas of study, demonstrate their capacity to use advanced methods appropriately, and demonstrate their ability to think and express research methodology ideas clearly and correctly. A passing methods paper must meet at least one of the following aims: (1) develop a methodological innovation, (2) import a method from another discipline to political science, (3) implement a recent methodological innovation to advance substantive knowledge in a field, or (4) follow through on a topic approved by methods faculty. The methods paper will be reviewed and assessed by members of the methods field committee. This paper is due no later than the Friday of the fourth week after classes begin in the semester in which the student elects to fulfill this requirement. A majority of grading faculty must grant passing grades (i.e., "low pass", "pass" or "high pass") for a student to pass. Students who fail on their first submission will have one more opportunity to submit in a future semester. Failure to receive a passing grade on the second submission will result in dismissal from the program. Papers must reflect the student's solo-authored work. They will be processed through iThenticate, and the report will be reviewed by the DGS. Decisions about failing a student due to excessive plagiarism will be made by the GSC.

- The evaluation process of *outside minor fields* (such as ESE) 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. Dates and procedures for outside minor fields must be determined at the time of approval of the plan of study.

2. Major Field Research Paper

The major field research paper is an original research paper that demonstrates the student's knowledge of the field, 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 graduate seminar, aiming to refine it to produce a paper of near-publishable quality.

a. Scheduling

Major field research papers will be accepted twice during the academic year: eight weeks into the fall and eight weeks into the spring semester. The student must submit the major field research paper no later than the eighth week of their sixth semester and no earlier than their fourth semester. Waivers of this deadline will be considered by the Graduate Studies Committee under extraordinary circumstances and upon student petition and endorsement by the student's major professor. The major field research paper may be submitted before the student has completed their written exams.

Once the student has decided when they will submit their major field research paper, they should gain the consent of their major professor and then ask the graduate coordinator to initiate the electronic Permission to Submit form. Students are expected to consult with their major advisor regarding any

submission deadlines to ensure timely feedback on their major field research paper.

Although papers co-authored with faculty members are possible, the major field research paper must be the principal work of the student and adhere to the coauthorship policy expressed below. The major professor'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. Written exams will be processed through iThenticate, and the report will be reviewed by the DGS. Decisions about failing a student due to excessive plagiarism will be made by the GSC.

b. Evaluation

The major field research paper will be read by the student's major professor and all the tenured and tenure-track faculty in the major field who are not on leave in that semester. At least three faculty members must read and grade the paper. If additional faculty members are needed, they will be identified by the student's major professor in consultation with the DGS. 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 pass the major field paper requirement, the student must receive a passing grade (i.e., "low pass", "pass" or "high pass") from a majority of grading faculty. 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. Passing the major field research paper is necessary to continue in the Ph.D. program, and students will have two opportunities to pass. The paper evaluation becomes one part of a student's overall portfolio used to judge their status in the program and their eligibility for funding.

3. Preliminary Oral Examination

Students must successfully complete an oral examination in which they defend and expand on answers in their written exams and discuss the content of their major field research paper, as determined by the examining committee. The oral examination occurs in the semester in which the last of the major field research paper and written examination requirements have been met. The oral examination committee consists of representatives from the student's major and minor fields of study. Three members are required for the preliminary oral examination committee, but four members are recommended. The department and OGSPS reserve the right to assign additional representatives.

a. Scheduling

To initiate, the student submits **Form 8** *Request for Appointment of Examining Committee* to the OGSPS via myPurdue, which automatically requests signatures from the examining committee, head, and OGSPS. Students must initiate this process in the week that they submit their major field research paper. It is scheduled in coordination with the graduate coordinator and the student's major professor, who serves as chair of the student's examining committee, and it requires the approval of the head. The oral examination cannot be held during the last week of classes. If the student fails to pass their major field research paper after scheduling their preliminary oral examination, then the examination is cancelled.

Two credit hours of POL 590 Teaching Political Science or POL 685 Professional Development Practicum must be completed before scheduling the oral qualifying exam.

b. Evaluation

The committee reports the examination as "satisfactory" or "unsatisfactory" by completing the *Report of Preliminary Examination* (**Form 10**) immediately following the examination. Per the OGSPS, Committee certification for the satisfactory completion of the preliminary examination requires that all of a three-person committee members sign and concur to the results. If the committee has four or more members, a single member may withhold his or her signature of approval and the examination will still be considered as "Passed." It is the responsibility of the examining committee to determine whether the student is qualified and ready to continue research and proceed toward the dissertation stage of Ph.D. degree.

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* (**Form 8**). According to OGSPS policy, "The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee, support of the Graduate Studies Committee, and with special approval of the Dean of the OGSPS." See Graduate Catalog in VII Administering Graduate Degree Programs section VII.F.3.

D. 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 their 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 their contribution to scholarship. Dissertation projects may be designed to criticize or reformulate problems that have concerned students of politics for decades, to replicate and expand on previous research, to formulate and test an original theoretical proposition, or to conduct an empirical investigation of significant questions. All dissertations must be based upon original research and writing conducted while the author is a political science graduate student at Purdue University, subject to the rules of co-authorship stated below.

1. Composition of the Final Examining Committee

After passing their preliminary examinations, the student consults with their major professor to assemble a final examining committee (also "dissertation committee"). The current major professor may serve as the final examining committee chair (also "advisor" or "dissertation chair") but will not necessarily do so.

The final examining committee consists of at least four members, including the chair. Committee members should be current Purdue affiliates who represent various fields in political science or fields outside political science that are germane to the student's dissertation topic. The final examining committee may include one member from outside Purdue when requested through the graduate coordinator and approved by the dissertation chair, head, and OGSPS. Ordinarily, such approval will be granted by the head if the committee member has academic or professional expertise in the student's areas of specialization. The selection of a second committee member from outside of Purdue requires approval by the GSC.

The student must revise their Plan of Study to show the four final examining committee members. Changes in the membership of the final examining committee must also be approved by the dissertation chair and the affected faculty members. The student also verifies that the plan of study accurately lists all courses taken for a grade that were not already posted on their MA plan of study.

2. Prospectus Defense

The dissertation prospectus is a research design and plan of work for the student's dissertation and should include a detailed summary of the student's research questions, theoretical framework, and methodological approach. The prospectus should clearly define the format the student will complete—a book-style or article-style format. (See next subsection.) The prospectus should be written in consultation with the dissertation chair, who must give permission to circulate the prospectus before it is sent to the rest of the committee at least two weeks before the defense.

The prospectus defense is scheduled with the graduate coordinator using the Prospectus Defense form a minimum of three weeks before the defense date. The date, time and room of the prospectus defense are announced to the faculty and graduate students of the department, who are invited to attend. Committee members who cannot be present at the defense participate through web conferencing or conference calls. The committee members sign the Prospectus Defense form after the prospectus has been approved. A copy of the prospectus and the names of the four final examining committee members are placed in the student's file at the time of the prospectus defense.

The defense must occur prior to the last week of classes of the academic session. Also, students must defend their prospectus by the end of their seventh semester in the program—typically fall semester of the fourth year—to remain within the guidelines of satisfactory progress.

Note that the final dissertation should be consistent with what was approved at the prospectus stage. If the format or substantive aims change, the committee should re-approve the updated plan. The student should submit a Prospectus Change Form to the Graduate Coordinator and get committee and DGS approval. Major changes to the topic or format may require a re-defense of the prospectus.

3. Dissertation Styles

Graduate students may choose to write an article-style or a book-style dissertation.

a.   Article-style dissertation guidelines

The article-style dissertation format requires organization and careful front-end planning by the student. A student who wishes to use an article format for the dissertation should seek the approval of their dissertation chair and the rest of their final examining committee before beginning the project. The use of the article-style dissertation format is entirely at the discretion of the student's dissertation chair and committee. Students must state their plan to pursue an article-style dissertation and outline the proposed article-style chapters to be written in their defended prospectus.

For the article-style dissertation option to be successfully defended, the dissertation chair and committee must deem no less than three chapters to be of publishable quality (henceforth "core chapters"). In other words, the core chapters must each be deemed likely to receive at least a "revise and resubmit" decision from the editor of a reputable peer-reviewed scholarly journal. In addition, core chapters must be such that it is possible to see unity in the content of the dissertation; all core chapters must be deemed appropriate in theme and content by the dissertation chair and committee. Papers, even ones previously published as articles, that are not relevant to the dissertation's overarching research topic will not count toward the required number of core chapters. Within these constraints, it is the responsibility of the student and the dissertation chair and committee to decide which papers to include in the final dissertation package.

Core chapters do not have to be submitted for peer review prior to defending the dissertation. To ensure that reputable and relevant journals are targeted when preparing (and eventually submitting) chapters,

students must consult with their dissertation chair and committee. Ultimately, the dissertation chair and committee (not journal editors or reviewers) will determine whether each core chapter meets the content and submission guidelines for a credible submission for publication.

Aside from the core chapters, the dissertation must include an introduction chapter and a conclusion chapter. The introduction chapter should discuss the literature on the topics of the dissertation, the themes that tie together the core chapters, and the broader contribution of the core chapters. The conclusion should compare and contrast the core chapters, describe the significance of their findings, mention additional aspects of the topic that still need to be explored, and so on.

Each core chapter should be standard length for a publishable paper. There is no minimum length for the introduction and conclusion chapters. Ultimately, the student's dissertation chair and committee will determine whether the length of each core chapter, introduction, and conclusion is sufficient to fulfill dissertation requirements. Chapters from peer-reviewed edited books could be included as core chapters at the discretion of the dissertation chair and committee.

Additional guidelines are as follows:
- Short research notes; technical appendices to books, monographs, or dissertations; review articles; contributions to online or printed encyclopedias; and reports submitted to public or private agencies will not usually be counted toward the minimum of three core chapters, though these or parts of these could be included as supporting material and/or background information. Exceptions to this rule may be requested in writing by the student. The request must be approved by the Dissertation Chair and Examining Committee and be submitted for review and approval to the DGS and GSC.
- If the dissertation contains chapters that have been published previously as articles, the student must adhere to the copyright requirements and documentation required by the journal.
- The defense of the article-style dissertation is expected to follow the defense guidelines for a traditional dissertation.
- The question of whether the extent of any article overlap is excessive will be determined by the student's dissertation chair and committee. A certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study's focal topic. Redundancy can be reduced by citing one's own work. However, self-plagiarism—reusing one's own previously written work or data in a "new" written product without letting the reader know that this material has appeared elsewhere—is prohibited.

b. Book-style dissertation guidelines

A book-style dissertation follows the normal conventions of a book-length manuscript in content, style, and format.

4. Coauthorship Policy

A core purpose of dissertations is to demonstrate a student's intellectual independence. As a result, all text and analysis for dissertation content must be the dissertation author's original work. Other elements of the dissertation project, including research ideas and research designs, should also generally be the author's original contributions, but at times these are developed in collaboration with faculty members and/or peers, such that a portion is coauthored. In these instances, the dissertation author must petition the graduate studies committee for permission to use this coauthored material in the dissertation. This petition should be filed with the graduate studies committee at the time of the prospectus defense.

Dissertation authors should have their collaborators attest in writing that the analysis and text of the dissertation is their original work as part of this petition.

5. Doctoral Final Examination (Dissertation Defense)
The doctoral final examination is an oral examination in which the student defends their dissertation before the final examining committee. All members of the committee must be present in-person or via video conferencing software for the dissertation defense. For any committee member who will not be available, a replacement must be appointed and approved at least four weeks before the final defense date**.** Students are encouraged to refer to the OGSPS calendar for all defense and graduation deadlines. The graduate council recommends that final examinations be scheduled for no more than two hours.

a. Registration
The student must register for CAND 991 or CAND 992 during the semester in which they plan to defend. International students, those defending during the summer, and students funded by fellowships may have additional restrictions and requirements. If the student is registering for at least 1 credit of research and/or coursework in their last session, then they register for CAND 991 (general candidacy). If the student has completed all degree requirements except depositing their thesis, then they register for CAND 992 (degree only).

b. Scheduling
OGSPS requires that at least two semesters must pass between passing the preliminary doctoral examinations (i.e., the date of the successful oral examination) and the doctoral final examination (dissertation defense). After a student passes their preliminary doctoral examinations (i.e., the date of the successful oral examination), the student must hold their dissertation defense before more than eight semesters elapse. If more then eight semesters elapse, the student must retake and pass their major and minor field examinations and their oral examination. The GSC may, under rare circumstances, grant an exception and extension if satisfactory progress has been made and extenuating circumstances have prevented completion within the specified period of time.

The student works with the graduate coordinator to schedule their defense, in consultation with their dissertation committee. Students must initiate the scheduling process at least four weeks in advance of the defense for a fall or spring semester defense and at least two weeks before the end of spring semester for a summer session defense. The student is responsible at this time for confirming their committee's availability on the defense date. The student submits a formal request **(OGSPS Form 8)** to schedule their dissertation defense day, time and location and to identify the final examining committee. It is routed for approval electronically and must be approved by the student's dissertation chair and received by the OGSPS **three weeks prior** to the proposed examination date. The graduate coordinator is notified of the dissertation title and the agreed-upon defense date and time and reserves a room on campus for an in-person defense.

Students registered for CAND991 must hold the defense before the last week of classes. Students registered for CAND992 should refer to the OGSPS calendar for deadlines. A dissertation defense and deposit cannot be scheduled when classes are not in session. If the dissertation defense and deposit are not fully completed and approved by the deadline, they will take place during the subsequent session.

The dissertation must be approved by the final examining committee chairperson before it is submitted to the final examining committee. Three weeks prior to the scheduled defense, the student will submit a polished draft to the dissertation chair, who will use iThenticate to certify that the dissertation is original work that does not include plagiarism. 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. In

turn, 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, or on a date as otherwise agreed to by the committee members.

Students must complete OGSPS Exit Questionnaire and the Survey of Earned Doctorates before their final examination dissertation defense (available in myPurdue). Students are encouraged to save a copy of the certificate for their personal records.

c. Formatting

The student must obtain approval of their dissertation format from their dissertation chair. The dissertation must also be prepared according to the format designated by the Purdue Thesis and Dissertation Office, which includes font style and size, spacing, margins, pagination, title page, and abstract. Guidance for controlled thesis submission is also provided by this office. The dissertation is reviewed and approved by the Thesis and Dissertation office prior to defense. Again, students should refer to the OGSPS calendar for deadlines.

d. Evaluation

On the day of the defense, each committee member will automatically receive OGSPS Form 11, Report of the Final Examination, on which they will indicate whether they recommend that the candidate be certified for the doctoral degree. A maximum of one dissenting or abstaining vote is acceptable in certifying a candidate to receive the degree. If more than one committee member dissents or abstains, the student does not pass their final examination. The student must wait at least one semester before retaking the dissertation defense. The department, through the dissertation chair and final examining committee, retains the decision as to what constitutes a credible dissertation that meets the program's goals.

Students who pass the defense may have to make changes to the dissertation at the request of the committee. The dissertation, with required changes, must be approved by the final examining committee chair before Form 11 will be submitted.

6. Depositing the Dissertation

Following the successful defense, the student initiates the Electronic Thesis Acceptance Form **(ETAF, OGSPS Form 9)** through the plan of study portal. The information on this document must be accurate, as the student cannot make any edits to a submitted ETAF. For more information on depositing a dissertation, click on the following website: Thesis and Dissertation Office - Purdue University

The ETAF will automatically be routed to all final examining committee members and the department for approval. This typically takes at least two business days. The approved ETAF must be received by the OGSPS by the deadline so the student may complete the Hammer RR deposit process and receive their degree. Please see the OGSPS calendar for more information and deadlines. Students are encouraged to schedule their deposit appointment early in the semester and for a date well before the last day of classes. *Students who defend successfully but cannot complete the deposit process must register as CAND992 in the subsequent semester to graduate.*

The student may submit bound copies of the dissertation to the department and the chair of the final examining committee. The student is responsible for all costs incurred in producing this copy.

E. Graduation

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 student must register as CAND 991 or CAND 992 during the

semester in which they plan to graduate. An accurate and approved plan of study must be on file with the OGSPS prior to the start of the semester in which the student intends to graduate. Students registered for CAND992 should refer to the OGSPS calendar for deadlines.

For students who register as CAND991 or CAND992, a "Graduation" link will appear in the myPurdue portal during the sixth week of classes. 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 participating in commencement ceremonies.

If a student intends to graduate at the end of a given semester but has not met all the requirements by the deadlines specified by the OGSPS for that semester, 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.

IV. M.A. PROGRAM REQUIREMENTS

Although the department does not admit students for a terminal M.A. degree, the department can grant an M.A. to students enrolled in the Ph.D. program upon completion of the following requirements:
1. Students must fulfill course requirements in three areas.
    a. Core courses: 9 graded credit hours
        o POL 50100 – Introduction to Political Analysis
        o POL 60000 – Political Science Scope and Design
        o POL 60500 – Advanced Political Analysis
    b. Major field courses: 12 graded credit hours in the major field (AP, CP, IR, PP)
        o Each major field has requirements that are described in Appendix C. At least 9 of these credits must be in 600-level political science courses.
    c. Minor field courses: 9 graded credit hours in the minor field (AP, CP, IR, PP, RM, or customized minor as specified above)
        o Each minor field has requirements that are described in Appendix C.
2. A minimum grade point average of 3.0 must be maintained across all courses used to meet the requirements of the M.A. degree, and a minimum grade of B- in any individual course is required for it to count toward the M.A. Guidelines for incompletes are the same as those specified above.
3. Students must have an approved M.A. plan of study. The M.A. plan of study contains the 10 required courses (totaling 30 credit hours) listed above. Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study. The M.A. plan of study also lists the students advisory committee, which is typically just the student's major professor.
4. Students must meet the English proficiency requirement
5. Students must register for CAND 991 in the semester they plan to graduate with the M.A. Students must also Indicate intent to participate in the commencement ceremony through the graduation tab in the myPurdue portal. Students must complete the Master's Candidate Exit Questionnaire through the myPurdue portal under the Academic tab and POS link. Refer to the OGSPS calendar for deadlines

V. PROGRESS REVIEWS AND SATISFACTORY PROGRESS

A. Reviews of Graduate Student Progress
Student progress is reviewed each semester by the DGS for compliance with university and department policies, for satisfactory performance of employment duties, and for progress in degree requirements.

In addition, the DGS oversees the Annual Progress Review each spring semester. In December, each graduate student will submit their Annual Activity Report to the DGS, to the graduate coordinator, and to their major professor. Each graduate student must arrange to meet with their major professor in January of each academic year to discuss their Annual Activity Report and complete the Advisor Assessment Form. Both forms are available from the graduate coordinator and on the department website. Both the major professor and the student sign the Advisor Assessment form and submit it to the graduate coordinator and DGS in January. Both will be used to inform the department's annual review process. Copies of these evaluations are available to the student upon the student's request. The GSC and faculty meet in February to review each graduate student's progress, record, funding status, and demonstrated capacity for continuing graduate studies in the program. These deliberations are used to make recommendations to the head about student progress and funding in the next academic year. The head has final responsibility for allocating departmental resources.

Each graduate student must be (1) making satisfactory progress through degree requirements (see below), (2) satisfactorily performing assigned assistantship duties, and (3) complying with administrative requests and department, OGSPS, and university policies, and (4) meeting Purdue University Office of the Registrar, Department, and OGSPS deadlines. Students must be making satisfactory progress toward their degree goal to remain eligible for departmental funding. Moreover, **success in the program is not limited to classroom performance**; it includes being actively engaged in personal and professional development activities. Students are expected to be active members of the department. Students should regularly attend departmental meetings, job talks, guest lectures, workshops, and so on because these are important opportunities for students to become acquainted with the professional expectations of the discipline and to learn more about topics of interest. Students are also expected to arrive on time to classes, guest lectures, and meetings, and they are expected to be courteous to their fellow students, professors, and guests.

Students who are not meeting the expectations listed in the previous paragraph will be placed on probation and assigned a remediation plan formulated in conjunction with the DGS and their major professor to return to satisfactory progress within a specified time frame. Failure to adhere to remediation plan by the deadlines established may result in loss of funding and/or dismissal from the program.

Both students and faculty have responsibilities in progress reviews. It is the intent of the faculty that each graduate student be fully informed concerning the student's performance and capacity for graduate study. The DGS and the student's major professor are jointly 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 unusual circumstances, students may request a variance from program requirements or appeal for an exception to satisfactory progress standards by petition to the DGS and the Graduate Studies Committee, and with the support of their major professor. Routine variances will be addressed by the DGS and GSC. Non-routine requests require review and approval by the head and other entities such as the CLA Associate Dean for Research and Graduate Studies, the OGSPS, and/or Human Resources.

B. Satisfactory Progress Expectations
Expectations for making satisfactory progress include, but are not limited to, the following:
1. Second Semester Students
   o Maintain an overall GPA of at least 3.0 and have no outstanding incomplete grades.

- o Submit a final plan of study by the end of second semester, including identifying major and minor field advisors
- o Do a satisfactory job as a Research Assistant or Teaching Assistant, as evidenced by feedback from supervising professors
- o Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in plan of study
- o Be in compliance with Department, College, and University administrative requests and policies.

2. Fourth Semester Students
- o Maintain an overall GPA of at least 3.0 and have no outstanding incomplete grades.
- o Do a satisfactory job as a Research Assistant or Teaching Assistant, as evidenced by feedback from your supervising professors
- o Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in plan of study
- o Identify an opportunity to write a course paper that could be turned into the required Major Field Research Paper, which is due by middle of sixth semester
- o Be in compliance with Department, College, and University administrative requests and policies.

3. Sixth Semester Students
- o Maintain an overall GPA of at least 3.0 and have no outstanding incomplete grades.
- o Do a satisfactory job as a Research Assistant or Teaching Assistant, as evidenced by feedback from your supervising professors
- o Make satisfactory progress toward graduation, typically defined as completing 9 credit hours per semester and meeting requirements as set out in the plan of study
- o Complete required coursework by end of sixth semester in residence
- o Pass written exams in major and minor field
- o Submit and pass your major field research paper
- o Pass oral examination
- o Choose a dissertation committee
- o Be in compliance with Department, College, and University administrative requests and policies.

4. Seventh Semester and Beyond
- o Upon completion of coursework and preliminary examinations, decide on dissertation topic and defend prospectus by seventh semester
- o Make satisfactory progress on dissertation consistent with planned defense date in 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
- o Be registered in nine POL699 hours and receive a grade of S in every semester.
- o Extensions to a satisfactory progress timeline to complete the dissertation must be requested through the GSC with the support of the dissertation chair. Extensions may be granted for academic (e.g. field work, data collection) or non-academic circumstances for a maximum of two additional semesters. Extensions to the satisfactory progress guidelines beyond twelve academic-year semesters will not be granted except in the case of extraordinary, documented, non-academic circumstances.
- o Be in compliance with Department, College, and University administrative requests and policies.

Appendix D provides an example of how students can sequence their coursework and other milestones to finish the Ph.D. program in five years.

C. Student Leaves of Absence

Students admitted to the Ph.D. program are expected to enroll continuously during fall and spring semesters until completion of the program. A student who cannot enroll for a fall or spring semester is required to seek and receive approval for an official leave of absence. A request in writing must be presented to the DGS, who will bring the request to the GSC. Such students may want to contact the Veteran and Military Success Center or Purdue Human Resources department, and should consult the OGSPS Graduate Student Employment Manual for an explanation of approved leaves. Purdue policies and procedures vary depending on the type of leave, visa eligibility, and student employment status.

In most circumstances, an approved leave of 12 months or less will not count against the time limits and satisfactory progress guidelines stated in this guide, nor against the total number semesters of funding stated in the student's offer letter. Absences from the program that exceed 12 month time period generally require reapplication and readmission through the OGSPS, per Purdue University policy. Resumption of department or Purdue funding upon readmission cannot be guaranteed.

VI. FINANCIAL SUPPORT

Students entering the graduate program in political science and pursuing a Ph.D. degree may be offered a package of financial support for a defined period of time that includes a stipend, tuition remission, and other benefits as defined by Purdue policy. The support may be in the form of a graduate assistantship, fellowship, or other award. Students should read and be aware of policies that apply to graduate appointments in Purdue University's Graduate Staff Employment Manual as not all policies and regulations are repeated in this Handbook. Policies are subject to change without notice.

Students who are funded by the department or receiving a fellowship must register for coursework toward their academic progress. A full-time course load is defined as 9 credits for fall and spring semesters. In the summer, a full-time course load for is defined as 3 credits. Students holding graduate appointments must be registered for at least 3 credit hours of graduate level course and/or research work each session in which they receive a salary. If a student is teaching or receiving a fellowship in the summer, they must register for 3 credit hours in one of the summer modules. Please consult with the graduate coordinator on summer registration no later than April 1 to ensure proper registration in courses.

Those students with other sources of funding, including fellowships and federal loans, may have different registration requirements as conditions of their funding. Students should carefully review their individual offer letters and other relevant documents to ensure adequate registration.

A. Graduate Assistantships

Students holding assistantships are considered graduate staff and are subject to Purdue's policies in the Graduate Staff Manual. Eligibility for funding is contingent on the student (1) meeting requirements of the university, college, and department, (2) maintaining satisfactory standing in the program, and (3) satisfactorily performing duties associated with employment and/or meeting conditions of fellowships. All financial offers are contingent upon budgetary resources and ultimately granted at the discretion of the head.

There are three types of graduate assistantships:

1. Teaching Assistant

A teaching assistant is assigned to support one or more classes and instructors. Teaching assistants work closely with instructors. Common duties include grading papers, holding office hours, keeping track of attendance and grades, designing exam questions, giving lectures, and leading discussions. Before being

assigned to this position, international students must demonstrate proficiency in oral English by passing the OEPT or taking ENG 620. Teaching assistants should plan to attend all class sessions unless specifically directed otherwise by the supervising faculty member.

2. Independent instructor

Advanced graduate students who have completed POL590 may serve as independent instructors. An independent instructor is assigned to independently teach an undergraduate class. The independent instructor has full administrative responsibilities for the course, including textbook selection, composition of the syllabus, presentation of course material, grading of assessments, and assignment of grades. Independent instructors are assigned a faculty mentor, who they should consult on all course administration issues, including textbook selection, syllabus composition, and classroom management.

3. Research Assistant

A research assistant is assigned to one or more faculty members to work closely with them on their research project(s). Tasks differ depending upon the needs of the assigned faculty member.

Each semester, teaching assistants, independent instructors, and research assistants must be on campus and ready to work by the "on-duty" date, unless they have filed the appropriate paperwork (Change of Duty Station and Form 19).

The Oral English Proficiency Program (OEPP) works with university departments to support international graduate students who would like to be teaching assistants. Purdue University benefits from the knowledge and talents of non-native-English-speaking graduate teaching assistants in many aspects of its instructional program. These persons bring an essential diversity of culture to the campus and thus enrich our total academic environment. These benefits cannot be realized, however, if there is a language barrier between instructors and students. The university's policy on teaching assistants is not based on citizenship or resident status, but instead on the student's first language. If the student did not grow up speaking English in the home as their first language, they are required to be certified before holding a TA position that involves the direct instruction of undergraduate students.

Students are certified for oral English proficiency by one of these means:
  o Score of 27 or higher on the TOEFL iBT Speaking section
  o Score of 8 or higher on the IELTS Speaking section
  o Score of 50 or higher on Purdue's Oral English Proficiency Test (OEPT)
  o Completing ENGL 620: Classroom Communication in ESL for International Teaching Assistants,

Please see the OEPP webpage for more detailed information. The graduate coordinator will schedule students for the OEPP and register them for ENGL620 if needed.

B. Fellowships, Grants, and Awards

In addition to assistantships funded by the department, students can pursue and receive funding in the form of grants and fellowships. These are payments made to assist students in pursuing a course of study or research. 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 are not considered graduate staff of the university. Payment is provided in the form of a stipend to support the fellow. Stipends are not considered compensation for services.

Note that graduate fellowship stipends may be taxed according to guidelines that vary for international and domestic students. Please see the Fellowship Office for more information, review IRS publication 970, and refer to the Purdue Fellowship Manual for additional guidance. OGSPS maintains information about fellowships and links to search engines as well as OGSPS Awards.

CLA and OGSPS recruitment fellowships are awarded to admitted applicants and received by them upon enrollments in the program. They include, but are not limited to, the following:

- **Presidential Excellence Fellowship** nominated by Graduate Admissions and Recruitment Subcommittee (GARS)
- **College of Liberal Arts Dean's Fellowship** nominated by GARS
- **Graduate Excellence** RA Fellowship
- **George Washington Carver** nominated by GARS
- **Charles C. Chappelle Fellowship** student applies directly upon notification of department (must have B.A. from Purdue)

Grants and fellowships for which continuing students may be eligible include, but are not limited to, the following:

- **Bilsland Dissertation Fellowship** nominated by GSC, for ABDs
- **Ludwig Kruhe** student applies directly, for ABD
- **Puskas Memorial Fellowship** nominated by GSC
- **Summer Research Grants** determined by College of Liberal Arts (CLA)
- **CLA PROMISE Grant:** Graduate students in their second through fifth year may apply for this award, which supports student research, exhibition, scholarly activity and conference travel.

The department offers the following awards:
- **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 DGS and GSC reviews all applications before selecting the recipient of the award. Applications 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.
- **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 spread to her lungs. As Devin was 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 department and administered by the Political Science Graduate Student Association.
    1. The award is open to full-time graduate students in the Department and is granted to one graduate student annually.
    2. Nominations are accepted only from 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.

C. External Funding, Funding Time-Use Limits, and Extensions

Students must notify the department if they are applying to or receiving external sources of funding (from outside the Department and/or the University). Students must notify the Graduate Coordinator and seek approval from their Major Advisor or Dissertation Chair and the DGS. The purpose of these required notifications is to ensure that the funding does not violate Purdue policies contained in the Graduate Employment Manual, the responsible conduct of research policies, or policies related to intellectual property or reportable outside activities.

Students entering the graduate program in political science and pursuing a Ph.D. degree may be eligible to receive up to 10 AY semesters of funding from the department during their first five years in the M.A./Ph.D. program, provided they are making satisfactory progress and meet conditions of eligibility for funding. The total number of semesters specified in the original offer letter may vary depending on prior degrees and/or planned transfer of coursework that alters the timeline to completion of the degree. Normally, funding awards are expected to provide support for completing the M.A./Ph.D. within a five-year timeline (10 academic-year semesters).

Students may extend the timeframe in which to use their semesters of funding defined in the original offer letter by securing funding from outside the department or through approval of a leave of absence that extends the satisfactory progress timeline. Requests for extensions must be submitted to the DGS, with a letter of support from the advisor. Requests to extend funding beyond the 12th semester of the program will be reviewed by the GSC, by the head and, if required, by other administrators beyond the level of the Department. A copy of the decision will be kept in the student's file.

Students may (with approval) extend their time to use the guaranteed funding by up to two semesters by obtaining up to two semesters of noncompetitive external funding during their first 10 AY semesters. These could include TA positions in different departments or RA positions funded by a faculty grant. The extension is equivalent to the number of semesters of external funding and must be used before the end of the 12th semester (typically sixth year) in the program. For example, students who TA for one year in another department may thus be eligible to receive department funding in their 11th and 12th AY semesters (typically the 6th year in the program).

Students may (with approval) extend the time to use the guaranteed funding by up to four semesters by applying for and winning competitive external funding, such as grants, fellowships, or scholarships (including awards given by CLA or the OGSPS) during their first 10 semesters in the program. For example, a student who received an external pre-doc in year four and five could return to the program to use the remainder of their guaranteed semesters.

Students may extend the time to use their guaranteed funding if they have an approved leave of absence that specifies a new satisfactory progress timeline. However, all guaranteed funding must be used no later

than the end of the 14th semester in the program.

Students who have exceeded the timeline of funding specified in the original offer of funding and have not yet completed their 14th semester in the program may request ad-hoc department funding. Generally, the department will not fund students beyond their 14th semester (typically the 7th year).

Only students making satisfactory progress towards completion of the dissertation will be considered for ad-hoc funding. Selection of students for additional funding depends upon progress towards degree completion, satisfactory performance of TA/RA duties, teaching and research needs in the department, and annual evaluation rankings by the advisor, graduate committee, and faculty. Funding decisions are made by the head with advice from the DGS and GSC, contingent on teaching needs and budgets.

D. Terms of Employment

All graduate appointments are subject to Purdue University Policy V1.F.11 Terms and Conditions of Employment of Graduate Student Staff. In addition, benefits, policies and procedures related to graduate staff appointments are contained in the Graduate Staff Employment Manual. Additionally, students should carefully review their offer letter and semester assignments letters for specific terms of employment and department expectations. International students should work with the International Students & Scholars department concerning registration, employment, and visa requirements and limits.

Purdue policies state that to be eligible to hold any graduate staff appointment during any session, an individual must be enrolled as a graduate student in a minimum number of credit hours. Those students with other sources of funding, including fellowships and federal loans, may have different registration requirements as conditions of their funding.

Continued employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.

All staff members, including graduate staff employees, are expected to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University policies, actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.

Continuation of graduate employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated, in consultation with Human Resources, at any time prior to the expiration of the stated employment period by the University for Just Cause. Just cause includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct, which includes the repeated or serious violation of university rules, regulations, or policies. No extension or renewal of employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to the student.

Graduate student employment is subject to the university's policy on intellectual property (I.A.1). Reportable outside activities should be structured to avoid a conflict of commitment. The specific responsibilities and activities that constitute an appropriate and primary commitment to the university

will vary among units and will depend on the nature of each employee's responsibilities, but must be based on and consistent with university policy.

VII. PROFESSIONAL SUPPORT AND DEVELOPMENT

A. Coursework and Training Opportunities

The department offers POL685: Professional Development Practicum each fall and spring semester. This course is designed to expose first-year students to information about the norms and expectations of the profession of political science and address strategies for successfully navigating graduate school. Topics vary by semester and include expectations for professional conduct in the discipline, an overview of career paths, strategies for conferences and professional networking, collaboration with faculty and peers, establishing and maintaining a research pipeline, and development as a teacher. The practicum also provides workshops and information to help students make progress towards program milestones, such as preparing for qualifying exams, preparing a prospectus, finding mentors, managing stress, and maintaining work-life balance. POL 685 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 the Methodology Center at Purdue, 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.

In addition, the department regularly supports student 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) or other similar types of programs as Department budgets allow. The department covers some or all costs of registration for each program for selected students. A call for applications is issued in the fall or early spring semesters for faculty to review and select participants. Students must discuss with their major professor and graduate coordinator the options for course credit if it is desired. Students may be responsible for travel, lodging, meals, and incidental expenses as applicable. Department travel funds may be used as long as the dates of travel and of the workshop occur 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 also encouraged to seek funding through PROMISE Grants.

B. Placement

The department 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 dissertation chair and their committee to prepare their job market materials. The ADGS serves as the placement director. The ADGS and graduate coordinator assist placement candidates by providing guidance and consultation about the job search process, providing feedback on their material, and managing the submission of letters of reference for academic jobs.

The department offers POL686: Career Development and Placement Practicum each fall and spring semester, and all graduate students who have completed the prospectus are expected to enroll or, if working off campus, participate without enrolling. The purpose of the practicum is to assist students in identifying career options, planning materials for their job search, and practicing key skills of presenting their work to others. The ADGS and graduate coordinator organize placement-related activities throughout

the year and meet with candidates on the market to review materials and assist in preparing for interviews.

1. *Academic Jobs*

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

- o Students are eligible for placement services once they have defended the dissertation or once the major professor certifies in writing that it will be completed in time for August commencement. Most academic positions require that the Ph.D. be completed by the time the appointment begins.
- o The academic job market is competitive and time-consuming. Students should only go on the market when 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.
- o 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 DGS.
- o Placement candidates must 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.
- o 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, provided 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 based on budgets and might not be available. Students may submit multiple receipts to the graduate coordinator for processing the Interfolio Dossier deliveries.
- o 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.
- o Placement candidates must ask their recommenders to submit letters of reference directly to the placement director at least four weeks before their first deadline. Placement candidates will follow the letter of recommendation process provided by the placement director and graduate coordinator.
- o Placement candidates must inform the placement director and their 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.
- o The placement director and graduate coordinator should be notified when a candidate receives an invitation for a campus interview so a practice job talk can be scheduled. Candidates must give at least one practice talk before interviewing, and giving more than one is highly recommended. The placement director can also help candidates prepare for a remote video or telephone interview.
- o Once a candidate receives an offer, the placement director can provide advice on negotiating a good offer.
- o The placement director and graduate coordinator will collect placement data for departmental

records. Placement candidates must accommodate these requests for information in a timely manner.

2. Non-Academic Jobs

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

o 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.

o Students are eligible for placement services once they have completed a master's degree or the major advisor certifies that they will have at least an M.A. by the time of employment.

o 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.

o Placement candidates must be proactive in their career search in preparation for managing their careers beyond their first position. They must create a placement profile when they go on the market and 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.

o The placement director and graduate coordinator will collect placement data for departmental records. Placement candidates must accommodate these requests for information in a timely manner.

C. Travel Support

The department provides support for graduate students to attend academic conferences in which they are actively participating (e.g., presenter, discussant, chair, etc.). Graduate students may be eligible for additional funding if they co-author a paper with a faculty member to be presented at a second professional conference or present a second paper of their own. When seeking funding to present a paper at a second conference, a faculty member must certify the paper was significantly revised.

The amount of funding provided each year is based on the availability of funds in the department budget and will be announced by the head each year. Travel funds must be expended by June 15 of the following year unless permission is given by the head to carry funds forward for a specific conference expense.

Travel funding is contingent upon strict adherence to Purdue University travel regulations, policies and guidelines, political science department policies and procedures, and additional stipulations from funding sources including the College of Liberal Arts.

Graduate students are responsible for working with the Graduate coordinator to confirm authorized funding, initiate a travel request, receive required approvals, and complete the travel expense report. Graduate students are eligible to apply for a Purdue Travel Credit Card for use on approved, funded travel.

D. Political Science Graduate Student Association

All graduate students in the department are members of the Political Science Graduate Student Association (PSGSA). PSGSA meets periodically to elect officers, discuss issues of concern to graduate

students, and organize social events. It oversees graduate student social and professional development events as well as the Devin Roberson Memorial Award.

PSGSA also selects nominees for various departmental committees as follows:
- Two representatives to departmental faculty meetings
- Graduate students may also be invited to participate on faculty search committees by the head. Only students who have passed qualifying exams and have expertise in the area of a search may be selected.

APPENDIX A. PURDUE UNIVERSITY POLICIES

Knowledge of and adherence to policy and procedures is the responsibility of all students, faculty and staff. The University Policy Office reports policies related to academic and research affairs, business and finance, ethics, facilities and safety, human resources, information technology and records. Besides the department regulations and guidelines described in this Guide to Graduate Studies, students are responsible for knowing and adhering to all Purdue University and OGSPS guidelines and expectations. This appendix contains a partial listing and links to these policies.

- **Nondiscrimination**: Purdue University's non-discrimination policy can be found at Nondiscrimination Policy Statement - Purdue University. The University will conduct its programs, services and activities consistent with applicable federal, state, and local laws, regulations and orders. Any question of interpretation regarding this Non-Discrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.
- **Academic freedom and freedom of expression**: Purdue's position on academic freedom and information about Purdue's Commitment to Freedom of Expression can be found here: Freedom of Expression - Purdue University.
- **Conflict of interest**: 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. 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. Students should review the conflict of interest guidelines at the Office of Research.
- **Amorous relationships:** Purdue University prohibits amorous relationships between a student and any university employee who has educational responsibility over that student, as well as supervisors and subordinates where there is a supervisory or evaluative relationship between the parties. Individuals engaged in an amorous relationship in violation of this policy are subject to appropriate disciplinary action ranging from a written reprimand up to and including termination. Students should review the full policy.
- **Sexual violence awareness training**: The Campus Sexual Violence Elimination Act, a federal law, requires all new incoming students to receive primary prevention and awareness education about sexual violence. All new students are required to complete the *Respect Boundaries: Sexual Violence Awareness* program, which is found on Brightspace. Students are automatically enrolled.
- **Appeals concerning academic standards**: Graduate students who wish to appeal decisions concerning matters of academic standards, including for course and examination grades, should review and follow the procedures in Section IX of the Policies and Procedures for Administering Graduate Student Programs.
- **Grievance procedures**: If a student believes that they have been unfairly evaluated in coursework, in an annual review, or in a M.A. or Ph.D. examination process, or if a student believes that they have been unfairly treated in any other way, they may request that the matter be investigated by any or all of the following: their major professor, the DGS, the GSC, or the head. Students may also consult the OGSPS Office of Graduate Assistance.
- **Institutional Review Board**: Students planning to use human subjects in their research need pre-clearance from Purdue's Institutional Research Board.
- **Residence requirements**: Section VI.B. of Policies and Procedures for Administering Graduate Student Programs describes residence requirements for degree completion.
- Students are expected to respect the rights of others and to refrain from any conduct that obstructs the work of the university or is injurious to the welfare of the university.

APPENDIX B. ACADEMIC INTEGRITY AND PROFESSIONAL ETHICS

Students should review and adhere to Academic Integrity and You: Graduate Edition and the University Code of Student Conduct published by the Purdue Office of Student Rights and Responsibilities. Violation of professional ethics and codes of conduct may be grounds for dismissal from the program.

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." Academic Integrity | Office of Student Rights and Responsibilities - Purdue University.

The following behaviors (among others) 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 that 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. Department faculty are 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. In addition, **all students are expected to be aware of and uphold standards of professional ethics** as articulated in the American Political Science Guide to Professional Ethics in Political Science. Nearly all professional organizations have a "Code of Conduct" or "Professional Conduct policy. Students must adhere to these policies as participants in professional organizations and the associated conferences. In addition, all students are required to complete a "professional conduct" training module each year that describes the norms, rules, and expectations in the discipline of political science.

APPENDIX C. REQUIREMENTS FOR EACH FIELD OF STUDY

Although some courses fulfill requirements for more than one field, no course may be counted more than once for purposes of completing the minimum number of hours required by a field. POL 501, 600, 605, 608, and 609 are required core seminars for the Ph.D. program and cannot count toward any major field, minor field, or elective requirement. It may be necessary to take more coursework than the minimums specified here to prepare adequately for examinations or specific career paths.

	Ph.D. Requirements		MA Requirements	
	Major	Minors	Major	Minor
	12 hours	9 hours	12 hours	9 hours
AMERICAN POLITICS	POL 610 POL 611 POL 640 +3 hours in field	POL 610 POL 640 +3 hours in field	POL 610 POL 640 +6 hours in field	POL 610 POL 640 +3 hours in field
COMPARATIVE POLITICS	POL 610 POL 640 POL 641 +3 hours in field	POL 640 POL 610 +3 hours in field	POL 640 POL 610 +6 hours in field	POL 610 POL 640 +3 hours in field
INTERNATIONAL RELATIONS	POL 630 POL 631 +6 hours in field	POL 630 POL 631 +3 hours in field	POL 630 POL 631 +6 hours in field	POL 630 POL 631 +3 hours in field
PUBLIC POLICY	POL 620 POL 622 or 623 +6 hours in field with at least 3 at 600 level	POL 620 POL 622 or 623 +3 hours in field	POL 620 POL 622 or 623 +6 hours in field	POL 620 POL 622 or 623 +3 hours in field
RESEARCH METHODOLOGY	N/A – not available as a major field	POL 606 +6 hours in field	N/A – not available as a major field	POL 606 +6 hours in field

Field Course Numbering Key
- POL 50XXX/60XXX Research Core and Political Methodology
- POL 51XXX/61XXX American Politics
- POL 52XXX/62XXX Public Policy
- POL 53XXX/63XXX International Relations
- POL 54XXX/64XXX Comparative Politics

Pro-Seminars (610, 620, 630, 640) are overviews of a subfield and ideally taken before research seminars. Research seminars are more focused in study and topic.

POL 606, 611, 622, 631, and 641 are variable topics courses that may be repeated for credit under different topics.

Elective Credits at the 50000 and 60000 may be used to augment training in the major and minor fields, add a second minor field, or engage in interdisciplinary coursework or research-focused coursework. Students should seek guidance from their major professor and/or Advisory Committee for appropriate selection of coursework based on overall research and career goals.

APPENDIX D. EXAMPLE SEQUENCE OF COURSEWORK AND MILESTONES

This table provides suggestions for sequencing coursework and milestones to finish the degree in five years. Individual plans will vary from this. These are not expectations for remaining on satisfactory progress. Expectations for remaining on satisfactory progress are located in section V of this guide.

Fall	Spring	Summer
Year 1 • POL 600 • POL 501 • Major or Minor Field Pro-Sem • POL 685 Professional Development Practicum (PDP)	**Year 1** • POL 605 • Major or Minor Pro-Sem • Major or Minor Re-Sem • POL 685 PDP	**Year 1** **Recommended**: >Begin work on field paper >Begin planning to participate in conferences year 2.
Year 2 • Major or minor Re-Sem • Major or Minor Re-Sem • Major or Minor Elective **Recommended**: >Prepare conference presentation	**Year 2** • POL 608 • Major or minor Elective • Elective **Recommended**: >Attend / present at conference	**Year 2** • POL 590 Teaching Political Science (first time instructors) **Recommended**: >Prep for field exam 1 >Complete field paper draft
Year 3 • Elective • Elective • POL 699 (3 hours) - Use for exam prep, field paper prep, and prospectus planning **Milestone:** Field Exam 1 **Milestone:** Submit field paper by deadline.	**Year 3** • POL 609 Advanced Design (Prospectus) • POL 699 (6 hours) **Milestone:** Field Exam 2 **Milestone:** Oral defense by end of semester	**Year 3** **Recommended**: >Revise and submit field paper to suitable venue >Prepare prospectus >External professional development training
Year 4 • POL 699 (9 hours) **Milestone:** Defend Prospectus **Recommended**: >Write grant proposals for diss funding >Submit articles to journals	**Year 4** • POL 699 (9 hours) • POL 686 **Recommended**: >Develop job market paper from dissertation >Submit articles to journals	**Year 4** **Recommended**: >Dissertation fieldwork, if needed >Refine job-market paper and placement materials >Submit papers to journals
Year 5 – On job market • POL 699 (9 hours) • POL 686 – Career and Placement Planning **Recommended**: >Submit articles to journals >Explore internship and post-doc options	**Year 5 – On job market** • POL 699 (9 hours) • Optional POL 686 CPP **Milestone:** Defend Dissertation and deposit.	**Year 5 (optional)** **Milestone:** Summer dissertation defense/deposit

APPENDIX E. MA/PH.D. PLAN OF STUDY (POS) WORKSHEET

REQUIRED			15 credits required
Core/Tool Courses	**Semester**	**Credits**	**POS**
POL 501 - Political Science Methodology		3	MA
POL 600 – Pol. Science: Discipline and Design		3	MA
POL 605 - Research Design and Methods		3	MA
POL 608 - Qualitative Methods		3	PhD
POL 609 - Advanced Research Design		3	PhD

MAJOR FIELD:			12 credits required
Courses	**Semester**	**Credits**	**POS**
			MA
			MA
			MA
			MA

MINOR FIELD:			9 credits required
Courses	**Semester**	**Credits**	**POS**
			MA
			MA
			MA

ELECTIVES:			9 credits required*
Courses	**Semester**	**Credits**	**POS**
			PhD
			PhD
			PhD
			PhD

This is NOT the complete list of required coursework for the Ph.D.

APPENDIX F. PH.D. COMPLETION CHECKLIST

First Year		
☐	Intl Students: English Language Proficiency (OEPT)	Before TA assignment or end of second semester, whichever comes first
☐	Welcome Week workshops	Report Week
☐	Brightspace workshops	Automatically assigned
☐	Responsible Conduct of Research Training (CITI RCR)	Complete during enrollment in POL600
☐	Selection of Major Professor (MA POS Advisory Committee)	First semester (may be revised later)
☐	Create MA POS (30 cr)	First semester (may be revised later)

Second Year		
☐	Approved MA POS on file	Third semester
☐	Register CAND991 to receive MA	Fourth semester
☐	Complete steps in Commencement tab in myPurdue	Fourth semester
☐	Selection of Ph.D. Advisory Committee (PhD POS)	Fourth semester
☐	Create PhD POS (15 cr)	Fourth semester

Course work (90 credit hours)		
☐	POL 501 (MA POS)	First Semester
☐	POL 600 (MA POS)	First Semester
☐	POL 605 (MA POS)	Second Semester
☐	POL 608 (PhD POS)	
☐	POL 609 (PhD POS)	
☐	12 hours major field (MA POS)	First and second years
☐	9 hours minor field (MA POS)	First and second years
☐	9 hours electives (PhD POS)	
☐	9 hours professional training practicums (POL685, POL686, POL590TPS)	
☐	POL 699 (30 hrs min)	After Preliminary Oral Examination is passed (ABD)
☐	6 additional cr hours (min)	

Exam Requirements

☐	Ensure PhD POS has correct Advisory Committee	Fourth semester
☐	Major field comprehensive written field exam	Week before fifth semester
☐	Minor field comprehensive written field exam (or Methods paper)	Week before fifth or sixth semester
☐	Major field research paper	End of 8th week during 6th semester (deadline is independent of exams)
☐	Turn in "Permission to Submit" form, signed by major professor, to Grad Coordinator	Two weeks prior to submission of major field research paper
☐	Preliminary Oral Examination	During semester when last field exam is passed, and before the last week of classes
☐	Schedule with committee, reserve room via Grad Coordinator, and **submit form 8 via myPurdue**. MyPurdue will send the Committee Form 10 after exam.	Due three weeks prior to Preliminary Oral Exam

Dissertation Prospectus

☐	Compose a Final Examining Committee and update POS as necessary	Before scheduling Prospectus Defense
☐	Schedule prospectus defense with committee and email Graduate Coordinator, who will route form for signatures via Docusign	Due two weeks prior to Prospectus Defense
☐	Send Committee copy of proposal	Due two weeks prior to Prospectus Defense
☐	Prospectus Defense	Before last week of classes

Advancing to Candidacy

☐	Verify approved PhD POS is on file, with correct Committee	Semester prior to graduation
☐	Inform Graduate Coordinator of intent to graduate	When you register
☐	Register for CAND991 and POL699	Before classes start
☐	Indicate participation in Commencement	myPurdue commencement tab will appear at week 6, and will prompt required actions
☐	Ask Major Professor to hood during commencement and remind them to RSVP	

Scheduling and Defending Dissertation

☐	Schedule defense with Committee and Major Professor	Three weeks in advance
☐	Notify Graduate Coordinator and request room	Three weeks in advance
☐	Complete Form 8 (Request to Appoint Examining Committee) in myPurdue. *Date, Time, Room number, and Dissertation Title are required*	Three weeks in advance
☐	Dissertation format review via Thesis Office	See OVPGSPS calendar; generally end of 11th week
☐	Electronic Thesis Acceptance Form (ETAF, aka Form 9)	Immediately after defense
☐	OVPGSPS Exit Questionnaire	Immediately after defense
☐	Survey of Earned Doctorates	Immediately after defense
☐	Deposit Dissertation	See OVPGSPS calendar; generally middle of 15th week and may take 24+ hours to complete
☐	Pay dissertation deposit fee	
☐	Complete Placement Questionnaire	
☐	Clean desk space and office area; return keys	
☐	Give forwarding address/place of employment to Graduate Coordinator	

Note: This checklist is meant to be used as an aid only. Program requirements are established elsewhere in this Guide to Graduate Studies and by Purdue University and OGSPS regulations, not by this checklist.

APPENDIX G. FORMS

Below is a partial listing of forms that students will or may need for degree completion. Forms are available in myPurdue and/or from the graduate coordinator, as indicated in parentheses below.

- **OGSPS Form 8: Request for Appointment of Examining Committee** (myPurdue)**:** used for scheduling both the preliminary oral examination and the final dissertation defense. It is accessed by the graduate student via myPurdue, and must be approved by the examining committee and the department. The fully approved Form 8 must be received by the OGSPS at least two weeks in advance of the preliminary oral exam or dissertation defense. The OGSPS will automatically generate the exam results form (10 or 11) used by the examining committee.

- **OGSPS Form 9: Electronic Thesis Acceptance Form (ETAF)** (myPurdue): submitted following the dissertation defense and after any required revisions have been completed. *Prior to submitting this form, students must also complete the required exit surveys.* The ETAF is automatically transmitted to the examining committee for approval. Members of the examining committee may wish to review the deposit copy prior to signing. When the approved ETAF form has been received by the OGSPS, the student will receive an email to let them know they are approved to deposit their thesis.

- **OGSPS Form 10: Report of the Preliminary Oral Examination** (myPurdue): Form 10 is automatically generated upon approval of form 8. It is submitted electronically to each member of the preliminary examining committee, who must indicate approval or disapproval. Only members of the approved examining committee may take part in the evaluation.

- **OGSPS Form 11: Report of the Final Examination** (myPurdue): Form 11 is automatically generated upon approval of form 8. It is submitted electronically to each member of the final examining committee, who must indicate approval or disapproval. Only members of the approved Examining committee may take part in the evaluation.

- **OGSPS Form 12 Request for Ph.D. Degree Candidate Research in Absentia** (myPurdue): Doctoral students who have satisfactorily completed all required courses for the Ph.D. degree, who have passed the preliminary examinations, and who are not on a TA/RA appointment may request to register for 69900 research credits in absentia status. They initiate this request by submitting form 12. Students approved for Research in Absentia are required to register for a minimum of three research credits each session while working on the dissertation.

- **OGSPS Form 19 Request for Off-campus Ph.D. or Master's Research** (myPurdue): Students who plan to 1) work on research, 2) register for 69800 or 69900 (thesis credit), and 3) be off campus for more than 22 days must complete form 19 for and prior to each session away from campus. Doctoral students who have completed all required coursework and passed the preliminary examination should complete form 12 rather than a form 19. Off-Campus students who are employed through the university may also need to complete a Change of Duty Station or R/I/E leave request.

- **Department Course Agreement Form/ Registration for Research Credits** (graduate coordinator): The graduate coordinator will enroll students for POL699 research credits upon receipt of a signed "Course Agreement" form. Per OGSPS policy, students and faculty must have set clear expectations about the deliverables for all independent studies or research courses. The agreement must have at least one clear deliverable that the student will meet by a set deadline. Deliverables might include data sets, drafts of chapters, a research design, IRB application, grant proposals, literature review, manuscript, analyses, or other specific research products. Due dates may be rough or precise. Credit hours should correspond to the work required for the deliverables, with 1 credit being equal to approximately 2.5 hours of work per week over a 15-

week semester. The workload per credit is based on a rough equivalency of time spent in courses as defined by https://www.purdue.edu/registrar/documents/forms/Credit_Hr_Guidelines.pdf. The student must describe on the form and seek approval from the DGS for any plans that fall outside these guidelines.

- **Department Permission to Submit Field Research Paper Form** (graduate coordinator): Students should complete the top part of the "Permission to Submit Field Research Paper" form and turn it in to the graduate coordinator no less than two weeks prior to the submission deadline. The graduate coordinator will route the form for approval from the student's major professor. In addition to providing approval to submit, major professors are required to attest that the paper is an example of the student's independent intellectual work.

- **Department Prospectus Form** (graduate coordinator): Prior to completing this form, the student confirms that all four members of their committee are listed on their Plan of Study and coordinates with them to determine the date and time of the exam. Next, the student notifies the Graduate coordinator of this via email and provides the title of their dissertation as well as their photograph. The graduate coordinator circulates the approval form to the student, major professor and DGS for approval, schedules and posts the event, and creates the flyer for public display. Following the prospectus defense, the graduate coordinator sends the form to the student's final examining committee for approval.

- **Advisor Assessment Form** and **Annual Activity Report** (graduate coordinator): These documents are filled out by students and their advisors as part of the Annual Progress Review.

APPENDIX H. GRADUATE CERTIFICATES OUTSIDE OF POLITICAL SCIENCE

Political science students are allowed to earn certificates in fields outside of political science, subject to rules of coursework requirements mentioned above. The following is a partial listing of certificates offered by Purdue (as of September 2025):

- **Interdisciplinary Graduate Degrees & Certificates**
- **African American Studies Graduate Certificate**
- **American Studies**
- **Digital Humanities Graduate Certificate**
- **Women's, Gender and Sexuality Studies (WGSS) Graduate Concentration**

APPENDIX I. PRE-APPROVED METHODS MINOR COURSES

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

Listings are subject to change. Availability of these courses is subject to change and not guaranteed. Also, different schools and departments (e.g., History, Education) occasionally offer methods courses under a "topics" rubric. These are not pre-approved, but students can petition the GSC to have them approved.

APPENDIX J. 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's 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 must 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 must take nine to twelve hours of graduate level courses in political science, including at least one 600-level course.