

# **Graduate Manual**

**The University of Georgia  
Graduate Program in Political  
Science and International Affairs**

(Updated August 12, 2008)

# GRADUATE MANUAL

## M.A. and Ph.D. in Political Science and International Affairs

### PREFACE

The School of Public and International Affairs at the University of Georgia is comprised of three departments: [International Affairs](#), [Political Science](#) and [Public Administration and Policy](#). Together, the Political Science and International Affairs maintain a graduate program in Political Science and International Affairs. They offer a Masters (M.A.) and Doctoral (Ph.D.) degree in Political Science and International Affairs.

This manual sets forth the policies and procedures for the Masters and Doctoral degrees in Political Science and International Affairs, which are adopted pursuant to regulations of the University of Georgia and its Graduate School. It does not attempt to cover all University regulations relevant to graduate studies, which are available at the Graduate School website: <http://www.grad.uga.edu/>. University publications (i.e., the [Graduate Bulletin](#)) take precedence over this Manual should discrepancies exist between them. It does, however, provide specific information as to the rules and requirements of the degree programs offered by [Political Science](#) and [International Affairs](#) as well as general information on the programs.

We hope that this manual is helpful to you. If you have any additional questions that are not answered by the contents of this manual, please call 706-542-2057 and ask for the graduate program office.

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# Part I: Program Overview

## GENERAL EXPECTATIONS

The faculty expects that each graduate student will have arrived at the decision to pursue graduate work after seriously considering what such work entails. This decision should not be made lightly. A full commitment of talents and energies is required in order to become a professional in one's field of study. Among the qualities that contribute to professionalism in political science and international affairs are the following:

- dedication to the comprehensive understanding of one's discipline, including its development, its aims, its current direction, and the problems it seeks to address;
- development of the ability to identify significant questions, analyze major alternative positions, and apply relevant methodologies and standards of judgment;
- the understanding that scientific inquiry is an ongoing, collective enterprise in which one's own work must be seen in relation to past and present efforts of others;
- a devotion to the highest standards of scholarly integrity; and,
- the utmost respect for colleagues and their work, even as that work is submitted to critical scrutiny.

In addition to the skills that are necessary to pursue research and the presentation of such research, the above are considered critically important to one's development as a social science researcher and we devote much of our effort toward developing these qualities in our students.

A second expectation is that students who enter our graduate program will understand that much more is expected of them than was during their undergraduate careers. Undergraduate study is most often directed to the satisfaction of requirements in particular courses, where students are given quite specific directions in reading and research assignments. Graduate study, by contrast, is directed not so much to the completion of particular courses as to the *mastery of broad fields of study*. Although graduate students work under faculty supervision, they must take the initiative to read beyond specific course assignments in order to discover the boundaries of their chosen fields and to identify the questions that are essential to mastering them. Moreover, graduate students must frame and carry out independent research projects that explore some field in considerable depth and detail.

Finally there is the expectation that students admitted to our program will have the maturity, initiative, and intelligence to complete a graduate degree. Mature and highly motivated students will meet program requirements, make plans well in advance of deadlines, budget their time wisely, and complete assignments in a timely fashion. Those who do not do these things often find themselves struggling to complete the requirements.

From what has been said about faculty expectations, it should be clear that graduate students in our programs will be treated as adults. Our graduate courses are taught largely as seminars, where

students enter fully and actively into discussion. You can expect to have your ideas challenged, just as you, in turn, will be expected to challenge the ideas of your peers and professors. You will participate in an intellectual setting that is engaging, lively, and open.

## **FIELDS OF STUDY**

For purpose of graduate instruction in Political Science and International Affairs, the curriculum is divided into fields. Masters degree (M.A.) students have broad latitude in choosing courses and do not have to select fields. *At the doctoral level, the distinction among fields becomes more important.* Ph.D. students must prepare for both written and oral examinations in one major field and one minor field. Five major fields and nine minor fields are currently available within our program. Courses are listed below in their primary field.

Some courses can be classified in several fields, depending on a given Ph.D. student's combination of major and minor. *For instance, a student majoring in American Politics, but not minoring in Law and Courts, could count the Pre-Seminar in Law and Courts (POLS 6400) as a course in American Politics.* Such decisions must be approved by the Graduate Coordinator. In addition, each field has topics courses whose focus can change from one seminar to the next, so students can usually repeat the course when the topic changes. The number of directed readings that are allowed to count within the [program of study](#) (the list of courses that satisfy the major and minor field requirements, the methods requirements, and the core and elective courses) are limited to **two**. See also the departmental [plan of study worksheet](#) for additional guidelines.

### **Fields Offering a Major and Minor**

#### American Politics

A large proportion of research in political science draws its data from the American context. There is one required course for American Politics: POLS 6100, Pre-Seminar in American Politics. In addition to the seminars listed below, several in [Public Administration and Policy](#) might also be approved in the field, mainly PADP 8620 (Policy Process).

[Comprehensive examinations](#) in this field will be so constructed that questions will require knowledge of *two subfields*: Government Institutions and Political Behavior. In addition to completing other courses, students taking comprehensive examinations in American Politics will be held accountable for basic works, as well as journal articles and major books published during the previous five years.

Seminars:

POLS 6100	Pre-Seminar in American Politics (Required for the field)
POLS 8110	Research on Electoral Behavior
POLS 8120	Southern Politics
POLS 8130	Government and Interest Groups
POLS 8140	The Legislative Process
POLS 8150	The United States Presidency
POLS 8160	Urban Politics
POLS 8165	State Politics

- POLS 8170 American Political Parties
- POLS 8180 Readings and Research in American Government (topics vary)
- POLS 8190 Campaign Politics

Faculty: Ainsworth, Bullock, Carson, Crespin, Fleischmann, Gurian, Haynes, Hood, Madonna

### Comparative Politics

Using the comparative method, students working in this field examine such phenomena as behavioral patterns and systems, governmental institutions and structures, policy processes and outcomes, and political goals and strategies. These phenomena are considered both within and across national systems. Nation-states are taken as the primary, but not exclusive, units of analysis.

Students preparing for comprehensive examinations in this field should expect some general questions that deal with the comparative approach to politics: its evolution, its major practitioners, its leading conceptual frameworks or paradigms, its utility, its contributions, difficulties or problems in its application, and ways of surmounting these problems. In addition, they will be required to answer questions from two subfields. The principal subfields are Communist and former Communist systems, developed (Western, democratic) systems, and developing systems.

In order to qualify for the field examination in Comparative Politics, students are required to take a core seminar: POLS 6350, Comparative Analysis and Method. Additional courses will be selected in consultation with the student's major professor and advisory committee.

### Seminars:

- INTL 6350 Comparative Analysis and Method (Required for the field)
- INTL 8300 Selected Topics in Comparative Politics (topics vary)
- INTL 8310 Politics of Industrialized Democracies
- INTL 8315 Comparative Politics of the Middle East
- INTL 8320 Politics of the European Union
- INTL 8325 Comparative Democracy, Democratization, and Civil Society
- INTL 8330 Politics of Post-Communist Political Systems
- INTL 8340 Seminar in Developing Political Systems
- INTL 8355 Labor, Class and Politics
- INTL 8360 Government and Business
- INTL 8370 Comparative Public Opinion and Participation Comparative
- INTL 8375 Political Institutions
- INTL 8380 Russian and East European Politics
- INTL 8385 Comparative Identity Politics
- INTL 8390 Far Eastern Political Systems

Faculty: Allen, Bloom, Crepaz, Lowrance, Osman, Park, van der Veen, Wiarda.

### International Relations

The field of International Relations focuses on the important agents and structures of international politics. These include nation-states, intergovernmental organizations, and nongovernmental organizations. Studies in this field examine the preferences and strategies of these actors, as well as the nature of the economic, military, political, and social interactions among them.

In preparing for the comprehensive examination in International Relations, the student should seek to understand the major actors on the international scene, their policies, and the sources of

cooperation and conflict. [Comprehensive exam questions](#) will test the student's general knowledge of these matters, as well as proficiency in selected subfields.

A course in the theory of international relations (normally INTL 6200, Pre-Seminar in International Relations) is required of each student. In addition, at least one course is recommended from each of the following subfields: International Cooperation, International Conflict, International Political Economy, and Foreign Policy.

Seminars:

INTL 6200	Pre-Seminar in International Relations (Required)
INTL 8200	Special Topics in International Relations (topics vary)
INTL 8210	International Organization
INTL 8230	International Conflict
INTL 8240	International Political Economy
INTL 8250	American Foreign Policy
INTL 8260	Human Rights Policy
INTL 8270	Politics of Trade and Security Policy
INTL 8280	Nationalism and Ethnic Conflict
INTL 8290	Strategic Intelligence

Faculty: Berejikian, Bertsch, Johnson, Osman, Park, Stinnett, Sullivan, Tessman, Tir, Wiarda.

### Law and Courts

The Law and Courts field studies the substance of law; the social scientific analysis of law, legal processes, judicial behavior; and public policy related to the third branch of government. Students in this field begin their course work with the Pre-Seminar in Law and Courts (POLS 6400). The general portion of comprehensive examinations requires that students address theories, concepts, and empirical research from law, courts, and judicial process more generally. In the specialized part of the exam, questions focus on more narrowly defined areas covered by specific course work.

Seminars:

POLS 6220	International Law
POLS 6440	Constitutional Law: Powers
POLS 6490	Administrative Law
POLS 8410	Modern Legal Theory
POLS 8430	Judicial Politics
POLS 8450	Special Topics in Law, Courts and Judicial Process (topics vary)
POLS 8460	Constitutional Law: Rights and Liberties

Faculty: Haire, Maltese, Wilhelm, Vining

### Political Theory

This field encompasses both normative political philosophy and empirically oriented theory. Its leading questions concern the ends or purposes of political action, the nature of a good or just political order, the proper relationship of individuals to their political communities, and the appropriate criteria for evaluating and designing voting systems. Empirically oriented theory

seeks to explain regularities in politics such as how and when political actors come into conflict or behave cooperatively.

There is no pre-seminar in this field, but rather a series of distinct courses. A major in Political Theory involves a combination of the *three subfields below*. A minor in Political Theory is built around the *first two subfields*. There is no major in Formal Theory, but a distinct minor is available. Students in Political Theory often take related courses in other departments, such as Philosophy and Economics.

*History of Political Philosophy.* In this subfield, it will be the student's responsibility to become familiar with the most influential works of major political philosophers from Plato to Rawls, and to understand the importance of these works in the development of political thought. Attention is given to the distinctive ways that problems are resolved and concepts defined during the history of political philosophy.

*Normative Theory.* In this subfield, students address fundamental issues of justice, fairness, political legitimacy, and individual rights. Study in this subfield develops the student's ability to assess the standard approaches and positions associated with leading political philosophers.

*Formal Political Theory.* Students will be expected to understand formal political theory, particularly rational choice theory, and applications that contemporary political scientists have developed to explain political behavior and to account for individual decisions and collective outcomes. Rational choice theory in general, social choice theory, game theory, and political economy are among the approaches that are relevant to this subfield.

Seminars:

PO LS 6000	American Political Thought
POLS 6020	Political Philosophy: Hobbes to Twentieth Century
POLS 6040	Problems in Democratic Theory
POLS 6080	Theories of Social Justice
POLS 6090	Theories of Equality
POLS 8000	Strategy in Politics
POLS 8020	Formal Analysis
POLS 8040	Political Economy
POLS 8050	Empirical Theory
POLS 8060	Systems of Political Philosophy (topics vary)
POLS 8065.	Seminar in Ancient, Medieval, and Renaissance Political Thought
POLS 8080	Problems in Political Philosophy
POLS 8090	Recent Political Thought

Primary Faculty: Ainsworth, Dougherty, Grafstein, Kaufman, and Kapust.

### **Fields with a Minor Only**

Because minor fields consist of a minimum of four courses, students have great flexibility regarding which courses can be approved for a minor. In fact, courses from several departments can often be included in a minor. Students' choices must be approved by their [advisory committee](#) and the

Graduate Coordinator, however. Doctoral exams in the four fields offered only as minors must vary from fields in which there are also majors.

#### Formal Theory Minor

Rational choice theory in general, social choice theory, game theory, and political economy are among the approaches that are relevant to this minor. In addition to the SPIA courses below, students minoring in Formal Theory may take approved courses in other UGA departments, particularly [Economics](#) and [Philosophy](#).

Seminars:

POLS 8000	Strategy in Politics
POLS 8020	Formal Analysis
POLS 8040	Political Economy
POLS 8050	Empirical Theory
POLS 8060	Systems of Political Philosophy (topics vary)

Faculty: Ainsworth, Dougherty, Grafstein.

#### Methodology Minor

This minor was approved in spring 2005 and is designed by individual students subject to the approval of their advisory committee and the Graduate Coordinator. In addition to POLS 7050, students complete nine more hours in advanced work such as directed readings and topics courses in [Political Science](#) and seminars in other UGA departments such as [Economics](#) and [Statistics](#).

Seminars:

POLS 7050	Advanced Quantitative Methods II
POLS 8500	Special Topics in Research Methods

Faculty: Bakker.

#### Public Administration Minor

This minor is offered through SPIA's Department of [Public Administration and Policy](#). Those listed below are what that department classifies as the public administration "core." Students should select courses for the minor in consultation with the relevant faculty.

Seminars:

PADP 6490	Administrative Law
PADP 6910	Public Administration and Democracy
PADP 6920	Public Personnel Administration
PADP 6930	Public Financial Administration
PADP 6960	Organizational Theory
PADP 8710	Ideas and Issues in Public Administration
PADP 8730	Research Seminar in Public Administration

Faculty: Bertelli, Hou, Kellough, Legge, O'Toole, Rainey, Whitford, Wilkins, Williams.

## Public Policy

This minor is offered through SPIA's [Department of Public Administration and Policy](#). It involves intensive course work on issues and approaches in the study of public policy generally, as well as in substantive policy areas.

Seminars:

PADP 8620	Policy Process
PADP 8630	Policy Implementation
PADP 8640	Program Evaluation
PADP 8650	Public Policy Seminar (topics vary)
PADP 8670	Policy Analysis I
PADP 8680	Policy Analysis II
PADP 8850	Quantitative Analysis for Public Decision Making

Faculty: Bertelli, Stater, Legge, Wenger, Whitford, Wilkins

## **FINANCIAL ASSISTANCE AND AWARDS**

There are several sources of aid for students in Political Science and International Affairs. First, SPIA has at its disposal a number of teaching and research assistantships for graduate students. Second, the Graduate School awards its own assistantships each year as well as providing a number of tuition waivers. Assistantships are based on academic competitiveness as are the tuition waivers. The Graduate Committee in SPIA makes all decisions for school assistantships as well as decisions on which students will be nominated for various competitions at the [Graduate School](#) level. Finally, various scholarships and fellowships are awarded by foundations or agencies independent of the University.

Assistantship awards and tuition reductions are designed to aid students in the pursuit of study or research. A portion of the award is specifically intended to cover the tuition and fees required to enroll at the University of Georgia, as well as the fees, books, supplies, and equipment that are required for courses. While the tuition cost is reduced significantly there is a registration fee as well as mandated student fees per semester which cover [University Health Center](#) services, [Ramsey Student Center](#), transportation, athletic and activity fees. Details on these specific fees are available from the [Bursar's Office](#). Note these may change from year to year.

If you have any questions or concerns relating to [financial aid](#), tuition, fees, [insurance](#), and so forth, please see the [Graduate School's](#) website. In addition, you may contact the SPIA Graduate Program Office at 706-542-2057.

### **Assistantships**

#### Applying for an Assistantship

The application for an assistantship is available from the Graduate Program by request or via our website: <http://www.uga.edu/pol-sci/grad/assistance.htm>. Both SPIA assistantships and nominations for [Graduate School](#) Assistantships are made each spring for the following academic year. Current and newly admitted students are guaranteed priority consideration by the Graduate Committee *if*

*their files are complete by February 1.* Students may not simultaneously hold assistantships from SPIA and the Graduate School. Assistantships are offered with the understanding that an award from the Graduate School will supersede a SPIA offer.

### SPIA Assistantships

Assistantships are normally awarded for the ten-month academic year and require onethird time in teaching or research (13 hours per week). Therefore, the usual course load for students on assistantships is 12 hours per semester. Assistantships carry stipends as well as tuition waivers (excluding student fees).

Teaching assistants are generally assigned to SPIA's introductory undergraduate courses. Several measures are designed to prepare students for their work in the classroom. All new teaching assistants *must enroll* in GRSC 7770, which is offered every fall semester and deals with a wide range of pedagogical and professional issues. Initially, teaching assistants work under the direction of experienced faculty members. In larger classes, they are part of an instructional team that includes a professor and several other teaching assistants. [UGA's Office of Instructional Support and Development](#) also provides a range of support services.

International students whose native language is not English or who have not received a degree from an English-speaking university are required by the Graduate School to achieve a satisfactory score on the [SPEAK test](#) before they can be awarded a teaching assistantship. They may, however, receive research assistantships without having to take the [SPEAK test](#).

### Renewal of SPIA Assistantships

The renewal of an assistantship is not automatic. A [new application must be submitted each year](#) and the applicant's record will be reviewed annually by the Graduate Committee. The decision to renew an assistantship depends on:

1. the quality of the student's academic work;
2. timely progress toward the degree;
3. and satisfactory performance of assigned duties as a teaching or research assistant.

Students on assistantships will be expected to maintain a cumulative grade point average (GPA) of at least 3.25. For new students, the calculation will be made after the first semester. A student whose GPA falls below 3.25 will be given one additional semester to come up to this level. If the student fails to do so, the assistantship will be terminated. Also, students may not carry more than two incomplete grades ("I") at anyone time while holding an assistantship. These requirements help ensure that financial assistance goes only to those students who are making solid academic progress.

### Graduate School Assistantships

SPIA is able to nominate a limited number of incoming students for Graduate School Assistantships. Since these awards are very competitive, only students with outstanding records are nominated. All Graduate School Assistantships are non-teaching awards. Students are generally assigned to work in their major department or school for a total of **15 hours per week (usually in the capacity of a research assistant (RA))** and must be registered for a total of 12 hours each semester. Generally, a student on an assistantship will register for at least 9 hours of substantive course work and then have the option of registering for 3 hours of "graduate assistantship" (POLS 7005 for masters or POLS 9005 for doctoral students) to meet the 12 hours of required registration. No additional service is

required for the "graduate assistantship" hours.

A student who holds a [Graduate School Assistantship](#) has the option of continuing their funding through the summer semester but must register for a total of nine (9) semester hours to do so. *The student will also be required to work for the department during the summer semester for at least 10 hours per week.*

[Graduate School Assistantships](#) are currently awarded on a two-year basis. Doctoral students who receive a two year award from the Graduate School will be guaranteed a third year of funding given that they have performed their academic and assigned duties to the graduate program's satisfaction. Direct to Ph.D. students (also referred to as the Fast track Ph.D.) are promised four years of regular funding (eight semesters) given the satisfaction of academic performance and other assistantship requirements.

#### Limits on Eligibility

Since applications for financial aid exceed resources, we must set limits on the period of time for which students are eligible for assistantships. At the M.A. level, the limit on eligibility is two years (four semesters). At the doctoral level, the limit is three years (six semesters). A student who enters at the M.A. level and continues through the doctorate would thus be eligible for up to five years (10 semesters) of assistance. Students who exceed these limits are placed on a standby list. Financial assistance may be awarded to students on the standby list as it becomes available. Note that the semesters discussed are the Fall and Spring semesters. ***Summer funding is not generally available unless a student carries a Graduate School assistantship or if other means of summer support (grants, fellowships, etc.) are available to the department***

[Graduate School assistantships](#) that derive from University-wide competitions will count against the years of assistantship committed by SPIA. Thus, one year of masters or doctoral aid commitment will be subtracted for each year of Graduate School aid. Other forms of aid will be considered on a case-by-case basis, with a general presumption that external grants will not offset SPIA's aid commitment.

#### Regents' Waivers of Out of State Tuition Awards

The Graduate School awards out-of-state tuition waivers to students who are classified as non-residents of the State of Georgia. These awards are based upon applicants' academic records and the recommendations of their major departments. The waiver renews on a semester basis contingent upon recipients earning at least a 3.5 graduate grade point average on twelve hours of graduate course work fall and spring semesters and nine hours of graduate course work during the summer semester (if registered in the summer). ***These awards waive only the non-resident portion of a student's tuition, thus allowing the student to pay in-state tuition.*** SPIA is allowed to nominate a few of its most qualified students who are not on assistantships for these tuition waivers.

### **Other Awards**

#### Thomas J. Askew Scholarship in Political Science

This scholarship has been endowed in honor of the late Professor Askew. The Graduate Committee can award this scholarship annually to a superior student in the field of American Politics. This award is usually given to new students in the M.A. or Ph.D. program.

#### W. Taplev Bennett, Jr. Fellowship in International Affairs

This scholarship was endowed by the family and friends of the late Mr. Bennett's many years of public service and his support of the University of Georgia. The number of scholarships and the amounts vary annually. Each International Affairs student who submits an application for Assistantship will be considered for this award by the SPIA Graduate Committee based on the criteria set for this award during the Spring semester when assistantship awards are made.

#### Charles S. Bullock, III Graduate Scholarship in Political Science

This award may be given to an outstanding graduate student in Political Science. This award is usually given to new students in the M.A. or Ph.D. program, particularly ones with an interest in Southern Politics.

#### Robert E. Clute-Felix Nigro Scholarship Fund in International Affairs and Political Science

This award may be given to a graduate student in Political Science or International Affairs who demonstrates academic success and leadership within the School of Public and International Affairs.

#### Martin J. Hillenbrand Graduate Fellowship in International Affairs

This award may be given to an outstanding graduate student in International Affairs. This award is usually given to new students in the M.A. or Ph.D. program.

#### Mekis Scholarship in Political Science

This award may be given annually to an outstanding graduate student in the field of political philosophy. This award is usually given to new students in the M.A. or Ph.D. program.

#### Dean Rusk Scholarship in International Relations

This scholarship has been endowed through a generous bequest by the late Reginald and Edna Katherine Kicklighter. The scholarship is awarded annually through the Center for International Trade and Security (CITS), primarily to a student studying international politics, east-west trade, and U.S. relations with Russia. Recipients are allowed to apply for a maximum award of three years. Each student who submits an application for Assistantship will be considered for this award by the SPIA Graduate Committee based on the criteria set for this award during the Spring semester when assistantship awards are made.

#### Carl Vinson Institute of Government Dissertation Grant

An award of up to \$2,500 is available each semester for dissertation-related expenses. Recipients are expected to use the research to publish a monograph as part of the Institute's Public Policy Research Series.

#### Other Grants and Research Support

Assistantships are sometimes available through various UGA centers and programs. Those affiliated with SPIA include CITS and the Center for the Study of Global Issues (GLOBIS). Faculty members occasionally employ graduate students to assist with their research, which has been funded by such agencies as the National Science Foundation and UGA's Faculty Research Grants Program.

## ADVISING, REGISTRATION AND GRADUATION

### Advisory Committee and Major Professor

Entering students will be assigned a faculty advisor, generally the graduate coordinator in their major department. The graduate coordinator will help them determine which courses to take and provide general academic advise. For M.A. students, at the end of their first year and no later than the end of their third semester, they should focus on establishing a major professor, who will guide them through the process of the Masters Thesis. At this juncture, the student will fill out an [advisory committee form](#) and submit it to the SPIA graduate office, communicating the names of major professor and two additional faculty members who will serve on the thesis committee that have been chosen. Note that students must confirm with faculty that they are willing to serve in the designated capacity. Again, the major professor at the Masters level is primarily the thesis advisor for the student. The graduate coordinators in the departments provide specific advisement on courses and rules and regulations regarding the degree. However, students should realize that all of our faculty may provide academic and professional advice. Developing strong professional relationships with faculty is one of the most important facets of graduate education.

For Ph.D. students, the graduate coordinators provide most of the specific “advising” relating to which courses must be taken and when. Again, this does not preclude the development of a faculty mentor within the student’s field early in the student’s academic life. This faculty mentor role is informal until it is formalized at the point prior to taking comprehensive exams. Ph.D. students will fill out a [Program of Study form](#) and submit to the SPIA graduate office outlining their courses, both major and minor fields, notify the graduate office that they are ready for comprehensive exams, and here they will designate a major professor to chair their comprehensive exam committee. Readers for the major and minor exams are also designated at this point. During the process of [comprehensive exams](#), the committee cannot be altered. However, after the student has passed his/her exams, he/she may decide to name different professors to serve as major professor and advisors to the dissertation. At this juncture, a revised [advisory committee form](#) must be submitted to the graduate office. Very often, the committees remain similar, but they can change as a student’s specific research direction crystallizes and may require support from a different faculty member. In choosing a major professor and committee members at this level, students should select a member of the faculty whose areas of interest overlap with their own and with whom they can work constructively.

If you have any questions about the process of choosing a major professor, please contact your graduate coordinator or speak to one of the faculty within your department.

### Registration

In addition to the listings in the online schedule, an updated list of SPIA courses is available at the Graduate Office in Baldwin Hall and on the web site's of SPIA's three departments. In order to register, students must maintain an updated [plan of study worksheet](#) in the SPIA Graduate Office and present a [registration form](#) signed by their advisor (generally the graduate coordinator in your department) or major professor if you are an advanced MA or Ph.D. student. It is usually best to register during the preregistration period, but students should still consult their advisory committees early, even if they plan to register during the later phases of registration.

### Course Load

The normal load for graduate students is three graduate seminars per semester. All active graduate

students must register for a **minimum of three hours**. The maximum course load for graduate work is 15 hours. Students on one-third time assistantships normally register for 12 hours, including three hours for either POLS 7005 (M.A. students) or POLS 9005 (Ph.D. Students).

Many of the rules on [enrollment](#) and graduation are set by the Graduate School; others are set by SPIA. To be eligible for admission to candidacy and graduation, a student must maintain a minimum average of "B" (3.0 on a four-point scale) on all graduate courses taken and on all courses on the program of study for a graduate degree. After a student is admitted to candidacy, students must comply with [enrollment policy](#).

### **Program of Study**

A program of study is a plan to guide the student in the selection of courses to fulfill degree requirements. The courses listed on the program of study should be selected carefully so that they complement each other and provide sufficient coverage of the fields on which the student will be examined. At a later stage in the student's degree program, it will be necessary to submit to the Graduate School for its approval a final program of study. The Graduate School must also approve any course substitutions in the final program of study. For the forms, go to: [MA](#) , [PhD](#).

### **Academic Probation and Dismissal**

A student who fails to maintain a cumulative GPA of 3.0 will receive a warning letter from the Graduate School. If the GPA remains below 3.0 for two consecutive semesters, the student will be placed on academic probation. The student must then make a 3.0 semester average or better in each succeeding semester that his or her overall cumulative GP A remains below 3.0. The student is no longer on probation when the cumulative GPA reaches 3.0 or above. Students who make below 3.0 semester graduate average while on probation are **dismissed by the Graduate School**. An [appeal](#) may be submitted to the Dean of the Graduate School within 10 working days following receipt of notice of dismissal.

### **Limits on Incompletes**

Students may sometimes find it necessary to request a grade of "I" (Incomplete) in courses where they are doing satisfactory work, but are unable to meet the full requirements of the course for non-academic reasons beyond their control. Nevertheless, accumulating incompletes is strongly discouraged. Several policies govern such matters.

1. If an Incomplete is not removed after two semesters have passed, the "I" automatically will become an "F."
2. If a student receiving financial assistance acquires more than two grades of Incomplete at any time, that financial assistance will be terminated.
3. Students will not be awarded an assistantship until all incompletes received in their graduate-level work at the University of Georgia have been removed.
4. No student will be permitted to accumulate more than three Incompletes at any time during his or her course work. If more than three Incompletes are carried, the student will not be permitted to register for courses until such time as the number is reduced to three or fewer.
5. A student may not graduate with an incomplete grade on his or her transcript if the conversion of the Incomplete to another letter grade will result in a GP A below 3.0.

## Part II: Degree Programs and Requirements

### THE M.A. DEGREE

#### Duration of the M.A. Program

The M.A. program is designed so that a student taking three courses per semester can complete the combination of both the M.A. and Ph.D. degrees in five years. Within this framework, the completion of the M.A. degree takes approximately two years. The first-year M.A. student takes the bulk of the methodology core, begins an area of concentration, and may explore various fields of interest. The second year is devoted to remaining M.A. course requirements and to the completion and defense of an M.A. thesis.

#### **Relationship to the Ph.D. Degree**

It is important that all M.A. applicants be mindful of three things. First, we encourage students who enter at the M.A. level to think of themselves as prospective Ph.D. students. Students may complete the M.A. degree en route to the Ph.D. The program is designed so that all course work taken by our students at the M.A. level is fully applicable to broader doctoral requirements.

Second, our M.A. requirements are designed to prepare students for doctoral studies and/or professional research and teaching positions that do not require the Ph.D., but do require rigorous academic training. We seek to impart the methodological skills, substantive competencies, and research experience that a rigorous doctoral program will demand. Third, we do not admit students to the M.A. program unless we think that they have the potential to advance to doctoral studies.

#### Requirements

##### Credit Hours

Certain requirements for the M.A. degree are set by the Graduate School; others are set by SPIA. M.A. students are required to complete one year (two semesters) in residence; an approved program of study; at least 30 hours of graduate credit (27 hours of substantive course work and at least 3 hours of thesis credit, POLS 7300), with a minimum grade point average of 3.0; an approved thesis; and a passing grade on a final oral examination covering the thesis and the program of study.

In addition to these general requirements, SPIA has specified that M.A. students must complete a methodology core (POLS 7010, 7012, and 7014). Students continuing in the Ph.D. program will also take POLS 7050.<sup>1</sup> Beyond this, M.A. students have considerable flexibility in designing programs of study, but courses should be selected carefully so as to provide competency in some area of concentration, as well as familiarity with other fields.

#### Advisory Committee

At the start of the second year, each M.A. student should choose, in consultation with the Graduate Coordinator, a three-person advisory committee. The student's major professor and at least one other advisory committee member must be on the University's Graduate Faculty. These individuals will provide support primarily for the planning and development of the Masters thesis and its defense.

If an M.A. student is to complete degree requirements by the end of the second year of residence, it

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<sup>1</sup> Please see Appendix 1 for an overview of the methods core.

is important that timely progress be made on the M.A. thesis. About one-half of the student's time during the second year should be devoted to planning and writing the M.A. thesis. For this purpose, the student should plan to take appropriate thesis preparation courses, including at least three hours of POLS 7300, beginning in the fourth semester of residence.

### Thesis and Oral Defense

The thesis, which is written under the direction of the student's major professor, must show independent judgment in examining a problem from primary sources. At the M.A. level, SPIA strongly recommends that students prepare a thesis prospectus, but details of implementation are left to the major professor and advisory committee. After the thesis has been approved by the student's advisory committee, a final examination is scheduled. This is an oral examination that covers both the thesis and the student's [program of study](#).

### Summary Timetable for the M.A. Degree

- The M.A. requires at least 30 semester hours, including thesis hours.
- A full load is 9 hours (12 for those on assistantship, including 1-3 hours of POLS 7005).
- M.A. methods requirement is 9 hours: 7010, 7012, 7014.

### Course Sequencing

This is a typical plan, but individual student programs may vary somewhat.

	Fall Semester	Spring Semester
Year 1	<ul style="list-style-type: none"> <li>• POLS 7010 (3 hrs)</li> <li>• Two core seminars (6 hrs)</li> <li>• GRSC 7770 for new TAs (2 hrs)</li> <li>• POLS 7005 (3 hrs) those on Assistantships</li> </ul>	<ul style="list-style-type: none"> <li>• POLS 7012 (3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 7005 (3 hrs) those on Assistantships</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• POLS 7014 (3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 7005 (3 hrs) those on Assistantships</li> </ul> <p>*Major professor and advisory committee; Thesis prospectus developed</p>	<ul style="list-style-type: none"> <li>• M.A. thesis POLS 7300 (3 to 9 hrs)</li> <li>• POLS 7005 (3 hrs) those on Assistantships</li> </ul> <p>*Make sure to check on <a href="#">deadlines</a> for thesis defense/submission/graduation</p> <p>*Students planning to advance to the Ph.D. should take <b>POLS 7050</b> at this juncture.</p>

## THE Ph.D. DEGREE

The [Doctor of Philosophy \(Ph.D.\)](#) is generally designed to build on work done at the M.A. level. Students who have completed an M.A. degree in Political Science at UGA will have made a substantial beginning toward the fulfillment of Ph.D. requirements. Most or all of the courses in the Ph.D. methodology core will have been completed. Substantive course work will prepare the student

for doctoral comprehensive examinations. Students who enter our Ph.D. program with masters-level work from other universities should consult with the Graduate Coordinator about the applicability of that course work to our doctoral requirements.

Among the Ph.D. requirements of the Graduate School is one specifying that 30 hours of consecutive graduate course work *after the Masters degree* be completed at the Athens campus and included in the program of study. *All requirements except the dissertation and oral defense must be completed within six years.*

Assuming the full applicability of a student's masters-level course work, it is possible for the student to complete our Ph.D. program in three years. The doctoral comprehensive exams should be taken at the end of the second year of Ph.D. studies, and the third year should be devoted to writing a dissertation.

Ph.D. students must submit a dissertation, which represents originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. The student's major professor has the primary responsibility for guiding the dissertation research, but the student should consult all members of the advisory committee to draw upon their expertise. After the dissertation has been approved by the student's advisory committee, a final oral examination is held, when the student must successfully defend the dissertation.

There are two potential Ph.D. tracks. First, there is the traditional track that begins with the M.A. degree (earned at UGA or another institution) and transitions to the Ph.D. The second is our direct to Ph.D. track, which circumvents the M.A. degree, and takes a student straight to the Ph.D. Under this option, highly qualified undergraduate degree holders who meet Graduate School criteria and departmental criteria may enter as Ph.D. students and complete the Ph.D. program in four years, bypassing the M.A. option. Under this track, there is no Masters degree given. However, students may opt to complete a thesis in order to gain the degree should they so desire. This may, however, extend the time to completion for some.

**Summary timetable for the traditional Ph.D. Route: MA from UGA Political Science and International Affairs**

- The Ph.D. requires at least 30 semester hours beyond the MA, including dissertation hours.
- These 30 hours must be taken consecutively. Sixteen of those must be at the 8000/9000 coursework level, excluding 9000 research and 9300 dissertation writing.
- Minimum six major courses and four minor courses.
- A full load is 9 hours (12 for those on assistantship, including 1-3 hours of POLS 9005).
- Ph.D. methods requirement is 3 hours: POLS 7050.

**Course Sequencing**

This is a typical plan, but individual student programs may vary somewhat.

	Fall Semester	Spring Semester
Year 1 (begin M.A.)	<ul style="list-style-type: none"> <li>• POLS 7010 (3 hrs)</li> <li>• Two core seminars (6 hrs)</li> <li>• GRSC 7770 for new TAs (2 hrs)</li> <li>• POLS 7005 (3 hrs) Assistantship</li> </ul>	<ul style="list-style-type: none"> <li>• POLS 7012 (3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 7005 (3 hrs) Assistantship</li> </ul>

Year 2	<ul style="list-style-type: none"> <li>• POLS 7014 (3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 7005 (3 hrs) Assistantship</li> </ul> *Major professor and advisory committee; Thesis prospectus developed *Students planning to go on to the Ph.D. must apply for the Ph.D. program. Assistantship deadline is February 1.	M.A. thesis POLS 7300 (3 hrs) POLS 7005 (3 hrs) Assistantship POLS 7050 (3 hrs) (For those going on to the Ph.D.) *Make sure to check on <a href="#">deadlines</a> for thesis defense/submission/graduation *Students planning to advance to the Ph.D. should take <b>POLS 7050</b> at this juncture.
Year 3 (begin Ph.D.)	Three seminars (9 hrs) POLS 9005 (3 hrs) Assistantship	Three seminars (9 hrs) POLS 9005 (3 hrs) Assistantship
Year 4	Seminars (3-9 hrs) POLS 9005 (3 hrs) Assistantship <u>Required Workshop on Preparing for Comprehensive Exams and Writing a Prospectus</u>	Comprehensive exams/POLS 9300 (3 hrs) POLS 9005 (3 hrs) Assistantship Be aware of <a href="#">deadlines</a> concerning dissertation and graduation requirements
Year 5	Dissertation /POLS 9300 (3-9 hrs) POLS 9005 (3 hrs) Assistantship	Dissertation/POLS 9300 (3-9 hrs) POLS 9005 (3 hrs) Assistantships

**Transfer Ph.D. for students receiving prior graduate training at another institution or degree program:**

Year 1 (begin Ph.D.)	Three seminars (9 hrs) POLS 9005 (3 hrs) Assistantship *May be required to take POLS 7010 or 7014 or one or more core seminars	Three seminars (9 hrs) POLS 9005 (3 hrs) Assistantship *May be required to take POLS 7012 or 7050
Year 2	Seminars (3-9 hrs) POLS 9005 (3 hrs) Assistantship *May be required to take POLS 7014 <u>Required Workshop on Preparing for Comprehensive Exams and Writing a Prospectus</u>	Comprehensive Exams/POLS 9300 (3 hrs) POLS 9005 (3 hrs) Assistantship *May be required to take POLS 7050
Year 3	Dissertation /POLS 9300 (3-9 hrs) POLS 9005 (3 hrs) Assistantship	Dissertation/POLS 9300 (3-9 hrs) POLS 9005 (3 hrs) Assistantships Be aware of <a href="#">deadlines</a> concerning dissertation and graduation requirements

\*Transfer Ph.D.s may be required to take a number of courses or directed readings during the summer of their first year in order to complete the hours necessary for preparation for Comprehensive exams. If a large number of methods courses must be taken (in other words, none are exempted), then Comprehensive exams may be required to be taken in the Spring of the 4<sup>th</sup> year to be followed by the dissertation in year 5. For each Transfer Ph.D. student, we will evaluate their prior coursework carefully and systematically plan out their program of study, which will act as a guideline for the student's graduate work in our program. Note that only a limited number of hours may count as transfer credits.

**Summary timetable for the Direct to Ph.D. Route/Fasttrack: No prior graduate work.**

- The Direct to Ph.D. requires at least 45 semester hours, including dissertation hours.
- These 34 hours must be taken consecutively. Twenty of those must be at the 8000/9000 coursework level, excluding 9000 research and 9300 dissertation writing.
- Minimum six major courses and four minor courses.
- A full load is 9 hours (12 for those on assistantship, including 1-3 hours of POLS 9005).
- Direct to Ph.D. Methods requirement is 12 hours: POLS 7010, 7012, 7014, and 7050.

	<u>Fall Semester</u>	<u>Spring Semester</u>
<u>Year 1</u>	<ul style="list-style-type: none"> <li>• POLS 7010 Research Design (3 hrs)</li> <li>• Two core seminars (6 hrs)</li> <li>• GRSC 7770 for new TAs (2 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> </ul>	<ul style="list-style-type: none"> <li>• POLS 7012 Intro Pol Methods (3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> </ul>
<u>Year 2</u>	<ul style="list-style-type: none"> <li>• POLS 7014 Intermed Pol Meth(3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> </ul>	<ul style="list-style-type: none"> <li>• POLS 7050 Adv Quant Meth(3 hrs)</li> <li>• Two seminars (6 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> </ul>
<u>Year 3</u>	<ul style="list-style-type: none"> <li>• Three seminars (9 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> <li>• <i>Required Workshop on Preparing for Comprehensive Exams and Writing a Prospectus</i></li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive exams/POLS 9300 (9 hrs)/Prospectus must be defended by end of semester.</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> </ul>
<u>Year 4</u>	<ul style="list-style-type: none"> <li>• Dissertation/POLS 9300 (3 to 9 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> <li>• 12 hours required by those on assistantship</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation/POLS 9300 (3 to 9 hrs)</li> <li>• POLS 9005 (3 hrs) those on Assistantships</li> <li>• 12 hours required by those on assistantship</li> </ul>

Advisory Committee and Major Professor

At the outset of a student's Ph.D. studies, the graduate coordinator in their field will act as the primary formal advisor. The graduate coordinator will work with the student to develop the Ph.D. [Plan of Study Worksheet](#). Here the student will tentatively lay out the plan for the major and minor areas that will be covered prior to comprehensive exams. Students will likely develop a relationship with a professor in their major area that will transition to a formal major professor capacity at the point of comprehensive exams. Once this point has been reached, the major professor becomes the major advisor to the student and supplants the graduate coordinator's role. To formalize the selection of the major professor and [advisory committee](#), forms must be submitted the semester in which the student takes comprehensive exams.

## **Doctoral Comprehensive Examinations**

As a requirement for admission to candidacy, all Ph.D. students must pass written and oral comprehensive examinations covering both a major field of study from the five options described above and a minor chosen from those five fields, as well as Formal Theory, Methodology, Public Administration, and Public Policy. Courses at both the masters and Ph.D. levels can be counted as preparation for the major and minor (however, Masters level courses may not be counted toward the total hours necessary to the Ph.D. hour requirement set by the graduate school. The majority of courses for each should have been completed at UGA, however. Before the comprehensive examinations are taken, all incompletes should have been removed and all relevant courses on the program of study should have been completed with at least a "B" average.

### Dates Administered

Written comprehensive examinations for Ph.D. students are administered once each year, during spring semester only for those entering Fall 2008 and subsequent to that date. They are scheduled for the fourth and sixth weeks of the semester, counting from the first full week of classes. They are normally given on the same day of the week with advance notice, so that students can expect to take their field exams at intervals of approximately one week.

The oral comprehensive examination is administered after all parts of the written examination have been completed successfully. At least one week must transpire between the completion of the final part of the written examination. Oral examinations are scheduled in such a way as to avoid having one professor sit on more than two examinations per day and, if possible, on more than one.

Doctoral students should consult with their advisory committee and the Graduate Coordinator regarding comprehensive examinations. Students are required to sign up in the Graduate Office to take the examinations. This should be done no later than **the midpoint of the semester prior to the one in which the examinations will be taken.** For students matriculating in Fall of 2008 this will mean signing up at the midpoint of Fall Semester prior to the Spring Semester in which you are taking exams. Students who have signed up may not defer their comprehensive examinations more than once. Written appeals to have this rule waived, based on extraordinary circumstances, must be granted by the Graduate Coordinator **prior to the examination.**

### Preparing for Comprehensive Examinations

[Comprehensive examination questions](#) are designed to test the student's capacity for critical analysis and synthetic integration of knowledge. It is the student's responsibility to master the fields of study and not merely to review the course work from each field. Students should also seek to strike the proper balance between learning factual information or empirical data and comprehending theories, conceptual frameworks, and methodologies that are used to organize and interpret data. It is best not to enroll in regular seminars during the semester when one is taking comprehensive examinations. It is the responsibility of the faculty members in each field to decide what constitutes the knowledge of that field and what level of mastery is required to pass the examinations. The design of examination questions is a field responsibility. Common questions are developed for all students writing in a field at a given time, but allowances are made for differences in the students' subfields. [Previous examination questions](#) are available for students to consult as they prepare for the exams.

### Administration of the Written Examination

Once a student has signed up to take comprehensive examinations, the SPIA Graduate Office will

assume responsibility for consulting the student's advisory committee to assure that examination questions will be ready by the proper date. The morning portion of the exam will cover the general nature of the field, including major research approaches and findings, classic works, and current trends and controversies.

The afternoon session will cover more specialized areas within the field, normally with questions linked to students' course work. For a minor field in which there is also a major field, students will complete only the morning (general) portion of the exam. For the other four minors, examination procedures can vary (e.g., problem sets, take-home exam, full-day exam). In such cases, students should consult the Graduate Coordinator and their advisory committee well ahead of time about procedures.

A [study guide](#) for the general part (morning session) of the major exam will be distributed on the first business day of the week of the exam. Two of the five questions in the study guide will appear on the written exam, with students required to answer one. All five can be included in the oral exam, however.

The written examination will be administered in a controlled environment. Writing paper, pens, and computers will be provided. Students are not allowed to bring books, notes, or other materials into the examination room. The morning session lasts from 8:30 a.m. until 11:30 a.m. Following a lunch break of one hour, there is an afternoon session from 12:30 p.m. until 4:30 p.m. If a student begins a field examination but does not complete it by returning the answers at the designated time, he or she will be given a grade of "fail" in that field.

Two faculty examiners will evaluate the written answers in each field. If the student's advisory committee does not have two members who can evaluate a particular field, the Graduate Coordinator will designate a faculty examiner from outside the committee to read the examination. In order to guard against bias, students should place only their student identification numbers (not their names) on their answers. Faculty examiners will read the examinations independently and submit their written evaluations to the SPIA Graduate Office without passing them on to other examiners. In the event of a disagreement between two examiners on the merits of a particular examination, the Graduate Coordinator will designate a third faculty examiner to evaluate the examination and break the tie.

Once all of the written examinations have been evaluated, the Graduate Office will inform the student in writing of the results in each field. The student may proceed to the oral examination after passing both written examinations.

#### Administration of the Oral Examination

Unless technical or other considerations should prevent it, all comprehensive oral examinations are recorded. If a student fails the oral exam, the recording will be held as part of that student's confidential record until the oral examination is retaken and passed. The SPIA Graduate Office will arrange for the student to listen to the tape should he or she wish to do so.

The oral comprehensive examination will be approximately 90 minutes in length. The student's major professor will preside over the examination and insure that all examiners have an opportunity to question the student.. The oral exam can cover the written exam, the student's knowledge of the major and minor fields, questions on the study guides, and the student's research (particularly dissertation plans). Students are not allowed to use notes or other examination aids during the exam.

After the questioning ends, the student will leave the room so that the examining committee can evaluate his or her performance. As soon as the committee has completed this evaluation, the student will be informed of the results. Final results of the oral comprehensive examinations will be sent to the Graduate School.

### **Requirements for Passing Comprehensive Examinations**

It is important to recognize that a doctoral student must pass both a written and an oral comprehensive examination before being eligible for admission to candidacy for the degree. The written and oral examinations are judged separately by the student's faculty examiners. Under SPIA rules, the student has two chances to pass the written examination and two chances to pass the oral examination. A "pass" on the written examination cannot be reversed due to poor performance on the oral examination. To reiterate:

- Students must successfully complete the written examination and the oral examination in both the major and minor fields in order to pass their comprehensive examinations.
- The written examination in each field will be graded separately and given one of the following grades: Pass with Distinction, Pass, Fail.
- If the student receives the [study guide](#) but does not appear for the field examination this is counted as a *failure* in that field, unless the student can provide a medical excuse for the day of the exam or there are other extenuating circumstances. The graduate committee will make a decision on the validity of the medical excuse and the extenuating circumstances on a case by case basis.
- If the student receives the examination questions in a field but does not complete the examination, this will be counted as a failure in that field.
- If the written examination is failed in one field, the student may be reexamined in that field only.
- A student who fails one field on the written examination or the entire written examination will be allowed one re-examination, but these results will be final. No student shall be permitted a third try on a written field or on the written examination as a whole.
- No student will be passed or failed in a written field without the concurrence of *at least two faculty members*.
- In order to pass the oral examination, the student must obtain at least three positive votes from an examining committee of four. If the oral examination is failed on the first attempt, it may be retaken a second time, but the results of this second examination will be final.

### **Admission to Candidacy**

Before receiving a graduate degree, a student must be admitted to candidacy for that degree. Admission to candidacy is a formal process that the student initiates by submitting an [application for candidacy form](#). As part of the process, the major professor and graduate coordinator must certify to the Dean of the Graduate School that the student has demonstrated the ability to complete acceptable graduate work in political science and, moreover, has completed a specific set of requirements. Doctoral students must pass their comprehensive examinations (written and oral) as one of the requirements for admission to candidacy.

If passing comprehensive examinations is the student's final requirement for admission to candidacy for the doctoral degree, the [admission to candidacy form](#) should also be submitted to the Graduate School at this time. The SPIA Graduate office will provide the major professor with this form at the

time of the comprehensive oral. With a successful oral exam the major professor will sign the candidacy application form and forward to the Graduate Coordinator for approval before submitting the form to the Graduate School.

## **PREPARING THESES AND DISSERTATIONS**

Theses and dissertations are the capstones of research-oriented graduate degrees. They must demonstrate the student's ability to plan, conduct, and complete a substantial research and writing project. They should also represent an important contribution to knowledge in the student's field of study and be written in a clear and literate manner. This research is available for worldwide distribution to scholars, so it is very important to the reputation of SPIA and its graduates that the theses and dissertations are of highest quality.

Just as a student is not compelled to work under the direction of any particular faculty member, so too are faculty not compelled to serve on a particular student's advisory committee. Faculty members choose freely to do this from a sense that the student has the ability as well as the motivation to contribute to the advancement of learning. By this free and mutual choice, the student and faculty members consent to become colleagues in an arduous but rewarding pursuit.

### **The Prospectus**

The process of writing a thesis or dissertation begins with the preparation of a prospectus. The prospectus identifies a problem to be explored, draws on relevant literature to show the significance of the problem for political science, sets forth a line of argumentation to be pursued or hypotheses to be tested, and describes the approach or methods and the data that will be employed in conducting the research. The prospectus, which is written in close consultation with the student's major professor, can often serve as the introductory chapter of the thesis or dissertation.

The SPIA Graduate Program requires that students attend a prospectus workshop that is held every Fall semester. Students are also expected to defend their dissertation prospectus at the end of their third year. This semester is also the comprehensive exam semester. Thus, doctoral students (beginning with the entering class of Fall 2008) will take their comprehensive exams early Spring semester and defend their prospectus at the end of Spring semester. At this juncture, those who successfully pass their comprehensives and defend their prospectus are ready to begin work on the culmination of their training: the doctoral dissertation.

At the doctoral level students are required by the Graduate School to prepare a dissertation prospectus. Once the major professor certifies that the dissertation prospectus is satisfactory, it must be considered formally by the advisory committee in a meeting with the student. The student will submit to the SPIA Graduate Office one hard copy for each of the committee members by the beginning of the semester in which the student plans to defend the prospectus. The committee will have two weeks to evaluate the prospectus and report back to the graduate office and the major professor. Approval of the prospectus requires the agreement of at least three of four members of the advisory committee. Once the comprehensive exams have been successfully completed, at this point an oral defense of the prospectus will be scheduled. The major professor will preside at this defense. A form for indicating this approval will be signed after a successful defense and retained in the student's file. The SPIA Graduate Office will provide the forms to the major professor prior to the defense.

## Completing the Dissertation

Once faculty members have consented to assist a student with the dissertation, the student has the right to expect that they will be available for consultation, will read and return materials in a timely fashion, and will judge the final product fairly. At the same time, faculty may reasonably expect certain behavior from the student, including patience and perseverance.

Students must not expect faculty members to approve their work without ample time for a careful review. External considerations, such as a student's graduation plans or job prospects, must never induce faculty members to reach a hasty or ill-considered judgment on a thesis or dissertation. Students often make the error of thinking that a dissertation is complete when they submit it to the major professor and advisory committee. This is not usually the case. Even if students have worked closely with their faculty advisors in preparing the dissertation the faculty members concerned must have ample time to read the draft and decide whether it is ready for a defense. Substantial revisions are often required before an oral defense can be held.

### Meeting Deadlines

The Graduate School posts various [deadlines](#) that govern the awarding of degrees. Copies of the thesis or dissertation, approved by the student's major professor, must be submitted to the Graduate School no later than two weeks prior to the end of the semester in which the student plans to graduate. Students must keep in mind that if the dissertation is to receive final approval by the Graduate School's deadline, it will be necessary for them to submit a final draft to the major professor months prior to the official deadline. SPIA strongly suggest the final draft be submitted to the graduate office by midpoint of the semester in which the student plans to defend the dissertation.

### Stages in the Approval of Theses and Dissertations

Once the complete draft of the dissertation is submitted to the major professor, several stages of review and possible revision are necessary, before it can be sent to the Graduate School.

#### *1. Final Approval by the Major Professor*

Before a thesis or dissertation can be submitted formally to the advisory committee, the major professor must approve the student's entire completed draft, even if individual chapters have been read previously.

#### *2. Formal Submission of the Thesis or Dissertation to the Reading Committee and Scheduling of Oral Examinations*

After approving the completed draft, the major professor should do the following:

a. Notify the Graduate Office of their approval of the final draft.

b. By the midpoint of the semester when the dissertation will be defended, the students should deliver to the SPIA Graduate Office paper copies of the dissertation for distribution to the members of the student's advisory committee, along with an evaluation form. **At this point the student can submit an electronic copy of the approved draft to the graduate school for a format check.**

c. Work with the SPIA Graduate Office to schedule a time for the oral defense. In scheduling the oral defense, it is imperative that the advisory committee be given ample time

to read the thesis or dissertation and decide on its merits. An advisory committee should have at least three weeks to read dissertations, two weeks for thesis, before the oral defense. The Graduate Office will notify the Graduate School of the date and location of the doctoral oral defense. Any date scheduled at this time for the oral defense must be regarded as tentative and subject to cancellation, pending approval of the dissertation by the advisory committee.

### *3. Evaluation of the Dissertation by the Advisory Committee*

A dissertation must be read and approved by the advisory committee. After reading the dissertation, the members of the advisory committee will proceed to vote and will record their individual votes on the Evaluation Form. In voting, the members of the advisory committee have three options:

a. Approve the dissertation as ready for the final defense. This options requires at least three out of four positive votes in the case of a Ph.D. dissertation. However, it is best to make all necessary revisions and have the support of all the committee members before proceeding to a defense.

b. Approve the dissertation with suggested changes. This option requires the same vote as option "a". It should be used sparingly and only where the changes suggested are minor. If the advisory committee judges that substantial revisions will be required to make the dissertation acceptable, the proper course is to disapprove it and reschedule the oral defense for a later date. In the case of doctoral dissertations, the oral defense should not be held until suggested changes have been made and approved by the advisory committee.

c. Disapprove the dissertation. This option should be chosen if, in the advisory committee's judgment, the dissertation requires extensive revisions. If changes, whether major or minor, are suggested by the advisory committee, it is important that the nature of these changes be communicated to the student, preferably in writing, in a clear and timely fashion. The major professor should assume primary responsibility for determining the committee's consensus on what changes are needed and communicate this to the student. It is also appropriate for the student to meet with the advisory committee, as may be necessary, to discuss suggested changes.

If the dissertation has been approved by the advisory committee, the student may proceed to the oral defense. If the dissertation has been approved with suggested changes, these changes should be made prior to the oral defense. In the case of doctoral dissertations, the major professor must certify, prior to the oral defense, that the suggested changes have been completed satisfactorily.

### **The Final Oral Examination**

Once a thesis or dissertation has been approved by the advisory committee, an oral examination is held. Members of the advisory committee must vote individually on the student's performance and record their votes on the Approval Form. This examination will be administered by the advisory committee and chaired by the major professor.

For M.A. degree candidates, the final oral examination can cover course work on the program of study as well as the thesis. The advisory committee takes separate votes on whether the student has successfully defended the thesis and passed the oral examination on the program of study. The student must receive at least two positive votes from the three-member advisory committee to pass

each of these parts of the oral examination.

For Ph.D. students, the final oral examination will be devoted to a defense of the dissertation. The student must receive at least three positive votes from the four-member advisory committee to pass the oral defense of the dissertation.

### **Submission of Theses and Dissertations to the Graduate School**

Once a thesis or dissertation has been defended successfully, it must be submitted electronically to the Graduate School by the student and final changes have been approved by the major professor. Graduate School will not accept a final electronic submit until it has received the signed Final Approval Form for the 'dissertation. The final version must use stylistic conventions in political science and meet the Graduate School's specifications:

<http://www.uga.edu/gradschool/academics/thesis.html>

## **Part III: Additional Information**

### **ACADEMIC HONESTY**

SPIA expects that its graduate students will observe high standards of honesty and integrity. Each student is responsible for complying with the University of Georgia's regulations governing student academic conduct (see [www.uga.edu/ovpi/academic\\_honesty](http://www.uga.edu/ovpi/academic_honesty)).

There are specific unethical practices that each graduate student must be careful to avoid. One of the most important is plagiarism. When students fail to distinguish carefully between their own work and that of others, plagiarism, whether intentional or not, is often the result. Plagiarism must be guarded against, particularly in writing outside examinations, research papers, theses, and dissertations. Generally speaking, documentation need not be given when reference is made to events or occurrences which are common knowledge, but documentation is necessary when one draws on another person's interpretations of these events. A good rule of thumb, if doubts exist, is to be generous in giving credit to other sources.

Students are also expected to do their own work in each course for which they register. That includes adhering to an instructor's guidelines when collaboration is allowed or required. It also means not submitting written work for more than one course without the approval of the instructors involved. Another unethical practice that has been reported with disturbing frequency in recent years is the falsification of research data or the misreporting of the actual results of one's research. Since this practice threatens the very integrity of scientific inquiry, persons who have been found to engage in it have not only been censured severely by their peers, but have often seen their professional careers ruined.

In a related matter, students should be scrupulously honest in preparing a curriculum vitae or resume. They should never claim a degree that has not been earned, even if requirements have been unofficially completed. The same is true of awards and honors. Such invention or falsification of academic credentials is a practice that cannot be tolerated in an academic community.

Students who have committed acts of academic dishonesty may be dismissed from the program.

## **THE GRADUATE STUDENT ROLE IN GOVERNANCE**

Graduate students are permitted an advisory, non-voting role in governance. Insofar as practicable, they will be informed when a matter of policy affecting graduate students is pending before the faculty or a committee. This will permit students or their representatives to attend meetings where such policies are decided and to contribute their views. Students may not be present, however, where the discussion concerns the following:

1. Faculty personnel matters;
2. Decisions regarding the admission of students to the graduate programs or the awarding of financial aid to individual students;
3. Matters involving individual student records.

Student views are particularly welcome on such matters as curriculum revision, the recruitment of new faculty members, and decisions on faculty promotion and tenure. When candidates for faculty positions visit the campus for an interview, it is policy to make time available for the job candidate to meet with graduate students. Students are also invited to attend the candidate's research presentation and to share their impressions with the faculty prior to a vote on the job offer.

When regular faculty members are under consideration for promotion and tenure, students may submit their views, individually or through their representatives, on a faculty member's performance as a teacher and student advisor.

## **GRIEVANCE PROCEDURES**

In cases where a graduate student feels aggrieved by the actions of a faculty member, the following procedure should be observed in resolving the grievance:

1. The student should confer with the faculty member in question.
2. If the initial discussion does not lead to a resolution, the student should discuss it with the Graduate Coordinator, who may choose to serve as a mediator.
3. If the problem remains unresolved after discussions with the faculty member and with the Graduate Coordinator, the student may present it to the appropriate department head.
4. If the problem cannot be resolved to the student's satisfaction by the Department Head, the student may choose to follow one of the courses of action established by the University and Graduate School to address student [grievances](#).

## **JOB PLACEMENT**

Normally, doctoral students seeking academic positions and M.A. students applying for doctoral work must take the initiative in submitting [application materials](#). It is especially important to coordinate this with one's major professor and the graduate coordinator within your program. At a minimum, this process requires a curriculum vitae and letters of recommendation. It could also include writing samples and teaching materials such as a portfolio, syllabi, or student evaluations. Those applying for positions in government or other organizations will face slightly different requirements.

SPIA does not operate a separate placement service; however the graduate program is dedicated to supporting our students with regard to placement. . Frequently, we receive notices of academic and governmental vacancies, as well as inquiries about the availability of our graduates for positions. The American Political Science Association maintains a listing of available academic positions at its website <http://www.apsanet.org>. Moreover, we hold regular workshops for graduate students on topics that are central to career planning and placement. Moreover, materials are posted on our web page and workshops are provided that will help our graduate students, particularly doctoral candidates, to find an academic position.

### **POLICY CHANGES**

The M.A. and Ph.D. programs are administered by the Departments of [Political Science](#) and [International Affairs](#). The provisions of the manual have been approved by the Political Science and International Affairs Graduate Committee, which is made up of an equal number of faculty from both departments. From time to time, it is necessary to change policies and procedures, but these changes will take effect only after due notice has been given to students and faculty.

## APPENDIX 1

### Overview of Methods Sequence

#### **Required for the Master's Degree: POLS 7010, 7012, and 7014.**

##### POLS 7010: Research Design

3 hours

Basic scientific methods, broadly defined, to include problems of definition, concept formation, hypothesis testing, explanation and prediction, and theory construction.

##### POLS 7012: Introduction to Political Methodology

3 hours

Review of basic math skills and summary statistics such as measures of central tendency and dispersion, and crosstabulation. Also includes an introduction to probability theory, probability distributions, confidence intervals, and hypothesis testing. Statistical software and discussion of political science data sources will also be covered.

##### POLS 7014: Intermediate Political Methodology

3 hours

Thorough coverage of the ordinary least squares regression model. Focus on assumptions of OLS, remedies for violations of the assumptions, and applications to political science research. Topics include interactive specifications, nonlinearities, and diagnostics.

#### **Required for the Ph.D.: POLS 7050**

##### POLS 7050: Advanced Quantitative Methods II

3 hours

Prerequisites: POLS 7014 and POLS 7020

Maximum likelihood estimation and advanced regression applications. Topics include models with qualitative or limited dependent variables (binary, ordered, and unordered logit and probit; event count models; tobit and selection models), regression with time series cross-sectional data, systems of simultaneous equations, and measurement models.