

THE GRADUATE CENTER
of The City University of New York
M.A. & Ph.D. PROGRAM IN POLITICAL SCIENCE

POLITICAL SCIENCE HANDBOOK

(Revised May 16, 2006)

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(Revised September 19, 2005)

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PART ONE

AIMS OF THE PROGRAM

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

A graduate of our program is, first and foremost, a scholar—a person dedicated to the acquisition, advancement and transmission of knowledge. Thus, a major function of the Program is to help scholars develop the capacity to formulate and work with conceptual categories and frameworks of analysis that enables them to describe, explain, and evaluate political institutions, processes, and policies.

The ability to evaluate theories goes with the ability to formulate them. Therefore, the Program maintains a strong commitment to helping students acquire a broad array of theoretical frameworks and research methods.

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

1. Doctor of Philosophy Degree

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

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

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

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

While formal courses and seminars constitute the core of a student's program during the first phase, a significant part of doctoral training takes place outside the classroom in colloquia, study groups, and tutorials. Of prime importance are informal, faculty-student contacts and contacts among students themselves. Throughout a student's participation in the Program, it is incumbent upon him or her to seek advice, and to consult and meet with members of the doctoral faculty. Students should not be reticent—on the contrary, they should be persistent—in consulting with faculty. Despite their responsibilities away from the Graduate Center, most doctoral faculty

members make every effort to be available for consultation with graduate students.

2. En-route Master's Degree

Doctoral students who have completed 45 credits of course work with an average of B or better, have passed their Ph.D. First Examination, and have completed a major research paper for one of their 800-level courses, which is certified by the instructor as a major research paper, may apply to the Executive Officer to receive an En-route Master's degree.

3. Master of Arts Degree

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

The M.A. degree consists of 27 credits of course work in political science and related disciplines, and a three credit thesis tutorial. Students are also encouraged to become familiar with the historical as well as the economic, sociological, cultural, and psychological aspects of politics among and within nations.

4. Master of Arts with a concentration in Public Policy

A student may also choose a Master Degree in Political Science with a concentration in Public Policy, which requires 27 credits of course work, and a three credit thesis tutorial.

5. Writing Politics Specialization

The Writing Politics specialization trains political science students to write serious political analysis for an educated audience outside of the discipline. The specialization consists of three required courses: the Writing Politics Seminar, the Writing Politics Workshop, and either the Role of American Public Intellectual or Topics in European Intellectual History. Upon consultation with and approval by the Executive Officer, another course may be substituted for the third required course.

PART TWO

THE STRUCTURE OF THE PROGRAM

1. Overview

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

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

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

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

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

2. Organization of the Curriculum

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

A. Fields & their Subfields

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

COMPARATIVE POLITICS: Comparative method and analytical concepts; parliamentary democracies; communist political systems; modernizing nations; cross-systems analysis.

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

POLITICAL THEORY: Ancient and medieval political thought; modern political thought (Machiavelli through Hegel); contemporary political thought (Marx to the present); analytical theory; modern systematic theory.

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

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

B. Crossfield & Interdisciplinary Concentrations

Students may choose subfields of their own design in consultation with the Executive Officer. Examples of crossfields are Human Rights, Political Economy, Political Psychology, Quantitative Analysis, and Urban Politics.

Students may request that crossfield questions be included in their First Examination. This request must be made one semester before signing up for the First Examination, so that the relevant subfield examination committee can make a determination about whether it is appropriate to them. For August exams, one would sign up in the Spring; and for January exams one indicates his or her preference in the Fall.

3. Courses

The courses listed in the Graduate School Bulletin provide an outline of the curriculum offered by the Program in each field and concentration. Each semester a selection of courses in each field and concentration is scheduled. Over the course of a three-year cycle, the Program offers most basic field courses at least once. To provide flexibility in course offerings, there is a provision for special courses in selected topics in each field.

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

Students should be aware of the distinction between 700 and 800 numbered courses. Seven hundred level courses are designed as reading or core courses, carry three credits, and have among their requirements, a final examination. These core courses are intensive reading courses, and enable students to survey the major aspects of the literature in each of the subfields to obtain a broad understanding. The Program offers at least one core course in each field each semester to provide adequate systematic training to fulfill distribution requirements.

Eight hundred level courses are designed as seminars with a research orientation and carry four credits.

The 800-level seminars are expected to constitute the bulk of a doctoral student's specialization. If a student is to work seriously and effectively at this level, he or she should not carry more than three 800-level courses per semester.

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

B. Tutorial Study & Independent Reading

In planning one's program, doctoral students can take one tutorial study and independent reading for credit. Students should develop a program of study and research geared to their individual needs.

To arrange independent study for credit, students should consult the following guidelines.

1. Students must submit a request for an independent study course one semester in advance. (Deadlines are set and announced each semester). This entails a reading list with a one-paragraph proposal outlining the objective of the independent study that is done in consultation with the faculty supervising the course.
2. Students are generally limited to one independent study per career.
3. An independent study can only be taken after passing both parts of the First Examination, between 45 and 60 credits.
4. The number of independent studies offered in any given semesters depends upon the Program's course allotment.
5. M.A. students are not eligible to take independent study courses.

The Executive Officer decides which proposals to accept on the basis of which ones appear least similar to offered classes. Independent studies are not given if the class already exists. The intent behind an independent study is that it enables students who are at an advanced level in the Ph.D. program to explore specialized scholarly literature and research that is not part of the extant curriculum.

C. Cross-listed Courses & Consortia Arrangements.

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

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

1. You must be a matriculated doctoral student
2. You must have completed at least two semesters of graduate study at the home institution and be between your 2nd and 6th year of enrollment at The Graduate Center.
3. The course you wish to take is not available at The Graduate Center or other CUNY college.
4. Registration is subject to approval by the Vice President of Student Affairs at The Graduate Center and the divisional Dean at the host institution.
5. For Columbia University - The course must be offered through the Graduate School of Arts and Science.

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

1. Acquire the Permit Out form from either the Office of the Registrar (Room 7201) or your doctoral program.
2. Your academic advisor must sign the form.
3. Bring the completed form to the Office of the Vice President for Student Affairs (Room 7301). If the form is approved by the Vice President you will be given an Inter-University Cross Registration Form.
4. Follow the instructions on the Inter-University Cross Registration Form and submit the completed form to the Office of the Registrar no later than Wednesday, September 6.
5. Once the completed Inter-University Cross Registration Form is submitted your registration will be finalized by the Office of the Registrar*.
- 6.

****Please note that registration for Consortium courses is not an on-line procedure, all enrollment changes for these courses must be submitted via change of program forms.***

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

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

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

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

It is the responsibility of the student to establish the focus of his or her course of study, including the major and minor fields of specialization. *The role of the adviser is not to provide ready-made solutions but rather to help students integrate their own vocational, research and other interests within the framework of the Program's requirements.* These requirements are flexible enough to allow for various combinations of fields, and the function of the advisor is to guide students in defining their choices and mentoring them through the Program.

Students should consult their advisors in selecting courses of study, not merely to obtain formal approval by obtaining their PIN, which is required. The advisor may also perform a useful role in suggesting guidelines for readings and research projects, avenues for inquiry and reflection, etc. Advisors are required to provide the registration PINs of their advisees during the registration period. In addition, advisors should to have contact with advisees at least once during the semester. On the basis of these contacts, and other information in the students' files, advisors are expected to present a report on their advisees to the whole faculty at the end of the academic year in a regularly scheduled meeting.

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

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

M.A. students who wish to be admitted to the Ph.D. program may apply to the Ph.D. program after completing between 9 and 30 M.A. credits, of which 9 must be from the CUNY Graduate Center Political Science Program. Application forms are available in the department office and on the department web page. The Political Science Admissions Committee reviews their original M.A. application files, plus two new letters of recommendation from Program faculty, and their current Political Science Program transcripts. (To be considered for admission, M.A. students should have approximately a 3.5 G.P.A. or above). M.A. students who apply to transfer to the Ph. D. program during the Spring semester of their first year are eligible to be considered for University Fellowship funds in their second calendar year at the Graduate Center.

Students who enter the Ph.D. program via the M.A. program have the status of Ph.D. students. Once admitted to the Ph.D. program, these students must pass the First Examination at the Ph.D. level. If they do not pass the First Examination at the Ph.D. level, they receive a terminal M.A. degree after submitting a master's thesis and completing the other M.A. requirements.

PART THREE

ACADEMIC REQUIREMENTS FOR THE MASTER'S DEGREE

1. M.A. in Political Science

A. Course of Study

Students must complete a course of study consisting of 30 graduate credits, which includes 27 credits in political science and related disciplines and a 3-credit thesis tutorial.

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

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

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

B. Tools of Research

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

C. M.A. Thesis

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

2. M.A. in Political Science with a concentration in Public Policy

A. Course of Study

Students must complete a course of study consisting of 30 graduate credits, which includes 27

credits in political science and related disciplines and a 3-credit thesis tutorial.

Students must complete at least three courses in Public Policy.

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

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

B. Tools of Research

Students must demonstrate proficiency in quantitative methods or qualitative methods. Proficiency in quantitative methods may be demonstrated by passing a graduate course in quantitative methods/statistics with a grade of B or higher; proficiency in qualitative methods may be demonstrated by passing a graduate course in qualitative methods with a grade of B or higher.

C. M.A. Thesis

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

PART FOUR

ACADEMIC REQUIREMENTS FOR THE DOCTORAL DEGREE

1. Course of Study

A. Required Credits

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

B. Knowledge of Two Fields

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

C. Exposure to Other Fields

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

D. Political Theory

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

E. Research Methods

It is advisable that before the completion of 45 credits every student complete at least one course in quantitative or qualitative research methods.

F. Foreign Language

Each student must demonstrate competence in a language other than English. This can be achieved by passing a language examination administered by the Program.

The Program sees quantitative and qualitative methods and foreign languages as important tools for political research. Students are encouraged to take research methods courses beyond the minimum requirements of the Program.

Students should also pay particular attention to the use of foreign languages in the collection of

primary data through interviewing, analysis of foreign language documents, etc. They should also seek to improve their ability to handle the foreign literature on the subject of their dissertation.

Proficiency in a foreign language is demonstrated by a written examination, administered by the Program, in which the student is required to translate a page of typical text in Social or Political Science into English. The use of a dictionary is permitted.

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

Students who have received a BA from a foreign institution may use the language used in that institution as a medium of instruction to satisfy one of the language requirements.

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

2. The First Examination

The First Examination tests the student's ability to explicate, examine, and assess the major theories, applications, and controversies within his or her chosen areas.

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

The First Examination examines students in two of the Program's five fields. Students are examined in one major field and one minor field. The examination consists of a six-hour written examination in the major field and a four-hour written examination in the minor field. Students may take their major and minor examination in the same semester or in consecutive semesters.

Students may select questions in sub-fields that they designate when they register for the examination. (Majors must answer questions in three sub-fields, minors in two sub-fields). In the American Politics Examination, students must answer one question on national institutions or one on political processes. In the International Relations Examination, beginning in January 2006, the "International Relations Theory and Foreign Policy" sub-field is considered the foundation of the field and will be required for all students taking the First Examination. That is, whether you are taking international relations as a major or a minor field, you must answer one of the questions for "International Relations Theory and Foreign Policy" as one of your three or two questions, respectively.

Each major and minor field is subdivided into standard specialized concentrations or subfields. Any student wishing to broaden the focus of his/her major or minor field can request an additional concentration. The First Examination Committee must receive these requests at least one semester *prior* to the examination.

A. Registering for the Exam

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

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

B. Preparation

The First Examination is a general examination of knowledge in the field. Because it covers the field in general, it goes beyond the specific content of particular course offerings. No single course or set of courses is sufficient in itself in preparation for the exam. Similarly, good grades in specific courses are not necessarily evidence of adequate preparation. To help students prepare, each semester the Program holds a meeting of faculty members and students who are about to take the First Examination, in order to provide students with the opportunity to ask questions. Students are also encouraged to consult with their advisors as well as faculty they took courses with to discuss the examination.

Students should also consult copies of previous exams. These are available online and can be accessed by following these directions:

- 1) Go to Mina Rees Library Webpage: <http://library.gc.cuny.edu>
- 2) Click on Reserves
- 3) Click on Electronic Reserves and Reserves Pages
- 4) Find Course Reserve Pages where "instructor" "contains" "obrien"
- 5) Click on POLIExam1 on the search results
- 6) Enter the course reserves page password that is "exam". Click on Accept
- 7) All materials are grouped under Subfield Folders

C. Grading the Examination

Each answer to a question is graded by at least two members of the examinations committee in the field. The graders for each question are chosen by the chair of the field committee on the basis of their expertise, though the chair tries to distribute the grading burden fairly. Thus, sometimes the same faculty grades all of a student's answers, and other times different faculty members grade different answers of the student.

Where the members of the field committee believe they cannot properly grade an answer, the field chair shall have the discretion to call upon other doctoral faculty for assistance in grading that question.

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

The examination as a whole then receives a grade of Ph.D. Pass with Distinction, Ph.D. Pass, or Fail. Students must receive a Ph.D. Pass in both the major and minor fields to achieve an overall pass of the First Examination.

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

In the event that the field committee agrees that a grade cannot be clearly determined, one or more of the essay answers are given to one or more faculty members for grading.

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

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

D. Retaking the First Examination

A student who fails the major and/or the minor field may retake the failed field(s) the next semester. Student may change fields when retaking the examination..

A student who fails the major and/or minor examination twice is automatically terminated from the Program.

A student who is terminated from the Program for failing the examinations twice can appeal to the Executive Officer for reinstatement into the Program. The Executive Officer, in consultation with the Executive Committee, may reinstate such a student only under *extraordinary* circumstances relevant to the examination.

E. Feedback for the Students

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

Students can review copies of their exam in the department office but they cannot have copies of their exams.

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

3. The Second Examination & Dissertation Proposal

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

Between the semester in which the student completes 60 credits and two semesters after the completion of 60 credits, the student completes a dissertation proposal under the supervision of a faculty adviser and faculty reader.

The dissertation proposal is considered satisfactory for the purpose of registering for the Second Examination when the faculty sponsor and reader so indicate in a written communication to the Executive Officer.

The examining committee consists of five faculty members, including the sponsor and the reader. No more than three members of the examining committee can come from the student's major field. Upon completion of a satisfactory dissertation proposal, the student consults with his or her sponsor about the composition of the examining committee, which is then selected in consultation with the Executive Officer.

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

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

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

A. Grading the Second Examination

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

committee and immediately reported to the candidate.

B. Re-taking the Second Examination

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

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

C. The Nature of the Dissertation Proposal

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

Each proposal should explain why and how the thesis makes a significant contribution to the knowledge of politics; review the relevant literature to show how the proposed research differs from, and goes beyond, existing contributions to the field; state as precisely as possible what the writer actually proposes to do, including a discussion of the concepts, hypotheses and units of analysis to be involved; present plans for data collection and mode of analysis; and provide a tentative annotated outline of the dissertation. A sound bibliography and an explanation of the student's interest in the topic should be included.

Copies of previously accepted proposals may be examined in the Program's office. However, students should be aware that some modifications of these proposals may have been made during the committee deliberations.

Students may take a 3-credit tutorial or independent study to prepare the dissertation proposal. Such a tutorial cannot be part of the Program's required sixty credits. At the discretion of a student, the topic of the dissertation proposal may be listed in the Program Newsletter and copies of the proposal made available for comments. The comments on dissertation proposals shall be forwarded to the Dissertation Proposal Committee. The names of the members of the Dissertation Proposal Committee are announced at the beginning of the academic year and posted in the Program Office.

E. Advancement to Candidacy

Students are advanced to candidacy only after having completed 60 credits, passed the First Examination and the Second Examination, and met the language and statistics requirements.

4. Human Subject Application Process

Upon receiving approval of the dissertation proposal, all students must also submit a Human Subjects Application to the Graduate Center's Institutional Review Board (IRB) for review. The IRB Office is located in Room #8309. Please visit their website at <http://inside.gc.cuny.edu/orup> and click on Human Subjects for information and to download an application for submission.

IMPORTANT: if you conduct any preliminary interviewing, participant-observation, review of personal records, etc. in preparing the dissertation proposal **OR ANY RESEARCH ON HUMAN SUBJECTS FOR ANY WORK IN YOUR GRADUATE CAREER**, you must obtain IRB approval. (Please see the definition of research with human subjects on the website.) IRB review is required by Federal and State regulations and represents CUNY's commitment to the Protection of Human Subjects in research.

5. The Dissertation

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

A. Preparing the Dissertation

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

B. Funding of Dissertation Research

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

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

Students should also be aware of the various national programs of dissertation support, such as the Brookings Institution (public policy studies), American Council of Learned Societies, GSUC (Clark, Spitz, Proshansky, Silk) dissertation awards, German Marshall Fund (DAAD), International Studies Association (summer awards), Council for European Studies (pre-dissertation awards), Social Science Research Council, Fulbright-Hays Awards, National

Endowment for the Humanities, National Science Foundation, American Association of University Women, etc.

The American Political Science Association website has a comprehensive list of all the fellowships available. (See <http://www.apsanet.org/index.cfm>).

The Office of Sponsored Research and Project Planning of the GC also maintains a comprehensive list of sources for possible funding.

C. Mid-Dissertation Colloquium

Students preparing a dissertation often find it useful to discuss their work, while in progress, with a group of interested fellow students and faculty members. If they wish, students may set up a “mid-dissertation colloquium.”

The “mid-dissertation colloquium” is not a requirement and holding one is entirely at the discretion of the candidate. Students wishing to make such a presentation should notify the Executive Officer.

D. Defense of the Dissertation

The Examination Committee for a Final Oral Examination represents the Ph.D. Program and through the Graduate Council of the Graduate Center. It is therefore responsible for the standard of the Ph.D. Degree at the University. The committee must decide whether *all academic requirements* for the degree have been fulfilled.

The Dissertation Defense Committee is composed of the sponsor and reader of the candidate, as well as the three other members from appropriate disciplines chosen by the Executive Officer with the advice of the candidate.

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

The Dissertation Defense is a two-hour examination. Each examiner has approximately 20 minutes to examine the candidate.

At the conclusion of the question period, the candidate leaves the room and each member of the committee prepares secretly a signed ballot, indicating approval or disapproval. After the vote is cast, the sponsor reads the ballots aloud.

E. Grading the Dissertation

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

In case of a Pass, the Dissertation is accepted, with the exception of typographical errors, punctuation, all without any faculty supervision.

In the case of a Pass with Minor Revisions, the candidate has three months to make the appropriate corrections and present the dissertation to a subcommittee selected by the committee for approval.

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

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

The grading of the Dissertation Defense is made on the basis of unanimity or with one abstaining or one dissenting vote.

The grade of the examination is determined by vote of the committee and immediately reported to the candidate.

E. Final Formalities

Before the degree is granted, three copies of the dissertation must be deposited in the Mina Rees Library. Instructions for the technical aspects (format, fees, etc.) of preparing the final copies of the dissertation may be secured from the Registrar's Office and the Dissertation Librarian. The dissertation must be microfilmed or published.

After the final approval of the dissertation by the Sponsor of the Dissertation Defense Committee and the Executive Officer of the Ph.D. Program, the Graduate Center's deposit deadlines for the degree must be met. The Graduate Center website should be checked for the most recent deposit deadlines for the semester the student intends to graduate.

PART FIVE

OTHER IMPORTANT ACADEMIC MATTERS

1. Standards of Progress

The Program strongly encourages students to complete their necessary course and other degree requirements to successfully pursue their professional careers and interests.

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

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

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

- (1) Students must take their First Examination after the completion of 27 credits and before the completion of 45 credits.
- (2) Students cannot have more than two open grades.
- (3) Students must maintain at least a 3.0 grade point average.
- (4) Between the semester before the student completes 60 credits and two semesters after the completion of 60 credits the student must complete a dissertation proposal under the supervision of a sponsor and reader. Upon the submission of a satisfactory proposal to the Executive Officer, the student takes a two-hour comprehensive oral examination.
- (5) Students must complete their Dissertations by the end of their eighth year in the Program.

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

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

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

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

2. Registration Blocks

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

If the Graduate Center blocks a student from registering, the student needs to contact his or her academic advisor and draw up a contract in consultation with the advisor that indicates the specific steps the student must take to improve his or her academic standing. Example contracts:

- I will finish my incompletes by the end of the Spring semester.
- I will turn in Chapter 4 of my dissertation by March.
- I will take the second examination next semester.

If the program approves of the contract it recommends to the Office of the Vice President of Student Affairs to lift the block. The department does not have the authority to lift a block on registration.

3. Grades

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

Students who wish to be considered for Program fellowships and financial aid are encouraged to go beyond the minimal passing grade of B in each of their courses. Most successful applicants for financial aid present records with mostly A's, A-'s, and B+'s.

Incompletes are assigned when a student has not finished the work for a course by the end of the semester. Students should make every effort to complete their course work on time. The Graduate Center has a formula that limits the number of incompletes that a student may accumulate given the total number of courses taken. Too many incompletes brings a student to the attention of the Office of the Vice President of Student Affairs.

In addition, the Program strongly discourages incompletes. More than two incompletes may result in a student not being allowed to register for further course work until those incompletes are removed. Furthermore, the accumulation of incompletes has a very negative impact on fellowship and financial aid considerations.

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

4. Transfer of Credits - Advanced Standing

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

evaluate the credits during the first semester, but Ph.D. students are encouraged to wait until after passing the first exam to officially apply their transfer credits to their Graduate Center transcripts. M.A. students can apply their credits immediately after they are evaluated.

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

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

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

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

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

5. Financial Aid

The Program seeks to extend financial assistance to as many students as possible. However, the amount of financial aid available to the Program is extremely limited, and the number of applications is large. Therefore, only those with the strongest academic records will be considered. It is also Program policy to reserve most financial aid for doctoral students.

For awards to entering students, the Admissions Committee recommends to the Awards Committee those students with the strongest records for fellowship aid. The Graduate Center has the Chancellor's Fellowships and the Provosts Fellowships to help recruit outstanding students to the Program. Both fellowships include five-year tuition scholarships paid at the in-state rate, and a teaching position somewhere in CUNY during the second, third and fourth years of the fellowship.

Students who are not recommended for fellowship aid by the Admissions Committee at the time of their application and acceptance to the Program may reapply for financial aid once they have established a strong record of performance in the Program. To help students plan how they can finance their education, the Awards Committee has drafted the following guidelines for eligibility for University Fellowships. Except for the 4 Graduate B fellowships the Program offers, most of these Fellowships are equivalent to the 2002 in-state tuition rates. (The financial aid was not increased when the tuition increased and last year the Awards Committee decided to offer more awards at the lower rate as opposed to fewer awards than in the past.)

The following criteria are used to determine financial awards for 2nd year through 5th year Ph.D. candidates who are eligible. Note that the guidelines are not listed here in order of importance.

- Only those who are enrolled in the Ph.D. program are eligible to receive an award between their 2nd and 5th years (including the 5th year).
- Enrolled students in the Ph.D. Program are eligible to be considered for a University Fellowship award only through their 5th calendar year in the Program. M.A. students who transfer into the Ph.D. Program are not eligible for funding after their 5th calendar year at the CUNY Graduate Center. For students who transfer from the Graduate Center Political Science M.A. Program, this eligibility period includes their year or years as an M.A. student in the Graduate Center Political Science Program.
- We anticipate being able to make awards to students with approximately a 3.80 CUNY GPA and above. Because this depends on the pool of applicants, the cut-off may vary from year to year.
- A student's rate of advancement is taken into account. (How quickly a student advances from Levels I to II, and III, for instance, as well as how many incompletes a student has on record).
- Please keep in mind that you may "stop the clock" by taking a leave of absence, which you may do for as many as 4 semesters during your tenure in the Program. The Awards Committee strongly advises students to take official leaves rather than let their registration lapse.
- Every student must file an Institutional Application for Financial Aid with the Financial Aid Office (Room 7201) by their deadline to be eligible for these awards. The Awards Committee makes its determinations on the basis of merit, taking into account need. While the strongest case for these awards would, for instance, be someone with the most merit and the most need, the committee recognizes that all students do not fall in that category. Therefore, all students are encouraged to fill out this application form so that they are eligible for consideration. There is no separate application for the Awards Committee.

Student aid also comes in the form of research and teaching assistantships. In addition to these, students can seek Work-Study funds by completing an application with the Office of Financial Aid of the Graduate Center (Room 7201).

All students holding fellowships or other forms of financial aid, are required to make satisfactory progress toward the Ph.D. degree.

Many teaching assignments are available at the senior college political science departments. The Program Office and the Executive Officer, when requested, refers names of available and qualified students to best match the needs of the positions to be filled. As a rule, several students' names are recommended for each opening, giving the final choice to the senior college department making the teaching appointment.

Students who wish to teach at one of the participating colleges should update their curricula vitae and include a list of areas and/or courses they feel prepared to teach.

6. Placement

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

All students, at any point in their career in the Program, who are seeking any kind of teaching, administrative, or research employment during the academic year or summer, are urged to register with the Office of Student Affairs. This office provides a dossier service to help students

find academic and non-academic jobs.

This office mails copies of the dossiers, including reference letters, to potential employers upon request. These files are permanently maintained for alumni of The Graduate Center. For information about this service see Ms. Judith Koster, Telephone: 1-212-817-7401.

PART SIX

ADMINISTRATIVE REQUIREMENTS AND FACILITIES

1. Registration

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

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

2. Maintaining Matriculation

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

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

3. Leave of Absence

The Graduate Center's policy on leaves of absence can be found in the page 35 of the Graduate Center Student Handbook (6/04) and states that: Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their doctoral study. No more than four semesters of total leave time will be granted to any student. Each leave request should be made in writing to the student's Executive Officer prior to the semester or academic year during which the leave will be taken. If approved by the program's Executive Officer, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid, International Students (if applicable), and Residence Life (if applicable), as well as the Mina Rees Library, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave. Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A \$10 readmission fee will be assessed upon the student's return. During the period of the leave, no changes in academic status, including such matters as the scheduling and taking of qualifying exams, application for en-route degrees, and advancement to candidacy, may be effected.

4. Non-Matriculated Status [THIS PROGRAM IS CURRENTLY SUSPENDED DUE TO OVERENROLLMENT OF MATRICULATED STUDENTS]

The Political Science Program offers courses on a non-matriculated basis *if* the applicants are in the process of applying for admission (matriculation). Also, the following rules apply for non-

matriculation.

- A. Non-matriculate applicants must have an overall undergraduate GPA (grade point average) of 3.00 or higher. If the applicant has a master's degree, the overall GPA must also be 3.00 or higher.
- B. Non-matriculate applicants are not required to take the GRE (Graduate Record Exam).
- C. If non-matriculate applicants already have official transcripts on file with the Office of Admissions, the Program will retrieve and copy the transcripts for the applicants. Otherwise, non-matriculate applicants must submit original (but not official) college transcripts to the Program. These transcripts must clearly show the applicant's name, name of institution, degree awarded, date of degree awarded, and GPA. These transcripts become the property of the Program.
- D. Approved non-matriculate applicants are required to complete a registration form at the Political Science Program Office. The applicants will then receive instructions on how to register, which must be done in person.
- E. Non-matriculate applicants are restricted to 3-credit courses. Applicants that have completed graduate courses from a prior institution may be permitted by the Executive Officer to take 4-credit courses. The Graduate Center rules restrict the number of courses that non-matriculate applicants can take to a total of two courses.
- F. Non-matriculated students who do not get a 3.0 in the first course in which they enroll will not be permitted to enroll for a second course.
- G. Applicants that have been rejected for admission to the Program will not be permitted to take courses on a non-matriculated basis.
- H. Approval for non-matriculation does not guarantee admission to the Program. However, if non-matriculated students are admitted to the Program, their non-matriculated courses will count toward their degrees.
- I. Any questions regarding registration, tuition rates, etc., should be directed to the Registrar's Office at (212) 817-7500.

PART SEVEN

OTHER MATTERS

1. Orientation for New Students

The Program conducts a new student orientation each semester to acquaint incoming students with the basic structure of the Program including curriculum, examinations, research and teaching opportunities, and the dissertation. It also serves as a forum for the discussion of professional issues such as placement, teaching, and publishing.

2. Colloquia - Guest Speakers

The Program, from time to time, sponsors colloquia of broad interest for students and faculty in all fields. Announcements of speakers and colloquia topics are published in the Newsletter, the GSUC calendar of Events, and posted on the Political Science bulletin boards and email lists.

3. The Inter-University Consortium for Political Research

The doctoral program is a member of the Inter-University Consortium for Political and Social Research (ICPSR), based at the University of Michigan. Their data archives contain over 5,000 separate data sets including surveys on mass/elite attitudes, census, demographic, and election returns which constitute a major resource for teaching and/or research. In addition, each summer the ICPSR offers special courses in quantitative analysis which are open to interested students in the doctoral program. Funding for attending summer courses are sometimes available. The Graduate Center liaison for the ICPSR is Florian Lengyel in Information Resources.

4. Program Common Room & Student Mail Drop

A political science common room has been established for students and faculty. As a convenience for students, this lounge has computers, printers, student mailboxes and lockers.

5. Program Email listservs

The Program has two student email listservs. The student information listserv allows faculty and program officers to make postings to disseminate information to the students. The student discussion listserv is for students only. Contact the office for directions on how to sign up for these listservs.

6. Program Web Site

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

Appendix A.

Example timeline for **Full Time Ph.D. Student**

These examples are to help students through the degree process. Many variations are possible.

1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
<ul style="list-style-type: none"> • 9 credits in 1st semester. • 9 credits in 2nd semester. • At least one course in Theory. • Select major and minor by end of year. 	<ul style="list-style-type: none"> • 9 credits in 1st semester. • 10 credits in 2nd semester. • Compete 700-level courses in major and minor. • Course in 1st "other field." Two or three 800-level courses. 	<ul style="list-style-type: none"> • 4 credits in 1st semester. • 4 credits in 2nd semester. • First Exam in minor in January & in major in August. • Apply transfer credits (if any). • Course in 2nd "other field." • Complete 3rd course in "other field." 	<ul style="list-style-type: none"> • 8 credits (if needed) 1st semester. • 4 credits (if needed) 2nd semester. • Complete 2nd Exam by end of year. 	<ul style="list-style-type: none"> • 3 credits in 1st semester. • Dissertation research. 	<ul style="list-style-type: none"> • Complete Dissertation

GC Time Limit for Degrees:

All requirements for the doctoral degree must be completed no later than eight years after matriculation. (Online Bulletin '04-'05, p.26.)

Students who matriculate after the completion of 30 credits of acceptable work must complete all requirements within seven years. (Online Bulletin '04-'05, p.26.)

Example timeline for **Part Time Ph.D. Student**

These examples are to help students through the degree process. Many variations are possible.

1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year
<ul style="list-style-type: none"> • 6 credits in 1st semester. • 6 credits in 2nd semester. • At least one course in Theory. • Select major and minor by end of year or middle of next year. 	<ul style="list-style-type: none"> • 6 credits in 1st semester. • 7 credits in 2nd semester. • Complete 700-level courses in major and minor. • Course in 1st "other field." • Two or three 800-level courses. 	<ul style="list-style-type: none"> • 7 credits in 1st semester. • 7 credits in 2nd semester. 	<ul style="list-style-type: none"> • 4 credits in 1st semester. • 4 credits in 2nd semester. • First Exam in minor in January & in major in August. • Apply transfer credits (if any). 	<ul style="list-style-type: none"> • 7 credits (if needed) in 1st semester. • 6 credits (if needed) in 2nd semester. • Complete course in 2nd "other field." • Complete 3rd course in "other field." • Complete 2nd Exam by end of year. 	<ul style="list-style-type: none"> • Dissertation research 	<ul style="list-style-type: none"> • Dissertation research. 	<ul style="list-style-type: none"> • Complete dissertation.

GC Time Limit for Degrees:

All requirements for the doctoral degree must be completed no later than eight years after matriculation. (Online Bulletin '04-'05, p.26.)

Students who matriculate after the completion of 30 credits of acceptable work must complete all requirements within seven years. (Online Bulletin '04-'05, p.26.)

Example timeline for **Full Time MA Student**

These examples are to help students through the degree process. Many variations are possible.

1st Year

- 9 credits in 1st semester.
- 9 credits in 2nd semester.
- 2-3 courses in major field.
- One or two 800-level courses.

2nd Year

- 9 credits in first semester.
- 3 credit Thesis Tutorial in 2nd semester.
- One course in another field.
- Complete all requirements.

GC Time Limit for Degrees:

| All requirements for the Master's degree must be completed no later than four years after matriculation. (Online Bulletin '04-'05, p.26.)

Example timeline for **Part Time MA Student**

These examples are to help students through the degree process. Many variations are possible

1st Year

- 3-6 credits in 1st semester.
- 3-6 credits in 2nd semester.
- 2-3 courses in major field.
- One course in another field.

2nd Year

- 3-6 credits in 1st semester.
- 3-6 credits in 2nd semester.
- One course in another field.
- One or two 800-level courses.

3rd Year

- 3-6 credits in 1st semester.
- 3-6 credits in 2nd semester.
- Complete major field requirement.
- Complete other field requirement.
- One or two 800-level courses.

4th Year

- 3 credit Thesis Tutorial.
- Complete all requirements.

GC Time Limit for Degrees:

| All requirements for the Master's degree must be completed no later than four years after matriculation. (Online Bulletin '04-'05, p.26.)