

# GRADUATE HANDBOOK 2012-2013

## DEPARTMENT OF POLITICAL SCIENCE

### UNIVERSITY OF CALIFORNIA, DAVIS

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**GRADUATE PROGRAM PERSONNEL  
2012-2013**

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**GRADUATE PROGRAM IN POLITICAL SCIENCE  
M.A. & Ph.D. DEGREE REQUIREMENTS  
Revised: 8/22/2011  
Graduate Council Approval: June 1, 2012**

**Ph.D. PROGRAM**

**1) Admissions Requirements**

Acceptance into the Ph.D. program is based on a review of the applicant's overall past academic performance. Since the number of applicants is substantially larger than the number of available slots, admission to the graduate program is highly competitive.

All applicants must submit the Graduate Studies application available through the Office of Graduate Studies. Applicants who have not studied at a university where English is the primary language of instruction, must meet the minimum scores on an English proficiency examination: TOEFL or IELTS or other University approved examination.

The review centers on the following components:

1. Undergraduate grade point average (and prior graduate grade point average if applicable): the university requires a minimum grade point average of 3.0; typically the grade point average of admitted students is substantially higher;
2. Graduate record examination scores (general test);
3. Sample of written work (an original essay of 5 – 30 pages); and
4. Three letters of recommendation should be submitted by persons familiar with the applicant's **academic** background and potential.

Students applying to the Ph.D. may also complete an interview, when requested by either the committee or student.

It should be emphasized that the Graduate Admissions Committee weighs all these factors in evaluating an applicant's potential for Ph.D. study.

**Students may apply to the Ph.D. program without an M.A. degree.** Students admitted into the Ph.D. program without an M.A. degree may petition, through Graduate Affairs Committee, for an M.A. after completing the Department's M.A. requirements, including the master's thesis.

Part-time status is not available for Ph.D. students. All Ph.D. students must enroll in the program as full-time students.

**2) DOCTOR OF PHILOSOPHY DEGREE – PLAN C**

This plan requires a written dissertation and a final oral examination, overseen by a three member (minimum) dissertation committee.

### 3) **Course Requirements**

Students must select two fields of study from American Politics, Comparative Politics, International Relations, and Political Theory. The major field is the one in which the dissertation is written.

#### **a) Core Courses (28-36 units)**

##### **Methodology Requirement:**

POL 211 (4 units)

POL 212 (4 units)

*Students whose major field is **NOT** Political Theory also take:*

POL 213 (4 units)

POL 215 (4 units)

##### **Field Requirement:**

*Students select 3 courses from the following:*

POL 209 (4 units)

POL 220 (4 units)

POL 223 (4 units)

POL 242 (4 units)

##### **Research Requirement:**

POL 214A (4 units)

POL 214B (4 units)

#### **b) Elective Courses (32 units minimum)**

Students select courses in consultation with their adviser in relation to the fields of study they choose, according to Appendix A.

For the major field and second field, students must complete a minimum of five courses in each field in the 200 series (with the core course being required and counting toward this distributive requirement). If the first or second field is Methodology, students must complete a minimum of four courses in the first and second fields as well as complete a minimum of three courses in the 200 series in a third field (with the core course being required and counting toward this distributive requirement).

Students whose major field is Political Theory must take the equivalent of one year of a foreign language potentially relevant to dissertation research. This requirement may be fulfilled by taking the equivalent of one year of coursework in a foreign language, or by placement examination. The requirement must be fulfilled before advancing to candidacy.

### c) Summary

60-68 units minimum required or as determined based on plan of study created in consultation with the adviser.

- A minimum course load is 12 units each academic quarter.
- Only courses in the 100 and 200 series, with a grade of B- or better (or of satisfactory in non-graded courses), may be counted toward the degree.
- Students must maintain a minimum 3.4 GPA in 100 and 200 level courses in order to remain in good standing and to graduate.
- Students may not accumulate more than eight units of incomplete grades to remain in good standing.
- Students must be in residence (i.e., be registered in twelve units of 100 or 200 level course work) for at least six quarters. Two consecutive six-week summer sessions count as one regular quarter.

## 4) Special Requirements

### a) Comprehensive Examinations

The comprehensive exams are 48 hour, take-home, written exams in the students first and second fields of study. In order to guide students in preparing for examinations, the descriptions of political science fields are attached in Appendix A.

- i) Ph.D. field examinations are scheduled each Fall Quarter.
- ii) Students must take and pass field examinations in their primary and secondary fields of study, prior to taking the Qualifying Examination.
- iii) Sign-up sheets are distributed in student mailboxes at least one month prior to the week of examinations during their third year.
- iv) Copies of past examination questions are on open file in the Graduate Office.
- v) Comprehensive examination committees (which consist of three ladder faculty in the Department of Political Science) review examinations and assign a grade of pass or no pass. Any written comments are given to the student and also become part of the student's file.
- vi) Students are encouraged to consult with members of the field examination committees after grades are reported.
- vii) It should be understood that the comprehensive are field examinations and the material covered is likely to go beyond material covered in graduate courses taken in the field. Students should meet with members of the Field Examination Committee in advance of the examination to discuss preparation and expectations.
- viii) The department will provide graduate students, on special request, a computer for taking Ph.D. examinations. Students must indicate in writing to the Graduate Program Coordinator their wish to use a computer at the time they sign up to take their examinations. Because the department is responsible for providing this equipment, the only word processing program that will be made

available is MS Word.

ix) See Appendix C for methods of evaluation.

**b) Qualifying Examination**

After all the other degree requirements but the dissertation are met, students are required to pass a qualifying examination by the conclusion of the Spring Quarter of their third year in the program. This exam consists of an oral presentation of an independent research paper that must be of publishable or near-publishable quality. After an oral presentation, there will be open questioning by the examination committee on the subject matter of the paper as well as on the subject matter within the primary field of study. A student who receives a report of "Not Pass" for the qualifying exam will be given one academic quarter to complete satisfactorily this requirement. A second failure will result in a recommendation of termination from the program.

- i) The composition of the qualifying examination committee is described in Section 5 c.
- ii) The Qualifying examination committee reports the results of the examination to Graduate Studies, indicating one of the following:
  - 1) Superior/Pass: Recommendation that the student be advanced to candidacy.
  - 2) Not Pass: Committee specifies how deficiencies in the student's performance must be corrected within one academic quarter. Not Pass can be reported only once. If the student fails to complete the requirements set forth, a report of Fail must be submitted to Graduate Studies.
    - a) The Qualifying Examination Committee advises the student that the examination must be taken within one academic quarter and the Committee will report Not Pass to Graduate Studies with an indication of retake requirements; or
    - b) If the student has taken the examination twice, the Committee reports Fail to Graduate Studies and recommends termination from the program.
  - 3) Fail: Recommendation that the student be terminated from the program.

c) **Teaching Assistant Requirement:** Two quarters service as a teaching assistant.

**5) Committees**

a) Admissions Committee

Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of 5-7 graduate program faculty. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted through Jan 15 for the next Fall

with priority consideration for applications submitted before December 15 of the previous year.

b) Course Guidance Committee

A Guidance Committee of three faculty members serves from the time a Ph.D. student has filed a Plan of Study (prior to the start of the Fall quarter of their second year) until the qualifying examination has been taken and passed. See Appendix B for additional details.

c) Field Examination Committee

The department chair assigns faculty members to serve on the Field Examination Committees each year. There is one committee for each of the five subfields. Each committee is composed of a minimum of three individuals. The members of the committee evaluate the comprehensive examinations in that field and serve on the qualifying examination committee for any exams in that field.

d) Qualifying Examination Committee

The Qualifying Examination Committee, composed of a minimum of five individuals, is officially appointed by the Dean of Graduate Studies (as delegated by the Graduate Council) based on recommendations from the student and the Guidance Committee. It is the student's responsibility to contact the proposed Qualifying Examination Committee members and to receive their agreement to serve. Students should complete and submit the Application for Qualifying Exam during the quarter they successfully pass both field exams. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council B.1.). The major professor should not serve as Chair of the committee. One member of the committee must be from outside the Political Science graduate program.

e) Dissertation Committee

The Dissertation Committee, composed of a minimum of three individuals, is officially appointed by the Dean of Graduate Studies (as delegated by the Graduate Council) based on recommendations from the student and the department graduate advisor. It is the student's responsibility to contact the proposed Dissertation Committee members and to receive their agreement to serve.

## 6) Advising Structure and Mentoring

The **Major Professor** is the faculty member who supervises the student's research and dissertation; this person serves as the Chair of the Dissertation Committee. The **Graduate Advisor**, who is appointed by the Chair of the program, is a resource for information on academic requirements, policies and procedures, mentorship, and registration information until the Course Guidance Committee is formed.



## 7) Advancement to Candidacy

The student is eligible for Advancement to Candidacy after successful completion of all graduate program degree requirements and after passing the Qualifying Examination. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy. Students are expected to advance to candidacy by the end of their ninth quarter. Refer to the Graduate Council website for additional details regarding the Doctoral Qualifying Examination at <http://www.gradstudies.ucdavis.edu/gradcouncil/Doctoral%20Qualifying%20Examinations%204-9-08.pdf>.

## 8) Dissertation requirements

- a) Students must complete a dissertation on an appropriate subject bearing on the major field of study, selected in consultation with the Dissertation Committee. The committee should be comprised of three members of the Academic Senate, at least two of whom--including the chair--are members of the Political Science Department. Students must present a final oral defense of their dissertation to their Dissertation Committee.
- b) The Department recommends that students present a dissertation prospectus orally before the Dissertation Committee prior to submitting it. In our experience, such a presentation is quite helpful for students. The Dissertation Committee guides the candidate in their research, schedules the prospectus presentation/defense as well as conferences with the candidate as may be necessary, and evaluates the dissertation prospectus and the dissertation. The dissertation must meet standards of form and style set by the UCD Graduate Council and be endorsed by the Council.
  - Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.4 in all course work undertaken (except those courses graded S or U), and must have passed a Qualifying Examination before a committee appointed to administer that examination.
  - All students will complete the course requirements before taking their Qualifying Examination.
  - An independent research paper (such as one prepared for a conference or a research paper created through POL214) should be provided to members of the qualifying examination committee at least 1 week before the qualifying exam. The qualifying exam must be taken by the ninth quarter after admission to the Ph.D. program.
  - According to university policy, graduate students cannot hold an academic title (e.g., Teaching Assistant, Research Assistant) for more than 9 quarters before passing their Qualifying examination.

- Passing this exam makes the student eligible for advancement to candidacy.
- c) A final oral examination of the dissertation is required. The examination shall be conducted by the Dissertation Committee. The examination shall consist of an oral presentation of the dissertation, and shall consist primarily of questions arising out of the relationship of the dissertation to the general field of study in which the subject of the dissertation lies. After the examination, the Dissertation Committee shall confer and determine whether the student passed the defense. In the event that a student does not pass the defense, the student will work on refining their research focus for their dissertation and present another defense for their committee prior to continuing with their dissertation research.

## 9) Normative Time to Degree

Normative Time to Advancement to Candidacy is 3 years. Normative Time from start of program to completion of dissertation is 5 years.

## 10) Typical Time Line and Sequence of Events

**Progress Toward Degree:** Students should normally complete the degree in five academic years of full-time study. The following should be completed:

- ◆ **By the beginning of the fourth quarter in the program,** select a Guidance Committee.
- ◆ **By the beginning of the fourth quarter,** submit a Plan of Study outlining program of graduate study.
- ◆ **In Fall Quarter of the third year,** pass field exams in two fields, in their first and second fields, as specified in Section 4.
- ◆ **By the conclusion of Spring Quarter** of the third year in the program (9<sup>th</sup> quarter), pass the Qualifying Examination after completing all other degree requirements other than the dissertation (see section 3 for coursework requirements). This examination consists of an oral presentation of a paper of publishable or near-publishable quality.

## 11) Sources of funding

### a) Departmental Financial Support

#### 1) Teaching Assistantship Support Policy:

- a. Teaching assistantships are awarded by the department on the basis of merit, considering performance both as a student and as a teaching assistant.
- b. To renew a teaching assistantship, students must:
  - i. Apply
  - ii. Maintain a minimum 3.4 GPA
  - iii. Have no more than eight units of incomplete grades outstanding on

the record

- iv. Make normal progress toward the degree
  - v. Demonstrate satisfactory performance as a teaching assistant
- c. Graduate Studies policy states that "graduate students may be appointed in one or a combination of academic titles during the first 9 academic quarters, after which they must be Advanced to Candidacy for continued employment eligibility. After advancement, students may be appointed up to a maximum of 15 quarters as teaching assistant/associate-in. Summer appointments are excluded from these limits. Students who advance to candidacy prior to the 9-quarter limit may serve up to 15 quarters."
- 2) Readerships:
- a. Graduate students may be employed on an hourly basis to grade examinations and papers in upper division classes.
  - b. Readers are not paid for time spent at lectures or other preparation.
  - c. Readers may be paid **UP TO 1.5** hours per student per quarter.
  - d. Readers may not grade examinations or papers of other graduate students.
  - e. A student may not take a course for academic credit and read for the course at the same time.
- 3) Other Departmental Financial Support:
- a. Hourly employment as a research assistant is sometimes made available by members of the faculty who hold research grants.
  - b. The Department has some funds that can be allocated to students for travel to professional conferences for the purpose of delivering a paper. Applications (including an abstract of the paper and a proposed budget for the travel) should be submitted to the Director of Graduate Studies.

#### **b) Graduate Studies Financial Support**

Students are urged to familiarize themselves with the services and information available in the Graduate Student Support section of Graduate Studies and the Office of Research located in 410 Mrak (2-2075).

Graduate Fellowships: Continuing students must file applications in the department Graduate Office by January 15. All students who apply for merit or need based awards are required to file a FAFSA.

UCD Graduate Research Awards: Each spring announcement is made of monies available and terms of application for graduate student research. If approved, grants become effective July 1. Applicants need to have a FAFSA on file.

Graduate Student Travel Awards: Twice a year announcement is made of funds available and terms of application for graduate students attending meetings to present their research. Applicants need to have a FAFSA on file.

Intercampus Research Grants: Funds may be provided for students traveling to other campuses for research. Application includes a letter from the major professor, endorsement by the chair of the department, and a brief statement of

the research project. Applicants need to have a FAFSA on file.

d) **Financial Aid Office** (<http://financialaid.ucdavis.edu>):

The Financial Aid office handles the Work Study Program, emergency loans, NDEA loans and short-term loans. They are located in Dutton Hall, phone: 530-752-9246.

**12) PELP and Filing Fee status**

Information about PELP (Planned Educational Leave) and Filing Fee status can be found in the Graduate Student Handbook: <http://www.gradstudies.ucdavis.edu/publications/>

**13) Leaving the Program Prior to Completion of the Ph.D. Requirements**

Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled all the requirements (see Masters section). Students can use the Change of Degree Objective form available from the Registrar's Office:

<http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf>

## MASTER'S PROGRAM

### 1) Admissions Requirements

All students are admitted only to the Ph.D. program but may obtain a Masters of Arts en route to the Ph.D. Students are admitted for the joint M.A./J.D. in coordination with the Law School. The M.A. degree is offered in the following fields: American Government and Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory. Students may apply for the M.A. or MA/JD once they have completed all the requirements successfully and by using the Master's Report Form (available from the Office of Graduate Studies). Those who enter with an M.A. degree in political science are not eligible to apply for the M.A. from UC Davis.

### 2) MASTERS OF ARTS DEGREE – Plan I (Thesis)

This plan requires a minimum of 30 units of coursework. **At least 24 of the 30 units must be graduate work in the major field.** In addition, a thesis is required.

### 3) Course Requirements

Core and Electives (30 units)

#### a) Core Courses (20 units):

**Methodology Requirement – must be taken in the first year:**

POL 211 (4 units)

POL 212 (4 units)

**Field Requirements – must take 3 of the following:**

POL 209 (4 units)

POL 220 (4 units)

POL 223 (4 units)

POL 242 (4 units)

#### b) Elective Courses (10 units):

Remaining units are divided according to the needs and interests of the student, in consultation with the adviser, but a minimum of 4 of these units must be in Political Science.

#### c) Summary:

A minimum of 30 units is required; 20 units in the core and 10 units of electives.

- A minimum of 28 units must be in the 200 series.
- A minimum of 24 units must be in Political Science.
- At least 16 units must be in graded courses. (A graded course is one offered and taken for a letter grade.)

- A minimum course load is 12 units each academic quarter.
- Only courses in the 100 and 200 series, with a grade of C- or better (or a satisfactory in non-graded courses), may be counted toward the degree.
- To remain in good standing, a student must maintain a minimum 3.0 GPA overall in 100 and 200 level courses and accumulate no more than 8 units of incomplete grades. Students whose record falls below these requirements are put on academic probation.
- At least one-half of total units taken for the degree must be for a letter grade.

#### 4) **Special requirements**

None.

#### 5) **Committees**

##### a) **Admission Committee**

All students are admitted only to the Ph.D. program but may obtain an MA en route. The PhD admissions committee reviews all PhD applications. Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of at least 5 graduate program faculty. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted through Jan 15 for the next Fall with priority consideration for applications submitted before December 15 of the previous year.

##### b) **Course Guidance or Advising Committee**

Students are assigned a faculty adviser, and need to consult with their adviser each quarter before enrolling in courses. The Political Science Graduate Director will be responsible for signing forms that require a Graduate Adviser's signature.

##### c) **Thesis Committee**

The student, in consultation with his/her major professor and graduate advisor, nominates 3 faculty to serve on the Thesis Committee, selecting one to serve as Chair. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.).

#### 6) **Advising Structure and Mentoring**

The **Major Professor** is the faculty member who supervises the student's research and thesis; this person serves as the Chair of the Thesis Committee. The **Graduate Advisor**,

who is appointed by the Chair of the program, is a resource for information on academic requirements, policies and procedures, mentorship, and registration information until the Course Guidance Committee is formed.

## 7) **Advancement to Candidacy**

Every student must file an official application for Candidacy for the Degree of Master of Arts after completing one-half of their course requirements and at least one quarter before completing all degree requirements. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and thesis committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the Thesis Committee Chair, the appropriate graduate staff person, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

## 8) **Thesis Requirements**

### a) **Thesis Requirements (Plan I)**

Upon completion of required course work, the student should begin preparing a thesis paper, which is reviewed by the student's Thesis Committee. This paper is to be a contribution to scholarly knowledge in political science, which can have been produced in the context of the student's graduate course work.

After the Graduate Adviser approves the thesis topic, the student and the Graduate Adviser will nominate a thesis reading committee. The Dean of Graduate Studies will appoint the committee. The student will then write his/her thesis and submit it to the committee for review and approval.

All committee members must sign the thesis title page to certify their satisfaction with the thesis. In case the committee members cannot reach a unanimous decision to accept the thesis, but a majority is favorable, the majority and minority should report their separate opinions of the thesis' merit to the Dean of Graduate Studies. The Dean will refer this information to the Administrative Committee of the Graduate Council for a final decision.

If the quality of the thesis is unacceptable, the committee should give the student a clearly specified period of time to improve the thesis, usually one quarter or more. If, after that period of time, the thesis is still unacceptable to a majority of the committee, the majority may recommend to the Dean that the student be disqualified from further graduate study.

***Filing the Thesis***

The student is responsible for observing the filing dates and preparing the thesis according to the proper format. Candidates may choose to submit the thesis electronically. Instructions for electronic submission can be located on the Graduate Studies Web site at:

[http://www.gradstudies.ucdavis.edu/students/degree\\_candidates.html](http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

***Dates***

For a schedule of filing dates and instructions on thesis preparation, go online to: <http://www.gradstudies.ucdavis.edu/students/filing.html>. For a general calendar of deadline dates applicable to master’s students, go online to: <http://www.gradstudies.ucdavis.edu/students/calendar.html>. These dates are also available in the *UC Davis General Catalog*.

***Forms***

The following two documents must accompany the thesis and can be found online:

- *University Library Release Form*, <http://www.gradstudies.ucdavis.edu/forms>

- *Graduate Program Exit Information Form*,

[http://www.gradstudies.ucdavis.edu/students/degree\\_candidates.html](http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

**9) Typical Time Line and Sequence of Events**

**Year 1:**

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
<b>POL 211</b>	<b>POL 212</b>	<b>POL 213 (optional)</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL 209/220/223/242</b>	<b>POL 209/220/223/242</b>	<b>POL 209/220/223/242</b>



**Year 2:**

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>

*M.A. Thesis Submitted*

**10) PELP and Filing Fee status.**

Information about PELP (Planned Educational Leave) and Filing Fee status can be found in the Graduate Student Handbook:

<http://www.gradstudies.ucdavis.edu/publications/>

**11) Sources of Funding**

a) M.A. students may hold a teaching assistantship for no more than six quarters. If the award is made at the beginning of the student's second year in the M.A. program, the limit is three quarters.

b) To renew a teaching assistantship, students must:

- 1) Apply
- 2) Maintain a minimum 3.4 GPA
- 3) Have no more than eight units of incomplete grades outstanding on the record
- 4) Make normal progress toward the degree
- 5) Demonstrate satisfactory performance as a teaching assistant

## **MASTER OF ARTS DEGREE: JOINT DEGREE WITH LAW SCHOOL**

The Department of Political Science and the School of Law offer a joint M.A./J.D. degree. Students must apply and be admitted to each program separately.

### **1) Admissions Requirements**

First-year law students apply to the graduate program in Political Science. Students should submit a Graduate Studies application, as well as all application materials (transcripts, letters of recommendation, statement of purpose, scores from the GRE or LSAT, and a sample of written work, and TOEFEL or IELTS if required). Students are also required to submit a Double Major Petition to complete both the JD and the MA.

### **2) Degree Requirements**

Students in the joint degree program must meet all the requirements for the M.A.

#### **a) Core Courses (20 units)**

##### **Methodology Requirement – must be taken in the first year:**

POL 211 (4 units)

POL 212 (4 units)

##### **Field Requirements – must take 3 of the following:**

POL 209 (4 units)

POL 220 (4 units)

POL 223 (4 units)

POL 242 (4 units)

#### **b) Elective Courses (10 units)**

Remaining units are divided according to the needs and interests of the student, in consultation with the adviser.

#### **c) Summary**

A minimum of 30 units is required; 20 units in the core and 10 units of electives.

- A minimum of 28 units must be in the 200 series.
- A minimum of 24 units must be in Political Science.
- At least 16 units must be in graded courses. (A graded course is one offered and taken for a letter grade.)
- A minimum course load is 12 units each academic quarter.
- Only courses in the 100 and 200 series, with a grade of C- or better (or a satisfactory in non-graded courses), may be counted toward the degree.
- To remain in good standing, a student must maintain a minimum 3.0 GPA overall in 100 and 200 level courses and accumulate no more than 8 units of incomplete grades. Students whose record falls below these requirements are put on academic probation.
- At least one-half of total units taken for the degree must be for a letter grade.

### 3) **Special requirements**

None.

### 4) **Advising**

Each student will be assigned a faculty adviser, and students consult with their adviser each quarter before enrolling in courses. The Political Science Graduate Director will be responsible for signing forms that require a Graduate Adviser's signature.

### 5) **Committees**

#### a) **Admission Committee**

Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of 5-7 graduate program faculty. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted through Jan 15 for the next Fall entering class with priority consideration for applications submitted before December 15 of the previous year.

#### b) **Course Guidance or Advising Committee**

Students are assigned a faculty adviser, and need to consult with their adviser each quarter before enrolling in courses. The Political Science Graduate Director will be responsible for signing forms that require a Graduate Adviser's signature.

#### c) **Thesis Committee**

The student, in consultation with his/her major professor and graduate advisor, nominates 3 faculty to serve on the Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.). For students continuing in the PhD program, the major professor should not serve as Chair of the Thesis Committee.

### 6) **Advising Structure and Mentoring**

**The Major Professor** is the faculty member who supervises the student's research and thesis; this person serves as the Chair of the Thesis Committee.

**The Graduate Advisor**, who is appointed by the Chair of the program, is a resource for information on academic requirements, policies and procedures, mentorship, and registration information until the Course Guidance Committee is formed.

## **7) Advancement to Candidacy**

Every student must file an official application for Candidacy for the Degree of Master of Political Science after completing one-half of their course requirements and at least one quarter before completing all degree requirements. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and thesis committee Chair sign the candidacy form before it can be submitted to Graduate Studies. Students are expected to advance to candidacy prior to their eleventh quarter at UC Davis. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the Thesis Committee Chair, the appropriate graduate staff person, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

## **8) Thesis Requirements**

Upon completion of required course work, the student should begin preparing a thesis paper, which is reviewed by the student's Thesis Committee. This paper is to be a contribution to scholarly knowledge in political science which can have been produced in the context of the student's graduate course work.

After the Graduate Adviser approves the thesis topic, the student and the Graduate Adviser will nominate a thesis reading committee. The Dean of Graduate Studies will appoint the committee. The student will then write his/her thesis and submit it to the committee for review and approval.

All committee members must sign the thesis title page to certify their satisfaction with the thesis. In case the committee members cannot reach a unanimous decision to accept the thesis, but a majority is favorable, the majority and minority should report their separate opinions of the thesis' merit to the Dean of Graduate Studies. The Dean will refer this information to the Administrative Committee of the Graduate Council for a final decision.

If the quality of the thesis is unacceptable, the committee should give the student a clearly specified period of time to improve the thesis, usually one quarter or more. If, after that period of time, the thesis is still unacceptable to a majority of the committee, the majority may recommend to the Dean that the student be disqualified from further graduate study.

### ***Filing the Thesis***

The student is responsible for observing the filing dates and preparing the thesis according to the proper format. Candidates may choose to submit the thesis electronically. Instructions for electronic submission can be located on the Graduate Studies Web site at:

[http://www.gradstudies.ucdavis.edu/students/degree\\_candidates.html](http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

### ***Dates***

For a schedule of filing dates and instructions on thesis preparation, go online to:

<http://www.gradstudies.ucdavis.edu/students/filing.html>. For a general calendar of deadline dates applicable to master's students, go online to:

<http://www.gradstudies.ucdavis.edu/students/calendar.html>. These dates are also available in the *UC Davis General Catalog*.

### ***Forms***

The following two documents must accompany the thesis and can be found online:

- *University Library Release Form*, <http://www.gradstudies.ucdavis.edu/forms>

- *Graduate Program Exit Information Form*,

[http://www.gradstudies.ucdavis.edu/students/degree\\_candidates.html](http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

## **9) Typical Time Line and Sequence of Events**

### **Year 1:**

<b><i>Fall</i></b>	<b><i>Winter</i></b>	<b><i>Spring</i></b>
<b>POL 211</b>	<b>POL 212</b>	<b>POL 213 (optional)</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL 209/220/223/242</b>	<b>POL 209/220/223/242</b>	<b>POL 209/220/223/242</b>

### **Year 2 or 3:**

<b><i>Fall</i></b>	<b><i>Winter</i></b>	<b><i>Spring</i></b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>
<b>POL elective</b>	<b>POL elective</b>	<b>POL elective</b>

***M.A. Thesis Submitted***

### **Normative Time to Degree**

Normative time to advancement to candidacy is one year. Normative time from start of program to completion of thesis is 2 to 3 years.

### **10) PELP and Filing Fee status.**

Information about PELP (Planned Educational Leave) and Filing Fee status can be found in the Graduate Student Handbook:

<http://www.gradstudies.ucdavis.edu/publications/>

### **11) Sources of Funding**

a) M.A. students may hold a teaching assistantship for no more than six quarters. If the award is made at the beginning of the student's second year in the M.A. program, the limit is three quarters.

b) To renew a teaching assistantship, students must:

- 1) Apply
- 2) Maintain a minimum 3.4 GPA
- 3) Have no more than eight units of incomplete grades outstanding on the record
- 4) Make normal progress toward the degree
- 5) Demonstrate satisfactory performance as a teaching assistant

## APPENDIX A for PhD Program: Fields of Study

- A. American Politics
- B. Political Theory
- C. Comparative Politics
- D. International Relations
- E. Political Methodology

Students must select two fields of preparation from American Politics, Political Theory, Comparative Politics, International Relations, and Methodology. If Methodology is one of the first two fields, students must also select a third field from the above. The dissertation is written in the **major/first field**.

For the **major field and second field**, students must complete five courses in each field in the 200 series (with the core course being required and counting toward this distributive requirement). If a student opts to have Methodology as first or second field, s/he must complete a minimum of four courses in the first and second field along with three courses in a third field.

For the **third field**, students must complete three courses each in the 200 series (with the core course being required and counting toward this distributive requirement if the third field is within political science).

### A. American Politics

While some course work is essential as a minimal requirement for work in this field, preparation for examinations can best be undertaken through extensive reading. Students are expected to consult with faculty members teaching in the field as to basic readings in specific subject areas, the scope of expected knowledge, etc.

#### Courses:

Political Science 201-209; 250; 260-261, 274\*, 282-286; 290A and 290E

*\*Subject to instructor approval*

Core Course: Political Science 209

#### Ph.D. Field Examination:

Students must answer questions selected from each group:

Group A: American Politics, Public Opinion, Political Parties and Groups

Group B: American Government - National Institutions

### B. Political Theory

#### Courses:

Political Science 218; 219A-C; 220; 290B

Core course: Political Science 220

Classes in the political theory subfield at UC Davis take a broadly textual approach to the history of political thought, focusing on major political philosophers from the ancient, medieval, modern, and contemporary eras. They provide students with training in textual analysis that is also sensitive to the broader philosophical issues and historical contexts necessary for understanding these texts.

**Ph.D. Field Examination:**

Students are examined in two of the above subfields.

**C. Comparative Politics**

**Courses:**

Political Science 241-248; 274, 290F

Core Course: Political Science 242

**Ph.D. Field Examination:**

Students are examined within the field as defined in 1 and 2 below. A student in Comparative Politics is expected to demonstrate proficiency in:

1. Theoretical frameworks and methods of analysis commonly employed in Comparative Politics.
2. An in-depth understanding of the literature on major themes in Comparative Politics.

**D. International Relations**

**Courses:**

Political Science 223-231; 279; 290C

*NOTE:* POL 279 may count towards either International Relations or Methodology, but not both.

Core course: Political Science 223

**Ph.D. Field Examination:**

Ph.D. students are examined on the basis of seminars offered in the field of International Relations. Students are encouraged to consult with members of the Field Committee in preparation for the examination.

**E. Political Methodology**



**Courses:**

Political Science 210-213; 215-217; 279; 280; 282; 290G

All students are required to take Political Science 211 and 212, and all students except those whose first field is political theory are required to take Political Science 213 and 215. Those students testing in methodology must also complete three additional courses in methods beyond the required courses (with 213 and 215 together being counted as the “core course” in political methodology). These additional classes may be taken from departments other than Political Science with approval of the student’s Guidance Committee.

*NOTE:* POL 279 may count towards either International Relations or Methodology, but not both.

Examples of courses in other departments include, but are not limited to:

ECN 203B	Advanced Economic Theory: Game Theory
ECN 240A	Econometric Methods
ECN 240B	Econometric Methods
ECN 240C	Econometric Theory
ECN 240D	Topics in Econometric
PSC 207A	Causal Modeling of Correlational Data
PSC 207B	Applied Multivariate Analysis of Psychological Data
SOC 206	Quantitative Analysis in Sociology
SOC 207A	Methods of Quantitative Research
SOC 207B	Methods of Quantitative Research
SOC 242A	Comparative Methods in Historical Sociology
SOC 242B	Comparative Methods in Historical Sociology

## APPENDIX B for PhD Program: Plan of Study Requirement

### A. Preparation:

- a. Upon entrance into the Ph.D. program students should seek a chair for their Guidance Committee on the basis of their main area of interest. The student consults with the Ph.D. Adviser and/or Guidance Committee Chair regarding the preparation of the Plan of Study and selection of a Guidance Committee.
- b. The Plan of Study must be submitted by the beginning of the fourth quarter. Requests for variance from this deadline must be submitted to the GAC in writing.

### B. Content: The Plan of Study includes the following:

- a. Identification of major, second, and third fields (third field optional).
- b. A listing of previous and proposed course work, including where and when the work was taken or will be taken. Subject matter should be indicated when course titles (such as POL 290A-G, 299D) do not provide this information.
- c. Open Field Option: The third field may be an "open field."  
In defining the field, students should keep in mind that an Open Field must be distinct from the two other fields, and it must have programmatic status on campus. An example of such an entity is the Program on Economy, Justice and Society (EJS).  
Field Committee: An Open Field is comprised of three faculty members, with one member (from the department) designated as Chair. Before listing the names of the Field Committee, the student should be sure the members have approved the Open Field and are willing to serve.
- d. An indication of how and when various program requirements will or have been met.
- e. The Plan of Study should be designed so that all program requirements except the dissertation will be completed by the end of the third year. Petitions for variance from this "normative time" expectation should be submitted through the student's Guidance Committee to Graduate Affairs Committee. This petition should include an explanation for the request and an indication of when the student expects to complete the field evaluation process.

### C. Submission and Approval of Plan of Study:

- a. When the Guidance Committee has convened, reviewed and accepted the Plan of Study, it is filed with the Graduate Affairs Committee.
- b. The Plan of Study serves as a plan for the timely completion of the program. Naturally, students' interests and goals may change; such changes should be made in consultation with the student's Guidance Committee and approved by the Graduate Affairs Committee.

## **APPENDIX C for PhD Program: Evaluations**

- 1) Evaluation of first-year students: By June 30 of a graduate student's first year in the program, he/she will be evaluated by those faculty members who taught the required first-year courses. These faculty members will place each student in one of three categories: (1) performing satisfactorily; (2) performing marginally (3) performing inadequately. This determination will be made by examining a student's overall record, which consists of GPA, teaching evaluations, number of incompletes, and instructor's written evaluations of student performance in graduate courses. Based on this evaluation the Graduate Affairs Committee will determine whether a student should be recommended for termination from the program.
- 2) Evaluation of Second Field:
  - a) Students should consult with faculty members on each Field Examination Committee about preparation and expectations for the examinations.
  - b) In no case may the student proceed with an evaluation in the second field before final approval of the Plan of Study.
  - c) Methods of evaluation for second field:
    - i) Evaluation is by a 48-hour written take-home examination offered in the Fall Quarter of the third year in the program.
    - ii) The Field Examination Committee (made up of three ladder faculty in the Department of Political Science) judges the student's performance Superior, Pass, or Not Pass.
    - iii) In the case of a Not Pass, the student must retake all or part of the examination (as determined by the Field Examination Committee, in consultation with the Guidance Committee) within a specified time period, not to exceed one academic quarter.
    - iv) If an examination is failed a second time the Department will recommend that the student be terminated from the program.
- 3) Evaluation of Major Field: The student may proceed with his/her major field evaluation only when:
  - a) The student has satisfactorily completed all course work outlined in the Plan of Study; and
  - b) The Guidance Committee is satisfied that the student is prepared to be evaluated in the major field.
  - c) Methods of evaluation for major field:
    - i) Evaluation is by a 48-hour written take-home examination offered during Fall Quarter of the third year in the program.
    - ii) The Field Examination Committee (made up of three ladder faculty in the Department of Political Science) judges the student's performance based on the exam, as Superior, Pass or Not Pass.
    - iii) In the case of a Not Pass, the student must retake all or part of the examination (as determined by the Field Examination Committee, in consultation with the Guidance Committee) within a specified time period, not to exceed one academic quarter.
    - iv) If an examination is failed a second time the Department will recommend that the

student be terminated from the program.

**General Guidelines:** The purpose of including specific requirements in the program is to clarify expectations of students and faculty, not to impose rigid restrictions. Modification of requirements and right to petition are an integral part of the program.