

TABLE OF CONTENTS

1. About the Department	Page 2
2. Important Contacts and Phone Numbers	Page 4
3. Fall Term 2006 Academic Calendar	Page 5
4. Winter Term 2007 Academic Calendar	Page 6
5. Michigan Lingo	Page 7
6. Registration and Enrollment Information	Page 9
7. Important Information for GSIs, GSRAs, and Fellows	Page 12
8. Policy on Detached Study	Page 13
9. Guidelines for the Master's Degree	Page 14
10. Graduate Student Guidelines	Page 15
11. The Dissertation Committee	Page 25

ABOUT THE DEPARTMENT

The Political Science Department main office is located at **5700 Haven Hall**. Administrative and graduate program offices are also located on the fifth floor.

Graduate Student Mailboxes (Room 5701). Announcements, campus mail, and student papers are located in student mailboxes. These are to be used primarily for University interdepartmental communications. As these are open boxes, do not leave class notes, papers or other items that might be taken. Do not use your department mailbox for U.S. mail, including professional publications. Please have this sent to your home address or post office box.

The electronic message group for all graduate students is currently psgrad@umich.edu. You will be added to this group. Todd Austin, Computer Consultant, laustin@umich.edu, manages the group.

The Graduate Advising Office (Room 5705) holds graduate academic files, information on program requirements, and other items of interest, such as sample reading lists for preliminary exams. Lili Kivisto, Coordinator of Academic Programs, is available to answer general questions, to obtain certification letters, to assist you in filling out Rackham forms, such as detached study or waivers to the regulations, and to obtain program guidelines or other information. Registration materials, common forms and handouts, such as course guides, are available outside this office. For academic advising, you should consult first with your faculty advisor, and other members of your preliminary examination and dissertation committees for assistance in structuring your course of study.

The Director of Graduate Studies (Room 5707) serves as the main graduate advisor for general concerns and questions. You can make an appointment to see the Director, Edie Goldenberg, by contacting the Coordinator of Academic Programs, Lili Kivisto, at (734) 764-9598 or by e-mail, lkivisto@umich.edu.

The Graduate Admissions/Financial Aid Office (Room 5725) holds admission files, financial aid files, information on fellowships and grants, and personnel forms and files for those working as Graduate Student Instructors (GSIs) and Graduate Student Research Assistants (GSRAs). The Coordinator of Admissions and Financial Aid is Michelle Spornhauer, and she may be reached at (734) 763-2226 or by e-mail, migalita@umich.edu. For assistance in filling out hiring paperwork, or to receive information on financing your graduate education, see Michelle.

Ph.D. Placement Service offers service to those who are going into the job market. This office will mail and fax reference letters upon request. The Department also has periodic workshops for those going on the job market and encourages those who secure interviews to schedule practice job talks in the Department. For assistance with job placement contact Shannon Marshall, departmental assistant, marshsm@umich.edu.

The Central Office (Room 5700) is the reception area for the Department. The telephone number is (734) 764-6313 and the fax number is (734) 764-3522. The Central Office handles the main telephone line, distributes mail, and processes requests for supplies and copy accounts for Graduate Student Instructors. The Central Office also schedules the meeting rooms and processes class permissions (overrides). Frequently used forms, such as the Independent Study Form are also kept here. You may

contact Joann Nemeth (jfnemeth@umich.edu) or Shannon Marshall, (marshsm@umich.edu) for questions regarding the Central Office.

The Academic Programs Assistant (Room 5719) in the Central Office handles requests for class permissions, coordinates the time schedule and addresses curriculum issues. Joann Nemeth may be reached at (734) 647-0294 or e-mail her at jfnemeth@umich.edu.

The Department Administrator (Room 5735) handles general concerns about facilities, programs or services. If you need assistance with any of these, please contact Candy Ellis at (734) 763-1145 or e-mail her at candi@umich.edu.

The Computer Lab (Room 6760) has a variety of equipment and software. The Lab Assistants or Todd Austin, Computer Consultant, can help you with the e-mail group and your other computer needs. The telephone number to the lab is (734) 615-9116. Todd may be reached at laustin@umich.edu.

IMPORTANT CONTACTS AND PHONE NUMBERS

Many organizations and individuals are available on campus to help students complete degree requirements. Some of these important contacts are listed below.

Academic Records and Dissertations (OARD), Rackham, 915 E. Washington	734-763-0171
Admission Office (Graduate), Rackham, 915 E. Washington	734-764-8129
Benefits Office, Wolverine Tower – Low Rise G405, 3003 S. State St.	734-615-2000
Cashier’s Office, 777 N. University (above Comerica Bank)	734-764-8230
Central Campus Student Services (Office of the Registrar), LSA Building, 500 S. State St.	734-647-3507
North Campus Student Services, (B430 LL North Pierpoint Commons), 2101 Bonisteel Blvd.	734-763-7650
Counseling and Psychological Services, CAPS (Walk-in or Appointment), 3100 Michigan Union	734-764-8312
Fellowships Office, 0120 Rackham, 915 E. Washington	734-764-8119
University Health Service (UHS), 207 Fletcher St.	734-764-8320
Appointments	734-764-8325
Gynecology, Contraception and STD Clinic	734-763-9184
Immunization Clinic	734-764-8304
Health Promotions & Community Relations	734-763-1320
ITCS Accounts Office, Computing, Basement of Michigan Union, 530 S. State St.	734-764-8000
M-Card Office (UMID), 1000 Student Activities Building For lost or stolen M-Cards (\$20/same day replacement)	734-936-2273
Student Legal Services, 2304 Michigan Union	734-763-9920
Office of Lesbian Gay Bisexual and Transgender Affairs, 3200 Michigan Union Educational outreach program, peer facilitated support groups, Programs and events, resource library	734-763-4186
Multi-Ethnic Student Office, 2202 Michigan Union	734-763-9044
Office of the Ombuds, 6015 Fleming Administration Building, 503 Thompson St.	734-763-3545
Residence Status Classification, 1210 LSA Building, 500 S. State St.	734-764-1400
Services for Students with Disabilities, G664 Haven Hall, 505 S. State St.	734-763-3000
Student Accounts, 2226 Student Activities Building	734-764-7447
Office of Student Activities and Leadership, 2205 Michigan Union	734-763-5900
Student Certification for Loan Deferment, 413 E. Huron Transcripts, Certification and VA Services	734-764-1575
Tenant-Landlord Mediation, 1011 Student Activities Building	734-763-4105
Travel Grants, Fellowships Office, 0120 Rackham, 915 E. Washington	734-764-8119

CALENDAR OF EVENTS

Dates are subject to change. Check with the Department or the Registrar's Office.

Fall 2006 Academic Calendar

Ann Arbor Campus

Registration (for students not pre-registered) Graduate School Orientation	Sept 1, Fri
Labor Day (Holiday)	Sept 4, Mon
Classes begin	Sept 5, Tues
Orientation	Sept 8, Friday
Candidacy Deadline	Sept 19, Tues
Wolverine Access no longer available for Fall registration	Sept 20, Monday
Comparative Exam Written	September 28, Thursday
Last day to complete degree requirements for Summer defense	October 2, Monday
Comparative Orals	October 6, Friday
Fall Study Break	Oct 16-17, Mon-Tues
Professional Development Day	October 20, Friday
Last day to defend and complete requirements for December Ph.D. List.	October 23, Monday
Registration by appointment for undergraduate students – Winter 2006	Nov 20, Mon-Dec 7, Thur
Thanksgiving recess begins 5:00pm	Nov 23, Wed-Nov. 27-Sunday
Classes end Last day to drop/add/modify with paper registration	Dec 13, Wed
Study Days	Dec 14, Thurs & Dec 16-17, Sat-Sun
Examinations	Dec 15, Fri & Dec 18-22, Mon-Fri
Commencement	Dec 17, Sun

WINTER TERM 2007
CALENDAR OF EVENTS

Dates are subject to change. Check with the Department or the Registrar's Office.

Winter 2007 Academic Calendar

Ann Arbor Campus

Registration (for students not pre-registered)	Jan 3, Wed
Classes begin	Jan 4, Thurs
Candidacy Deadline	Jan 4, Thurs
Martin Luther King, Jr. Day University Symposia. No Regular Classes.	Jan 15, Mon
Last day to complete requirements for a Fall defense	Feb. 5, Mon
Professional Development Day	To Be Determined
Vacation begins 12:00 noon	Feb 24, Sat-Mar 4, Sunday
Last day to defend and meet all requirements for April commencement.	March 2, Friday
University Honors Convocation	Mar 18, Sun
Comparative Politics Written Exam	End of the semester; exact dates to be determined
Classes end	Apr 17, Tues
Study Days	Apr 18, Wed & Apr 21-22, Sat-Sun
Examinations	Apr 19-20, Thurs-Fri & Apr 23-26, Mon-Thurs
Commencement Activities	Apr 27-29, Fri-Sun

MICHIGAN LINGO

(Borrowed, in part, from the "*Rounding Out A²*" booklet)

A ²	Nickname for Ann Arbor, pronounced "A squared."
Arb	The Arboretum. It is a large wooded area east of campus, accessible from Geddes Ave. or from Washington Heights. Popular spot for picnics, jogging, and romance!
Arcade	Glass-roofed pedestrian walkway of small shops that runs from the intersection of S. State St. and N. University Ave. to Maynard St. (the Nichols Arcade)
Barn	Affectionate term for Yost Ice Arena.
Big House	One of many terms for the Michigan Football Stadium. Also known as "The house that Bo built." or simply "The Stadium."
CAAS	Center for Afro-American and African Studies
CCRB	Central Campus Recreation Building -- the place to get in shape!
CIC	Campus Information Centers (phone 763-INFO and 763-NCIC).
COW	Correlates of War Research Project, or Conferencing on the Web
CPS	Center for Political Studies, one of the four research centers at the Institute for Social Research and home to many Political Science faculty
CREES	Center for Russian and East European Studies
CPSR	Comparative Politics Student Research Group
Cube	The large, black metal sculpture in Regents Plaza near the Fleming Administration Building.
Commons	The North Campus Commons.
Diag	The large area with grass, sidewalks, and benches directly in front of the Graduate Library. It's a central meeting spot and people-watching place.
DPS	Department of Public Safety and Security.
EMPL-ID	Student Number (short for employee identification)
Engin Arch	The archway through the West Hall Building at the southwest corner of the Diag. Opens onto South and East University Avenues.
Fishbowl	The glassed-in computing area facing the Diag where Angell, Haven, and Mason Halls meet.
GAC	Graduate Affairs Committee
GAFAC	Graduate Admissions and Financial Aid Committee
GAPS	Graduate Association of Political Science, graduate student organization
GEO	Graduate Employees Organization
GSI	Graduate Student Instructor
GSRA	Graduate Student Research Assistant (also referred to as RA)
The Grad	Harlan Hatcher Graduate Library.
IM	Intramural, as in IM sports or IM building
ISR	Institute for Social Research (Home of CPS, Center for Political Studies).
LGBPO	Lesbian Gay Bisexual Programs Office.
LS&A	The College of Literature, Science and the Arts. The salmon-colored brick building on State St. and the largest undergraduate college at the University.
League	The Michigan League on N. University Ave.
The 'M'	Brass imprint in the center of the Diag.
MLB	Modern Languages Building (popular classroom building next to the clock tower).
MSA	Michigan Student Assembly. The student governing council.
MUG	The restaurant and seating area on the ground floor of the Michigan Union. (Michigan Underground)
NCIC	North Campus Information Center (phone 763-NCIC).
NCRB	North Campus Recreation Building.
PSOC	Political Scientist of Color: Graduate Student Organization
Prelims	Short for "preliminary examinations." A qualifying examination taken by second and third-year doctoral students.

The Rock	Large rock with graffiti located on the corner of the Washtenaw Ave. and Hill St.
SAB	Student Activities Building.
SPP/FSPP	(Ford) School of Public Policy Studies
UGLi	The Shapiro Undergraduate Library, pronounced "ugly."
Union	The Michigan Union, on State St.
Uniqname	Your computing ID. Pronounced "you-NEEK-name."
U-Club	The University Club located in the Michigan Union.
Women's Caucus	Organization for women faculty and students

REGISTRATION AND ENROLLMENT INFORMATION

Signing Up for Classes

Registration is easy when you pre-register for classes. Students can register through the web, after receiving a username. Online registration allows students to drop, add, swap, and waitlist for classes. Every class has its own class number, which may be used to register for courses. You can search for classes by catalog number, which will give you the number you need.

- The new system features an automatic "auto-enrollment" component. That is, if a student selects a lecture that also has a discussion section, the system will ask the student to choose a discussion section before the lecture class can be added to the schedule.
- You can make changes to your schedule without penalties during the first three weeks of the term.

Late Registration: After the third week of the term, students must go to the Registrar's Office, in the LSA Building on S. State to make changes in schedules including registering late or dropping, adding and modifying classes. Pick up registration materials for this outside of the student services office and have this signed by the instructor of the course and your advisors. *Students may register late until the last day that classes meet. This is useful if you want to modify your schedule.*

Late Registration Fee: If you are ***not*** registered before the first day of class, a late registration fee will be assessed to your account. Exceptions to the late fee are late admissions, non-degree students, and Ph.D. students registering to defend their dissertation. The late registration fee is increased at the beginning of each subsequent month.

Student Identification Cards or "M-Cards": M-Cards are issued in Room 1000 of the Student Activities Building (Entree Plus Office). Consider this card your passport to the University; you should carry it with you at all times. It is your student I.D. and gives you access to the library system, recreation facilities, AATA bussing, student priced tickets for University musical and theatrical events, and access to campus computer sites. The 8-digit ID number in the middle of the card is your student number (UMID) or EMPLID.

Students with Assistantships/Fellowships: Graduate Student Instructors must register for a minimum of six credit hours (but may wish to elect more to fulfill Rackham fee requirements). Students who are deferring loans must register half-time or be on detached study. Nine credits per term is considered full time and satisfies the Rackham requirement that 36 fee units must be paid before advancement to candidacy can be authorized. A student should normally plan to complete at least seven courses during the first year in order to be considered for financial aid. Those precandidates who have completed course work or who wish to enroll to meet fee requirements may enroll for directed readings, or dissertation precandidate courses.

F1 Visa Holders: Students with F1 Visas must be registered full-time or be approved for detached study. Full-time is defined as nine credit hours for those who have not previously earned a relevant Master's degree, eight credit hours for candidacy and six credit hours for those who are either a GSI or GSRA (whether or not they've already earned a relevant MA degree). This rule is mandated by immigration, and monitored by Rackham's International Admissions Office. Those who have completed all course work and are working on dissertation can fill out a form for detached study.

Independent Study Courses: Before registering for one of the independent study courses—PS 691/2, PS 891/2, PS 990 or 995—work out the details of the course with your instructor/advisor. Register for the course using the faculty member's independent study number (or section number). If you need a permission for this course, go to our central office, Room 5700, where it will be entered electronically. *The Central Office and the student services offices have lists of faculty member independent (study) numbers.*

Tuition Bill: Tuition-waivers are usually credited directly toward student accounts during the first month of the term. Check with Wolverine Access on whether this has been credited to your account. Fellowships cover registration and other fees, but most assistantships and graduate student instructor positions **do not cover** fees. It is your responsibility to pay fees by the first day of the term (to avoid being assessed late charges). Registration fees are approximately \$90 per term.

Certification: Students who need certification of enrollment should see the Office of Certification in the Registrar's Office 500 S. State (LSA Building). This office certifies that students are enrolled or are on detached study to defer student loans. Your advisor or the DGS should usually sign student progress forms. See Lili Kivisto, Room 5705, for a letter of good standing to verify your progress in the program or when you need certification from the DGS.

Detached Study or Dissertation Writing Group for Candidates

Field Work Students who are leaving Ann Arbor to pursue dissertation research should fill out detached study forms before leaving campus. You must plan a program of research that adds up to 40 hours a week, full time. Detached study defers loans, continues electronic mail and e-mail privileges.

Dissertation Writing in the US Students writing dissertation in the US can sign up for dissertation writing group. This form enables you to keep e-mail, library privileges, but not to defer loans.

*INTERNATIONAL CANDIDATES MUST BE ENROLLED AT ALL TIMES, OR MUST BE ON
DETACHED STUDY OR IN DISSERTATION WRITING GROUP*

Program Credit Requirements:

Credit System: Most graduate courses at Michigan are one term long and are given a value of three credit hours. Credit hours reflect the number of hours a student attends discussions and does outside reading each week during a four-month term. Since most graduate courses are seminars they usually only meet two hours per week.

Course Load: Plan a program of study with your academic advisor. During the average two and half years of course work students are expected to take enough courses to prepare for a major

preliminary examination (five courses) and a first minor preliminary examination (three or four courses) as well as "course out" of a second minor field and a cognate area. The requirements for the second minor are three courses taken at the 600-level. Students are expected to take two graduate courses outside of Political Science to fulfill the *cognate requirement*.

Rackham Fee Totals (RFT) - Ph.D. Students: Rackham Graduate School requires a total of 36 Rackham Fee Totals (RFT) for candidacy and 68 fee totals for the Ph.D. degree. Students who enter with a relevant master's degree must accumulate 18 RFT's to be eligible for candidacy status, and 50 RFT's for the Ph.D. This is an inflexible tuition fee requirement. Undergraduate and visited courses taken as a Rackham student will generate RFT's, but transferred credits and free courses elected with candidacy enrollment will not. Courses with grades of satisfactory (S) or Incomplete (I) count toward fee totals.

Because tuition is capped at nine credit hours, doctoral students can earn no more than nine RFT's per full term (and 5 RFT's in a half term) prior to advancement to candidacy. NOTE: In order to advance to candidacy after two years (if a relevant M.A. hasn't already been earned), students must register for nine credits each term during their first four terms. A deficiency in fee total at the time of candidacy or upon a dissertation defense may be made up by payment of tuition fees without actual enrollment.

Grades:

Grades: Grades are available through Wolverine Access, <http://wolverineaccess.umich.edu/>

Grade Point Average: Graduate courses are graded on a 9.0-point scale with the highest grade being A+. Students are expected to maintain a 6.0 average (B+) in departmental classes.

Satisfactory/Unsatisfactory Grades: As an alternative to letter grades, graduate students *may elect* Satisfactory/Unsatisfactory (S/U) grading in an otherwise graded course "Satisfactory" means earning a minimum grade of B+ in the course. Students wishing to take a course S/U (if designated as a graded course) should make arrangements with the instructor during the first three weeks of the term (first two weeks of a half term). If the instructor approves S/U grading, students must modify the election through Wolverine Access. Instructors may not assign letter grades (A-E) to students electing designated S/U courses. Students must get a B+ or better to receive an S. Graduate Students may NOT register for or receive Pass/Fail grading (P/F grading is permitted for undergraduates only since students must earn a C or better in a course). Students must petition the Graduate Records Office for permission to elect a course as satisfactory/unsatisfactory.

Incomplete Grades: Grades of Incomplete (I) can be changed to letter grades only if the incomplete work is made up by the end of a deadline which is determined by the instructor. Grades of I are considered permanent grades and may only be changed by successfully making up the work. *Usually students who accumulate more than two incomplete grades are not considered to be making satisfactory progress. This can jeopardize consideration for financial aid.*

Transcripts: Copies of official or unofficial transcripts can be obtained through Wolverine Access, and from the Office of the Registrar. There is no fee for official or unofficial transcripts. 72 hours after exams, grades are also available through Wolverine Access.

Unofficial Drops: If a grade is not turned in for a class, an ED (unofficial drop) will be recorded. This is recorded as a failing grade E on the transcript. ED's usually appear when a drop was not

processed, or an incomplete should have been given. Students should contact instructors immediately to determine the reason for the ED and then make sure that the proper grade is posted.

Vistis (official audits): Students may elect a course or modify it as an official audit. These courses get visit, (VI) grades. Students who audit a course should consult with an instructor to determine what requirements should be met. Students must pick up a modification form and take it to the Office of the Registrar to enroll for an official audit. Students who elect a class as an audit and then decide not to attend must officially drop this course.

<p style="text-align: center;">IMPORTANT INFORMATION FOR UNIVERSITY GSIs, GSRAs, and FELLOWS</p>

Payday \$\$\$

Graduate Student Instructors (GSIs) and Graduate Student Research Assistants (GSRAs) are paid once a month on the last working day of the month. Department fellows are paid at the beginning of the semester. Paychecks for GSIs and RAs are mailed or may be issued by direct deposit.

Registration Requirement

GSIs and GSRAs *must register for a minimum of 6 credit hours*. Precandidates receiving fellowships should register for 9 credit hours. All precandidates are encouraged to register full time for nine credit hours per term until Rackham fee totals are met.

Political Science 993: Supervised Teaching

Political Science 993 is a seminar for first year teachers that meets periodically during the term and offers one hour of credit. These credits will not apply toward requirements of the Master's program. All first semester GSIs are required to register for 993.

Health Insurance

Students whose appointments/assistantships make them *eligible* for health insurance must physically go to the Benefits Office to enroll (*Wolverine Tower - Low Rise G405, 3003 South State Street*) or U.S. mail the enrollment form to the Benefits Office. **Enrollment in a health plan is not automatic.** Any questions regarding health benefits should be directed to the Benefits Office at 615-2000.

POLICY ON DETACHED STUDY

- I. Traditionally, doctoral students engaged in research at sites away from Ann Arbor qualify for detached study. Now, with the approval of the graduate program chair, students who remain in Ann Arbor (who are conducting research at an Ann Arbor site) and who are not drawing University services are also eligible for detached study. Students must apply for a Certification of Detached Study for a period of up to 12 months.
- II. In addition to Rackham regulations, the Department of Political Science has set the following guidelines:
 - A. Detached study is primarily for candidates who need to be off campus as part of their dissertation work.
 - B. Those applying for detached study should have the approval of their advisor and should have developed a program for detached study that is full time, 30-40 hours per week.
 - C. Those applying for detached study for the fourth time must also get a letter from their advisor indicating progress toward completing degree requirements and indicating a graduation date. The graduate school will not approve a detached study until a formal petition with this letter is approved and final graduation date set.
- IV. Those on detached study in Ann Arbor are not usually eligible for campus privileges. Campus privileges are usually defined as access to the health service, library, computer facilities, and recreational facilities. To use these services, apply separately to each facility and be prepared to pay additional fees.
 - A. Students may obtain e-mail accounts, library borrowing privileges and deferral on loans by bringing a copy of the detached study form to the appropriate offices:
 - i. ITCS Business Office, Michigan Union Computing Site
 - ii. Circulation Services, 106 Harlan Hatcher Library
 - iii. Certification Office, Office of the Registrar
 - B. Students who are not enrolled may be eligible to use the University's Health Service on a fee for service basis.
 - C. Upon payment of a facilities user pass fee, non-enrolled students may be eligible to use the recreational sports facilities.
- IV. Any precandidate who has not registered for a period of 12 months, and who has not been on detached study, is declared inactive withdrawn by Rackham from the graduate program and must reapply to Rackham for readmission.

*Certificate of Candidacy requires completion of all courses including admission deficiencies, cognates, preliminary examination and other requirements.

GUIDELINES FOR THE MASTER'S DEGREE IN POLITICAL SCIENCE

- I. The normal requirement for most MA programs offered by the department consists of 18 hours of graduate work in Political Science; a research paper (usually written in conjunction with one of the graduate courses taken in Political Science), which must be certified by one faculty member and the Director of Graduate Studies (DGS) as satisfying an appropriate standard of work; and 6 hours of cognate graduate work in one or more departments other than Political Science.

- II. The Department of Political Science awards the MA in accordance to the following.
 - A. Students who are enrolled in the Joint MA-JD program in Law and World Politics (see the Guidelines for this joint program).

 - B. Students who are enrolled in the Ph.D. program and who, having fulfilled the requirements for the MA degree, wish to receive the MA degree even though they continue their studies for the Ph.D.

 - C. Students who leave the Ph.D. program before completing it, but who have fulfilled the requirements for the MA degree.

GRADUATE STUDENT GUIDELINES

The Guidelines below outline the general requirements for the doctoral degree in Political Science. There is no required pattern of course work for every student; instead, students are encouraged to consult with faculty advisors to develop individual programs. Each of the seven graduate fields has also developed a set of guidelines and sample reading list to help students plan programs. Copies of these materials are available from 5705 Haven Hall.

UNIVERSITY OF MICHIGAN

GENERAL GUIDELINES FOR THE DOCTORAL PROGRAM IN POLITICAL SCIENCE

EFFECTIVE FOR ALL STUDENTS ENTERING ON or AFTER 2003

I. INTRODUCTION

- A. The Department of Political Science has established the following guidelines, policies, and procedures in addition to the general Graduate School requirements for the doctoral degree. Graduate students should familiarize themselves with the current edition of the regulations published by the Graduate School as well as with these guidelines.
- B. These guidelines will apply to all students who begin their graduate work in the Fall Term of 2003 or thereafter. Students who began their work earlier may elect to be governed by these guidelines or by those that were in effect at the time of their admission.

II. GRADUATE STUDIES IN POLITICAL SCIENCE

- A. Graduate work differs qualitatively from undergraduate work. It places emphasis upon the acquisition of tools, abilities, and knowledge that will qualify the student to teach, carry out research and perform as a professional political scientist.
- B. As a general rule the minimum time that a student who enters the program without an MA degree can expect to spend earning the Ph.D. degree is four years. Most students should complete the program in four to six years. A student who enters with an MA degree may expect to complete the program more quickly.
- C. The length of time required to satisfy all the requirements for the Ph.D. degree naturally varies, depending upon such considerations as whether the entering student already has an MA degree, the number of terms the student carries a reduced program because he or she is working as a GSI or a research assistant, and the particular requirements of the student's program. A program requiring extensive language training, for example, will take longer to complete if the student starts language as a graduate student than it will for a student who is already near proficiency in the necessary language when he or she enters graduate school.

III. THE DOCTORAL PROGRAM

- A. In our department, Political Science is divided into the following major fields and modular sub-fields:
- B. Major Fields:
- American Government and Politics
 - Comparative Government and Politics
 - Political Theory
 - Public Law
 - Research Methods
 - World Politics
- C. First Minor and Second Minor Only
- Public Policy and Administration
- D. Modular Sub-fields:
- Gender and Politics
 - Organizational Theory
 - Political Development
 - Political Economy
 - Race, Ethnicity and Politics
 - Urban Politics
- E. The doctoral program normally includes work in three Political Science fields and one field of a different discipline, such as History, Economics, or Philosophy, called the cognate field. One Political Science field will be the major field, another the first minor field, and a third the second minor field. The major field is the one in which the student expects to write his or her doctoral dissertation.
- F. A modular sub-field may not be offered as the student's major field, nor may a modular sub-field, by itself, be offered as the first minor field. However, two modular sub-fields may be jointly offered as the first minor field. One modular sub-field may be offered as the second minor field.
- G. Each field may have its own specific requirements for prelims and patterns of course work. For exact requirements, consult the field coordinator.
- H. The list of fields above is not intended to preclude the possibility of a student following a program including other fields, based on problem-oriented, interdisciplinary, or other bases that suit the interests of the student. Students interested in such programs should discuss them with their advisers who, along with the Director of Graduate Studies, must approve them before they are undertaken.
- I. The graduate program is divided into two phases. The first phase, which is called pre-candidacy, consists of the program of course work that prepares the student for his or her preliminary examinations in the major and minor fields and fulfills other requirements plus the preliminary examinations themselves. The second phase, called candidacy, is the period during which the student plans, executes, and defends his or her doctoral dissertation. A student enters the candidacy phase only after successful completion of the major field, first and second minor fields, and the cognate.
- J. The number of courses a student takes during pre-candidacy varies with the requirements of the student's program, but a student without an MA degree can normally expect to take 12 to 15 courses in Political Science and 2 cognate courses. A general guideline is 5 courses in the major

field, 4 in the first minor, 3 in the second minor and 2 in the cognate. See the separate field guidelines for more specific information.

- K. Courses at the 600 or pro-seminar level are designed for graduate students. Their purpose is to provide the student with a comprehensive survey of the literature as well as of the concepts, problems, and schools of thought within a given area of political science.
- L. Courses at the 700-900 level are research seminars in which primary emphasis is placed upon intensive training in the design, writing and presentation of individual or group research papers, or initial work on doctoral dissertations.
- M. Graduate students will normally elect courses at the 600-900 levels. They may elect courses at the 400-500 levels only when these are of substantial importance to the student's program. Graduate students in courses numbered below 600 are expected to perform at an appreciably higher level than undergraduate students in the same course. Several courses at the 500 level are designed specifically for first-year graduate students (e.g., 500, 514, 599). These skills and professional development courses do not generally count toward preparation for prelims or sub-fields.
- N. All students are required to maintain a grade point average (GPA) of "B+" or better in Political Science courses. Students failing to maintain such a GPA will not be permitted to proceed further in the program. A student should not accumulate a pattern of incompletes or fail to meet expectations for passing preliminary examinations and achieving candidacy. Students experiencing difficulty completing the Ph.D. program should seek appropriate counseling.

IV. THE COUNSELING SYSTEM

- A. A faculty advisor in the student's major field will be assigned for each student. The Director of Graduate Studies, in consultation with the student, will make this selection. Students may change advisors at any time in the program. Students should notify the DGS of their desire to have a new advisor appointed. Students should meet with their advisor at least once a term to discuss their academic plans and progress.
- B. Student academic files are maintained in the Office of Graduate and Undergraduate Studies. Students may review their own files.
- C. After preliminary examinations, the student will choose a dissertation committee to supervise the preparation of a dissertation prospectus and to guide doctoral research. This committee will be composed of at least four persons, one of whom must be from outside the department.
- D. A student may appeal any decision of any counselor, guidance committee, or evaluation committee to the Director of Graduate Studies. Appeal of a decision of the Director of Graduate Studies may be made to the Department's Graduate Affairs Committee (GAC). In the latter case a faculty member designated by the department chairperson will replace the Director of Graduate Studies as chairperson of the GAC for consideration of the appeal.

V. THE ASSESSMENT SYSTEM

The pre-candidacy assessment system contains three components: (a) the first-year evaluation, (b) the follow-up evaluation, and (c) the preliminary examinations. The purpose of the evaluations is to determine as early as possible the suitability of students for continuation in the doctoral program and to provide students with feedback from the faculty about their performance. The purpose of the preliminary examinations is to determine the extent to which students have mastered the fields that they have studied and the adequacy of preparation for pursuing advanced research in the form of a doctoral dissertation.

A. The First-Year Evaluation

- a. The first-year evaluation takes place toward the end of the first year in residence. We generally recommend that the evaluation take place in April.
- b. The First-Year Evaluation Committee consists of the student's current advisor and one other faculty member chosen by the student.
- c. In making its evaluation, the First-Year Evaluation Committee may take the following information into account.
 1. The student's grade record, a list of winter term and proposed fall term courses.
 2. A seminar paper or other piece of work selected by the student as his or her best work to date. This paper may have been prepared prior to admission to the graduate program.
- d. After reviewing these materials, the committee will meet with the student and discuss the student's program and progress. The committee will prepare a formal written report which identifies the degree to which the student has mastered scholarly tools, accumulated substantive knowledge and become acquainted with the relevant literature. The scholarly tools desired include a clear written and oral expository style, appropriate methodological skills, and a foreign language if appropriate. Deficiencies that the student is expected to correct, if any, will also be identified. The report will contain an overall evaluation of the progress that the student has made since entering the department and of the student's prospects for obtaining the Ph.D. degree.
- e. A copy of the committee's report will be submitted to the Director of Graduate Studies and retained in the student's academic folder. It is available to the student.
- f. The committee may exempt students whose performance is regarded as clearly superior from the follow-up evaluation.

B. The Follow-Up Evaluation

- a. The follow-up evaluation will be conducted toward the end of the student's fourth term in residence. We generally recommend that these evaluations take place in March.
- b. The committee for this evaluation will consist of the student's advisor and two faculty members chosen by the student. One of the additional faculty members should be from the student's major field; the other from the student's first minor field.
- c. In making its evaluation, the committee may examine the same material as for the first-year evaluation, including a more recent piece of written work done by the student while in the department's graduate program. In addition, the student is required to submit a written plan of course work for achieving candidacy. The committee will also inquire into the satisfactory elimination of any deficiencies noted during the first-year evaluation.

- d. At the conclusion of this evaluation the student will be given one of the following evaluations: encouraged to proceed towards the Ph.D., eligible to proceed, or not allowed to continue in the program.
- e. The evaluation form will be submitted to the Director of Graduate Studies and retained in the student's academic folder. It is available to the student.
- f. Students who are not allowed to continue in the program may appeal this decision to the Director of Graduate Studies, in writing, within one week of the evaluation. Students who appeal will be reevaluated within two weeks of the date of their appeal by a new committee consisting of the Director of Graduate Studies as Chairperson, the coordinator of the student's major field or his/her designate, and a third member from the department selected by the student. The decision of this second evaluation committee will be final.

C. The Preliminary Examinations

- a. The following is a brief description of the prelim system. It is under review from time to time and may change. Students who enter under this system may choose to be examined under this system even if a new one is put in place.
- b. Students normally take prelims in two fields. One is the major field and the other is the first minor field. In some fields the prelims are oral examinations; in other fields the exams are written. Each sub-field has guidelines that discuss its examination system. In an oral exam the major exam involves three faculty members in the major field and one person who is chosen at random from members of the department outside that field. The first minor exam involves two faculty members from the first minor field. In an oral examination the student is responsible for choosing the members of these committees (except the random) and for scheduling the exam. The content of the exam is individualized. As a result, content varies a lot in scope and specificity. Students often have considerable responsibility for defining the topics and the readings that will be covered in the exams. Oral exams may be scheduled at any time; written exams are given on dates that will be announced through the graduate office. Written exams may be followed by short orals. The exams are graded on the scale of pass/fail/honors.
- c. Students should consult the separate field guidelines concerning specific requirements for preliminary exam preparation. Students should consult the members of their preliminary examination committees with regard to the scope and content of the examinations.
- d. The purpose of the preliminary examination in the major field is to determine whether the student is adequately prepared to teach and conduct advanced scholarly research in that field. Such preparation for research includes, but is not exhausted by, mastery of a substantial body of knowledge in the field. Currently, written exams are required in theory and comparative politics. Preparation for these exams is outlined in the field guidelines. Preparing for oral exams in other fields may be prefaced by written work if the student or the committee chooses. In any case, the student should submit, at least several days before an oral exam, a written presentation of ideas on research or theoretical topics that he or she has found of particular interest. Two illustrative and recommended formats are a) brief essay (5-10 pages) setting out the student's organization of and scholarly views concerning one item of particular interest or b) a set of four or five stimulating questions or issues at the frontier of the discipline upon which the student is prepared to present original thought.
- e. The purpose of the preliminary examination in the first minor is to determine whether the student has mastered a sufficiently large body of knowledge within that field to ensure that he or she could successfully teach a college-level course in that field. The preliminary examination for the first minor field may take one of several forms including (most

frequently) an oral examination, a written examination, or presentation of a long paper for criticism by two faculty members selected by the student from the field under examination.

- f. Both preliminary examinations should be seen as an opportunity for the student to develop his or her own thought in written or scholarly discussion. Students are expected to be familiar with the principal literature relating to the field, any trends in findings, approaches to methodology, and whatever main conflicting interpretations there may be. They will be expected to organize and classify information, to discuss relationships between ideas and phenomena (whether toward analogy or contradiction) and generalize on the basis of relevant evidence about the central issues within the field. The examination committee will look for originality and creativity above and beyond familiarity, understanding and mastery. There should be no substantial overlap between the substance covered in the major and first minor prelims.
- g. For the major field, students must not only display mastery of a substantial body of knowledge, but must be conversant in particular with what is going on at the cutting edge of the field. They must not only be familiar with what we think we do know, but with what we do not know, within the field. They should be able to identify major unsolved problems and they should be familiar with how research is conducted within the field. The major exam is not a preliminary discussion of the student's proposed dissertation; rather it is designed to determine whether the student is qualified to teach at the graduate level and to undertake dissertation research.
- h. In the case of both the major and first minor exams, the exam should be fairly wide-ranging. It should not be confined to just one topic area such as, for example, "the government and politics of Russia and successor states." Fairness requires agreement between student and committee, perhaps in the form of a reading list, as to what constitutes the field to be covered by the exam. In order to assist the department in arriving at and maintaining a reasonable consistency across fields in the conduct of prelims, the Director of Graduate Studies shall read all faculty reports of performance on major and minor prelims.
- i. There may be no overlap in the core membership of the major and first minor preliminary examination committees, i.e., the three faculty members from the field of the major preliminary examination and the two members from the field of the first minor preliminary examination. However, one or more of the core members of one preliminary examination committee may also participate in the other examination committee, if the student so requests, provided that the membership of the committee in which there is overlapping membership is enlarged correspondingly by one or more members of the faculty from the field under examination.
- j. Three (of four) favorable votes are sufficient to pass the major preliminary examination. Failure to pass entitles the candidate to request re-examination. On the second round the panel should consist of five department members (four from the field, one outside it), with a vote of four necessary to pass. Failure on the second try terminates a student's pre-candidacy status. Of the original four who attended the first examination, at least three including the chair should return for the second examination. The replacement will be nominated by the student and approved by the Director of Graduate Studies and the chair of the committee.
- k. If a student fails the first minor examination, he or she may request re-examination. The examination committee will determine the conditions of re-examination.

D. The Second Minor

- a. Students may either take a preliminary examination in the second minor field or fulfill the second minor requirement by taking at least three graded graduate-level courses in the field with a B+ or better average, except where separate field guidelines specify otherwise.
- b. In some cases a student may substitute a program of three courses outside the department for the second minor. The student's advisor and the Director of Graduate Studies must approve these courses in advance. Students who elect this option must also obtain approval for their cognate courses and, in this case, courses within the department will normally be used for the cognate.
- c. Courses taken in preparation for the preliminary exams may not be used in fulfillment of the second minor requirement.

E. The Cognate Field

A student qualifies in a cognate field by taking two graduate level courses of at least two credits each in a department other than political science with grades of B or better. Cross-listed courses taught by political science faculty may not be used to satisfy this requirement.

VI. CANDIDACY

- A. When a student has satisfied all the requirements for the Ph.D. degree except the dissertation, the student is officially admitted to candidacy.
- B. The requirements for admission to candidacy include the following:
 1. Qualification in the major field by preliminary examination.
 2. Qualification in the first minor field by preliminary examination.
 3. Qualification in the second minor field by coursework or by preliminary examination
 4. Satisfaction of the cognate field requirements.
- C. Students are required to become candidates within three years of their admission. Only rarely will exceptions be allowed. Candidacy status is often a requirement for graduate fellowships from outside sources, and students seeking such support while they are gathering material for or writing their dissertations are advised to plan early and appropriately for making the relevant applications.

VII. THE DISSERTATION

- A. Within nine months of achieving candidacy a student must obtain written approval of a dissertation prospectus by a dissertation committee, normally consisting of three faculty members from the department and one faculty member from outside the department. A copy of the report must be submitted to the Director of Graduate Studies and filed in the student's academic folder.
- B. The final requirement for the Ph.D. is the doctoral dissertation itself. The dissertation must be original scholarly research conducted by the student, and it must be a contribution of substantial merit and value to the discipline. The final copies of the dissertation must be prepared in conformity with the requirements of the Rackham School of Graduate Studies, and it must be successfully defended before the student's dissertation committee, which normally consists of three faculty members from the department and one faculty member from outside the department.

- C. A student has six years to finish the dissertation after achieving candidacy. After that time, students must re-take and pass a preliminary examination in their major sub-field.

VIII. AWARD OF THE MASTER'S DEGREE

Requirements for a general MA in Political Science include 24 hours of graduate level course work, including 18 hours of Political Science and six hours of work in cognate courses, a grade point average above 5.0 on the Rackham scale (B or better), and certification of the preparation of an MA paper by a faculty member. The MA paper should be a substantial piece of original research prepared for a graduate course in the department or prepared especially for the MA degree.

IX. ENROLLMENT INFORMATION

- A. Students should keep in mind that under prevailing Graduate School regulations, they must be enrolled full-time for approximately eight terms, or pay equivalent fees if they are not so enrolled. Four of those terms (or equivalent payment) must be prior to the student's admission to candidacy.
- B. Students must be enrolled if only for one hour of credit (which carries a minimum enrollment fee), during the term in which they pass the second of the two preliminary examinations they must take. This term may be one of the eight required full-time terms of enrollment, but it does not have to be.
- C. Students must be enrolled full-time during the term in which the student takes his or her final oral defense of the dissertation.
- D. The Horace H. Rackham School of Graduate Studies defines full time enrollment as 9 credit hours per term as a precandidate and 8 credit hours per term as a candidate. Students who are enrolled half time may not take more than six hours of courses. Students who enroll half time for one or more terms must enroll for more than the eight-term minimum referred to above (or pay equivalent fees).

JOINT PH.D. PROGRAM IN PUBLIC POLICY AND POLITICAL SCIENCE

The Gerald R. Ford School of Public Policy and the Political Science Department of the University of Michigan have joined forces to develop a new joint degree program that links the existing doctoral program in Political Science to a program that requires a more focused examination of public policy. The new program is designed to ensure that graduate students combine full training in the theoretical and methodological traditions of Political Science with additional training in public policy. Students must apply to and be accepted by the admissions committees of the Political Science Department and the Gerald R. Ford School of Public Policy. The Gerald R. Ford School in collaboration with the Department of Political Science will oversee students. The degree earned will be a Ph.D. in Political Science and Public Policy.

Course Requirements

Political Science Departmental Requirements

Students will be required to pass a major preliminary examination, to complete a second minor, and to complete a dissertation. The major preliminary examination and the second minor must be in fields other than Public Policy. The dissertation must be written on a policy-related topic.

Public Policy Requirements

All first and second year students must attend a biweekly seminar series offered by the Gerald R. Ford School for one credit. At each seminar, a speaker will present a policy research paper and a respondent will discuss the paper.

Students are required to take a microeconomics course, a benefit cost/evaluation course, a course on Research Methods in Social Science that covers qualitative and quantitative methods of data collection, a doctoral course on policy institutions, and two courses in a substantive policy area. (the course on policy institutions and one of the substantive policy courses can be taken in Political Science). Students are also required to write a third year paper on a policy-related topic (this substitutes for the first minor in Political Science)

JOINT DEGREE IN SOCIAL WORK AND POLITICAL SCIENCE

1. First Year Evaluation

The student must complete a first evaluation toward the end of the second term of graduate study. This is not intended as an examination, but rather a comprehensive evaluation of work done up to that point. An evaluation committee consists of the student's current advisor and one other faculty member chosen by the student. The committee considers the student's graded record, proposed future courses, and a seminar paper or other piece of work (even if prepared prior to admission to the graduate program) selected by the student as their best work so far.

2. Follow-up Evaluation

A follow-up evaluation will be conducted toward the end of the student's fourth term in residence. The committee for this evaluation consists of the student's advisor and two faculty members chosen by the

student (one from the student's major field) and approved by the Director of Graduate Studies. The committee will review course work, a more recent piece of written work, and plans for achieving candidacy.

3. Preliminary Exams, Fields, and Cognate Requirements

The student must pass a preliminary major examination in a regular political science field and complete the requirements for a second minor in Political Science. For students in the Doctoral Program in Social Work and Political Science, the Political Science departmental requirement of a preliminary exam in the first minor sub-field is met by course work taken at the doctoral level in the School of Social Work. Similarly, completing doctoral course work in social work satisfies the Political Science requirement for a cognate field.

Preliminary exams are oral examinations conducted by faculty and are normally given only during September, January, and April/May. A student must be enrolled for at least one credit hour the semester during which the final preliminary examination is taken. Registration may be under the 990, Dissertation/Precandidate, course number or another number in Political Science or Social Work. Requirements for the second minor field in political science will be satisfied through either a preliminary examination in this field or the completion of three graduate-level courses with grades of B+ or better, except where separate field guidelines specify otherwise.

At Michigan, the Department of Political Science recognizes the following major fields and modular sub-fields. Particular field programs are described in separate sets of guidelines, one for each major field. Each of the sub-fields has its own research methods requirements, and students are expected to meet the requirement of the sub-field in which they are studying.

Major Fields:

American Government and Politics	Comparative Government and Politics
Research Methods	World Politics
Political Theory	Public Law
Public Policy (First or second minor only)	

Modular Sub-fields:

Gender and Politics	Political Economy
Organization Theory	Race, Ethnicity, and Politics
Political Development	Urban Politics

THE FUNCTION AND CONSTITUTION OF THE DISSERTATION COMMITTEE

The Dissertation Committee is charged with the supervision of a Candidate's dissertation activities. It should guide and encourage the student in the design and execution of the research program and in the writing of the dissertation. Committee members must file evaluations of the dissertation and certify if the student has passed the oral examination, and has produced a dissertation that is satisfactory in every way.

The student chooses a chair or (co-chairs) that will act as the primary director of the student's research. Together they choose other faculty who may be expected to supply a high degree of expertise in the special area of the dissertation, and whose appointment will satisfy the following requirements.

All Dissertation Committees must consist of at least four (4) members. At least two of the Committee members must be regular members from the Department of Political Science. Overall, each Committee must:

- 1) have a chair or two co-chairs;
- 2) have an outside member who is a regular member of the Graduate Faculty in a Rackham doctoral program, who is familiar with the standards for doctoral research, and who, preferably, holds an appointment in a collateral or related field; and
- 3) include a minimum of three regular members of the Rackham Graduate Faculty.

Membership on Dissertation Committees is of two types, **regular** and **special** as described below:

Regular member of the graduate faculty: A regular member of the Rackham Graduate Faculty is any person holding an unmodified appointment at the University of Michigan as Professor, or Associate Professor, or Assistant Professor with an earned doctorate from an accredited institution (i.e. Visiting Professors, Adjunct Professors, etc., can not serve as regular members of a Dissertation Committee).

1. **Instructors, lecturers, and primary research scientists** who do not hold an appointment as a member of the regular faculty may serve on the Dissertation Committee provided that they possess an earned doctorate from an accredited institution. They may serve as co-chair if the other co-chair is a regular member of the graduate faculty who is affiliated with a Rackham doctoral program. However, they may not serve as a sole chair or as the outside member of the Committee.
2. **Emeritus Professors** may serve as co-chair if the other co-chair is a regular member of the Graduate Faculty who is affiliated with a Rackham doctoral program; they may not serve as sole chair of a Dissertation Committee. They may not serve as the outside member of a Committee unless that appointment was made prior to retirement.
3. **Outside Members (also known as the cognate member):** The outside member of a Dissertation Committee represents all other Rackham doctoral programs and as such must be a regular member of the Graduate Faculty. The presence of an outside member on a Committee provides an opportunity for the doctoral student to have the advantages of both diversity of outlook among his/her committee members and breadth of expertise.

Special Membership: University faculty and staff who do not fall into any of the classes cited above and qualified people from outside the University of Michigan whose service on a Dissertation Committee would contribute significantly may be nominated for *special* membership. Special members serve only as members on a committee; not as a cognate or a chair.

1. The nomination of a person to serve on a specific Dissertation Committee is made by submitting a curriculum vitae and a memorandum from the chair about the qualifications of the special member. The nominee's expertise in the dissertation topic must be detailed. A curriculum vitae should be included if possible.
2. The University of Michigan need not employ a Special Member. Former Michigan faculty members often continue on as special members. The special member is usually one who holds an academic appointment at another University.
3. No person working on a graduate degree may serve on a committee until all requirements for his or her degree have been met.

Acknowledgments

Information in this document comes from the University of Michigan's Office of the Registrar, the University of Michigan web pages, and previous editions of the Department of Political Science Graduate Handbook and Guide for New Graduate Students. Those who contributed to this Handbook include Todd Austin, Lili Kivisto, Marty Snyder, and Michelle Spornhauer. This document may be used and quoted by others with proper attribution to the Department of Political Science, University of Michigan. Comments and suggestions should be directed to Lili Kivisto or Michelle Spornhauer.

Last updated: May 2006