

DOCTORAL DEGREE PROGRAM GUIDE

Purpose of the Degree

The Doctoral degree in Political Science is intended to prepare students for academic careers in research and teaching, and professional careers in public service or the private sector. It may thus serve the needs of both students and practitioners of government, politics, and business.

The program is designed to introduce the student to both substantive and methodological aspects of the study of politics. The faculty of the Department of Political Science has adopted the following procedures for the Doctoral degree program. It is the responsibility of the graduate student to follow the procedures outlined herein and those listed in the UNT Graduate Catalog. Progress will be assisted by conscientious attention to these regulations.

General Degree Requirements

1. The total Doctoral program must cover at least seventy-two hours beyond the Bachelor's degree or sixty hours beyond the Master's degree, including dissertation credit. The required hours beyond the Master's degree can be reduced to as little as forty-two hours with consent of the Advisory Committee and Graduate Advisor. However, the degree is not automatically granted upon the completion of specified course work. Rather, its successful completion depends upon the student's ability to demonstrate a capacity to understand and use the necessary subject matter and tools of his/her chosen areas of study through satisfactory performance on two Field Examinations, an Oral Qualifying Examination, and the completion and oral defense of a dissertation making a scholarly contribution to the area of study.

2. Every student must take two methodology courses, one advanced tool course, and two pro-seminars. The methodology classes, PSCI 5340 (Seminar in Political Science Scope and Methods) and PSCI 6320 (Quantitative Political Research Methods), are to be taken in the first semester during which they are available. The advanced tool course is determined in consultation with the student's committee and the Graduate Advisor. Advanced tool courses include but are not limited to PSCI 6321 (Multiple Regression), PSCI 6350 (Game Theory for Political Science), or a foreign language course. All these courses must be passed with a grade of "B" or better.

3. A student must elect three areas of study for the Ph.D. These three areas include a major area within Political Science, and two supporting areas, one of which must be within Political Science. PSCI 5340 and PSCI 6320 will not count toward the fulfillment of these fields, but the advanced tool and the pro-seminars will count toward the fulfillment of these fields. Students will take Field Examinations in two areas of Political Science. The areas available for selection in Political Science are: (a) American government and public law, (b) comparative government and politics, (c) international relations, (d) political theory. Political methodology may only be taken as an untested third field.

Any area chosen as an outside minor must be approved by the student's Advisory Committee as relevant to the proposed course of study. The outside minor area may be drawn from a single discipline, or it may be made up of courses drawn from several disciplines if the committee believes such a composite minor to be suitable to the student's program of study. The minor should include a minimum of twelve hours of course work.

4. Registration for dissertation credit is required in at least two consecutive terms in the final year of graduate work.
5. A minimum of two consecutive semesters of full-time residence course work (18 semester hours) is required.
6. All work toward the Ph.D. must be completed within eight years of the time Doctoral credit is first given (this includes any credits on the degree plan transferred from other institutions).

ADVISORY COMMITTEE

Students entering the program will be assigned a Faculty Academic Advisor, who will advise the student until the student has assembled his or her Advisory Committee. Except for those on probation, students will assemble faculty Advisory Committees in their second semester, or after 9 hours of study. Advisory Committees must have representatives from each of the three areas of study chosen for the Ph.D., plus a fourth Departmental Representative. The representative from the student's major area of study shall be designated as the Major Professor.

Signatures of Advisory Committee members should be collected on the Faculty Advisory Committee Form and turned in to the Graduate Advisor. All committee members are subject to approval by the Graduate Advisor. The Graduate Advisor will appoint the Departmental Representative. A change in committee composition may be initiated by the student at any time except during the Field Examination process following the same procedures and subject to the same limitations as in the initial committee appointments. The Field Examination process begins when the student notifies the Graduate Advisor of his/her intention to take the Field Examination and concludes with the successful completion of the Oral Qualifying Examination. Once the Advisory Committee is formed, the student must arrange a meeting with all the committee members to compile a degree plan.

Upon successful completion of the Oral Qualifying Examination, the Advisory Committee may be reconstituted to include representatives from only two areas in political science or two areas in political science and one minor area.

The duties of the Advisory Committee will include, but not be limited to the following: providing advice and assistance related to the student's degree plan, conducting the student's Oral Qualifying Examination, conducting the student's Oral Dissertation Proposal Defense, supervising the student's Dissertation, and conducting the student's Oral Dissertation Defense. In addition, the Advisory Committee will meet at least once a year to monitor the student's progress in the degree program. This meeting will be scheduled by the student in consultation with the major advisor. This meeting will occur between September 22 and October 31 of each year. Graduate students should submit to their committee in advance of the meeting a CV and one-page report detailing activities from the previous academic year directed toward making academic progress. The major advisor will submit a narrative report of the meeting, along with the student's report and CV, to the Graduate Advisor and to the student. Students will only be able to receive a registration code from the administrative assistant for the graduate program once the current year's narrative has been submitted. In extraordinary circumstances, the Graduate Advisor may allow a student without a current narrative to receive a registration code. Students cannot register for classes without a registration code.

Students in their first semester who have not yet assembled an Advisory Committee will meet with their Faculty Academic Advisor between September 22 and October 31 of each year. The Faculty Academic Advisor will submit a brief narrative report of the meeting to the Graduate Advisor and to the student.

Students will only be able to receive a registration code from the administrative assistant for the graduate program once the current year's narrative has been submitted. In extraordinary circumstances, the Graduate Advisor may allow a student without a current narrative to receive a registration code. Students cannot register for classes without a registration code.

PASS-THROUGH MASTER'S IN POLITICAL SCIENCE

Students who are admitted to a doctoral degree plan in the Department of Political Science, after completing a bachelor's degree, may receive pass-through master's degree in Political Science after completing all requirements for the master's degree while continuing the doctoral program. All of the course work to be credited toward the master's degree plan must be numbered 5000 or higher. Please see the Political Science Master's Degree Program Guide for master's degree requirements. Coursework counted toward a pass-through masters cannot be counted again toward the doctoral degree requirements. To secure this degree, students must complete the following steps: 1) Submit an Application for Pass-Through Master's Degree to the Toulouse Graduate School. 2) Submit a master's degree plan to the Graduate Advisor. Once the admission application has been approved by the department, the degree plan will be submitted to the Toulouse Graduate School. 3) The student submits an application for graduation for the semester in which the degree requirements are completed.

DEGREE PLANS

The Advisory Committee, in conjunction with the student, should complete a degree plan form, and submit it to the Graduate Advisor. This form will be the basis of the official degree plan kept in the files of the Toulouse School of Graduate Studies. This plan is the official template by which the Toulouse School determines whether students have fulfilled their degree requirements at the time of graduation. Any changes to the degree plan must be approved by the student's Advisory Committee and submitted to the Graduate Advisor for forwarding to the Toulouse Graduate School.

In compiling the student's degree plan, certain special requirements will be taken into consideration by the Advisory Committee.

1. Degree plans must include a minimum of credit hours of work as specified in the General Degree Requirements, including 9-12 hours of dissertation credit (PSCI 6950).
2. Each Ph.D. student's degree plan must include a three-hour Seminar in Political Science Scope and Methods (PSCI 5340), a three-hour course in Quantitative Political Research Methods (PSCI 6320), one advanced tool course, and two pro-seminars.
3. A maximum of 24 hours of work beyond the Master's level may be transferred from recognized institutions in accordance with the rules of the University of North Texas Graduate Catalog, but only on the recommendation of the student's Advisory Committee to the Graduate Dean. Automatic acceptance of transfer credit should not be presumed. Waiver of any required course must be approved by the Graduate Studies Committee.
4. All of the Ph.D. credit must be in courses numbered 5000 or above if taken at UNT, or the equivalent thereof if taken elsewhere.
5. No more than 18 hours of the course work on a student's degree plan may be taken in Special Problems or Individual Research courses.

ADVISING FOR REGISTRATION

The student is responsible for following his/her degree plan and for meeting all the requirements of the UNT Graduate Catalog relevant to the Ph.D. program. To assist the student in meeting these obligations, the Department requires that each graduate student consult with the Graduate Advisor during the first and second semesters they register for classes.

SATISFACTORY PROGRESS

Students are expected to maintain satisfactory progress toward the completion of their degrees. Failure to maintain satisfactory progress or otherwise not follow the rules of this program guide will result in a student being dropped from the program on the recommendation of the Graduate Advisor and approval of the Graduate Studies Committee. Students with any two grades of "C" or below will automatically be dropped from the program. Retaking a course to replace a grade of less than "B" does not expunge the low grade for purposes of this rule, but it does expunge the grade for purposes of calculating the GPA.

Factors used to determine satisfactory progress include:

1. Any student receiving a grade of C or less in any course during the first 9 hours of study or earning a GPA below 3.0 will be placed on probation, and will be notified of the fact. Students on probation will not be allowed to form Advisory Committees. Students remaining on probation following their second semester may be removed from the program by the Graduate Studies Committee upon the recommendation of the Graduate Advisor.
2. Students must obtain a grade of at least "B" in PSCI 5340 and PSCI 6320.
3. Students are required to maintain a "B" average in graduate course work. Students with grade point averages (GPA) below 3.0 will be placed on probation and may be dropped from the program for inadequate progress by the Graduate Studies Committee upon the recommendation of the Graduate Advisor if they do not return to good standing the following semester. Remember that the graduate school requires a minimum 3.0 GPA overall to award a degree.
4. Students must pass a midterm review, which will normally be conducted during the fourth long semester.
5. Consistent with the requirement of finishing the program in 8 years, it is expected that students will take their field examinations and complete the research practicum requirement by the end of their sixth long semester of study and defend a dissertation proposal by the end of their eighth long semester.
6. It is further expected that courses started will normally be courses completed. It is suggested that when extenuating circumstances make it necessary to withdraw from or take an incomplete in a course, the student confer with his/her Major Professor. Excessive or habitual withdrawal or incomplete may be deemed "unsatisfactory progress" by a student's Advisory Committee.

RESEARCH PRACTICUM REQUIREMENT

Students must achieve a grade of B or better in a six-hour Research Practicum course (PSCI 6940) to be supervised by a faculty member from their Advisory Committee. This Directed Study may take place in

one or two semesters, but it must be completed by the end of the same semester in which the Field Examinations are completed (normally the end of the student's sixth long semester of study in the program) and three hours must be taken during the spring semester. Three hours of the Practicum will ordinarily be used to undertake a project related to the student's dissertation. Its purpose is to demonstrate the student's ability to create and carry out an original research project under faculty guidance. The student is responsible for contacting a faculty member who must agree to serve as the Advisor in this course. This must be done before the end of the semester immediately prior to the semester in which they will be taking the course. This Advisor does *not* need to be the student's Advisory Committee Chairperson. During the course of the semester, the student will pursue a research project of his/her choice under the guidance of the Advisor. Three hours taken during the spring semester will be taken jointly with other students under the supervision of one faculty member for the purpose of developing a dissertation proposal. The student's performance in the course will be judged by the entire Advisory Committee. Students who fail the course must retake it in the next semester.

MIDTERM REVIEW

Each student will be evaluated formally to determine whether he or she will be permitted to continue in the program. The review will be conducted by the Graduate Advisor and the Graduate Studies Committee. If the Graduate Advisor or a member of the Graduate Studies Committee is the Major Professor for one of the students under review, other members of the review committee will appoint an alternate committee member from the same field for the purposes of that particular student's review. The review will normally take place at the beginning of the student's fourth long semester of study, or at another time deemed appropriate by the Graduate Advisor.

Each student must provide the following materials to the Graduate Studies Committee, by way of the Graduate Advisor: (1) a writing sample that demonstrates the student's independent research ability; (2) a written statement outlining the student's general goals in the Ph.D. program and a self evaluation of their progress; (3) a copy of their degree plan which must be on file with the Graduate School; and (4) an unofficial transcript of UNT graduate coursework. The Graduate Advisor must provide evaluation data from seminar performance and TA/TR/RA assignments. Major professors must provide a letter evaluating the student's progress and promise.

Each student and his or her Major Professor shall meet with the committee to discuss the Review. After this meeting the committee shall deliberate and take one of the following actions:

1. authorize the student to proceed with doctoral studies;
2. dismiss the student from the doctoral program, but allow the student to pursue a master's degree in the department;
3. dismiss the student from the doctoral program; or
4. suspend the review for a period not to exceed six months, and provide the student with expected benchmarks. The committee will reconvene at the end of this period. Based on the progress the student has made with the specified benchmarks, as well as the previously submitted review materials, the committee shall take actions 1, 2, or 3.

FIELD EXAMINATIONS

Field Examinations are intended to test the student's preparation and comprehension in his/her areas of study. The student will be held responsible not only for material covered in course work, but also for general mastery of the sub-area being tested.

Each area in Political Science will make available to all graduate students a list of Field Examination questions that have either been used on past examinations or are similar to questions that may be asked in future examinations. Graduate students should be aware that these questions are meant to be used only as a study aid and in no way should students expect to find that any one of these questions will be used on the examinations. Each area within Political Science will determine the content and structure of its examination questions.

Students will be tested on their major field and one supporting field. Students must take both field examinations in the same semester. In the event of circumstances related to the availability of courses offered by the department, the Graduate Advisor may waive this requirement. Students requesting a waiver must obtain the unanimous support of their Advisory Committee in writing.

All Field Examinations must be completed within one semester following completion of all course work in the tested fields. Failure to take the exam within one semester of the completion of course work will be equivalent to failing the Field Examinations once.

Scheduling of Field Examinations: Field Examinations are taken after completion of the student's course work in the tested fields, ordinarily during the winter break before the student's sixth long semester of study, or at another time as deemed appropriate by the Graduate Advisor. Students taking field examinations must be continuously enrolled in the Doctoral program. Field Examinations may not be taken until students have been authorized to proceed with doctoral studies at Midterm Review.

The Exam will be take-home, open book in format. Students will have 48 hours to complete the Exam, which may not exceed 10,000 words in total for each exam the student takes. The student is responsible for scheduling the Field Examinations in consultation with the Graduate Advisor. Field Examinations will commence approximately on the Monday following New Year's Day and may continue on successive Thursdays and Mondays until all Exams have been given. The Graduate Advisor will schedule the exact times and dates of the Field Examinations. Students are not permitted to collaborate with other students during the exam period under any circumstances.

Each Doctoral student must indicate to the Graduate Advisor his/her intent to take the Field Examinations at the end of the semester preceding the semester in which the Field Examinations are to be taken. Failure to take a scheduled examination for other than valid reasons (such as death in one's family or medical emergency) shall be considered as a failure on the Examination. Students must be enrolled in the semester in which they take exams.

Grading Field Examinations: Field Examinations will be graded in a period not to exceed two weeks for each area, with the two-week period beginning on the day after the exam is given for each area of study. The Graduate Advisor will distribute copies of the exams to all qualified readers in each area of study. Grading of each exam will be done by at least two Graduate Faculty members from the appropriate area.

The grade each examiner shall give will be either (1) Pass with distinction, (2) Pass, or (3) Fail. Each grader shall record his/her vote on a single ballot to be returned to the area representative on the committee, along with written comments to be made available to the student upon request.

A meeting of the faculty of an area shall be held to discuss a final grade for the examination if at least one person in the area votes for failure. The final decision on the grade for the examination shall be made by majority rule among members of the area participating in grading the examination. If there is a tied decision among the initial graders, an additional UNT Graduate Faculty member from the area should be brought in to break the tie. If all the available Graduate Faculty from an area have been used and a tied decision exists, the faculty member from the area who is on the Committee shall cast the decisive vote.

Re-Examination After Failure on Field Examinations: A student whose performance on the Field Examinations is judged unsatisfactory may retake the examination no later than the maymester following the administration of the first exam. No student shall be permitted to take examinations (all or part) more than twice. The Graduate Advisor shall notify the student's Advisory Committee whenever a student fails any Field Examination.

ORAL QUALIFYING EXAMINATION

After the student has passed both Field Examinations, the student's major professor will schedule a three-hour Oral Qualifying Examination. The Qualifying Examination will take place within two weeks after the student has been notified or as soon thereafter as is practicable.

The Qualifying Examination may cover any subject in the student's program of study.

Voting for pass or failure on the Qualifying Examination shall not be over fields; rather, the vote shall reflect the total performance of the student. The negative vote of at least two members of the Advisory Committee shall be necessary in order to fail the student. If the student fails the Qualifying Examination, retaking the exam shall be at the discretion of the Advisory Committee. Rescheduling the Oral Examination shall be done by the Graduate Advisor and the student's Major Professor in consultation with the student. In no case shall a second Qualifying Examination be scheduled before the beginning of a new semester of school. No student shall be permitted to take the Qualifying Examination more than twice.

DISSERTATION PROSPECTUS

Unless provided an extension of the Graduate Advisor, students must defend their Prospectus prior to the start of their seventh long semester. Students who do not defend their Prospectus before the start of their ninth long semester may be removed from the program by the Graduate Studies Committee upon the recommendation of the Graduate Advisor. Unless a satisfactory Prospectus is submitted and approved by the Committee, the Graduate Advisor shall not notify the Graduate School of Advancement to Candidacy, and the student shall not be permitted to register for Dissertation credit (6950).

The Prospectus must include (1) a statement of the principal question to be investigated or hypotheses to be tested, (2) a review of the relevant literature and a statement of the expected contribution of the proposed dissertation, and (3) a statement of the methodology to be used. The Prospectus must show enough research and planning that the student is able to defend the probability of its successful completion.

Prospectus defense meetings are scheduled on consultation between the student and their Advisory Committee. While only committee members vote on the satisfactory nature of the Prospectus, Prospectus defense meetings are open to the entire faculty.

STYLE MANUAL FOR DISSERTATIONS

The Department of Political Science has adopted the APSA Style Manual as the guide for citations, references, and other questions of format in dissertations. Students are responsible for obtaining a copy and observing its standards. Students should follow the guide for PREPARATION AND SUBMISSION OF DISSERTATIONS, THESES, AND PROBLEMS IN LIEU OF THESIS (published by UNT Graduate School) in preparing final copies of the dissertation for submission to the Graduate School.

REGISTRATION FOR DISSERTATION

A student must maintain continuous enrollment in a minimum of three credit hours of thesis or dissertation during each long semester until the thesis or dissertation has been accepted by the Dean of the Graduate School. Thesis or dissertation registration in at least one summer session is required if the student is using university facilities and/or faculty time during that summer session. Doctoral students must maintain continuous enrollment until their degree is conferred.

Failure to maintain continuous enrollment will either invalidate any previous thesis or dissertation credits or will result in the student being dropped from the degree program unless granted an official leave of absence by the Graduate Dean for medical or other exceptional reasons.

FINAL ORAL DEFENSE

The Dissertation must make a contribution to the field of study, must display mature and critical scholarship, and must demonstrate competency in research and in the presentation of findings in an acceptable scholarly manner.

When the completed Dissertation is accepted by the Major Professor, it is read by the other members of the Committee. On the recommendation of the Committee a Final Oral Defense of the Dissertation is scheduled. The usual examiners will be the members of the student's Advisory Committee, but the Defense is open to the University faculty.

On the satisfactory completion of the Final Oral Defense of the Dissertation, the candidate is recommended to the Graduate Dean to receive the degree of Doctor of Philosophy in Political Science at the next commencement.

FINANCIAL ASSISTANCE

Financial assistance for graduate students is available in the form of teaching assistantships, research assistantships, and teaching fellowships. Inquiries about such aid and applications should be addressed to the Graduate Advisor of the Department of Political Science. The deadline for applications for financial assistance is January 15th each year. Students who have not formed an Advisory Committee by the beginning of their second year may not be eligible for assistance. Students who are not making satisfactory progress through the program, as outlined in the "Doctoral Degree Program Guide," may not be eligible for assistance.

EFFECTIVE DATE

The provisions of this document apply to all students registering for the first time after April 25, 2014. Students who enrolled prior to this date may elect to follow the "Doctoral Degree Program Guide" in effect at the time of their enrollment in the Ph.D. program in Political Science or may elect to follow these regulations.

QUESTIONS OR PROBLEMS

Any questions that might arise which are not covered by this information sheet and the Graduate Catalog should be discussed with the Graduate Advisor.