

Northwestern | Political Science

Guide to Graduate Study

This guide outlines the requirements of the doctoral program in Political Science and answers common questions students may have in planning their program of study. Students and faculty should consult the Director of Graduate Studies (DGS), the Program Coordinator (PC) and The Graduate School's (TGS) website, www.tgs.northwestern.edu for the latest information on policies and procedures.

In addition to the requirements of the Department, students are responsible for meeting the requirements of TGS with respect to such matters as credits, academic standing, milestone deadlines and residency. Consult the TGS website for additional information.

This Guide outlines the steps involved in a student's career from matriculation in the first year to graduation as a Doctor of Philosophy. While this handbook is meant to provide a guide to these procedures and requirements, most students recognize that one often learns from more advanced graduate students, faculty advisors, the DGS, and the PC (about whom more information appears below). Each student bears ultimate responsibility for meeting standards and requirements, but the overall process involves participation in a community of scholars. The Department takes great pride in this community spirit, and students are urged to avail themselves of its benefits.

I. PROGRAM ADMINISTRATIVE STRUCTURE

1.1 The Graduate School (TGS)

TGS is responsible for the administration of graduate programs. Admissions, funding, awarding of degrees, etc. are administered by TGS. TGS has numerous rules and deadlines with which you should become familiar. TGS also coordinates professional development and facilitates associations for graduate students. For information on TGS policies and programs, please consult their website: www.tgs.northwestern.edu

1.2 The Weinberg College of Arts and Sciences (WCAS)

WCAS coordinates the academic activities of 30 departments in the Arts and Sciences, including Political Science. WCAS, acting on recommendations of each department, is responsible for the allocation of teaching assistantships and fellowships for students beyond year 5. WCAS information can be found here: www.weinberg.northwestern.edu

1.3 Director of Graduate Studies (DGS)

The DGS is a tenured member of the faculty who directs the graduate program. The DGS chairs the Graduate Committee and acts as an intermediary between graduate students and TGS.

1.4 The Graduate Committee

The Graduate Committee is appointed prior to each academic year by the Department Chair. It is comprised of the DGS, acting as the Committee's Chair, and representatives from each of the five major sub-fields. The Committee's main role is review program initiatives and curricular updates, select nominees for internal fellowships and prizes, and when necessary, decide upon specific policies related to TGS and WCAS.

1.5 Program Coordinator (PC)

The PC is a staff-member employed by the University to aid students and faculty with the administration of the program. In particular, s/he handles applications for funding, admissions, degrees, qualifying exams (sometimes referred to as "prelims") and dissertation committees, and is responsible for placement materials. The PC is a good first point of contact

on matters of Departmental and University policy.

1.6 Graduate Student Tracking System (GSTS)

The GSTS is an online tool which houses all information about graduate students, including enrollments, funding, milestones, and advisor information. It is also a place where students can enter awards, publications, honors, and other achievements which may be selected to be featured on the Department website. Students will be asked to keep information current, especially as pertains to their faculty advisor and dissertation committee. GSTS can be accessed here: <http://gsts.northwestern.edu>.

1.6 Faculty Advisors

The Department encourages extensive student-faculty interaction. Every incoming graduate student will be assigned a first-year faculty advisor in their first field of interest to advise on coursework and other academic issues. The faculty advisor serves as the liaison between their advisee and the faculty and is the primary source of academic advice. The advisor will be available to meet with the student to offer advice and develop a proposed plan of study. Students should meet with their advisor at least once per quarter to discuss course selection and as needed for other issues.

As stated above, students will be assigned an advisor in their first year. After the first year, students are required to submit confirmation of their advisor to the PC via the Graduate Student Tracking System (GSTS). Students are not required to remain with their first year advisor if they find that their research interests align more closely with those of another faculty member. One should select an advisor who is an expert in the area of research that one wants to pursue. Consider the potential advisor's reputation in the area of mutual research interest, accessibility and responsiveness to students, and the placement record of the potential advisor's students. It is advisable to consult other graduate students about their experiences with various faculty members.

By the end of the second year, students must have an advisor who will serve as the first member of their dissertation committee.

1.7 The Commune

The Graduate Student Commune is the organization of Political Science graduate students. It provides advice to the Department on teaching, recruitment, and organizes resources and activities for graduate students. It is composed of all students currently enrolled in the graduate program. The Commune elects representatives to represent the graduate students in matters affecting the graduate community. The Commune can be reached by email at commune.polisci@gmail.com.

II. SUMMARY OF ACADEMIC REQUIREMENTS FOR THE PH.D. DEGREE

There are several requirements that must be fulfilled in the course of studies toward a Ph.D. in Political Science. Some are established by TGS; students should consult the TGS website to familiarize themselves with those requirements. The Department also specifies additional requirements. The most important TGS and Department requirements are explained in detail in this Guide, and can be summarized as follows:

TGS Requirements

- Eight (8) quarters of fulltime residency (registered in 3 ABC graded graduate courses) to be completed consecutively over two years, including summers. More information about this requirement can be found here: <https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#residency>
- Maintenance of a B (3.0) average is required to remain in good standing. More information on TGS policies concerning coursework and grades can be found here: <https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#coursework>
- Failure to adhere to the TGS timeline and requirements will result in a student being placed on academic probation.
 - When a decision to place a student on probation is made by the program, the student and The Graduate School will be notified in writing. In Political Science this notification can happen at any time during the academic year.
 - When a decision to place a student on probation is made by The Graduate School, the student will be

notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (excluding summers) to resume satisfactory academic standing.

- During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded from TGS.
- More information may be found here: <https://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

Department Requirements and Milestones

- A minimum of two years of full-time graded coursework (18 courses).
- Completion of the First Year Review process
- Two courses in Methods (PS403 and PS405 – offered in Fall and Winter quarters respectively each year). Political Theory majors are exempt from this requirement, but are encouraged to explore it.
- Successful completion of a Research Paper Requirement (due on the first day of the Spring quarter of the second year).
- Successful completion of first field qualifying examination in the Fall of the third year, or, with permission of DGS and advisor, in the Spring of the second year. Students must have no incomplete grades, and they must have fulfilled the Research Paper Requirement before exams may be taken.
- Successful completion of second field course requirements, with a minimum of a B+ GPA in all of these courses.
- Acceptance of a dissertation proposal in Spring of the third year, or by the end of the Fall of the fourth year at the latest.
- Successful defense of dissertation.
- Placement at an academic or non-academic institution.

A summary of TGS's Ph.D. requirements and a time line can be found here:

<https://www.tgs.northwestern.edu/academics/degree-requirements/index.html>

Note that determinations regarding whether a student is in good academic standing are based in large part on achieving each milestone in a timely fashion. The department tracks each of these steps. Coursework will automatically be registered, but students should notify the PC via GSTS of the completion of each additional milestone.

III. THE FIRST YEAR OF THE PH.D. PROGRAM

The first year program generally incorporates core subfield courses and required courses.

1.1 Coursework

Over the course of the Ph.D. program, eighteen (18) courses must be completed to fulfill the Department's requirements for coursework. Students take 3 or 4 courses per quarter for each of the first two years (summers are excluded). Under University regulations, all students are required to be enrolled full-time each quarter: full-time is defined as being enrolled in 3 graded units of study. Students should select their courses from among the graduate 400-level offerings of the Department. Students take core courses in their chosen first and second fields. Students may benefit from taking a fourth course, particularly in languages or methods.

In consultation with their advisor and the DGS, students may take a limited number of courses in other departments and schools. Interdisciplinary study receives broad support in the Department and in the wider University. In addition, the CIC (Committee on Institutional Cooperation - a consortium of Midwestern research universities) Traveling Scholar Program offers students the opportunity to take classes at other Big Ten universities, the University of Chicago, and the University of Illinois, Chicago. Information about this program can be found here:

<http://www.tgs.northwestern.edu/academics/academic-services/phd/traveling/index.html>.

The number of courses taken outside the department of Political Science during the first two years of study that can satisfy the coursework requirement for the doctorate is three (3). This limit can be raised if necessary to complete a TGS approved special credential. Students taking more than three courses outside of the department must seek approval from

their advisor, the field head of the student's exam field and the DGS. Students should notify the PC of the approval.

Undergraduate (300-level) courses in other departments may be taken to satisfy Departmental requirements if no graduate course covering the same material is available. Students must consult with their advisor before enrolling in a 300-level course. Students should also consult with the course instructor to arrange extra work since graduate students taking 300-level courses will be required to meet higher performance standards than undergraduates. Students need written permission from the faculty advisor and the DGS to take more than two 300-level courses in any year.

The Department discourages graduate students from enrolling in Political Science 499 (Independent Study). Prior PC approval is required for all 499 registrations, and DGS approval must be acquired if a student wishes to take more than two 499s.

If a student must take an incomplete grade (Y) at the end of a term, that grade must be reported to the PC before the start of the following term. Students have one quarter to complete any incomplete grades, and risk being placed on academic probation should the incomplete grade not be resolved. Students are ineligible to apply for funding awards if they have more than one incomplete grade on their transcript.

Many seminars require a paper as a key component of the learning experience. It is natural that papers for various seminars will reflect your intellectual interests, and will often derive from the same underlying scholarly project. However, it is essential that the work you submit in each seminar consists of original work for that seminar. Students are free to explore various components of a single research trajectory across multiple seminars, but they are not permitted to submit multiple drafts of the same (or substantially similar) papers to different seminars. If a student recycles work in this way, the department will consider it an academic integrity issue. (See the university's Principles Regarding Academic Integrity at <https://www.northwestern.edu/provost/policies/academic-integrity/principles.html> for more information.)

3.2 Required Methods Courses

All students, except those studying Political Theory, are required to take POLISCI 403 (Probability and Statistics) and POLISCI 405 (Linear Models). Political Theory students are encouraged to explore the courses, as it may pertain to their second field. These courses are usually completed in the first year. Students may elect to take one or both during their second year in consultation with their first-year advisor.

Students who wish to be exempted from these classes on the basis of equivalent training prior to coming to Northwestern must contact the methods field head and have written permission from their advisor and the DGS.

3.3 Annual Student Evaluation

The faculty meets each Spring Quarter to evaluate continuing graduate students. It is on the basis of this evaluation that assessments are made regarding their satisfaction of the criteria for continuing in good standing. In cases in which a student is not making acceptable progress toward the completion of the degree, the Department uses this meeting to examine the difficulty and to suggest a course of action. This may include counseling the student to reassess his or her commitment to the program. The Department reserves the right to remove a student from the program if the difficulties are insurmountable.

3.4 First Year Review

In Spring Quarter, first year students will meet with their First-Year advisor to discuss their academic progress during the first year, as well as plans for study and research in the coming years. This meeting must be held before classes end in the Spring Quarter. Written evidence of this meeting must be submitted to the PC by July 1. Forms can be downloaded from the Department website.

IV. THE SECOND YEAR AND BEYOND: PAPER, PRELIM, AND SECOND FIELD REQUIREMENT

During the second year, students:

- Submit their Research Papers, if they have not done so in the first year

- Complete course requirements, including second field requirement, and refine research interests;
- Prepare to take qualifying examination(s) at the end of the second year or the beginning of the third year.

4.1 Research Paper Requirement: Guidelines for Students and Faculty

The Research Paper is expected to be an original scholarly paper demonstrating the student's ability to analyze a significant problem in the format of a journal article. It is normally 20-40 pages in length. The Research Paper is a core requirement of the program that is tied to coursework.

The process of completing the research paper requirement proceeds as follows:

1. Students select a paper produced in a political science graduate seminar at Northwestern taken during the first 5 quarters of their graduate careers to submit.
2. The paper is chosen in consultation with faculty (normally the instructor for the seminar for which it was written). This may or may not require additional work on the paper, to be determined by the instructor in consultation with the field head or other faculty as needed.
3. Students should consult with their field head. The field head will suggest two readers for the research paper who will determine whether the paper fulfills the research paper requirement.
4. Research papers are to be submitted no later than the first day of spring quarter. Earlier submissions are strongly encouraged.
5. The paper must be submitted to both readers by the deadline, and the student must complete the Research Paper Requirement form sent by the PC.

Within six weeks of receiving the paper, the faculty readers must evaluate and assign one of three grades via online form:

(a) Approved, (b) Not Approved, (c) Revise and Resubmit

For all Revise and Resubmit grades, the latest deadline for revision is July 1 of the student's second year. Students failing to meet this deadline will be considered to have failed to maintain satisfactory academic progress in the program and will be removed from the program. They will not be permitted to enroll in the following Fall and will leave before qualifying exams and before receiving the M.A.

Resubmitted Research Papers will receive one of two grades: (a) Approved (b) Not Approved.

In cases where the two readers' evaluations diverge, the DGS will appoint a third reader from the relevant disciplinary field to break the tie. Papers will be graded no later than August 1 (one month after the submission deadline for the revised version). Students whose papers are not approved after the revise and resubmit will be considered to have failed to maintain satisfactory academic progress in the program and will be removed.

4.2 Preparation for the Qualifying Exam

Students bear responsibility for choosing their courses to meet the substantive requirements of their first and second fields. Students are advised to focus on core courses in particular fields. Readings from course syllabi are often especially relevant to the questions that appear on the exams.

Students should also consult with the relevant field head prior to sitting for the exam. This is an opportunity for students to review their study plan, as well as to gather information helpful to their preparations.

4.3 First Field Qualifying Exam (Also referred to as "Prelim" or "Comprehensive Exam")

Students must take a qualifying exam in their primary field of study no later than the Fall term of the third year. All first field exams will be administered in the first week of the Fall quarter. Students who do not pass the exam may retake it once, normally at the end of the fall quarter (the week that grades are due).

Students may petition the DGS and relevant field head to take an exam earlier than their third year. If approved, students may take an exam at the end of spring quarter (the week that grades are due).

Students must have completed their coursework (18 courses), cleared all incomplete grades, and fulfilled the Research Paper Requirement before taking their qualifying examination. This requirement can only be altered with the consent of the student's advisor and the DGS.

Students take a written examination in their first field. The individual subfields, under the direction of the field heads, will be responsible for writing the exams and for establishing rules governing their administration. If students have not passed their exams for the first field and completed the course requirement for the second field by the end of the third year, they will be considered as having failed to maintain satisfactory academic progress by the Department and risk expulsion from the program.

The first field exam is offered in the following fields:

American Politics
Comparative Politics
Methodology
International Relations
Political Theory

Field heads are responsible for soliciting other faculty members for questions and composing the first field exam. Students are advised to consult with the field head and others in the field in which the exam is to be taken. Students are also encouraged to consult previous exams, which can be obtained from the PC. Students may want to form study groups to prepare for exams. It is advisable to consult syllabi and notes from relevant courses offered over the previous two years.

Students may elect to take two first field exams in lieu of completing the second field course requirements.

Committees composed of two or three faculty members drawn from the subfield of the exam are responsible for evaluating the written exam.

Committees assign one of four grades: **Pass with Distinction, Pass, Oral Exam or Fail.**

Committees reserve the right to require that students who write marginal exams be required to sit for the oral exam. The oral exam may include questions on any aspect of the discipline, on the area of the student's concentration, and other appropriate subjects beyond the scope of the written exam questions. Failure to perform adequately on the written exam and/or oral exam constitutes grounds for expulsion from the program.

4.4 Second Field Requirements

The second field is offered in the following fields:

American Politics
Comparative Politics
Methodology
International Relations
Political Theory

To complete the second field requirement, students are required to take five (5) graduate courses designated by the subfield and earn a minimum grade of B+ in each of those courses during their first two years of study. The PC maintains a list of courses that shall qualify for the second field. Any deviations from the pre-approved list must be approved by the field chair in the respective field. Students may propose courses from outside the department, which will be subject to approval on a case by case basis by the field chair in consultation with the DGS.

The student may construct custom-designed second field with written approval from the DGS following the student's consultation with his or her academic advisor.

The courses that count toward the second field requirement will be offered by the subfields as part of their annual curriculum.

4.5 Taking Courses in the Third Year and Beyond

Students who need to acquire additional skills relevant to their field of research may take additional courses beyond the 18 credit Departmental and TGS course requirement.

Students wishing to take undergraduate language classes, see Sect IX for procedures. These classes must be taken for a

grade.

Students will be able to register for one additional course beyond TGS 500. Students who choose to take a course P/NP must manually adjust the Grading Option from ABC to P/N on Caesar. Should a student wish to register for more than one additional course, they must write to their Student Services Coordinator at TGS, who can be found here: <http://www.tgs.northwestern.edu/academics/academic-services/index.html>.

Per TGS policy, "auditing" a graduate course is not permitted.

V. THE MASTER'S DEGREE

The Department does not have a separate MA program and does not admit students solely for the purpose of obtaining an MA. This degree is awarded exclusively to students who are in the process of obtaining their Ph.D.

5.1 Requirements

The Master's degree is awarded upon satisfactory completion of the following requirements:

Nine credits of graduate work, subject to the requirements outlined above. According to TGS: "The minimum residency requirement for the master of arts and master of science degrees is the equivalent of three quarters of full-time registration in courses authorized by the Graduate Faculty for graduate credit. Credit earned at an undergraduate institution or at another graduate school or a professional school may, with Department approval, be applied toward the Department's coursework requirements, but not toward the residency requirements, for a master's degree at Northwestern University."

The Department requires a paper, outlined in section IV, completed no later than the Spring quarter of the second year. Therefore, students must have completed 3 quarters (at least 9 courses, taken at Northwestern or transferred in), passed the Research Paper Requirement, and have cleared all incomplete grades before they are eligible to apply for the MA.

5.2 Application for the Master's degree

Responsibility for filing for the MA degree with TGS at the appropriate time lies with the student. At present, the MA is granted quarterly and the deadline for the application is no later than the 2nd week of the quarter. No "Y" (incomplete) grades will be accepted on applications for the MA. Applications are submitted through CAESAR and email notification of an application must be sent to the PC. The PC provides Departmental endorsement of successful applications. Students are responsible for meeting deadlines set by TGS for the award of Master's degrees. More information is available here: <http://www.tgs.northwestern.edu/academics/academic-services/masters/degree/index.html>

VI. ADMISSION TO CANDIDACY

6.1 Candidacy for the Ph.D

Admission to candidacy for the Ph.D. means that a student has:

- 1) Passed the required qualifying exam
- 2) Completed the second field course requirement
- 3) Completed eight quarters of residency
- 4) Secured the recommendation of the student's advisor and the Department.

While all students complete the first field qualifying exam in the Fall quarter of the third year or earlier, they cannot be admitted to candidacy until the summer of their third year at the earliest.

We recommend that students defend their dissertation prospectus in the Spring of their third year. To remain in good academic standing, students must defend a dissertation proposal by the end of the Fall quarter of the fourth year.

Candidacy certifies that the student is proficient in her or his first and second fields, and is prepared to move on to the dissertation stage of the graduate career. More information can be found in TGS's statement on candidacy: <http://www.tgs.northwestern.edu/academics/academic-services/phd/candidacy/index.html>

6.2 Dissertation Proposal

Students must submit a dissertation proposal (the “prospectus”) to a faculty committee by the end of the fall quarter of their fourth year, following successful completion of the qualifying examination and the second field course requirement.

The dissertation proposal must be defended no later than the end of the Fall quarter of the student’s fourth year of study if the student is to remain in good standing.

Details concerning this TGS policy (including acceptable conditions and procedures for extensions) can be found here: <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#prospectus>. Upon the approval of the dissertation proposal, the student becomes an “ABD” (all-but-dissertation) and the student’s principal advisor generally becomes Chair of the student’s dissertation committee.

If the student does not complete, submit, and defend the prospectus by the stated deadline, the student will be placed on academic probation by the Department and/or TGS.

The format of the proposal varies across fields and is adaptable to specific research projects and contexts. As a general rule, a proposal includes a concise statement of the question or problem that the student intends to research. It justifies the project on theoretical grounds (that is to say, it demonstrates why political scientists should be interested in the project), which often incorporates a review of relevant scholarly literature. It shows how the scholar intends to go about collecting and analyzing evidence that is relevant to the question or problem. In sum, the proposal should be a map of the work required to complete the dissertation.

A minimum of three faculty members serve on the prospectus committee. At least three members of this committee, including the Chair, must be Northwestern University Graduate Faculty. Almost all faculty members who hold tenured or tenure-line appointments will be considered Graduate Faculty. Information about who is eligible can be found here: [:http://www.weinberg.northwestern.edu/graduate/program-administration/graduate-faculty-membership.html](http://www.weinberg.northwestern.edu/graduate/program-administration/graduate-faculty-membership.html)

VII. THE DISSERTATION

The time needed to complete the dissertation varies with the amount of research or fieldwork required, the conditions of financial aid and other contingencies. Important information can be found here: <http://www.tgs.northwestern.edu/studentsvcs/doctoral/degreecompletion/>

7.1 Composition of the Dissertation Committee

At the point of a successful defense of the prospectus, the prospectus committee often becomes the dissertation committee, although students are free to change the composition of this committee.

This committee will include at least three faculty members, all of whom must be formally acknowledged by TGS, i.e., “Graduate Faculty.” The members of the committee will be nominated by the student’s dissertation Committee Chair (usually the student’s advisor) in consultation with the student.

The committee members should be selected on the basis of their expertise in the field of the dissertation and their willingness to serve. The Chair of the committee and at least one other faculty member must be members of the Department of Political Science. If a former member of the faculty, i.e. one who has retired or moved to a different university, is to be a member of the committee, his or her written consent must be obtained beforehand. Approval also must be obtained from TGS. (The PC can facilitate these requests.)

Students should make sure that their committee information is noted in the GSTS.

7.2 Defense of the Dissertation

Arrangements for the dissertation defense must be made with the PC at least four weeks prior to the defense. The finished dissertation must in all cases be in the hands of the committee at least four weeks before the scheduled date of the examination.

The committee may require whatever revisions it sees fit or refuse to certify the dissertation. With the agreement of the

dissertation advisor and the candidate, the defense may be opened to other graduate students and faculty members. Defenses are assumed to be public events, with an open oral defense followed by a closed discussion with only the committee and the student.

The final format and conditions of acceptance of the dissertation are specified in detail by TGS. Students should consult TGS's web site for a comprehensive list of rules and procedures. It is the responsibility of the student to see that the final document meets these specifications. The Department has no authority to waive or alter these requirements.

Prior to the defense, students must review the following page: <http://www.tgs.northwestern.edu/academics/academic-services/phd/degree-completion/index.html>

The PC can advise students for successful completion of the necessary steps.

7.3 Time Limits

Each doctoral student must complete all requirements for the Ph.D. by the established deadline. Graduate Faculty legislation states that all requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program. Specific information concerning those who advance to a ninth year can be found near the end of this document.

Students who fail to complete their degree within the stated time limit will be placed on academic probation and risk expulsion from the program.

Extensions of the completion time period are possible only by petitioning TGS. Such extension requests are reviewed on an individual basis. As a condition of the extension, the student, whether in residence or not, must register for TGS 513, Advanced Continuous Registration, for each quarter, with the exception of the Summer, until all requirements for the degree are completed. Any lapse in registration must be paid in full, including appropriate retroactive registrations fees, or no degree will be awarded nor will a transcript be released. Students in this advanced continuous registration status are not eligible to receive federal loans or to qualify for the University health insurance subsidy, nor will they be eligible for fellowships, traineeships, teaching or research assistantships, and scholarships. Tuition for TGS 513 is currently \$1000 per quarter. No second extension will be granted.

This status is considered less than half-time and therefore does not provide students with the ability to defer loans or extend visas. In cases of extreme hardship, special dispensation might be granted. Students, not the programs, should email a petition to TGS Senior Director of Student Services, Kate Veraldi, at k-veraldi at northwestern.edu with their rationale for the request.

VIII. UNSATISFACTORY PROGRESS

Failure to make satisfactory progress, as determined by the Department, may result from (but is not limited to) unsatisfactory performance in classes, unsatisfactory performance on the comprehensive exam, and second field course requirement, unsatisfactory teaching, unsatisfactory research progress, or failure to meet other Departmental requirements. A student's failure to make satisfactory progress must be reported by the Department to the student and to TGS in the Department's annual academic progress report.

Unsatisfactory progress may lead to exclusion. Exclusion is defined by the University here (<http://www.tgs.northwestern.edu/academics/academic-services/satisfactory/index.html>). Prior to exclusion a student should have reasonable opportunity to remediate deficiencies. TGS will move to exclude a student if the student is shown not to be in good academic standing in two consecutive annual academic progress reports. Exclusion always requires approval from both the Department Chair and the DGS.

A decision of exclusion must be provided in writing to the student and TGS. The notification must include the effective date of the exclusion, a clear statement of reasons for exclusion and any relevant documentation.

Students who wish to appeal the Department's decision to exclude must first appeal directly to the Department through the DGS. The Department must inform the student and TGS of the outcome of the appeal in writing. A student may then appeal the Department's decision to TGS. TGS will only consider appeals on the basis of procedural errors or failure to comply with established Department or TGS policies. TGS will not consider appeals on the basis of substantive academic decisions.

Appeals to TGS must be made in writing within ten days of the Department's final written notification of exclusion and include supporting material at that time. The Dean of TGS will determine if an appeal will be administered within TGS or the University Hearing and Appeals System or other sanctioning body within the University. The Dean's decision will be made in a timely manner, and will be communicated in writing to the student and Department. This decision is final and cannot be further appealed.

IX. OTHER MATTERS

9.1 Transfer Credits

The Department may consider the transfer of credits. Doctoral students are allowed to transfer up to two quarters (six credits) of coursework. Such coursework must be from graduate level courses at approved, accredited institutions. A minimum of nine graded courses must be taken at Northwestern University to fulfill doctoral degree requirements and a B (3.0) average must be maintained. A student who receives a master's degree from TGS automatically waives all residency credit for graduate work completed at another institution or another School or College of Northwestern University.

Students who petition for transfer credits need to submit syllabi and other evidence of course content and requirements to their advisor. The advisor will evaluate the quality of this previous coursework and other information related to the merits of the request and forward this information to the DGS. In instances where the transfer of credits for methodology courses is requested, the instructors for the corresponding courses at Northwestern will be called upon to provide their professional judgment concerning the merits of the request. These processes are designed to ensure that the student consults with his or her advisor regarding the wisdom and the implications of the transfer of credits.

Transferring credits can reduce the length of residency and allow a student to advance more quickly toward the completion of a degree. Indeed, the Department requires that students who are awarded transfer credits will advance the pace of their course of study. The award of substantial numbers of credits can mean that the student will be expected to complete the research paper requirement in the first year of study.

Transferred credits cannot be used to effectively become a part-time student. All students must continue full-time study in order to remain in good standing. Remaining in good standing is a condition for continued access to funding. This is why students who complete their 18 credits of coursework (either at Northwestern exclusively or with the transfer of credits) need to progress directly to the next stage of their studies. Students who register for fewer than three seminars during a term may register for 590 Research to maintain full-time registration. Students may audit courses with faculty consent, and should officially enroll, manually selecting the P/NP Grading Option on Caesar.

Students with a Master's degree in a field other than political science can elect to take a second Master's in political science from Northwestern, but in doing so will lose any transfer residency credit that was obtained upon admission to the Ph.D. program. The student should therefore carefully examine his or her situation before petitioning for the MA degree.

9.2 Leaves of Absence

When special circumstances interrupt a student's studies, the student may request a leave of absence in writing to the DGS. The leave of absence is a pause in pursuit of the Ph.D., usually for one academic year. Common reasons for requesting a leave of absence include family emergencies and illness. Upon receiving a response, the student should then submit an online form, found on the TGS website, to TGS explaining why a leave is necessary. No leave is given for more than twelve consecutive months. A request for renewal beyond a year must also be addressed to the DGS and TGS Dean.

A student granted a leave of absence by TGS is not required to register for each quarter of the leave. While TGS and Department milestone deadlines are extended by the length of the leave, students should do their best to catch up quickly upon their return. Students on leave of absence are NOT eligible for financial aid, Department or TGS grants, or TGS loans. It is important for students considering a leave to contact their TGS Student Services Representative to discuss health insurance continuation, library privileges, NetID expiration, etc.

More information can be found here: <http://www.tgs.northwestern.edu/studentsvcs/generaldegreereq/leavesofabsence/>

9.3 Grade Requirements

Grades given in courses are A, A-, B+, B, B-, C+, C, C-, D and F. Students do not receive credit for a grade of D or below. A grade of Y indicates incomplete coursework and is given, with prior agreement of the instructor and GPA, when a student does not submit all assigned work in a course. A grade of W indicates withdrawal. All Y grades must be made up within one calendar year of the date the grade is incurred. A grade of D, F, N, or Y entered for a course reduces the effective credit toward residency of that quarter by one-third for each such entry regardless of the number of courses in the registration for that quarter. Residency is restored if the Y is removed within one calendar year. To restore residency the work in the course must be completed and a Change of Grade form forwarded to the Office of the Registrar before the deadline.

Grades can only be changed when the instructor makes an error. A request to raise or lower a letter grade after course completion and grade submission must be forwarded to the Dean of TGS by the course instructor with a full explanation of the reason(s) for such a request. The Dean submits the request to a subcommittee of the Administrative Board for its recommendation. The Registrar will not accept a grade change request for the permanent record without the Dean's approval.

TGS requires at least a 3.0 (B) average (on a 4.0 scale), with no accumulation of Y grades, for good standing. The department requires a 3.3 (B+) average for the five courses that count towards the second field qualification. Carrying a Y grade for more than one academic year endangers one's good standing status. Students not in good academic standing are notified in writing and are subject to academic probation. The Department Chair is notified when a student is warned of a marginal academic record, warned of an excessive number of Y grades, and/or placed on academic probation. A student who fails to maintain good standing is in jeopardy of being excluded from TGS. TGS requires that students receiving financial aid from the University maintain a 3.0 average and keep an academic record free of incomplete grades.

9.4 Departmental Standards and Expectations

TGS's grade requirements do not fully reflect the Departmental criteria used to assess student progress. It is rare that students have GPAs below 3.5, much less the 3.0 GPA minimum that TGS requires. Students should be concerned about GPAs below 3.5, as this may indicate sub-standard performance. In addition to grades, the faculty members look for a variety of signs of scholarly excellence in the student's exams, research, and seminar presentations. The situation may arise in which the faculty recommends that a student consider leaving the Ph.D. program, in spite of a GPA that exceeds TGS requirements, because the student has not given strong evidence of the capacity or willingness to write a first-rate dissertation. Students are advised to ask professors to explain and interpret their grades in order to gauge their progress in the program.

9.5 Language and Research Skills Proficiency Requirements

The Department has no formal language requirement, but students should learn those languages that are necessary for their dissertation research and scholarly career. Students must identify their language needs in their dissertation proposals, and an evaluation of the student's competence will be made at the time of the dissertation proposal defense by the student's committee. Dissertation committees may also require demonstration of competence in computer techniques, statistics, research methodology or mathematics if those skills are necessary for the proposed dissertation research.

Several language acquisition opportunities are available to students. These include:

Summer Language Grant Program:

(<http://www.tgs.northwestern.edu/financial-aid/fello-schola-grants/university-fello/summer/index.html>). This program provides some financial support for successful applicants who need support to travel to a foreign country or to attend a domestic language immersion program to acquire or improve their command of a foreign language. This language must be relevant to the student's research. Successful applicants must have some exposure to the target language prior to applying.

School of Continuing Studies (SCS) summer language classes:

(<http://www.scs.northwestern.edu/summernu/>). An arrangement between SCS and TGS enables Ph.D. students to register for summer intensive language courses on campus without additional tuition charges. Students can register for these courses in CAESAR instead of or in addition to (depending on how many language courses are taken) registering for TGS 500, the typical summer quarter registration. These classes do not count towards the graduate residency requirement.

Courses via CIC (detailed above in III (A)):

Students may take classes, including language classes, at any Big Ten school, the University of Chicago, or the

University of Illinois, Chicago.

Language Courses during the Academic Year:

Students may take 100, 200, and 300 level language classes through WCAS during the academic year or summer. Students must take these classes for credit and a grade. Students who are registered for full-time coursework must take these classes as their fourth class in a given term. Students beyond coursework would take these courses in addition to 500, or 512 registrations. Visit the Non-TGS registration page for information on how to register for these language courses: <http://www.tgs.northwestern.edu/academics/academic-services/registration/graduate-courses/index.html>.

9.6 Advanced Year Registration

PhD students who have reached their ninth quarter of study are considered to have reached “advanced year registration status”. In practical terms, this means that Third Year students (those who have completed their 18 credits of coursework) are considered to have reached advanced year registration status. More information about advanced year registration can be found here: <http://www.tgs.northwestern.edu/academics/academic-services/registration/full-time-study/index.html>.

Funded students who have completed all course requirements must register for TGS 500. Students may register for non-required coursework in addition to TGS 500. These courses should be related to the student’s area of study, and should not be taken to fulfill Departmental degree requirements. Additional information on continuous registration can be found here: <http://www.tgs.northwestern.edu/academics/academic-services/registration/continuous-registration-policy/index.html>.

9.7 Teaching Requirement

Every graduate student is expected to have some practical experience in teaching within the Department. In most cases this requirement is met by participating as a teaching assistant in an undergraduate course.

Students who are supported by external funds that do not require teaching must consult with the Associate Chair prior to their third year to make arrangements to obtain teaching experience. Some students will have the option of teaching their own seminars in the School of Continuing Studies. Those who have exhausted their guaranteed funding often utilize this opportunity. It is up to the student to pursue these teaching opportunities. Teaching experience is vital to a professional academic record, and students are encouraged to take initiatives to improve their skills.

TGS requires that non-native English speakers take an English language test before serving as TAs. Students may be exempt from this test if they have a four year degree from an institution where the primary language of instruction is English, and have passed the speaking portion of the TOEFL.

9.8 Political Science Graduate Student Teaching Certificate

Graduate students interested in receiving department recognition of their teaching must achieve the following requirements. Participation in the Searle Graduate Teaching Certificate Program, which might optionally be completed for additional recognition, would also fulfill some of the requirements for department recognition.

To pursue the award:

- Students must have served as a Teaching Assistant (TA) for at least three quarters

To complete the award, the student must complete the following steps:

- Write a statement of teaching philosophy
- Produce a portfolio documenting their teaching
- Be observed and evaluated by a member of the department teaching committee, department faculty, or a Searle Center staff member
- Be trained in how to conduct observations and observe at least one TA section or graduate student workshop and complete a feedback report
- Obtain a nomination from a faculty member for whom they have served as a TA
- Attend quarterly department teaching committee meetings and lead at least one professional development experience or service project, described below.

1. In order to be eligible for recognition, students must commit to serve on a departmental teaching committee, which will

operate as follows:

- a. Members of the committee will be all graduate students currently pursuing the department teaching recognition, any previous awardees who would like to continue their involvement, any current Searle Center Graduate Teaching Fellow(s), and the Commune Co-Chairs (ex officio) and the Directors of Graduate and Undergraduate Studies (ex officio).
 - b. Graduate student members of the committee will be responsible for coordinating at least one professional development experience or service project for fellow graduate students. (A full program of proposed teaching professional development events and projects is attached in the Appendix.)
2. Students who complete all of the above will receive formal recognition from the department in the form of a "Graduate Student Teaching Award," which will be presented at the department's end-of-the-year gathering. There will be no limit on the number of graduate students recognized each year. Each recipient will be awarded a \$500 honorarium.

9.8 Funding

All students admitted to the Department of Political Science Ph.D program are provided with a guarantee of four years and nine months of funding, provided they remain in good standing. This guarantee includes fellowship funding over the course of two years (i.e., a stipend without a requirement to serve as a TA or equivalent position) and TA funding over the course of three years. Students are required to take fellowship funding during their first year. The Department leaves it to the student's discretion as to when he or she will take the second year of fellowship funding. It is typical for students to take this during their fifth year to aid in dissertation research and writing.

Students are never guaranteed funding beyond the end of their fifth academic year. Students who require additional funding in their sixth year occasionally are able to compete for University funding, take positions as a Research Assistant with faculty members who have the interest and resources to hire them, or find employment in another unit of the University. It behooves such students to make themselves aware of these opportunities. Advisors, other students, the PC, and the DGS are valuable sources of information about these opportunities.

9.9 External Funding

Advanced graduate students should note that the Department expects them to apply for outside funding. Updated Information about external funding appears here:

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/externalfunding>. Students are strongly encouraged to consult with the Office of Fellowships: <http://www.northwestern.edu/fellowships/fellowships/for-graduate-study/index.html>.

Opportunities available to first and second year students include:

- National Science Foundation Graduate Research Fellowship, <http://www.nsfgrfp.org/>, provides up to three years of funding. As of 2008, the Graduate Research Fellowship stipend is \$30,000 for a 12-month tenure period, prorated monthly at \$2,500 for shorter periods as approved by NSF. Applicants must be US citizens and must not have completed more than one year of graduate school or its equivalent by the August 31 prior to the application submission deadline.
- Social Science and Humanities Council of Canada, <http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx> Applicants must be Canadian citizens. Awards to the sum of C\$20,000 per annum are made in durations ranging from one to four years.

A selection of opportunities available to students working on their dissertations:

- United States Institute of Peace, Peace Scholar Dissertation Program, <http://www.usip.org/fellows/scholars.html>.
- Social Science Research Council, <http://fellowships.ssrc.org/overview/>, provides a range of funding for dissertation research.
- National Science Foundation Doctoral Dissertation Improvement Grants, www.nsf.org, focuses on studies of perception, social psychology, risk and decision-making, statistics and methodology. Award amounts vary. Applicants must be US citizens.
- Charlotte W. Newcombe Doctoral Dissertation Fellowships, http://www.newcombefoundation.org/scholarship_ddf.html, provide funding for dissertation research and writing.
- Many, many more: Discuss options with your advisor, senior graduate students and contact the Office of Fellowships, www.northwestern.edu/fellowships.

It is within the discretion of TGS to award students who win external funding up to three (3) matched quarters to be used

only in the sixth year. This provides an incentive for students to apply for external funding. The number of quarters of funding eligible to be matched in the sixth year is equal to the number of quarters of external funding received.

Students who enter the University with substantial external funding or who win such funding while enrolled in the Department may be entitled to this same three quarter match. This entitlement most often applies for students who arrive with or acquire the Social Science and Research Council of Canada three year fellowship (for Canadian citizens) or the National Science Foundation three year fellowship. Students who wish to consider these options are urged to contact their advisor.

Students who receive external funding awards that fall short of the University's base stipend level are urged to accept the award. TGS will "top up" fellowships to match the University's prior commitment of financial support for students in years 1-5. Student beyond 20 quarters (year 5) are not eligible for the TGS top-up. Those who have further questions about this policy are urged to consult with the PC and TGS.

Students who receive nationally or internationally competitive awards may be eligible for an External Award Supplement. Students are eligible to receive an External Award Supplement of \$500 per month for each year that they are supported on the eligible external award. Students must provide the PC with a copy of the external grant award. The PC will then forward a grant request to TGS.

9.10 Conference and Travel Policies

Graduate students are strongly encouraged to try to present the results of their research at scholarly conferences while they are still doing graduate work. Chicago is frequently the site of professional meetings, particularly the Midwest Political Science Association Meetings, and this provides an opportunity to present papers without incurring travel expenses. Students are encouraged to consult with their adviser and dissertation committees on possibilities for publication and conference presentations.

TGS provides up to \$800 for students traveling to conferences and/or seminars to make presentations on behalf of the University. The award is not intended to support attending courses at other schools, research or general educational travel. Students should apply at least two months before travel. Applications are accepted on a rolling basis through the year or until funds are depleted. TGS will not accept applications to support travel that has already begun or has been completed. The link to this application can be found here: <http://www.tgs.northwestern.edu/financial-aid/fello-scholar-grants/university-fello/travel/index.html>.

The Department also provides up to \$500 in matching funds to support travel to conferences and seminars. This application is available on the Department's web site or from the PC. Applications for these funds may be made in conjunction with an application to TGS for travel support.

Students are eligible to receive a total of two conference travel grants from TGS during their graduate career. This means two applications, not two total award amounts that can be split over multiple conferences. If a student applies for a travel grant that is less than the maximum amount available per award, that student has used up one of his or her possible graduate career CTG awards.

9.11 Academic Honesty

The Department actively defends customary standards of academic honesty and cases of proven academic dishonesty almost always result in expulsion from the program without the awarding of the degree. Students should acquaint themselves with University requirements in this area, particularly with regard to plagiarism. The Office of the Provost has a publication entitled "Plagiarism and How to Avoid it" which deals with the topic in detail, and can be found here: <http://www.northwestern.edu/provost/students/integrity/plagiarism.html>

9.12 Conflict Resolution

If a student encounters a challenge with a fellow student, faculty member, advisor, or Department administrator, there are several ways to seek resolution. Within the Department, the first stop should be with the PC. If the problem cannot be resolved there, the student should visit the DGS, and then, if necessary, the Department Chair. If the problem lies with one of these three individuals, students are encouraged to contact both of the other two immediately. Appropriate steps will be taken to review the grievance and find a solution that works for both parties.

Northwestern takes student concerns very seriously, and students with issues outside the reach of the Department should

contact the Office of Student Conduct and Conflict Resolution, which can be found here:

<http://www.northwestern.edu/student-conduct/conflict/index.html>. TGS recommends that students contact William Karpus, TGS Assoc. Dean of Student Affairs, in the event of a conflict with and advisor/faculty member.

<http://www.tgs.northwestern.edu/graduate-life/dealing-with-conflict/>. Students are not required to contact the Department to pursue assistance with a problem if they find resources elsewhere.

9.13 Placement

The Department considers placement in an academic or non-academic position to be the final milestone for graduate students, and provides resources and workshops to help students to prepare for the job market.

Northwestern has a number of resources available to students, starting with University Career Services:

<http://www.northwestern.edu/careers/students/graduate-students/index.html>.

The Commune holds programs throughout the academic year designed to inform and assist students with understanding the job seeking process. The PC is available to help students compile application materials and send confidential letters of recommendation. The Department website is a place where many students post biographies. Faculty advisors should be consulted on cover letters, portfolio assembly, and networking. It behooves students to begin the job seeking process early; make appointments to see UCS, the PC, and their faculty advisor well before graduation.