

University of Illinois at Chicago

Department of Political Science

Graduate Student Handbook



March 2009

GETTING AN M.A. OR PH.D. AT UIC

This description of the procedures and requirements of the Political Science M.A. and Ph.D. programs at the University of Illinois at Chicago is meant to provide students with a step-by-step guide to these programs. Students should be mindful of the importance of seeking advice and counsel from the graduate advisor and graduate director of the program, and should also ask faculty members for advice. As a way of ensuring that a close mentoring relationship is established between students and faculty, by October 1 of the second year of study each student must ask two faculty members to serve as her/his advising committee. Students should keep the graduate advisor informed of their efforts to recruit faculty advisors.

Students should also purchase the UIC Graduate College Catalog. UIC Graduate College rules will not be reiterated here, but they are important to know. For example the Graduate College has rules about the maximum timeframe to degree completion, the maximum timeframes to sit for preliminary examinations, and minimum GPA requirements. These rules are rigorously enforced and violations have formed the grounds for many graduate students' dismissals from the University over the years. Also, Graduate College fellowship programs described in the catalog have assisted over a quarter of the students in the Political Science graduate programs in recent years.

THE MASTER OF ARTS IN POLITICAL SCIENCE

The Master of Arts in Political Science prepares students for application to a doctoral program, employment at the junior college or high school levels, employment in public service or government and non-profit organizations, and research. The program is designed to provide students with theoretical and methodological training in the discipline of political science. In addition to other requirements, MA candidates demonstrate their command of the requisite skills through course work and by completing the major research paper requirement (POLS 593).

GENERAL INFORMATION

The Master of Arts in Political Science requires 32 hours of credit for completion. Up to 8 of these credits (two courses) may be taken outside the department. The maximum time to complete the program is five years from the date of entry. Full-time students normally complete the program in two years or less.

Waivers for specific course requirements for students who have previously taken equivalent graduate level course work may be submitted to the Director of Graduate Studies. Waivers are approved only in very unusual circumstances. No credit hours will be granted for waived course requirements, and students will still need to complete 32 semester hours of credit.

Students who carry less than a cumulative GPA of 3.5 or who receive a C in any course must meet with the graduate director to review academic their progress. **Required courses must be successfully**

completed with grades of B or better.

Two outstanding Cs in required courses will result in dismissal from the program, unless students retake the class in which they received a C grade. If they pass it with a B or better, the C has been successfully remedied. Students should clear Incomplete grades promptly; an accumulation of Incomplete grades may result in dismissal from the program.

Students must make satisfactory progress to stay in the program. If a student is not progressing satisfactorily, the Director of Graduate Studies may recommend to the department's graduate committee that the student be dismissed from the program. Unsatisfactory progress may include (1) failure to comply with Graduate College regulations; (2) grades of C or below or Incomplete grades; (3) undue delays in completing the required course work; (4) failure to maintain a 3.5 GPA for two consecutive semesters; (5) failure to enroll in required courses before taking other courses unless specifically approved by the DGS and; (6) two or more withdrawals from the same core course.

Students wishing to enter the Ph. D. program after earning an M.A. degree from the department must meet departmental application requirements and be recommended for admission by the Political Science Graduate Admissions Committee.

**DEGREE REQUIREMENTS
(for students entering Fall 2005 and thereafter)**

32 CREDIT HOURS

REQUIRED COURSES

CREDIT HOURS

Required courses **MUST** be completed with a grade of B or better.

- | | |
|---|---|
| 1. POLS 401 Data Analysis I | 4 |
| 2. PolS 500 Introduction to Policy and Governance | 4 |
| 3. PolS 505 Research Design | 4 |
| 4. One Gateway Course among:
Pols 504—Theoretical Approaches to Policy and Governance (Political Theory)
Pols 551—Introduction to Urban Politics
Pols 560—Introduction to American Politics
Pols 570—Comparative Politics and Public Policy
Pols 571—Introduction to International Relations | 4 |
| 5. POLS 506 The Profession of Political Science | 2 |
| 6. POLS 593 Research Requirement | 2 |

TOTAL REQUIRED.....20

ELECTIVES (3, AT LEAST ONE IN POLITICAL SCIENCE)

- | | |
|-------------------------------------|---|
| 1. ELECTIVE 400 or 500 LEVEL COURSE | 4 |
|-------------------------------------|---|

2. ELECTIVE 500 LEVEL COURSE 4

3. ELECTIVE 500 LEVEL COURSE 4

TOTAL ELECTIVES.....12

GRAND TOTAL.....32

Note the Graduate College requires 9 hours at the 500-level (independent study courses like Pols 497, 498, 596 do not count toward this requirement)

Financial aid normally is reserved for Ph.D. students. However, exceptionally qualified M.A. students may be considered for department assistantships, depending upon the availability of funds.

The department’s graduate office will assist students and graduates in the job search by posting job openings and providing and mailing individual placement packets.

THE DOCTOR OF PHILOSOPHY IN POLITICAL SCIENCE

The Ph.D. in Political Science emphasizes the study of policy and governance. The distinguishing characteristic of this program at UIC is the commitment of the faculty to a wide range of theoretical and methodological approaches. By taking advantage of its Chicago location and its status as a land-grant urban university with a diverse student body and world-class faculty, the department is able to offer outstanding doctoral training in policy and governance. Students are given the opportunity to design policy-oriented programs of study in five subfield specialties: political theory, international relations, comparative politics, American politics, and urban politics.

GENERAL INFORMATION

The Ph.D. in Political Science requires 72 hours of credit for completion for those with relevant masters degrees (Graduate II standing) and 96 hours for those without. The maximum time to complete the program is seven years from the date of entry for those with Graduate II standing and nine years for those without. Full-time students normally complete all requirements except the dissertation in four years.

Requirements for core courses cannot be met by substituting courses from other programs. Waivers for equivalent graduate-level course work may be requested for elective courses by petitioning the Director of Graduate Studies. Registration for elective political science courses prior to satisfactory completion of the core must be approved by the Director of Graduate Studies. Waivers are approved only in very unusual circumstances.

A minimum GPA of 3.5 is required throughout graduate study (A= 4.00), and students must make satisfactory progress to stay in the program. If a student is not progressing satisfactorily, the Director of Graduate Studies may recommend to the department’s graduate committee that the student be dismissed from the program.

Unsatisfactory progress may include failure to comply with Graduate College regulations; grades of C

or below or Incomplete grades; undue delays in forming an advising committee or following recommendations of the advising committee; failure to maintain a 3.5 GPA for two consecutive semesters; two or more withdrawals from the same course; failure to enroll in required courses before taking other courses unless specifically approved by the DGS; failure to successfully complete and secure approval of the research requirement; failure to take exams; failure to form a dissertation committee; failure to secure approval of a dissertation proposal within the time specified by the dissertation committee; and failure to complete other program requirements. Students who carry less than a cumulative GPA of 3.5 or who receive a C in any course must meet with the graduate director to review their academic progress. Two outstanding Cs in required courses will result in dismissal from the program, unless students retake the class in which they received a C grade. If they pass it with a B or better, the C has been successfully remedied. Students should clear Incomplete grades promptly; an accumulation of Incomplete grades may result in dismissal from the program.

DEGREE REQUIREMENTS

The Ph.D. in Political Science requires the successful completion of 22 hours of core courses plus a minimum of three elective courses in a major subfield, two courses in a minor subfield, and two additional elective courses. Additional course work is encouraged. The subfields offered in the department include American Politics, Comparative Politics, International Relations, Political Theory, and Urban Politics. Students must successfully complete a research paper requirement and gain approval from a two-member faculty advising committee before taking preliminary examinations. Upon successful completion of preliminary exams, students must form a dissertation committee, gain approval of a dissertation proposal, and successfully complete a Ph.D. dissertation.

First Year of Study - Program Core REQUIRED COURSES		CREDIT
<u>Fall Semester</u>		
HOURS		
POLS 401 Data Analysis I		4
POLS 500 Introduction to Policy and Governance		4
POLS 506 The Profession of Political Science		2
 <u>Spring Semester</u>		
POLS 501 Data Analysis II		4
POLS 504 Theoretical Approaches to Policy and Governance*		4
POLS 505 Research Design and Methods*		4
TOTAL		22
* May be take during second year of study.		

I. **The First Year.** Core Courses introduce students to the basic approaches and methods of analysis in political science. All students must take core courses in the first year, as listed above. Students are expected to take these courses at their first opportunity. Part-time students must observe the same sequence stretched out over a longer time period. **Required courses must be successfully completed with grades of B or better.** If a student receives a grade of C or less for any required course, the course must be retaken. Courses earn four credit hours unless otherwise noted.

II. **The Second Year.** By October 1 of the second year of study, students must form two-member faculty advising committees consisting of faculty members from both of their subfields and inform the Graduate Advisor of the committee's composition. In consultation with the advising committee, the student must design a plan of study to follow until the successful completion of preliminary examinations. The student should consult with the faculty advising committee from time to time to consider adjustments in the plan, and should consult with the committee before registering each semester.

III. **Completing Requirements.** In the third and fourth years of study, full-time students must complete all requirements necessary for taking preliminary exams. These include a minimum of three elective courses in a major subfield, two courses in a minor subfield, and two additional elective courses in political science. In the semester before preliminary examinations, students should achieve mastery of subfield reading lists. In addition, under the supervision of the primary advisor and one other faculty member, students must complete and gain approval of a major research paper in the semester before preliminary examinations. **The student may not take preliminary exams before the successful completion of the major research paper.** The preliminary examiners will decide when a student is ready to take the preliminary exams.

The sequence is:

1. Student takes courses in major and minor fields.
2. Student masters subfield reading lists.
3. Student submits major research paper in semester before preliminary exams.
4. In September or January, student takes three prelims in (a) major field, (b) minor field, (c) dissertation field.

IV. **Preliminary Exams.** Preliminary exams are offered in the department during the first three Mondays of the Fall and Spring semesters. Students must take all parts of the examination during this three week period. The format is timed, open book and notes, and held in the department. Except in unusual circumstances, full-time students must take the preliminary examinations by the beginning of the fifth year of study. Students are required to retake any failed subfield examinations by the next scheduled examination period, as determined by the examination committee. Two failures of the same subfield exam will result in dismissal from the program. Students receiving a conditional pass on any subfield exam must satisfy the conditions within 30 days of receiving the examination report.

V. **The Dissertation.** After satisfactorily completing the preliminary examinations, the student will be admitted to doctoral candidacy by the Graduate College. The student is required to form a dissertation committee upon admission to doctoral candidacy and is required to gain approval of a dissertation proposal submitted to the committee within three months of passing preliminary exams. The student achieves ABD (All But Dissertation) status when all graduation requirements are completed except the successfully defended, formatted, and approved dissertation. From this point until graduation the student will be advised solely by the dissertation committee.

Within 3 months of reaching AB.D. status, the student prepares a draft dissertation proposal. This should be a paper of moderate length (e.g., 15-20 pages) which includes a critique of the relevant literature, a statement of how the dissertation will make a contribution to that literature, the research design appropriate to carry out the dissertation, and data and methodology concerns, if relevant. The proposal is then presented to the student's dissertation committee. When the committee chair thinks the proposal is acceptable, a defense of the proposal is scheduled. The defense consists of a meeting with committee members, present in person or via teleconference. The defense is arranged by the Graduate

Advisor's office. If circumstances do not permit a member to participate in the defense, the faculty member may provide written comments about the proposal.

Graduation requirements are fulfilled when the student has successfully defended the completed dissertation before the committee and conformed to other requirements of the Graduate College. For information on the Graduate College's requirements, students should print out the *Graduate College Thesis Manual* from the Graduate College's website.

Human Subjects. Before beginning any research involving human subjects, students must complete University required Institutional Research Board training and obtain research protocol approval or exemption. Official recognition of the dissertation committee from the Graduate College may be sought one year after the student is admitted to the candidacy and after meeting IRB requirements. Graduate College regulations pertaining to registration, dissertation procedure and time to degree are strictly enforced. It is helpful to become familiar with the Graduate College's website and the relevant documents posted there.

VI. Assistantships. In the semester prior to funding decisions, the Graduate Advisor sends out requests to continuing students regarding their preferences for the following semester's assignments. Every effort is made to take these preferences into account, but this is not always possible when considering the complete picture of faculty requests, time slots, and other department priorities. The Department Head, in consultation with the Director of Graduate Study and members of the Graduate Committee makes the final assignments. Students are rarely funded for more than four years. Renewals of assistantships are contingent on departmental needs, the student's timely progress in the program, quality of scholarship, and satisfactory performance of duties required by research and/or teaching assistantships.

VII. University Fellowships. The UIC Graduate College funds a small number of University Fellows every year, but limits the number of applicants an individual department can submit. The Director of Graduate Study and the Department Head review the students' curriculum vitae and their academic records and submit as many requests as possible. Students with strong academic records and professional accomplishments, such as conference papers and published work, are top candidates for the nominations. For more information on Graduate College fellowships, please see the Graduate Course Catalog or Graduate College Website.

VIII. Placement. The department graduate office will assist students and graduates in the job search by posting job openings and providing and mailing individual placement packets. For current students, the department maintains a teacher training and placement program in cooperation with local community colleges and liberal arts colleges.

IX. For More Information. Detailed information regarding the research paper requirement, preliminary examinations, funding, and Graduate College and University regulations are available from the department graduate office, the Graduate College website, and the UIC Graduate College Catalog.

DEGREE PROGRAMS: STEP-BY-STEP

This guide is intended to provide a road map to completion of our graduate degree programs. It is intended to help you fulfill the degree requirements. However, there is

much more to being a successful graduate student than meeting minimal requirements. The department encourages its graduate students to seek out additional opportunities in research, teaching, and coursework through faculty advising and independent initiatives. Also, please refer to the Graduate Student Handbook for specific program rules and deadlines.

STEPS IN COMPLETION OF MASTER’S DEGREE

	Credit Hours
1. Complete required courses in first semester: Pols 401, 500, 506	10
2. Complete required courses in second and third semester: Pols 505, one gateway (504, 551, 560, 570, 571) and one elective	12
3. Complete elective courses in third semester and Pols 593	10

STEPS IN COMPLETION OF PH.D. DEGREE

1. Complete required courses in first semester: Pols 401, 500, 506
2. Complete required course in second semester: Pols 501, 504* or 505*
3. Form two-member Faculty Advising Committee by October 1st of second year.
4. Complete Pols 504 or Pols 505 in third or fourth semester if necessary.
5. Complete three courses in major field, two courses in minor field, and take at least two other electives in semesters 3 through 6.
6. Prepare for preliminary exams by mastering subfield reading lists.
7. Complete major research paper requirement in semester prior to taking preliminary exams.
8. Take preliminary exams in September or January in major, minor, and dissertation fields.
9. Form dissertation committee and defend proposal within three months of passing preliminary exams. A draft proposal must be submitted within three months of passage of preliminary exams.
10. Write and defend dissertation.

* Pols 504 or Pols 505 may be taken during the second year of study.

UIC POLITICAL SCIENCE Ph.D. RESEARCH PROJECT REQUIREMENT

Students must submit a Research Project Requirement to the department before taking Preliminary Examinations. The Research Requirement Form must be approved in writing by two UIC Political Science faculty one month before the date of the student’s first scheduled exam. Failure to meet this deadline normally will lead to cancellation of scheduled preliminary exams by the Director of Graduate Studies.

Guidelines for the Research Paper Requirement.

Papers prepared for the Research Paper Requirement should demonstrate the students’ ability to conduct independent and original research. Literature reviews will not be accepted. To prepare for this project, students typically will expand a research paper already completed for a course. Students will then ask two faculty members to provide guidance in writing the paper. When the faculty readers concur that the paper is acceptable, they shall notify the Director of Graduate Studies of the student's successful completion of

the Research Project Requirement. If in the course of working with the student, the faculty readers conclude that the student is unable to satisfactorily fulfill the research paper requirement, they may recommend to the Director of Graduate Studies that the student be dismissed from the program.

To successfully complete the Research Project Requirement, student papers should meet the following criteria.

- a) Research is defined as making a contribution to the study of a particular substantive topic and/or theoretical tradition in political science. The paper must develop a theoretical argument, investigate that argument in a systematic way, and place the analysis within a substantial body of scholarly work. The methods used may be quantitative or qualitative, naturalistic or interpretive. What matters is that the argument put forth is internally consistent and systematically evaluated. The paper should be of a quality worthy of presentation by the graduate student at a conference comparable to the Midwest Political Science Association's Annual Meetings (though such presentation is not part of the requirement, nor does such presentation necessarily fulfill the requirement).
- b) Given these criteria, papers that would not qualify include works that are largely literature reviews, works that are only research designs, works that provide cursory analysis of some data but do not test a theory and/or forward an argument, or papers that analyze data but do not put the findings within the larger context of a subfield in political science.
- c) The data and/or text analyzed may consist of previously existing data or text, though students are encouraged, whenever appropriate, to gather new data or to conduct original analysis of primary documents.
- d) Co-authored papers will not be accepted.
- e) The requirement for M.A. students is identical to that of Ph.D. students except that they must register for POLS 593. There is no registration for Ph.D. students to complete the Research Requirement.

POLS PRELIMINARY EXAMINATIONS GENERAL INSTRUCTIONS TO STUDENTS

Students must take the prelim examinations by the beginning of the fifth year of study. Exams are taken in a major subfield, a minor subfield and on the literature related to the student's dissertation topic. Subfields may be chosen from among American Politics, Comparative Politics, International Relations, Political Theory or Urban Politics. The scope of the literature for the dissertation portion of the exam will be determined by the faculty grader of that exam.

To take prelims a student must obtain permission in writing from his/her examiners. Conditions for approval include satisfactory completion of elective courses required by the advising committee and the subfield committees, mastery of the subfield and dissertation reading lists, and satisfactory completion of the research requirement paper. The subfield reading lists are available in the Graduate Office. A minimum of three courses in the major field and two courses in the minor field are required.

Schedule and Format

Students must notify the Director of Graduate Studies and graduate office of intent to take the preliminary exams by the end of the semester before the exams are given. Exams are offered twice yearly on the first three Mondays of Fall and Spring semesters and all parts must be completed during the same semester.

Exams are written from 9 AM through 5 PM in the department. Students whose first language is not English may request up to two hours extra time. Questions for the day's subfield are distributed on the morning of the exam. Students may bring notes and books for reference during the exam. Answers should be written on a personal laptop computer or a department computer. The question sheets along with diskette or hard copy of the responses must be submitted to the graduate office at the end of each day.

The number of questions and scope of each examination will be determined well in advance by the faculty subfield committees and by the student's prospective dissertation advisor. Students are expected to consult regularly with relevant faculty members to ensure that they are preparing adequately. Review of course materials is not sufficient; reading lists prepared for the preliminary examinations are far more ambitious than reading lists for all courses combined.

Grading

Grading criteria include (a) directness (the answer addresses the question); (b) organization and clarity; (c) soundness of argument and logic (the answer addresses conceptual issues related to the question); (d) knowledge of the field (the answer draws upon relevant research and theory); and (e) critical reasoning.

Faculty subfield committees will write exam questions and grade the exams. Exams will be assigned grades of High Pass, Pass, Conditional Pass or Fail.

Pass with Distinction

Students receiving High Pass grades on all three subfield exams will be awarded a Pass With Distinction Letter.

Conditional Pass

For a Conditional Pass, the committees will require that specified conditions be met before the passing recommendation becomes effective. **Conditions must be met within 30 days of receiving the examination report.**

Fail

If a student receives a "Fail" grade on one subfield examination, the student may retake the examination. **A re-examination must be passed at the next scheduled examination, and may not be repeated more than once.**

A "Fail" grade on two of three subfield examinations, or a "Conditional Pass" grade on all three subfields, constitutes a failure of the entire examination. The Director of Graduate Studies, in consultation with the chairs of the subfield committees, will decide whether a student will be allowed to retake the examination. **If the student is allowed a retake, the examination must be repeated at the next scheduled sitting, and**

may not be retaken more than once.

Committees will return the graded examinations to the Director of Graduate Studies within 21 days after the examination. The student will be notified of all grades within 30 days after the examination.

Standing Faculty Subfield Committee Chairs

AMERICAN POLITICS Prof. Barry Rundquist (rotates to most recent instructor of POLS 560)
COMPARATIVE POLITICS Prof. Sultan Tepe
INTERNATIONAL RELATIONS Prof. Seung Whan Choi
POLITICAL PHILOSOPHY Prof. Isaac Balbus
URBAN POLITICS Prof. Dick Simpson

Political Science faculty with research and teaching areas that fall within the specified subfields may serve as additional committee members. Adjunct faculty do not serve on subfield committees.

Dissertation Literature Exam

In consultation with the prospective dissertation advisor, students will identify a dissertation topic. The designated faculty member and the student will prepare a reading list of depth and breadth on the proposed dissertation topic and other relevant substantive and methodological literature. The student will then write an exam testing his/her knowledge and insights into this literature. The faculty member will grade the exam using the system noted above (High Pass, Pass, Conditional Pass, Fail).

[Sample Form]

**UNIVERSITY OF ILLINOIS AT CHICAGO
DEPARTMENT OF POLITICAL SCIENCE
RESEARCH REQUIREMENT REPORT**

NAME OF STUDENT

TITLE OF RESEARCH PAPER

APPROVAL BY FACULTY COMMITTEE

Name	Signature	Date
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Name	Signature	Date
------	-----------	------

DIRECTOR OF GRADUATE STUDIES

Name

Signature

Date

[Sample Form]

UIC DEPARTMENT OF POLITICAL SCIENCE

Ph.D. DISSERTATION PROPOSAL ACCEPTANCE FORM

STUDENT'S NAME _____

DUE DATE (three months after preliminary exams passed) _____

WORKING TITLE _____

STATUS OF INSTITUTIONAL REVIEW BOARD APPROVAL (date exemption or expedited review request filed—IRB number assigned?) _____

COMMITTEE MEMBERS

<i>Signature</i>	<i>Printed Name</i>
1. _____	_____, chair
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date Proposal Approved

Head's Signature

POLITICAL SCIENCE MA CHECKLIST

NAME _____ ENTRY DATE _____

LAST DEGREE _____ MAJOR _____

DATE _____ INST _____

PROGRAM DEADLINE _____ / **HOURS REQUIRED 32**

REQUIRED COURSES

20 CREDIT HOURS

Term/Grade

_____ POLS 401 Data Analysis I (4 credits)

_____ PolS 500 Introduction to Policy and Governance (4 credits)

_____ POLS 505 Research Design (4 credits)

_____ POLS 560, 570, 571, 504, 551 (any gateway course) (4 credits)

_____ POLS 506 The Profession of Political Science (2 credits)

_____ POLS 593 Research Requirement (2 credits)

ELECTIVES

12 CREDIT HOURS

Term/Grade

Course Name

_____ ELECTIVE 400 or 500 LEVEL COURSE _____ (4 credits)

_____ ELECTIVE 500 LEVEL COURSE _____ (4 credits)

_____ ELECTIVE 500 LEVEL COURSE _____ (4 credits)

TOTAL = 32 CREDIT HOURS

___ Graduate College requirement 9 500-level credit hours (excluding independent study)

University of Illinois at Chicago Ph.D. Program in Political Science Student Progress Chart

Total Hours Required _____ MA _____

YEAR ONE

Fall Semester 20____

Course	Sem/Grade	Hours
POLS 401 Data Analysis I	_____	_____
POLS 500 Intro Pol & Governance	_____	_____
POLS 506 Pol Sci Profession	_____	_____

Spring Semester 20____

Course	Sem/Grade	Hours
POLS 501 Data Analysis II	_____	_____
POLS 504 Theories: Pol & Governance*	_____	_____
POLS 505 Res Des & Methods*	_____	_____

March 1ST Year Review

Date _____

- Advising Committee Members
1. _____
 2. _____
 3. _____

Notes _____

* may be take in second year

YEAR TWO - FIVE

Date of Research Paper Requirement Approval _____

Preliminary Examination Fields

Major Subfield (3 courses required) _____

Proseminar

_____ Sem/Grade _____ Hours _____

Elective Courses

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

Other requirements and notes:

Minor Subfield (2 courses required) _____

Proseminar

_____ Sem/Grade _____ Hours _____

Elective Courses

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

Other requirements and notes

Dissertation Related Course Work or Thematic Subfield _____
(two elective courses required in political science)

Sem/Grade _____ Hours _____

Sem/Grade _____ Hours _____

Sem/Grade _____ Hours _____

Other requirements and notes

ABD to DEGREE

Date Institutional Research Board or Exemption Approval Filed _____

Date Dissertation Proposal Defended: _____

Dissertation Committee

- 1 _____ (chair)
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Date of Dissertation Proposal Approval _____

24 Dissertation Research Hours Completed _____

Time-to-Degree Deadline _____

Papers Presented:

Venue

Papers Published:

Venue

Teaching experience at UIC

Teaching experience elsewhere

Fellowships, Honors, & Awards

Vita & Placement on file _____

Dismissal from the M.A. or Ph.D. Programs

To assure due process and to clarify the standards of the M.A. and Ph.D. programs, we list the most common reasons that students fall out of “satisfactory academic progress status” and become subject to dismissal from their program. Note that these rules are also mentioned elsewhere in this document.

- Failure to comply with Graduate College regulations (these include but are not limited to)
 - Failure to maintain a 3.0 G.P.A. (The Political Science Department requires a 3.5) for two consecutive semesters
 - Failure to make academic progress toward a degree
 - Failure to register for two consecutive semesters
 - Failure to take preliminary examinations within five years of enrollment (Ph.D. only)
 - Failure on two or more of the three major fields of the preliminary exam
 - Failure on a second examination in any field of the preliminary exam
- Receipt of three grades of “conditional pass” on each major section of preliminary exams
- Two grades of “C” or below
- A pattern of Incomplete grades (two or more Incomplete grades concurrently) without the explicit approval of the instructor(s) and Director of Graduate Studies
- Failure to form an advisory committee in a timely manner, or persistent failure to follow recommendations of the advisory committee
- Failure to successfully complete and secure approval of the research paper requirement
- Failure to submit a draft of a dissertation proposal within 3 months of passing preliminary examinations (Ph.D. students only)
- Failure to secure approval of a dissertation proposal within 6 months of passing preliminary examinations (Ph.D. students only)
- In the event of failure on any major field of the preliminary examination, students must retake that exam in the next semester’s exam period. (Ph.D. only)