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SECTION 1
DEGREE REQUIREMENTS
Although the Department of Political Science graduate program is primarily a Ph.D. program, it offers both Ph.D. and M.A. degrees. The latter degree is available in two forms: a Research M.A. and a Non-Research M.A. We encourage most students to pursue the latter M.A. option. Note: We do not normally admit students seeking a terminal M.A.

There are ten University and Departmental requirements for the Ph.D. According to University rules, all ten must be satisfied within eight years of initial enrollment. Students who have not successfully defended a dissertation within eight years must request an extension of eligibility and pay their own tuition. The degree requirements stated herein apply for all students who entered in August 2000 or thereafter. Students who began the program before May 2000 can choose the old requirements or the new ones.

### 1.1 PH.D. REQUIREMENTS

**A. Total Credit Hours**

A total of 60 credit hours is required, which includes 48 hours of substantive coursework listed below. Other credits may be in the form of examination preparation and thesis and dissertation research. A student may use 9 credit hours of course work from another completed Notre Dame M.A. program or law degree (6 credit hours if not completed) toward a Ph.D. in the Political Science Department. (For policies on credit transfer from other universities, see “Credit Transfer” in Section 3.3.) All students must be continuously enrolled and registered when they are not on an approved leave, as well as enrolled and registered for at least one credit hour for the semester in which they will be graduating. (Fall for January graduation, Spring for May graduation and Summer Session for August graduation).

**B. Substantive Courses**

A minimum of 48 hours of substantive courses is required, and includes all regular courses plus directed reading courses taken for a letter grade; it excludes exam preparation, teaching seminars, thesis preparation, dissertation research and writing, non-resident dissertation research, and directed reading courses taken on a satisfactory/unsatisfactory basis. With the Director of Graduate Studies’ permission, students may take up to 9 hours of 5XXXX level courses for graduate credit.

**C. Field Requirements**

These hours must include at least four courses in each of two of the Department’s four major fields. This requirement can be modified by petitioning the Director of Graduate Studies.

**D. Additional Courses**

The 48 substantive hours must also include at least three additional courses in an area of specialization. Students choose their area of specialization in consultation with their advisor or the relevant field chair, and with the agreement of the Director of Graduate Studies.
Students may use a particular course to fulfill whichever requirement they choose, but they may not double count courses. If the Graduate School recognizes courses from graduate training prior to Notre Dame, these credits can be used toward meeting the course requirements for our program.

E. Proseminar
The proseminar and at least one course in quantitative methods. Both courses should be taken during the student’s first year.

If a field committee believes that the quantitative requirement is not appropriate for a particular student’s course of study, the committee will communicate its reasons to the Director of Graduate Studies, who will assign some alternative requirement suggested by the field committee, such as a second foreign language.

F. Comprehensive Exams
Students must take comprehensive exams in two of the Department’s four main fields. Written comps in International Relations, Comparative, and Theory are closed-book exams, six (6) hours long. An additional ninety (90) minutes is allowed for non-native speakers of English. Written comps in American are offered in two formats:
• A standard, closed-book six-hour examination
• A take-home examination, given over 48 hours (An extra ten hours is allowed for non-native speakers of English).

Students in Cohort 2003 and before may choose between the two. Students in cohort 2004 and after must use the take-home 48-hour examination format. See American Reading List section for details.

These Comprehensive exams are intended to show comprehensive knowledge of the given field. The exam questions are composed by the members of the field, and field chairs ensure that each exam is read in its entirety and by an appropriately large set of qualified faculty. Students should consult thoroughly with the members of the field, and especially the field chair, in preparation for the comp. Students are graded on a pass/fail basis.

Students may hand write, type, or use a computer for the comprehensive exams. When a comprehensive exam is handwritten, the following day the student will type it and sign a sheet affirming that she/he has not altered the text in any manner. If a student has particularly legible handwriting, she/he may, after the exam, ask the Director of Graduate Studies for an exemption from this rule. Students who later type the exam will turn in both the written and typed versions.

Students of the take home exam must, by the end of their allowed exam time, email a copy of their exam questions and answers to govtgrad@nd.edu. In addition, they must deliver a hard copy to the Graduate Studies office on the next business day. The Field Chair sends written notification to the student of the field committee’s assessment, normally within three weeks after the examination. A Report on
Comprehensive Examination for the Master's Degree form, available through the Graduate Studies Administrative Assistant, must also be signed by the field chair and forwarded to the Graduate School, if the student wishes to apply the examination towards a Master's degree.

For students seeking the Ph.D. degree, the second comprehensive exam is a departmental requirement only. Forms to be filed on completion of this exam are available through the Graduate Studies Administrative Assistant and are for departmental use only.

Students who enter without an M.A. or receive 0-11 transfer credits are required to take their first comprehensive exam no later than May of the second year. They must take their second exam no later than January of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above. If they wish to defer taking the exams, they must petition the Director of Graduate Studies.

Students who enter the program with an M.A. in political science and receive 12-24 transfer credits must take their first exam not later than January of the second year. They must take their second exam not later than September of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above. If they wish to defer taking the exams, they must petition the Director of Graduate Studies.

Written comprehensives are offered in January, May, and September. Students who plan to take an exam should notify the Graduate Studies Administrative Assistant of this intention approximately two months in advance of the normal exam date (i.e., by mid-March, late June, or mid-November). The assistant will want to know which exam is being taken and, the areas of specialization (thematic and/or area, depending on the exam) the student wishes to designate. Students who signal their intention in this way are not obliged to take the exam, and students who do not notify the assistant of their intention by the appropriate date are still allowed to take the exam, but their area specialization may not be fully taken into account when the exam questions are written.

In most cases, students either pass or fail the exam. However, when the members of the field grading an exam feel that the answers were borderline or very uneven, they may, at their collective discretion, offer a student the opportunity, in lieu of failure, to write an essay before the next scheduled exam date on a question of the field’s choice. The student may decline this option. The American field does not offer this option.
The student may decline this option and, upon the field committee’s recommendation, after failing an exam, the student may retake the exam once at the next scheduled exam date.

G. Reading Knowledge of a Foreign Language
This is demonstrated by passing a foreign language exam or by passing one of the summer language courses taught at Notre Dame. Students wishing to pursue significant quantitative training can, with the permission of the primary advisor and the Director of Graduate Studies, substitute two or more quantitative methods courses (beyond the introductory one) for the language exam. A student’s field committee may require that she/he demonstrate competence in a second foreign language if the committee deems knowledge of that language necessary to the student’s research. Waiver of the foreign language exam requirement is automatic for ESL (English as a Second Language) students. Students may petition the Director of Graduate Studies to waive the foreign language exam requirements.

The language requirement must be completed before the student is permitted to take the oral examination.

H. An M.A. paper (for students who began before Fall 2006)
The M.A. paper is aimed at helping the student develop skills in research and writing. The acceptability of the paper is not essentially tied to length, and the faculty will accept quality papers in the 30 to 40 page range or shorter if acceptable for publication in a refereed journal and the paper should be related to a student’s first field of study. It is expected that the M.A. paper will be completed by the end of the fifth semester.

The M.A. paper must be approved by two readers, who should not only signal their approval, but also offer comments. Reader's Report forms must be signed indicating approval and are available through the Graduate Studies Administrative Assistant.

Or for students beginning Fall 2006 or later:

I. Journal Submissions (revised Fall 2006)
Students are required to prepare two papers suitable for publication in scholarly journals. One must be completed prior to the defense of their thesis proposal (and thus by the end of the seventh semester), and the other prior to the defense of the dissertation itself. Of the two papers, at least one must be single-authored. Each paper must be approved by one member of the regular T&R faculty, who will confirm that the paper meets the criteria of suitability for submission to a peer reviewed journal. Students are required to actually submit the manuscript to such a journal (and are advised to discuss an appropriate journal with their faculty mentor) at the same time. Students should document their submission to journals by providing the confirmation they receive from the journal at the time of submission to the Director of Graduate Studies and the faculty member approving their paper. Students are advised that it is their responsibility to secure such, and to follow up with the journal if an acknowledgment is not received.
J. Oral Examination

This examination is based on the dissertation proposal. Students must take their oral examination and have their proposal approved not later than their seventh semester. Students without a MA by December of year 4, students with MA by September of year 4. [Note: This is one semester earlier than the Graduate School’s deadline.] The proposal should define the problem to be researched and include a review of the relevant literature. The oral exam will focus on the proposal submitted by the student, but it will extend to literature in the field perceived by the faculty to be relevant to the problem. Oral exams have an examining committee of four faculty members, who should in most cases be the members of the dissertation committee. One member may be from outside the department. If a member is from outside the University, a curriculum vita must be obtained and permission sought from the Graduate School by the advisor or the Director of Graduate Studies.

Students should seek the advice of all four faculty members regarding their proposal well before they intend to take their oral examination. The dissertation director should ensure that all of the committee members agree in advance that the proposal is ready to be defended. Once there is general agreement that the proposal is ready to be defended, students should establish an examination date in consultation with the faculty members. The Graduate School requires that it be notified at least two weeks (10 working days) in advance of oral examinations. The Graduate Studies Administrative Assistant will make room reservations, after a time and date has been established by the examination committee members. Students should submit the proposal to be defended to the members of the committee at least two weeks before the oral examination. The proposal should be no more than 15 double spaced pages. A faculty member appointed by the Graduate School from a department other than the candidate’s will chair the examination board. This chair represents the Graduate School and does not vote.

The student begins the exam with a brief (3-5 minute) statement regarding her/his proposal. Each of the four faculty members then has a ten minute period for questioning the student, followed by a second round in which each faculty member has a five minute period.

After completion of the exam, the chair calls for a discussion followed by a vote of the examiners. In order to pass the oral exam, the student needs a passing grade from three of the four examiners. A passing grade in the oral examination indicates that the faculty believes the student is prepared for and capable of doing satisfactory Ph.D. work. It does not necessarily mean that the committee members believe the proposal is completely satisfactory. A committee may pass the student but require further revision of the proposal. The committee will signal its final acceptance of the proposal by signing the cover sheet.

The committee outside chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School. These
results are officially confirmed by the Graduate School in writing to the student and the Director of Graduate Studies.

K. Dissertation & Defense
Students ask a faculty member to serve as their thesis or dissertation advisor. The student and her/his director select the other three members of the committee. Students need four readers on their dissertation committees. At least three of these readers must be from the Department of Political Science unless the student petitions the Graduate School for an exemption to this rule.

The members of the Committee, other than the advisor, are referred to as “readers”. Only one member of the committee may be from outside the Department or University. To invite someone from outside the department or university, the student’s advisor must make a recommendation to the Director of Graduate Studies, explaining the reason the person was chosen. If the outside person is not a member of the Notre Dame community, his or her vitae must accompany the advisor’s recommendation to the Director.

Occasionally a member of the committee will be away from campus at the time of the defense. At these times conference calls can be arranged for the defense, however, be aware that the Graduate School allows only ONE member of the committee to attend via conference call and not actually be in the room during the defense. All other members of the committee must be physically present. When setting the date it is the candidate’s responsibility to be sure all committee members will be available and on campus with the possible exception of one member.

Advisors and dissertation directors are normally chosen from the teaching and research faculty of the student’s department. There also may be one co-director chosen from the faculty outside (or within) the student’s department. In exceptional cases, a department may choose a dissertation director from the Notre Dame teaching and research faculty outside the student’s department. Arrangements for extra-departmental directors or co-directors must be consistent with departmental policies and must be approved by the Graduate School. A former faculty member may remain in the position of sole advisor as long as the Director of Graduate Studies consents to this arrangement. All readers must sign a Reader's Report acceptance form and return it to the Graduate School at least two weeks in advance of the dissertation defense. The dissertation defense follows the same format as the oral examination. Students should be aware that dissertations and Master’s theses are available to the public.

Students who have not successfully defended a dissertation within eight years may request an extension of eligibility for the Ph.D. and pay their own tuition. The Graduate School sometimes but not always grants a one-time, two-year extension.

1.2 Ph.D. Candidacy
In order for a student to achieve candidacy for the Ph.D., the Director of Graduate Studies must recommend admission to Ph.D. candidacy in a statement to the Graduate School. This decision is made on the basis of the candidate’s record as a graduate student, as
demonstrated in classes, and the comprehensive examinations, and other degree requirements.

The Director of Graduate Studies asks the University formally to classify a student as a Ph.D. student only after they have completed requirements #B through #I above. These requirements should normally all have been met by the end of the first semester of the fourth year. For students who have received credit for a previous M.A., or have received 12-24 transfer credits, these requirements should all have been met by the end of the third year.

Students who have had significant summer support, e.g., Presidential Fellows, will be expected to advance more rapidly. An extension to some deadlines may be granted by the Director of Graduate Studies, in consultation with the student’s advisor, but in all circumstances a student who has not advanced to Ph.D. candidacy by the end of the fourth year will lose eligibility for all University funding and tuition. (This rule is strictly enforced by the Graduate School). The Director of Graduate Studies must recommend admission to Ph.D. candidacy in a statement to the Graduate School. This decision is made on the basis of the candidate’s record as a graduate student, as demonstrated in classes, the M.A. paper, and the comprehensive examinations.

1.3 ORAL EXAM AND DISSERTATION GUIDELINES
The following suggested guidelines are in addition to those provided by the Graduate School.

A. Choosing an Oral Exam Committee (Defense of Proposal Committee)
   • The candidate is responsible for choosing an advisor.
   • The remaining committee members are chosen in consultation with the advisor.
   • The Defense of Proposal Committee is comprised of at least four members. One member may be from outside the department. If an individual is from outside the University, written permission is required from the Director of Graduate Studies (Curriculum Vitae must also be submitted to the Graduate School).
   • If a reader is from outside the University, and the Committee Chair must submit the reader’s vitae, and seek written approval from the DGS.

B. Preparing for the Ph.D. Oral Candidacy Exam (Defense of Proposal)
   • The candidate should affirm with each reader/committee member that the proposal is ready to be defended prior to arranging the date and time of the Ph.D. oral candidacy exam.
   • The department must be notified of the date and time of the Ph.D. oral candidacy exam three weeks prior to the actual exam date.
   • It is the responsibility of the candidate to find an agreeable time and date for the exam and to provide this information to the Graduate Studies Administrative Assistant.
   • The Graduate Studies Administrative Assistant will schedule the room.
   • The Graduate Studies Administrative Assistant is responsible for sending the “Ph.D. Oral Candidacy Exam” form, which includes the time, date and place of
the exam to the Graduate school, which will provide the outside extra-
departmental chair for the exam if and, only if, it receives it ten working days in
advance.

C. Choosing a Dissertation Committee
• The candidate is responsible for choosing a dissertation director.
• The remaining readers (usually three, but at least two in number) are chosen in
  Consultation with the dissertation director.
• The membership of the Proposal Committee and the Dissertation Committee
  need not be the same.
• The Dissertation Committee is usually comprised of four: the director and three
  readers. Only one member/reader may be from outside the department. If a reader
  is from outside the University, written approval of the DGS is required by the
department.
• Please note that while the Graduate School requires a minimum of three
  committee members, the expectation of the department is that the committee will
  consist of at least four members.
• It is permissible to have only ONE member of the committee not physically
  present at the time of the defense, but attending via conference call.

D. Working with Your Dissertation Committee
It is important that the candidate discuss procedures with his/her director. Among the
questions which should be addressed are:
• Does the director want to read the dissertation by chapters, as completed, in
  order, etc?
• Does the director want to review and to approve chapters prior to the candidate
  providing them to the other readers?
• Will the director be responsible for handling differences of opinion among
  committee members?
• What is an agreeable time frame between the reader’s reception of the manuscript
  and the reader’s comments?
• How much time should the candidate provide to the readers for reading and
  commenting on the manuscript?

E. Preparing for the Defense
• The candidate needs to make certain that she/he is knowledgeable of deadlines
  established by the Graduate School for completing the defense and graduation.
• Candidates should leave sufficient time to revise the dissertation, if necessary.
• The candidate should affirm with each reader that the dissertation is ready to be
  defended prior to arranging the date and time of the defense.
• The Department must be notified of the date and time of the defense three weeks
  prior to the actual defense date.
• It is the responsibility of the candidate to find an agreeable time and date for the
  defense.
• The Graduate Studies Administrative Assistant will schedule the room.
• The Graduate Studies Administrative Assistant is responsible for sending the
  “Defense of the Doctoral Dissertation” form which includes the time, date and
  place of the defense to the Graduate School, which will provide the outside chair
for the defense if, and only if, it receives it ten working days in advance. The signed Reader's Report form from all readers must be attached or have already been received into the Graduate School. (Readers Report forms may be obtained from the Graduate Studies Administrative Assistant by the candidate and must be distributed to readers by him/her.)

F. Formatting Requirements

Beginning with students graduating in January 2008, the Graduate School will check theses and dissertations to ensure that they conform only to the UMI guidelines for formatting (see link below).
http://graduateschool.nd.edu/pdf/forms.student_microfilm.phd.pdf

Beyond these minimum requirements, students should refer to the formatting guidelines of their discipline. In the past, students have also had to conform their work to additional Graduate School guidelines. While these guidelines will no longer be required, the Graduate School will continue to post them on the website for students who would like to use them. (See link below)
http://graduateschool.nd.edu/pdf/forms.student_guidelines.formatting.pdf

G. Doctoral Degree Student Check List

All of the following requirements must be met in order to be added to the Graduation list:

_____ GPA (3.0 minimum)
_____ Substantive credit hours (48 required)
_____ Total number of credit hours at time of Graduation (60 minimum)
_____ 1st Comprehensive exam passed on __________
(File report for department use. M.A. seeking students file to Graduate School)
_____ M.A. Paper approved on __________
(File reader's report for department use only.)
_____ 2nd Comprehensive exam or, for students admitted in Fall 2006 or after, documented submission of two (2) papers for submission.
(File report for department use.)
_____ Ph.D. oral examination passed on __________
(Written report to Graduate School by outside chair.)
_____ Admission to Doctoral Degree Candidacy to Graduate School
(To Graduate School before deadline, preferably after Oral Exam is passed, submitted by (Graduate Studies Administrative Assistant).)
_____ All reader's reports sent to the Graduate School prior to scheduling of defense date and time.
_____ Ph.D. defense passed on __________
(Dissertation defense approval form prepared by outside chair of defense. Written report to Graduate School.)
_____ Check formatting of dissertation with Graduate School at least two weeks prior to deadline
_____ Continuously enrolled and registered
(Must also be enrolled and registered for at least one credit hour for
semester in which you will be graduating, i.e., Fall for January graduation, Spring for May graduation and Summer Session for August graduation).

1.4 MASTERS DEGREE REQUIREMENTS

A. Non-Research M.A.

We seek to award the M.A. Degree to deserving students whose final degree objective at Notre Dame is the Ph.D. and who have not previously received an M.A. degree. We encourage virtually all students to pursue the more straightforward non-research M.A. option, rather than the research M.A.

• Minimum Credit Hours
  At least 30 credit hours with a minimum 3.0 GPA. Credit is not allowed for 300 level courses, but a student can take up to 9 credit hours at the 4XXXX and 5XXXX level. A student may count no more than 9 credit hours of course work from another Notre Dame M.A. program or law degree toward an M.A in the Government Political Science Department.

• Area of Concentration
  At least 12 credit hours in one of the department Department’s four major fields, and at least 9 credit hours in a second major field within the department Department.

• Comprehensive Exam
  A comprehensive exam in one of the department Department’s four main fields.

• Apply for Masters Degree Candidacy
  Application for Admission to Master's Degree Candidacy must be filed with the Graduate Studies Administrative Assistant and is forwarded to the Graduate School. Complete student checklist for Non-Research Master's Degree below, before filing degree candidacy.

B. Non-Research M.A. Degree Student Check List

All of the following requirements must be fulfilled to be added to the Graduation list:

_____ GPA (3.0 minimum)

_____ Credit hours in first field (12 minimum)

_____ Credit hours in second field (9 minimum)

_____ Total number of credit hours at time of Graduation (30 minimum)

_____ Master's comprehensive exam passed on _________
  (Report to the Graduate School)

_____ Admission to Master's Degree Candidacy delivered to the Graduate School
  (before deadline by (Graduate Studies Administrative Assistant)

_____ Continuously enrolled and registered.
  (Must also be enrolled and registered for at least one credit hour for semester in which you will be graduating, i.e., Fall for January graduation, Spring for May graduation and Summer Session for August graduation).
C. **Degree Requirements Research M.A.**

In order to obtain a Research M.A., students must complete the requirements for the Non-Research M.A. and write an M.A. thesis. In contrast to the M.A. paper, which is a Political Science Department requirement, an M.A. thesis must meet Graduate School requirements and must be recorded with the Graduate School. In conformity with Graduate School rules, the M.A. thesis must be approved by two readers in addition to the advisor.

Application for Admission to Master's Degree Candidacy must be filed with the Graduate Studies Administrative Assistant and forwarded to the Graduate School. Complete student checklist for Research M.A. Degree below before filing for Research Master's Degree candidacy.

D. **Submission of the Master's Thesis**

Before a research master's student can submit the thesis to the Graduate School office, two reader's reports and notification of the passing of the master's comprehensive exam must reach the Graduate School office. The thesis advisor may not be one of the two official readers.

It is suggested that the student bring in the thesis for a preliminary format check well in advance (at least two weeks) of the deadline. The student should follow the guidelines in Graduate School's *Guide for Writing Dissertations and Theses*.

Two clean copies of the thesis, with the advisor's original signature on both copies must be submitted to the Graduate School office before the date listed on the Graduate School calendar.

E. **Research M.A. Degree Student Checklist**

All of the following requirements must be fulfilled to be added to the Graduation list:

- GPA *(3.0 minimum)*
- Credit hours in first field *(12 minimum)*
- Credit hours in second field *(9 minimum)*
- Total number of credit hours at time of Graduation *(30 minimum)*
- Master's comprehensive exam passed on ________ *(Report to the Graduate School)*
- Check formatting of thesis with Graduate School at least two weeks prior to deadline.____
- Admission to Master's Degree Candidacy to Graduate School ______ *(before deadline)*
- Continuously enrolled and registered.____ *(Must also be enrolled and registered for at least one credit hour for semester in which you will be graduating, i.e., Summer Session for August graduation)*
- Reader's reports to Graduate School. Master's thesis completed and approved before Graduate School deadline ______
1.5 Changing from the M.A. to the Ph.D. Program

Students who were initially admitted for a terminal M.A., which is rare, must reapply for the Ph.D. program if they seek a Ph.D. The new application should include a transcript, new letters of recommendation from Notre Dame faculty, and a new statement of purpose. The application should be given directly to the Graduate Studies Administrative Assistant by January 10 rather than sent to the Graduate School. There is no application fee.

1.6 Joint Notre Dame Degrees

Students who are obtaining joint degrees may count no more than 9 credit hours of course work from another Notre Dame M.A. department or law degree toward a degree in the Political Science Department. Admission for a joint degree requires advance consent of the Director of Graduate Studies.

1.7 Requirement Deadlines in the Ph.D. Program

(Students entering in fall semester)

<table>
<thead>
<tr>
<th>Events</th>
<th>Students without M.A. or 0-11 transfer credits</th>
<th>Students with M.A or 12-24 transfer credits</th>
</tr>
</thead>
<tbody>
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<td>May Year 2</td>
<td>Jan. Year 2</td>
</tr>
<tr>
<td>Second written comp</td>
<td>Jan. Year 3</td>
<td>Sept. Year 3</td>
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<td>M.A. paper</td>
<td>Dec. Year 3</td>
<td>Sept. Year 3</td>
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<tr>
<td>Oral exam and proposal</td>
<td>Dec. Year 4</td>
<td>Sept. Year 4</td>
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Note: Students are encouraged to complete requirements earlier, before the above deadlines. In particular, it is anticipated that
• Students entering the program with an M.A., or
• Substantial previous graduate work, Presidential Fellows, and/or other students with substantial summer funding throughout their Notre Dame career will be able to complete oral exams and be admitted to candidacy by the end of year 3 or very early in year 4.

1.8 Course Registration Guidelines

Students are expected to complete 12 substantive credit hours per semester in the first year, 9 credit hours per semester in the second year while serving as a Teaching Assistant, and to finish all 48 substantive credit hours by the end of the fifth semester unless approval to take one semester longer has been obtained from the Director of Graduate Studies.

Students in their third year who have completed fewer than 48 credit hours must register for at least nine credit hours per semester to qualify for full-time status, which is the requirement to qualify for any funding.

Students who are registering only for Research and Dissertation or non-resident Research and Dissertation should register for one credit hour, assuming they are approaching the 60 credit hours required for the Ph.D.

1.9 Fields of Study and Comprehensive Exams
The study of political science at Notre Dame is organized into four subfields: American Politics, Comparative Politics, International Relations, and Political Theory. Copies of old exams are available online at http://politicalscience.nd.edu/graduate/current/comps/. Students are urged to review old questions to prepare for the exam. Students should also consult with the field chair and others in the field in the semester before the exam. Exam requirements in the four fields follow.

A. **AMERICAN POLITICS**

Students in Cohort 2003 and earlier may choose between the standard six (6) hour comprehensive exam format and the take-home format. For students in Cohort 2004 and later, the American Comp is a take-home exam with forty-eight (48) hours allowed for completion, i.e., if the exam begins at 10:00 a.m. on Saturday, the student has until 10:00 a.m. on Monday to turn in the exam. (an additional ten (10) hours are allowed for non-native speakers of English, giving them until 8:00 p.m. on Monday to turn the exam in.) A maximum of 4800 words is allowed in response to each question.

Students must earn a passing grade on all three questions of the American comprehensive exam in order to pass the exam. A failing grade on any of the three comprehensive exam essays necessitates that the student retake the entire exam. The option of writing a literature review when failing one comprehensive exam question is not available for the American comprehensive exam, as it is already an open book exam.

In its present form, the exam consists of two parts:

**Part One** asks general, broad questions that bridge or cross sub-areas of the field. They are designed for generalists in American politics. These questions resemble to some degree those on the "American Democracy" portion of prior exams. Students receive four questions of which they must answer two. Everyone taking the exam receives the same questions.

**Part Two** is an area of specialization chosen by the student prior to the exam. These may be any of the subject headings on the new reading list (or something similar with the approval of the field chair).

Everyone choosing the same area of specialization receives the same questions. There are two questions of which students must answer one. These questions will resemble those that have appeared on prior exams under the rubric of Institutions, Public Law, etc.

If you have further questions, please contact the American field chair.

The student interested in American politics as either a primary or secondary field should realize that the comprehensive examination is only one step in his or her education within this field; the exam is a teaching instrument and not an end in itself. It is one instrument in an integrated program aimed at educating skilled
researchers and broadly based university-level teachers. This program should include the acquisition of methodologies appropriate to a student’s research interests, and intensive research experience through advanced seminars and individual faculty guidance.

In planning a program of study in American politics and in preparing for the field’s comprehensive examination, the student should regularly consult an adviser drawn from the field. Any faculty member in the American field can be chosen for this purpose, and the student is urged to call upon that faculty person whose fields and research interests are closest to the student’s own.

Upon entering course work in the American field and in consultation with a field adviser, students should assess their level of preparation in American politics. Those whose undergraduate backgrounds in the field are limited might well profit from auditing the lectures of the department’s advanced undergraduate courses in American politics. Prior to taking the field examination, students should consult with faculty from the subfields they have selected for the exam.

**American Reading List (Revised 3/15/05)**

**Democratic Theory**
- Madison, Federalist 10, 51
- Dahl, Preface to Democratic Theory
- Schumpeter, Capitalism, Socialism, and Democracy (Introduction and part IV only)
- Machperson, Life and Times of Liberal Democracy
- Dahl, Democracy and its Critics
- Riker, Liberalism Against Populism
- Downs, An Economic Theory of Democracy
- Lijphart, Patterns of Democracy

**Political Parties**
- Downs, An Economic Theory of Democracy (1957), esp. chs. 2, 7-8
- Carmines and Stimson, 1986 "On the Structure and Sequence of Issue Evolution" APSR 80:901-920
- Erickson, MacKuen, and Stimson, The Macro Polity (2002), chs. 4 and 5

**Interest Groups**
- Baumgartner and Leech, Basic Interests: The Importance of Groups in Politics and Political Science (1998)
- E.E. Schattschneider, The Semi-Sovereign People (1960)
- Mancur Olson, The Logic of Collective Action (1965)
- Schlozman and Tierney, Organized Interests and American Democracy (1986)
Mass Behavior and Public Opinion


General and Miscellaneous

Note: Students should also be familiar with current debates and articles within the leading journals (in particular, APSR, AJPS, JOP).

- Key, Southern Politics in State and Nation (1949).

State/Urban

Congress

Books
- Poole, Keith T. and Howard Rosenthal, Congress: A Political-Economic History of Roll Call Voting (1997).

Articles

Presidential Politics
- Jon Bond and Richard Fleisher, The President in the Legislative Arena
- Charles Cameron, Veto Bargaining: Presidents and the Politics of Negative Power
- James Ceaser, Presidential Selection
- William Howell, Power Without Persuasion
- Sidney Milkis, The President and the Parties
- Stephen Skowronek, The Politics Presidents Make
- Jeffrey Tulis, The Rhetorical Presidency

Race and Ethnicity

**Public Law List**

**The American Founding and the Constitution**


**Judicial Review and Democracy**

• Ronald Dworkin, *Taking Rights Seriously* (1977), chapter 5
• Alexander Bickel, *The Least Dangerous Branch*, 2nd ed. (1986)

**Supreme Court as Institutional Actor**

• Louis Fischer and Neal Devins, *The Political Dynamics of Constitutional Law* (2001)

**Internal Politics of the Supreme Court**

• Walter Murphy, *Elements of Judicial Strategy*
• Jeffrey Segal and Harold Spaeth, *The Supreme Court and the Attitudinal Model Revisited* (2002)

**Constitutional Interpretation**


**Cases in American Constitutional Law**

• Marbury v. Madison (1803)
• McCulloch v. Maryland (1819)
• Gibbons v. Ogden (1824)
• Dred Scott v. Sandford (1856)
• The Slaughterhouse Cases (1873)
• Civil Rights Cases (1883)
• Plessy v. Ferguson (1896)
• Brown v. Board of Education (1954)
• Adamson v. California (1947)
• Lochner v. New York (1905)
• Griswold v. Connecticut (1965)
• Roe v. Wade (1973)
• Planned Parenthood v. Casey (1992)
• West Coast Hotel v. Parrish (1937)
• NLRB v. Jones & Laughlin Steel Corporation (1937)
• Wickard v. Filburn (1942)
• United States v. Lopez (1995)
• United States v. Morrison (2000)
• Youngstown Sheet & Tube Co. v. Sawyer (1952)
• Morrison v. Olson (1988)
• Ex Parte Milligan (1860)
• Ex Parte Quirin (1942)
• Hamdi (2004)
• Schenck v. United States (1919)
• Brandenburg v. Ohio (1969)
• New York Times v. Sullivan (1964)
• Everson v. Board of Education (1947)
• Lemon v. Kurtzman (1971)
• Sherbert v. Verner (1963)
• Employment Division v. Smith (1990)
• Boerne v. Flores (1997)
B. COMPARATIVE POLITICS

Comparative politics, which covers the whole world and all of human history, is too vast a subfield to be mastered in one lifetime. One has to be selective. However, we have tried to provide the best guidance we can for your selectivity. The Comparative comprehensive exam is divided into three parts. The first is the core cannon and comparative methods, a small number of works that are meant to represent the list of readings that are required in the eyes of our subfield as well as some essential methods. Because there is little consensus in the subfield about the specific works one should read beyond these top works, we allow our students in the second part of the exam to specialize by focusing their reading on three thematic topics in general comparative and cross-regional perspective. In the third part of the exam, we expect students to develop some general and specific expertise on their three thematic areas of choice in one geographic area, and in particular on three countries within that region.

The following reading lists were drawn up in 2003 to help students prepare for the exam, and revised in June 2006. This exercise began when three of our graduate students compiled the reading lists for comparative politics comprehensive exams and field seminars used at 37 of the National Research Council's “top 50” political science graduate programs in the United States. (Their analysis appeared in the Winter 2003 issue of APSA-CP.) Their work yielded a ranking of the top works in comparative politics, and the field as a whole then chose the small number of works cited by at least a third of the departments as a set of core readings as a starting point for the exam reading list we use today. The entire comparative faculty also selected the list of essential comparative methods. Modular reading lists on more specific topics, compiled by subcommittees of our comparative faculty in 2003 and also revised in June 2006, follow. These lists (along with more complete bibliographic citations), as well as partial lists of suggested readings for select geographic areas, can be found at http://www.nd.edu/~mcoppedg/Field/CompRules.htm. Students should further consult with relevant faculty to develop a full list of appropriate readings for this part of the exam.

Core Readings

The Current Canon: Best-Known (if not Best-Loved) Works

- Theda Skocpol, States and Social Revolutions, 1979 (pp. 3-173, 284-293)
- O'Donnell, Guillermo and Phillippe Schmitter, Transitions from Authoritarian Rule: Tentative Conclusions about Uncertain Democracies, 1986
- Putnam, Robert w/ Robert Leonardi and Raffaella Nanetti, Making Democracy Work: Civic Traditions in Modern Italy, 1993
- Olson, Mancur, The Logic of Collective Action, 1965
- Lipset, Seymour Martin and Stein Rokkan, Cleavage Structures, Party Systems and Voter Alignments, 1967
- Huntington, Samuel P., Political Order in Changing Societies, 1968
- Dahl, Robert, Polyarchy, 1971
- Almond, Gabriel, A Discipline Divided, 1990
• Anderson, Benedict, *Imagined Communities*, 1991
• Kathleen Thelen and Sven Steinmo, “Historical Institutionalism in Comparative Politics,” in Sven Steinmo,
• Kathleen Thelen, and Frank Longstreth, eds., *Structuring Politics: Historical Institutionalism in Comparative Analysis*, 1992 (pp. 1-32)
• Tarrow, Sidney, *Power in Movement*, 1994
• Almond, Gabriel and Sidney Verba, *The Civic Culture*, 1963
• Moore, Barrington, *Social Origins of Dictatorship and Democracy*, 1966
• Charles Tilly, “War Making and State Making as Organized Crime,” in *Bringing the State Back In* (Evans, Rueschemeyer, Skocpol, eds., 1985) (pp. 169-191)

**Comparative Methods**


**Topics**

**The State**

- Anthony D. Smith, *Nationalism*, 2001. (pp. 5-86)

**Regimes and Regime Change**

- Juan Linz, *The Breakdown of Democratic Regimes: Crisis, Breakdown, and Reequilibration*, 1978
- Juan J. Linz and Alfred Stepan, *Problems of Democratic Transition and Consolidation*, 1996 (pp. 3-83)
- Joseph Schumpeter, *Capitalism, Socialism, and Democracy*, 1942 (chapters 21 and 22)
- Valerie Bunce, Comparative Democratization: Big and Bounded Generalizations *Comparative Political Studies*, Vol. 33 (2000), No. 6-7, 703-734
- Samuel Huntington, *The Third Wave*, 1991 (chapters 1, 2, and 6)

**Institutions and Institutionalisms**
- Hall and Taylor, "Political Science and the Three New Institutionalisms,” 1996 (pp. 936-957)
- North, Douglass, *Institutions: Institutional Change and Economic Performance*, 1990 (pp. 3-71)
- Tsebelis, George, "Decision Making in Political Systems," Veto Players” (BJPS 1995), 289-325
- Steinmo, Sven and Kathleen Thelen, “Historical Institutionalism in Comparative Perspective” (1992), pp. 1-32
Parties and Party Systems

Types of Party Systems


Social and Political Shaping of Party Systems


Spatial and Directional Competition

- Anthony Downs, *An Economic Theory of Democracy* (1957). (This book is also on the "Canon" reading list.)

Electoral Rules and Party Systems


Rational Politicians and Parties


Party Organization


**Other Important Works**
• Herbert Kitschelt, "Linkages between Citizens and Politicians in Democratic Politics." *Comparative Political Studies* 33 No. 6/7 (August/September 2000): 845-879.

**Association, Participation, Representation**
• Hanna Pitkin, *The Concept of Representation*, 1967
• Cain, Ferejohn, and Fiorina, *The Personal Vote* (Harvard, 1987)
• Martin Shefter, *Political Parties and the State* (Princeton, 1994), pp. 3-97
• Keck and Sikkink, *Activists Beyond Borders* (Cornell 1998), pp. 1-38
• Susan Rose-Ackerman, *Corruption and Government* (Cambridge, 1999), pp. 127-174
• Przeworski, Stokes, and Manin. *Democracy, Accountability, and Representation* (Cambridge 1999), pp. 1-54
• Piattoni, ed., *Clientelism, Interests, and Democratic Representation: The European Experience in Historical and Comparative Perspective* (Cambridge, 2001), pp. 1-31, 193-212

**Social Movements and Revolution**
• Doug McAdam, Sidney Tarrow and Charles Tilly, *Dynamics of Contention*, 2001
- Doug McAdam, John D. McCarthy, and Mayer N. Zald, eds., *Comparative Perspectives on Social Movements: Political Opportunities, Mobilizing Structures, and Cultural Framings*. (1996), Chs. 1, 2, 4, 11, 12, 13

**Identity, Ethnicity, Culture, and Religion**
- Geertz, Clifford, “Thick Description: Toward an Interpretive Theory of Culture,” 1973
- Fearon, James and David Laitin, “Explaining Interethnic Cooperation,” 1996
Political Economy of Advanced Industrial Societies

- Torben Iversen, "Introduction" (pp. 1-14) and "Conclusion" (pp. 166-76) in his *Contested Economic Institutions: The Politics of Macroeconomics and Wage Bargaining in Advanced Democracies*, 1999.

Political Economy of Developing Countries

- Atul Kohli, "State, Society, and Development," 2002 (pp. 84-117)
- Alexander Gerschenkron, *Economic Backwardness in Historical Perspective*, 1962 (pp. 5-30)
- Fernando Henrique Cardoso and Enzo Faletto, *Dependency and Development in Latin America*, 1979 (pp. vii-28)
- Wade, *Governing the market*, 1990 (pp. 8-112)
- Peter Evans, *Embedded Autonomy*, 1995 (pp. 3-73)
- James Scott, *Seeing Like a State*, 1998 (pp. 193-222)
• Atul Kohli, *State-Directed Development*, 2004 (pp. 1-25, 367-426)
• Robert Barro, *Determinants of Economic Growth*, 1997
• Adam Przeworski, *Democracy and the Market*, 1991
• Van De Walle, Nick, *African Economies and the Politics of Permanent Crisis*, 2001 (pp. 64-112)
C. INTERNATIONAL RELATIONS (Updated 10/04)

The examination consists of five questions. The student must write on three of these questions. The questions attempt to be integrative – that is to demand the student demonstrate a comprehension that crosses the sub-field limits. Normally the sub-fields are thought of as being theory, American foreign policy, international political economy, international cooperation (law and organizations), and international security. So often questions will deal with real world cases (current and recent events) but will involve knowing the literature in one or more fields in order to answer the question. The best guide, however, to the exam is to look at the two or three previous examinations to understand what kinds of questions are asked.

The reading list is intended to help graduate students prepare for the comprehensive. Mastery of this is sufficient preparation with respect to the literatures and main debates in the field. Additionally students should be methodologically astute, able to write clearly, and able to make arguments.

We want our international relations students to be well versed in IR-related current events and historical developments for two reasons. First, they should be able to apply theoretical knowledge to real world issues. Second, student should develop their own strands on the main debates in international relations. A principal way of demonstrating their own point of view is to make informed and theoretical arguments about current events and historical issues. That is why most of the questions ask the student to expound their arguments with reference to current events and historical ideas.

Students preparing for this examination may also find it useful to review the last several years’ issues of the principal journals in international relations, including *International Organization, International Security* and *World Politics*. Review of field seminar syllabi from schools that offer field seminars and talking with you IR professors are also encouraged.

Preparation for the exam is an opportunity to build a broader and more integrated view of the field. You should try to knit together theories, themes and arguments from your courses and outside readings so that they form a more coherent whole, and you should try to integrate international relations with your other field(s). This exam is part of the passage from being a student consuming IR courses to a professional producing political science knowledge. The IR exam is first and foremost part of your intellectual development.

The exam is also the faculty’s chance to gauge your progress in our program. Success means that we certify you as a competent scholar in international relations. If we pass you, it means we believe you could hold your own in general international relations discussions at conferences or at a job interview and that you could teach an introductory IR class. Our field, our department, our university, and your peers on the job market have a vested interest in maintaining high standards.
International Relations Reading List

Theory
Methodology/Analytical Theory
• Art, Robert and Robert Jervis (eds) International Politics: Enduring Concepts and Contemporary Issues (latest edition)
• Axelrod, Robert, Evolution of Cooperation (1984)
• Doyle, Michael, Ways of War and Peace (1997)
• Hirschman, Albert, Exit, Voice, and Loyalty (1970)
• Katzenstein, Peter, Robert Keohane, and Stephen Krasner, Exploration and Contestation in the Study of World Politics (1999)
• Keohane, Robert, Gary King and Sidney Verba, Designing Social Inquiry (1994)
• Milner, Helen, Interests, Institutions and Information: Domestic Politics and International Relations (1997)
• Olson Jr., Mancur, The Logic of Collective Action (1971)

Realism
• Carr, E.H., Twenty Years’ Crisis (1946)
• Gilpin, Robert, War and Change in World Politics (1981)
• Keohane, Robert (ed) Neorealism and Its Critics (1986)
• Machiavelli, Niccolo, The Prince (any edition)
• Mearsheimer, John, The Tragedy of Great Power Politics (2001)
• Morgenthau, Hans, Politics among Nations (any edition)
• Waltz, Kenneth, Man, the State, and War (1959)
• Waltz, Kenneth, Theory of International Politics (1979)

Institutionalism
• Bull, Hedley, Anarchical Society, (1977)
• Ikenberry, John. After Victory ((2001)
• Keohane, Robert, After Hegemony (1984)
• Knight, Jack, Institutions and Social Conflict (1992)
• Krasner, Stephen, International Regimes (1983)
• Ostrom, Elinor, Governing the Commons: The Evolution of Institutions of Collective Action (1990)
• Oye, Ken, Cooperation Under Anarchy (1986)
Liberalism
- Kant, Immanuel, Perpetual Peace (any edition)
- Milner, Helen, Interests, Institutions and Information: Domestic Politics and International Relations (1997)

Constructivism and Ideas
- Goldstein, Judith and Robert Keohane (eds) Ideas and Foreign Policy (1993)
- Katzenstein, Peter, Culture of National Security (1996)
- Wendt, Alexander, Social Theory of International Politics (1999)

Normative Theory and Ethics
- Charles Beitz, Political Theory and International Relations (1979)
- Nardin, Terry and David Mapel (eds) Traditions of International Ethics (1992)
- Walzer, Michael, Just and Unjust Wars (1977)

International Political Economy
Trade
- Katzenstein, Peter, Small States in World Markets (1985)
- Milner, Helen, Resisting Protectionism (1988)
- Rogowski, Ronald, Commerce and Coalitions (1989)

Finance
• Eichengreen, Barry, Globalizing Capital: A History of the International Monetary System (1996)
• Simmons, Beth, Who Adjusts? (1994)

Globalization
• Clark, Ian Globalization and International Relations Theory (1999)
• Held, David et al., Global Transformations. Politics Economics and Culture (1999).
• Keohane, Robert and Helen Milner (eds) Internationalization and Domestic Politics (1996)
• Rodrrik, Dani, Has Globalization Gone Too Far? (1997)

Regionalism Integration
• Solingen, Etel, Regional Orders at Century's Dawn: Global and Domestic Influences on Grand Strategy (1998)

Development
• Amsden, Alice, The Rise of “The Rest:”. Challenge to the West from Late Industrializing Economies (2001)
• Brewer, Anthony, Marxist Theories of Imperialism: A Critical Survey (1990)
• Haggard, Stephan, Pathways from the Periphery (1990)
• Sen, Amartya, Development As Freedom (2000).

International Institutions and Global Governance
Historical International Orders
• Ferguson, Yale and Richard Mansbach, Polities (1996)
• Polanyi, Karl, *The Great Transformation* (1944)

**International Institutions**


• Young, Oran, *Governance in World Affairs* (1999)

**International Law**

• Goldstein, Judith L., Miles Kahler, Robert O. Keohane and Anne-Marie Slaughter. 2000. *Introduction: Legalization and World Politics* *International Organization* Vol. 54 No. 3 (Summer): 385 – 399.

**Transnational Actors and Interdependence**


**International Security**

**Power and Security**

• Art, Robert and Kenneth Waltz (eds) *The Use of Force* (1999)
• Schelling, Thomas, *The Strategy of Conflict* (1960)

**Causes of War, Collective Violence, and Peace**

• Betts, Richard, *Conflict after the Cold War* (1994)
• Brown, Michael et al., *America’s Strategic Choices* (2000)
• Jervis, Robert, *Perception and Misperception in International Politics* (1976)

**Foreign Policy**

**Theories**
• Khong, Yuen Foong, *Analogies at War* (1992)

**History and Cases**
• Gaddis, John Lewis, *The United States and the Origins of the Cold War* (1972)
• Gaddis, John Lewis, *We Now Know: Rethinking Cold War History* (1997)
• George, Alexander and Richard Smoke, *Deterrence and American Foreign Policy* (1974)
• Lynn-Jones, Sean and Steven Miller, *The Cold War and After* (1991)
D. POLITICAL THEORY (Updated 2001)

Students will need to demonstrate a thorough knowledge of four of six subfields of political theory on the comprehensive examination. Of these four, three must be taken from the following subfields:

- Ancient
- Medieval
- Early Modern
- Late Modern
- Contemporary
- American.

One of those three subfields must be either Ancient or Medieval. With the permission of the field chair, the student may devise one subfield, e.g., in feminism or democratic theory, which is not currently offered as such.

This reading list is meant to help students prepare for their comprehensive exams in political theory. While all students should be familiar with its contents, the list is not comprehensive. Additional reading may be required for the exam. It cannot be overemphasized that no amount of studying from this list obviates the need to consult with the specialist attached to the specific subfield in which one plans to be examined.

Political Theory Reading List

Ancient

Plato
- Apology
- Crito
- Republic
- Laws
- Statesman

Aristotle
- Nicomachean Ethics
- Politics

Cicero
- Republic
- Laws I, II (1-23)

Medieval

Augustine
- City of God Book 1, 2, 4-8, 11, 14, 19, 22 (ch. 1-7).

Aquinas
- Summa Theologica I-II, 49-52, 55-64, 90-108
- Summa Theologica II-II 47-80, 120

Maimonides

Marsilius of Padua
Alfarabi
- *The Political Regime*, Part II. (In Lerner and Mahdi Medieval Political Philosophy, pp. 31-57).

**Early Modern**

Machiavelli
- *The Prince*
- *Discourses on the First Ten Books of Levy*

Hobbes
- *Leviathan*, Part I, II, III (selections, **** ), IV.

Locke
- *Two Treatises of Government*

Rousseau
- *First and Second Discourses*
- *The Social Contract*

Wollstonecraft
- *A Vindication of the Rights of Women*

Kant
- *Foundations of the Metaphysics of Morals*

Vico
- *The New Science*, Book I, Section 2-4, Book II, Section 3-6, Book IV, Book V, Conclusion

**American**

- *Declaration of Independence*
- *The U.S. Constitution*
- *The Federalist Papers*: 1, 2, 6, 9, 10, 14-17, 23, 31, 35-37, 39, 46-47, 49, 51-53, 62-66, 70-72, 78, 85
- *The Portable Thomas Jefferson*
- Tocqueville, *Democracy in America* (Lawrence trans.)Author’s Introduction, Vol. I, Pt. I, Ch. 1-4, 5 (pp. 61-68, 87-98), 8 (151-170 only); Vol. I, Pt. II, Ch. 1, 2, 5 (189-202, 208-212; 220-230 only), 7-10 (395-400), conclusion to Vol. I (408-413); Vol. II: Pt. I, Ch. 1-6, 8, 10, 13-14, 17, 20; Pt II, Ch. 1, 2, 4-5, 8-15, 17, 19-20; Pt. III, Ch. 1, 4, 7-12, 17-26; Pt. IV entire.
- *The Lincoln-Douglas Debates*
- Herbert Croly, *The Promise of American Life*
- Reinhold Niebuhr, *Children of Light, Children of Darkness*
- Yves Simon, *The Philosophy of Democratic Government*

**Late Modern**

Kant
- *Perpetual Peace*
- Foundations of the Metaphysics of Morals

Hegel
- Philosophy of Right
- Philosophy of History, Introduction only

Mill
- On Liberty

Marx
- The Communist Manifesto
- “Alienated Labor” from the Economic and Philosophic Manuscripts of 1844 “The Jewish Question”

Nietzsche
- On the Genealogy of Morals; or Beyond Good and Evil

Lenin
- State and Revolution

Contemporary

Rawls
- A Theory of Justice (selections from Rawls’ introduction)
- Political Liberalism

Adorno and Horkheimer
- Dialectic of Enlightenment

Habermas
- Knowledge and Human Interest
- Legitimation Crisis

Heidegger
- Being and Time, Introduction and Part I, Division I
- Letter on Humanism
- The Question Concerning Technology

Strauss
- Natural Right and History

Arendt
- The Human Condition

Strauss
- Rationalism in Politics (title essay plus “Political Education,” “Tower of Babel,” “The Voice of Poetry in the Conversation of Mankind”)

Voegelin
- The New Science of Politics
1.10 NOTES ON THE HUMAN SIDE OF COMPREHENSIVE EXAMS

Our thanks to Dr. William DeMars, Ph.D. 1994

Preparing for and taking comprehensive exams ("comps") is often a grueling, high pressure exercise. To reflect on its "human side" may seem a contradiction in terms. Yet comps are designed, taken, and evaluated by people who know one another and who bring to the process some shared goals and some divergent purposes. Comps are a tool for both faculty and students. Understanding the nature of the tool, and the purposes that its users bring to it, may prevent the academic equivalent of smashing one’s fingers with a hammer. It may also improve the quality of the finished product.

In addition to the standard preparation of taking courses, poring over books on the field reading list, and perusing past exams, there are a number of steps you can take to enhance your experience of the comp process (and perhaps your performance). Students will have a better comp experience who:

1. Meet with each of the faculty who will design and evaluate the exam. Faculty want to know the students whose comps they must create and read. Faculty understand that evaluating students at the graduate level is as much an art as a science, and they seek information to help them create a fair and effective evaluation tool. Meeting faculty and explaining your academic interests and background may or may not influence the way they write the questions, or how they evaluate your essays - but it can’t hurt.

2. Develop a sense for the field as a human project. Become a student member of the American Political Science Association and the appropriate professional associations for your fields. This is inexpensive at student rates, and the publications that come with membership include both scholarly journals (like the *APSR*) and professional periodicals (like *PS*) that may give you an inside view of how the discipline is sustained and transformed.

3. Nothing can substitute for attending a professional conference as a way to absorb the folkways of an academic field. They are the most accessible forum in which to observe how scholars define and frame problems and draw others into scholarly debate. The regional units of larger associations (APSA-Midwest, ISA-Midwest) are particularly accommodating for students-geographically, financially, socially and professionally; many students present their first papers at these meetings. What does this have to do with the comps? Play a game of drawing connections between the questions on recent comps and the issues raised in panels and sections of a recent conference. Comps are a means for drawing students into conversations among scholars; conferences are one of the main places where these conversations happen.

4. Many students find it productive to form study groups with their colleagues taking comps at the same time.

5. Tend to the physical context of the exam process. We are embodied persons, even when sitting and thinking (or typing). In a well-taken comp there are few surprises other than the questions on the exam. Arrive a few minutes early to locate the
bathroom, water fountain, and snack machine. If the computer is unfamiliar to you, it may be worthwhile to make an appointment a few days before the exam to practice using the keyboard and word-processing program. With the exam period extended to six hours (with an additional 90 minutes for non-native speakers of English) it should be viewed as a tense, high-performance workday, and workers need food. Students should eat before and sometime during a comp to maintain peak mental performance. Plan to take a short break each hour to stretch and walk a bit. A standard kernel of advice that is often ignored is to read all the questions carefully and outline your answers before starting to type. This simple act can allow you to move through the exam with a greater degree of composure in your frenzy. In other words—before running the race, plan the route.

Tending to the physical dimension of the comp process will ensure that the essays you write will give faculty the best possible opportunity to evaluate what you really know.

6. Understand the comp essay as a literary form. This is a slightly ironic way of saying that essays on comprehensive exams are unlike other kinds of writing, and that they can be excellent or mediocre according to fairly clear standards. A well-written comp essay may do many things, but it must give faculty a basis on which to evaluate the student’s mastery of the literature and capacity for analysis. Faculty look for two (or three) essential qualities in reading exams:

   • Mastery of the literature as evidenced by succinct summaries of the theories of particular named authors.
   • A capacity for analysis that may be indicated by a trenchant comparison and critique of rival theories, or (more rarely) by an original step beyond the existing arguments. The best comp essays carry forward the thread of an argument through their references to other theories.
   • In the empirical fields it is important that a comp essay include sufficient facts about areas of specialization to show how theoretical puzzles are rooted in political reality.

Performing under time pressure and without access to notes, students are not expected to produce publishable essays. They are expected to provide evidence of a capacity for excellent scholarship by demonstrating mastery of a literature and a flair for analysis.

7. Develop multiple goals and criteria for success in preparing for and taking comps. For all students comprehensive exams are an obstacle to be overcome, but they can be more than merely a hurdle. Professional scholars and teachers are constantly being evaluated at all stages of their careers with tools that are not always finely tuned. It is a major challenge of academic life to use these experiences to further one’s development.

Why not begin meeting this challenge in the first years of graduate school? One can begin by asking, “How can I use the process of exam preparation to improve my intellectual abilities and professional skills?”
8. Comps are a rite of passage along the path toward becoming a full participant in a community of scholars. Like all such rituals, they are designed to be challenging and difficult. Comps are also a tool, but one that, when well used, not only produces a product but cultivates an ongoing process—of learning. This tool is in the hands of both faculty and students, who share responsibility for how well it is used.
2.1 Graduate Student Funding

A. Overview
The Department seeks to offer some financial aid—usually a fellowship and tuition but at least tuition scholarships—to all funding-eligible students in the Ph.D. program who make satisfactory progress. All students making good progress should generally be funded during their first five years of graduate studies. The current policy also makes provision for funding into the first semester of the sixth year if funds permit and the student is making strong progress on the dissertation. We ordinarily do not fund our few terminal M.A. students.

B. Assistance Types
The program offers the following kinds of financial assistance:

1. First Year
First year fellowships are awarded to outstanding entering graduate students. They provide full tuition plus a stipend for living expenses. No teaching service to the Department is required of a student in the first year.

2. Research Assistantship
The Department usually receives funds from the Graduate School that are dedicated for faculty to use in the hiring of research assistants. If such funds are available, they will be distributed to faculty-graduate student teams on a competitive basis, with selections made by the members of the Graduate Policy Committee.

3. Graduate Assistantship
Most graduate students beyond the first year receive a fellowship in the form of a Graduate Assistantship. A Graduate Assistantship requires that the student render services to the Department. Usually, given the Department’s strong teaching needs, graduate assistants are usually assigned to assist faculty members in the teaching of introductory undergraduate courses. They may also be assigned to work as a teaching assistant for a large 300 level course or as a research assistant. In rare cases, an assistant is given research assistant or other duties.

Assignments for teaching and research assistants are determined by the Graduate Director in consultation with the Chair. The Graduate Director consults students and faculty regarding their preferred assignments and attempts to make assignments that are satisfactory to both. These assignments are made after pre-registration is closed so that we know approximately how many students will be enrolled in different courses. This means that they occur toward the end of any given semester for the following semester.

If research assistantships are available, they will be distributed on a competitive basis, with selections made by the members of the Graduate Policy Committee.
Teaching assistants are required to attend a training seminar for TAs organized by the Kaneb Center for Teaching and Learning, one time, as early as possible in their career. This must be accomplished, at the latest, by the end of their first semester as a student TA. We encourage students to seek additional teaching training via Kaneb (and to list such on their vitas and student records).

In addition, we require that all students, in or before the first year in which they TA, to attend a minimum of two departmental/POGO workshops on teaching. We also encourage continuing students to attend additional workshops (and to list such participation on their vitas and students records). There will normally be 4-6 such workshops per year.

4. **Dissertation Year Fellowships**

Dissertation fellowships are semester or year-long fellowships given to students who are working on their dissertations. Students at the dissertation stage are given the opportunity to apply competitively for these fellowships. The application portfolio will include a copy of the student’s dissertation proposal, a statement of where in the dissertation stage the student is, and a statement of how the student would use the dissertation fellowship. Applications are reviewed by the Graduate Policy Committee, chaired by the Director of Graduate Studies.

Students interested in dissertation-year fellowships are strongly encouraged to have their proposals approved before the spring departmental funding meeting. Nevertheless, having an approved proposal is neither a sufficient nor a necessary condition for winning a dissertation fellowship. The faculty exercises discretion in allocating the dissertation fellowships. A qualitative assessment regarding the student’s performance is the primary criterion.

Students who have already received the equivalent of a Notre Dame-funded dissertation-year fellowship (through opportunities such as the University Presidential fellowships, Kellogg Institute dissertation fellowships, Phillip Moore fellowships, or a prior departmental Dissertation-Year fellowship) are not normally eligible for a departmental dissertation fellowship, however, they are welcome to apply if such funds may be available.

5. **Adjunct Teaching**

Through the College of Arts and Letters, the Department sometimes offers adjunct teaching positions for advanced graduate students. This offer does not include tuition.

6. **Teaching Fellowship**

The Graduate School and the College of Arts and Letters award a number of University Teaching Fellowships on a competitive basis. Students teach one course of their own in the First Year Writing program both semesters, in
exchange for tuition support and a fellowship. These fellowships are not earmarked for any particular department.

7. Teaching Your Own Course
Graduate students may be invited, on a competitive basis, to teach their own course either as adjuncts (as stated above) or as part of their service to the Department. The department also offers the competitive Loescher Teaching Fellowship.

8. ABD (All But Doctorate)
The student should be ABD at the time of presenting the proposal, or at least by the time of offering the course.

- Students will present their proposal to the Chair and the Director of Graduate Studies. The proposal should include a course description.
- Proposals will be evaluated on the basis of
  - The strength of the proposal
  - The record of the student as an instructor (based on TA evaluations, on recommendations by faculty members who had the student as a TA, or through a course on teaching)
  - How the proposed course would fit into the other departmental offerings;
  - The Department’s ability to pay the student (in cases where the student is no longer on departmental funding) or to release the student from other responsibilities.
- Students should be aware that even if there is support for having them teach, they may be asked to change the specific course that they propose.
- After the Chair and the Director of Graduate Studies evaluate the proposals, they will recommend some names to the Committee on Appointments and Promotions. The CAP must approve any favorable recommendations.

9. Research Assistants
First-year graduate students may work as a research assistant up to five hours per week; advanced graduates may work as a research assistant up to ten hours per week.

10. International Student Employment
International students with an F-1 Visa, by federal law, may work an absolute maximum of 20 hours per week during the academic year. There is no limitation on the number of hours they may work during the summer. Violation of this 20 hour per week limit could result in the student’s deportation.

International students with a J-1 Visa, by federal law, may not work at all. These students are generally non-degree seeking students at Notre Dame for a temporary program of one semester to one year.
C. Major Funding Decisions

Major funding decisions are made at two times during the year;

- By the Graduate Admissions Committee for newly admitted students
- By the Department faculty as a whole for all other students

The Graduate Admissions Committee, chaired by the Director of Graduate Studies, makes choices decisions about the Department’s recommendations for University fellowship offers for to newly admitted first-year students. The Department’s faculty as a whole meets toward the end of the spring semester to review student progress and to make decisions about continued funding recommendations of the Director of Graduate Studies regarding the funding of continuing students. The Director of Graduate Studies makes recommendations to continue, change, or discontinue. This general meeting is preceded by field meetings to evaluate student progress. For continuing students, funding decisions and evaluations of student progress are based on the quality of students' work in courses, exams, proposals, M.A. papers, and dissertations, as well as the rate of progress in the program.

Funding based on materials in a student’s written file, including evidence of whether or not a student is meeting Ph.D. requirements on schedule. The Director of Graduate Studies also presents recommendations from the Graduate Policy Committee, chaired by the Director of Graduate Studies, with respect to applications from continuing students for service-free funding such as Dissertation-Year and Moore Fellowships.

D. Summer Funding

Summer funding will be granted on a priority basis to four categories of projects:

- Research and writing conducted by advanced graduate students, especially but not exclusively related to their dissertations
- Students seeking to acquire special skills not readily available at Notre Dame and necessary for the student's development in the program (primary funding for this category will be defrayed by a special line item in the departmental graduate program budget)
- Students preparing a special scholarly publication or conference paper eventually intended for publication
- Students serving in summer research apprenticeships with a faculty member, where the resulting article, chapter or book will be jointly authored by the student (no funds will be allocated to the faculty member).

E. Summer Funding Eligibility

Students will apply competitively for summer funding. To be eligible, students should be part of the normal funding cohort in the graduate program, i.e., those finishing years one through five (or someone in year six who has had substantial outside funding). Students who already have a significant summer stipend through a special fellowship (e.g., Presidential Fellowships) will not be eligible for stipend funding, but will be considered if they apply for funds for training not available at Notre Dame. Students who receive outside summer funding after being awarded...
departmental funding must report this to the Director of Graduate Studies, and may expect a partial reduction of their summer stipend.

Within the eligibility guidelines, proposals for summer funding will be evaluated primarily on the basis of the quality of the student’s work throughout the program, plus the quality of the proposal. A secondary consideration might be the amount of other sources of summer funding already obtained by the student; the Department might be less disposed to fund someone who has already obtained ample summer funding.

Because the amount of summer funding varies greatly from year to year, some flexibility in criteria for eligibility and evaluation is essential. Similarly, the amount of the awards may vary according to the amount of available funds.

F. Conference Presentations
The department expects that students will, at the appropriate stage of their studies, begin to establish a substantial record of presenting papers at professional conferences. Students are advised to present a minimum of four such papers before completion of their studies (and ideally before their entry into the job market). Those who are not deemed as making adequate progress toward that goal are at a lower priority for summer funding, dissertation year fellowships, research assistantships, and other discretionary forms of funding. When applying for such funding, students who have failed to meet these goals may submit evidence of good faith efforts at compliance (such as rejected applications to make presentations).

G. Summer Language Courses
Summer language courses are usually tuition free. The Graduate School will provide the tuition required for Latin and Greek (3 hours). Summer tuition application and awards are through the Graduate School.

H. Non-Notre Dame M.A.
Students who have an M.A. in political science from another institution receive 12-24 transfer credits and will receive one less year of funding from Notre Dame. Courses from graduate training prior to Notre Dame can be used toward meeting our requirements, provided that the Graduate School recognizes these credits.

I. Assistantships
Funding for the Department is determined by the Graduate School, usually in January for the following coming academic year. Funding decisions by the faculty therefore depend to a great degree on circumstances over which the Department has little control.
K. Funding Source

Students are strongly encouraged to apply for outside funding. It is to their advantage to do so. Every semester of funding from outside Notre Dame that a student is awarded after enrolling extends his or her eligibility for departmental funding by one semester, as long as other university requirements for funding eligibility (making satisfactory progress, maintaining a 3.0 GPA, continuous enrollment and registration, the 8-year limit, etc.) are met. Such extensions of eligibility do not guarantee funding in the later years, as there are no absolute guarantees that appropriate funds will be available. However, the department's intention is to manage enrollments so that funding is available for all deserving students for as long they are eligible. Outside funding that a prospective or admitted student is awarded before enrolling at Notre Dame does not extend his or her eligibility for departmental funding. Rather, it is factored into budget projections so that the department can afford to admit a larger number of students and make commitments to them in future years.

Several times a year, the Graduate School publishes a bulletin that lists the most important sources of graduate student funding. Students should regularly read this bulletin carefully and apply for fellowships when they meet eligibility criteria. The Graduate School also compiles an on-line searchable database of grant opportunities for graduate students. Furthermore, they are encouraged to subscribe to the Community of Science through the Office of Research. This service provides automatic e-mail notification of grant opportunities. For purposes of aiding students in preparing dissertation and grant proposals, the Director of Graduate Studies has a file of past proposals. Students are encouraged to consult old proposals.

L. Outside Funding

The Department will generally not award new funding to students who came into the program without funding.

M. End of Funding

The Graduate School has a rule that Departments provide no fellowship or tuition support past beyond a student’s eighth year.

2.2 Part-time Employment

The Graduate School has strict rules disallowing this practice. It does, however, allow the departmental Director of Graduate Studies some discretion to deal with hardship cases, following discussion with the student and the student’s advisor.

Most directors of graduate studies disallow part-time work altogether; for example, in the colleges of Science and Engineering and in the Theology department the provision is strictly enforced. In Economics and Philosophy, several students are permitted to do part-time work.
A. Human Resources
Human Resources does not allow a full-time student to be a full-time employee.

B. Presidential Fellows
The Graduate School does not allow Presidential Fellows to perform part-time work at any time that it is providing twelve-month support.

C. Summer Support
Students receiving summer support not equivalent to the maximum may work to receive the difference of their support and the maximum; however, this is not encouraged.

D. Teaching Fellows
Graduate Teaching Fellows are not allowed to teach additional sections during the academic year, since the intent of the named fellowship is to give the appointee time to finish the dissertation.

E. Dissertation Year Fellows
The Graduate School, College, and Department have adopted a similar philosophy with regard to dissertation-year fellowships. No student on a dissertation year or semester appointment should be performing part-time work for the duration of the appointment.

F. Other
Beyond these categories, the approach of the Graduate School and of the Department is as follows:

• Graduate students are provided stipends so that they can make substantial progress toward the degree. Part-time work during the academic year -- in addition to classes, teaching, and research -- may impede such progress and is normally forbidden. It is allowable only in exceptional cases.

• If a student feels mitigating circumstances warrant an exception, she or he should discuss the possibility of employment with their adviser and then the Director of Graduate Studies before committing to a part-time job. Mitigating circumstances might include the opportunity to do research related to one’s primary field of inquiry on the part-time job, family financial pressure, or other compelling hardship.

2.3 Conference Funding
The Graduate School now designates a departmental budget for conference travel, recruitment of new students, and travel for special colloquia or training programs in areas where the Department or University lacks appropriate training (e.g., some foreign languages, Inter-University Consortium for Political and Social Research).
The Graduate School and the Department's Graduate Policy Committee have established guidelines for these funds:

2.4 TRAVEL

Only travel where a paper or its equivalent is delivered at a professional conference can be subsidized. Serving as a discussant, roundtable participant, or panel chair does not qualify. (The object is to move written work toward publication.)

The following maxima apply for departmental reimbursement (not to exceed $500 per event in North America (United States, Mexico and Canada), or $700 international, with a $900 annual maximum accrued from July 1 through June 30th):

- Actual costs of transportation
- Lodging
- Registration fees

NOTE: If the student is eligible under Graduate Student Union guidelines, funding for portions of professional travel may be submitted for GSU funding. Please consult guidelines from the Graduate Student Union.

2.5 RECEIPTS

Original receipts are required for all expenses.

- Transportation - actual costs, equivalent of round-trip coach airfare with weekend stayover, odometer reading for personal auto mileage (not to exceed total maximum allowable per trip)
- Lodging - actual room costs, does not include phone calls, movies, laundry service, etc.
- Registration - actual costs, maximum $100.

2.6 TRAVEL REIMBURSEMENT POLICY OF GRADUATE SCHOOL

(October 2002)

Method of Reimbursement

You must provide original receipts for all expenses, even small amounts for meals and snacks. Per diem reimbursements are not acceptable. Expense reports should be submitted with fifteen (15) working days after returning from the trip. The Graduate Studies Office can assist you with processing the forms.

A. Graduate Student Union

File for reimbursement with the Graduate Student Union utilizing the GSU form, see www.gsu.nd.edu for details.

B. Travel Expense Report

Include a Travel Expense Report IF the amount to be reimbursed exceeds the maximum allowed by the GSU. GSU will forward this report, along with the original receipts to the department.
C. Additional Information
Expense Reports are the primary form used to reimburse students for expenses incurred for travel or entertainment. Detailed receipts are required for all expenses even those less than $25. An Affidavit of Missing Receipt must be completed and attached for any missing receipts.

D. On-Line Transactions
On-line transactions must include copy of a credit card statement showing that expense (proof of payment). Other information on the statement, such as charges not related to the reimbursement, account balance, payment information, account number, etc., can be redacted for privacy reasons.

E. Conference Verification
The title page of the conference program or pamphlet showing the conference name, date and place and the page showing your name and the title of the paper presented must be included.

F. Mileage
When requesting paying mileage, please include the actual miles traveled in the “details” section of the form. You cannot file for both “mileage” and fuel.

G. Currency Exchanges
Foreign Travel must be completed in US Dollars. Please include documentation of the rate of conversion.

H. Splitting Charges with Another Person
If another person paid for airline or hotel charges, and you repaid them, the University requires you to provide proof of your repayment. To do this, you must reimburse the other person with a check and provide a copy of your bank statement showing the check being cashed by them. You will also need to provide the flight itinerary and a copy of the hotel statement (or copies of receipts for any other charges you shared). Lastly, in the comments section of the expense report, include a short note explaining the shared charges and how it was handled, so Accounts Payable will understand why your name is not on the itinerary, statements, or receipts.

Support for Expenses include, but are not necessarily limited to:
• Airline ticket receipt coupon and copy of invoice
• E-Ticket “receipt/itinerary” AND charge card receipt or bank statement showing charges
• Car rental agreement AND charge card receipt or bank statement showing charges
• Record of miles driven in personal automobile or original gas receipts
• University Vehicle Original gas and/or oil receipts (also note on expense report that a University vehicle was used)
• Itemized lodging bill AND charge card receipt or bank statement showing charges
• Meals, hotel bill, charge card or itemized restaurant receipt; on back of receipt list the names of all persons for whom you bought the meal and are requesting reimbursement
• Conference Agenda and receipt for fees paid
• Fees for train, taxi, parking, tolls, etc., must have a receipt for reimbursement
SECTION 3
DEPARTMENTAL INFORMATION
3.1 ADVISING
Students are encouraged to seek advice from their colleagues and from a wide range of faculty members. Formally, the Director of Graduate Studies acts as the default advisor to all first-year students. However, students are encouraged to find an advisor with expertise in their areas of interest as soon as possible. By March of their second year, students are required to choose an advisor, who signs a form indicating her or his agreement to assume that responsibility. The student obtains this form from the Graduate Studies Administrative Assistant. The primary reason for this requirement is that students need to begin developing a mentoring relationship with at least one faculty member as early as possible. Students may change advisors after this initial choice, but they must inform the Director of Graduate Studies of this change.

The Director of Graduate Studies is available for advice to all students in the program. Field chairs and relevant faculty should always be consulted well in advance of the time when students plan to take a comprehensive exam. Students should seek to build a close working relationship with faculty in their field during their first two years, even before they are required to make a formal choice of advisors.

3.2 INCOMPLETES
A student receives the temporary grade of “I” when, for acceptable reasons, he or she has not completed the requirements for a 50000 or higher-level graduate course within the semester. The student must then complete the course work for and receive a grade prior to the beginning of the final examination period of the next semester. If a student receives an “I” for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled. This policy is strictly enforced by the Graduate School.

Should the student not complete the course work as required, the “I” remains on the academic record and is computed in the G.P.A. as an “F.” Students whose G.P.A. falls below a 3.0, even for this reason, can be denied funding.

The Department and the Graduate School will review a student who receives more than one “I” in a semester or an “I” in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

3.3 CREDIT TRANSFER
A student may transfer credits earned at another accredited university only if:
• The student is in a degree program at Notre Dame
• The courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses
• The courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame
• Grades of “B” (3.0 on 4.0 scale) or better were achieved; and
• The transfer is recommended by the Department Chair and approved by the Graduate School.

These five requirements also apply to the transfers of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred.

A student transferring from an unfinished master’s program may not transfer more than six semester credit hours into a Notre Dame master’s or Ph.D. program.

If the student has completed a master’s or Ph.D. program, he or she may transfer up to six semester credit hours to a Notre Dame master’s program and up to 24 semester credit hours to a Notre Dame Ph.D. program.

3.4 INTERFIELD STUDIES AND INTERDEPARTMENTAL WORK

The department encourages graduate students to build programs of study and research that cross over the four substantive fields described above. Examples of such possibilities include work in religion and politics, women and politics, and studies connected to different areas of the world.

Students are also encouraged to pursue opportunities in Notre Dame departments that complement the programs of Political Science. This includes the departments of Philosophy, Economics, Sociology, and History, as well as the Kroc Institute for International Peace Studies. Course work in a department other than Political Science can, with the permission of the Director of Graduate Studies, be counted toward filling requirements for the two major fields in the Department. Alternatively, it can be counted toward the area of specialization requirement.

3.5 STUDENT PARTICIPATION ON SEARCH COMMITTEES

When the department is engaged in a search, a student from that particular field will serve on the committee. Students on search committees will have access to the same information as the faculty members of the committee, except for confidential letters and other confidential matters; during discussion of such matters students should be excused. Their opinions regarding whom should be interviewed and hired will be of an advisory nature.

3.6 TEACHING OPPORTUNITIES

In addition to the teaching opportunities available at Notre Dame (see items 2.1.B.5, through 2.1.B.7 under Graduate Student Funding above), advanced students are encouraged to look into opportunities to gain teaching experience at local colleges,
including Indiana University at South Bend, St. Mary’s, Bethel, Andrews, Western Michigan, Valparaiso, Goshen, and others. etc.

3.7 TA AWARD
The several units of the University make annual awards for the best Teaching Assistant in an academic year. Any faculty member may nominate any graduate student who has served as a TA during that academic year. Evaluations are based on TCEs and on comments from the faculty member supervising the TA. For any departmental award, the Director or Graduate Studies will form a committee, typically the Graduate Policy Committee, to evaluate candidates. The award winner will be announced during the summer or early in the fall semester. No student will be eligible to win the award more than once. The Director of Graduate Studies solicits nominations from members of the faculty. The Director of Graduate Studies then makes the Department’s recommendations.

3.8 VIOLATIONS OF ACADEMIC INTEGRITY
The instructor should report the case in writing to the Chair. The Chair will appoint a committee to review the case. After a hearing involving the instructor and the student, the committee will make a recommendation. The Chair will inform the student of the committee’s ruling and will specify a time within which the student may appeal. A penalty against a graduate student must be approved by the Graduate School.

A student who has had recourse to the departmental grievance procedure may appeal to the Graduate School (see the Graduate School policy regarding academic integrity http://graduateschool.nd.edu/html/policies/index.html#academic_integrity). Also see Section 5.9 for the University definition of Academic Integrity.

3.9 GRIEVANCE PROCEDURES
Students who wish to file a formal grievance on academic matters should begin the process by contacting the Director of Graduate Studies, the Chair, or their advisor. These three individuals or some subset thereof will designate a committee of three to five faculty members to evaluate the grievance. A student may appeal the decision of the departmental committee to the Graduate School.

3.10 PARENTAL LEAVE
Having children during Graduate School, although clearly an added responsibility for both female and male students, should not be incompatible with advancing in the program. All graduate students have some flexibility in planning their programs, and the options change with each stage of a graduate career. A student preparing for a child is responsible, in consultation with an advisor and the Director of Graduate Studies, for developing a realistic plan tailored to the student’s individual situation. In some situations, that plan may include a leave of absence, temporary reduction of substantive coursework, or relaxation of relevant deadlines (e.g., comprehensive exams or M.A. paper).
Students with children can also utilize resources available within the University. University Village offers low-cost housing for students (single or married) with children. The University Counseling Center provides a variety of services free-of-charge to students. Graduate students may enroll their preschool children (ages 2 through kindergarten) in the Early Childhood Development Center (ECDC-ND), an on-site child care facility which provides a variety of part- and full-time care arrangements.

3.11 LEAVE OF ABSENCE
Students should consult with their advisor before submitting a request to the Director of Graduate Studies to take a leave of absence. Consult the Graduate Bulletin of Information for details regarding ‘Leave of Absence’ before submitting the request to govtgrad@nd.edu. This request should include semester(s) of leave, reason, and plans for further academic progress.

3.12 MEDICAL SEPARATION FROM ACADEMIC DUTIES
Students should consult the Graduate Bulletin of Information for details regarding ‘Medical Separation from Academic Duties’ and notify the Director of Graduate Studies at govtgrad@nd.edu. A physician’s certification and written statement specifying the dates anticipated for this medical separation should be submitted to the Graduate School Academic Dean.

3.13 POLITICAL SCIENCE GRADUATE ORGANIZATION (PoGO)
The Political Science Graduate Organization has four main purposes:
- To foster and develop activities, meetings, and workshops designed to increase professionalism of Political Science graduate students
- To serve as a social organization for Political Science graduate students
- To increase communication between graduate students and faculty
- To represent the views of graduate students to the Department.

Officers are elected on an annual basis for a one-year term, and meetings are announced to all students. PoGO is also responsible for assigning the library carrels made available to the Department’s graduate students.

3.14 DEPARTMENTAL AND GRADUATE SCHOOL FORMS
Students and faculty can acquire the appropriate forms from the Graduate Studies Administrative Assistant.

A. Departmental Forms (See sample forms in Appendix)
- Advising Agreement
- Distribution of Credit Hours
- Doctoral Degree Student Check List
- Non-Research M.A. Student Check List
- Reader's Report for M.A. Paper
- Report on Comprehensive Exam II
- Research M.A. Student Check List
• Summary of Accomplishments
• Distribution of Credit Hours
• Reader’s Report – Master’s Thesis (Research M.A. only )
• Transfer of Credits
• Doctoral Degree Student Check List
• Non-Research M.A. Student Check List

B. Graduate School Forms
• Application to Master's Degree Candidacy
• Master’s Degree Comprehensive Exam Report
• Reader’s Report – Doctoral Dissertation
• Ph.D. Oral Candidacy Exam (Scheduling form)
• Dissertation Defense Exam (Scheduling form)
• Application to Doctoral Degree Candidacy
• Eligibility Extension/Leave of Absence
SECTION 4
PLACEMENT
4.1 PLACEMENT

The Department of Political Science now has a faculty placement Director, with whom students should consult for advice on all aspects of job placement.

Placement involves persistent effort beginning after the first year of graduate study. It is not something that suddenly commences in the fall semester of the candidate’s final year. Below, we describe some of the university and departmental services related to placement and offer some tips about effective positioning.

The Career and Placement Services will send out candidate placement materials for you. Your minimal dossier should include your curriculum vitae, a dissertation abstract, letters of recommendation, and a teaching portfolio. You may request that TA evaluations from your departmental file be placed in your dossier. It is a good idea to request that the Director of Graduate Studies review your file to see whether anything else from it should be included in the dossier.

Both the Director of Graduate Studies and your dissertation adviser should be available to review the cover letter and CV. Having a good cover letter and CV are of the utmost importance. It is prudent even to have other committee members and colleagues review these materials carefully. Upon request, your placement candidate information and CV will be placed online at http://politicalscience.nd.edu/graduate/placement/index.shtml.

In recent years, beyond this minimal information, competitive candidates at Notre Dame have also included:

- Abstracts of papers delivered at professional conferences;
- Abstracts of their published articles or articles under review by refereed journals;
- Listings of teaching experience, including service as a TA and as an instructor of one’s own course; normally that would involve TA experience with the introductory course in one’s principal field and sometimes the secondary field, as well as full teaching responsibility for intermediate-level courses in one’s specialization;
- Improvement; and
- Many will describe responsibilities on funded research projects or other forms of grant support.

Candidates who lack such credentials may be at a competitive disadvantage for positions at American universities in the current market. Students who intend to be on the job market should be aware that they usually need to have:

- Three or more dissertation chapters
- a CV
- a cover letter in pretty good shape by August of the year they enter the market.

Potential employers want to be confident that the dissertation will be completed before you begin work with them. If you enter the market with only a prospectus or a chapter or two, this does not predict well to timely completion.
Actually, market entry is the culmination of two to three years of positioning for entry. During that time, the candidate will normally deliver several papers at professional conferences. The period after the conference is an opportune time to exchange correspondence with scholars on the panel or those who offered comments from the audience. At professional meetings you will want to engage presenters and discussants from several panels in conversation, followed by professional communication. By the time the candidate actually enters the market, she/he will have been a vigorous participant in an invisible college of scholars working on similar topics. Candidates who take a quantitative empirical approach to their work should have attended the summer sessions of the Inter-university Consortium for Political and Social Research, where they will learn essential skills, interact with peers who will eventually be on the market at the same time and with whom they will be professional colleagues for life, prepare papers, and meet faculty from other schools who are doing the same. Candidates who take any of a variety of humanistic approaches to their work should attend appropriate workshops funded by the National Endowment for the Humanities, state humanities organizations, or private foundations. Candidates who would like to teach at church-related liberal arts colleges should attend sessions of the Collegium or other Lilly Endowment initiatives that help to relate faith with learning. Candidates in the comparative or international relations fields will have missed no opportunities to participate in active ways in Kellogg or Kroc Institute conferences.

The Director of Graduate Studies and/or the Graduate School will organize a workshop every year on tips for the job market. This workshop will discuss how to prepare CVs and write cover letters, how to think strategically about positioning, and how to prepare for campus visits. Students are encouraged to attend this session a year in advance of their market entry, and perhaps to repeat it in their market year.

The Director of Graduate Studies will also arrange for practice job talks. Students who have been on the market have found it very helpful to give a practice talk before going to a campus interview. The candidate should also encourage her/his dissertation adviser and one or two readers to be present for the practice job talk. Contact the Graduate Studies Administrative Assistant to schedule and publicize your practice talk.

Your dissertation adviser and principal readers are absolutely essential in the process of job placement. You have chosen them as your closest mentors, not only because you expected to learn a great deal from them but because they are recognized scholars in your general and, often, specific field. You should study programs from the conferences they attend and remember the panelists with whom they share the dais. Ask them to introduce you to scholars and to correspond on your behalf. If possible, attend APSA section meetings and receptions with them so that they can tout their protégé.

4.2 FINDING OUT ABOUT JOB OPENINGS

- “eJobs” is APSA’s year-round online source for information about jobs. It is free to APSA members.
• The Chair and the Director of Graduate Studies often receive announcements about positions. These announcements are posted on the “Job Board” located on the bulletin board outside the mail room. In addition, they are sent by email from govtgrad@nd.edu or from the Graduate Studies Administrative Assistant.

• The Chronicle of Higher Education lists some positions that are not posted in the APSA Employment Newsletter eJobs; students should read it.

4.3 Other Sources of Information for the Job Market

• A book with helpful information on the job market, as well as many other issues related to the profession, is Mark P. Zanna and John M. Darley, eds., The Complete Academic: A Practical Guide for the Beginning Social Scientist. It is well worth the minor time investment to explore these sources.

• An hour or two spent reading about the job market may make the difference between success and failure; an additional hour or two on your dissertation is unlikely to have such an impact.

• Students can increase their job chances by sending a memo to all faculty indicating where they have applied for positions, and requesting that faculty members with acquaintances at those departments make contact with their acquaintances on the student’s behalf.

• If you position yourself for market entry, you will not be an unknown commodity who first pops up in half-hour interviews with strangers at national or regional meetings. You and your advisor will be in a position to write or call professors who already have had conversations and correspondence with you, and you can have more pointed conversations with them about their available position or others with which they are familiar. And mostly, be patient but not passive. The right job may take more than a year to locate, but it will not be located by the candidate who has not been preparing for that opportunity.

4.4 Getting Information about Colleges

Sources for information on colleges include

• Peterson’s Competitive Colleges

• The Fiske Guide to Colleges

• The Insider’s Guide to the Colleges.

4.5 Postdoctoral Fellowships

Such fellowships can often provide an enormous professional boost. Students are encouraged to carefully read the bulletins, such as Notre Dame Research, printed by the Graduate School and to consult the information available in the Institute for Scholarship in the Liberal Arts.

See the Placement Director for more information.
### 4.6 How To Get a Job

**by Michael Coppedge**

*Review and minor revisions by dept. faculty May 2002 (A. Gould)*

1. Write a great dissertation.
   - Be finished, or be able to promise credibly that you will be finished by May.
   - A theory dissertation must be complete when you are on the market.
2. Other accomplishments:

<table>
<thead>
<tr>
<th></th>
<th>Publication</th>
<th>Conventions</th>
<th>Teaching*</th>
<th>Other</th>
</tr>
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<tbody>
<tr>
<td>Absolutely, even if it</td>
<td>one article if a refereed</td>
<td>1-2 papers</td>
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<td>slows you down</td>
<td>journal</td>
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<td>Highly desirable if it</td>
<td>another article published or</td>
<td>more papers; organize a panel</td>
<td>• TA award; good evaluations from</td>
<td>additional letter from a</td>
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<td>teach your own course</td>
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<td>you down</td>
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<td>teaching a third course (because</td>
<td>major nonacademic activities: jobs,</td>
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<td>publish with mentor, consult</td>
<td>it will slow you down too much)</td>
<td>novels, other distractions</td>
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<td>watch for calls for papers</td>
<td>Get Kaneh center certification;</td>
<td>Send your conference papers and</td>
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<td></td>
<td>and deadlines, remember that</td>
<td>take summer course, ask to</td>
<td>published work to leading</td>
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<td>proposing is easy, ask mentor</td>
<td>be nominated for a TA award</td>
<td>scholars; put your work on the</td>
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<td>to organize a panel and offer</td>
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<td>and paperwork, submit paper</td>
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<td>selected leading scholars</td>
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<td>proposal anyway, take advantage</td>
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<td></td>
<td>of Dept. and GSU funding</td>
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</table>

*Priority depends on what kind of job you seek*

3. Read the Personnel Service Newsletter, even before you are on the market. Put your CV on the Department webpage by sending to the Graduate Studies Administrative Assistant, keep it updated.
4. Put your CV on the departmental webpage.
5. Apply for many jobs: CV, Letters, 1-2 articles/chapters/papers, dissertation outline, abstracts of publications or work under review, teaching portfolio (if a strong point), cover letter targeted to the specific opening. For the jobs that interest you most, get committee members to call the hiring department for inside information.
6. Mobilize committee and others to make personal contacts at the hiring department.
7. Do a practice job talk, even before you are invited for an interview.
8. Be prepared to talk intelligently about how you would teach 2-3 courses.
9. Be prepared to talk intelligently about your exciting post dissertation research agenda.
SECTION 5
GRADUATE SCHOOL REGULATIONS
GRADUATE SCHOOL RULES OF PARTICULAR RELEVANCE
(for the complete listing of official rules see the Bulletin of Information, or the website at http://graduateschool.nd.edu/html/policies/index.html.)

5.1 MAXIMUM NUMBER OF HOURS
A graduate student in the academic year may not register for more than 15 credit hours of graduate courses, i.e., the 50000, 60000, and 70000-level courses. An additional three credit hours of 40000-level courses may be taken if authorized by the Department Chair and approved by the Graduate School. Graduate and research assistants should normally register for 12 credit hours, but they are restricted to nine credit hours of regular courses per semester. They should, however, take an additional three credit hours of seminars, workshops or practice in teacher preparation or appropriate supervised research courses. In the Summer Session, a graduate student may not register for more than eight credit hours. Tuition support for the Summer Session comes directly from the Graduate School; students must apply for it by a deadline in March. No tuition is charged for summer language classes.

5.2 CONTINUOUS ENROLLMENT
All students must enroll each semester in the academic year to maintain student status. Continuous enrollment is met normally by enrollment in the university and registration in a graduate-level course relevant to the student’s program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School.

Degree students who have completed the credit hour requirement for their degree must register for at least one credit hour per semester, including the final semester or summer session in which they receive their degree. These students are considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special reduced registration fee.

Students planning to graduate in August must enroll for at least one credit hour of courses for the summer term. Failure to do so will have the student’s name removed from the graduation list.

5.3 LEAVE OF ABSENCE
For exceptional reasons and on the recommendation of the Department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return. In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.
5.4 WITHDRAWAL FROM THE PROGRAM

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of Residence Life, 315 Main Building. Upon approval of the withdrawal, the University enters a grade of “W” for each course in which the student was registered. If a student drops out of the University without following these procedures, a grade of “F” is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

5.6 FULL-TIME AND PART-TIME STATUS

A full-time student is one who (1) registers for nine or more hours of course work per semester in the academic year or six or more credit hours in the summer session or (2) has completed at least 48 hours toward a Ph.D. or 28 toward an M.A. A part-time student is any enrolled graduate student who does not fall within either of the preceding categories.

5.7 ACADEMIC GOOD STANDING

Continuation in a graduate degree program admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative GPA.

A student may be dismissed from the department or program if the GPA in any one semester is below 2.5 or if the GPA is below 3.0 for two consecutive semesters. An adequate GPA is only one factor taken into consideration in determining a student’s qualifications for advanced degree. Degree students should be aware of the Political Science department’s performance criteria. The department and the Graduate School annually evaluate each graduate student’s overall performance on the basis of these criteria. A student must be in academic good standing to be eligible for new or continued financial support.

5.8 SUBMISSION OF FINAL VERSION AND MICROFILMING OF DISSERTATION

To receive the degree at the next commencement, the doctoral student who has successfully defended his or her dissertation must present two clean copies, signed by the dissertation director, to the Graduate School office. The delivery deadline is published in the Graduate School Calendar. The Graduate School office will verify the dissertation for compliance with the approved style manual. Two days should be allowed for this check. At this time the candidate must also pay for microfilming and binding, which costs at least $84.00. The Graduate Council requires that all doctoral dissertations be microfilmed by University Microfilms International, Ann Arbor, Michigan. The administrative office in the Graduate School handles this publication requirement.

5.9 ACADEMIC INTEGRITY

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine
confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code. Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student’s paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, nor conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

If an individual suspects that a violation of academic integrity has occurred, he or she should discuss the matter confidentially with the department chair or appropriate director. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused, the chair, and the vice president. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Endowment, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the Vice President for Graduate Studies and Research within 10 days. The student has the right to appear before the vice-president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

5.10 POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of
student life and behavior are described in du Lac, which is the University’s description of student life policies and procedures. Students in the Graduate School must abide by those portions of du Lac which explicitly refer to graduate students or to the Graduate School. Copies of du Lac are mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life.

The Vice President for Graduate Studies and Research has appointed an academic counselor in the Graduate School to be available to graduate students who want to discuss confidentially problems they are having in their programs. The counselor can help a student decide how to resolve the problem.

5.11 DISCRIMINATORY HARASSMENT

A. Policy
The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. This is the reason that the University prohibits discriminatory harassment as defined below. The University is also committed to the free expression and advocacy of ideas; it wishes to maintain the integrity of this commitment as well. For this reason, cases of verbal harassment are defined here with great caution. Harassment in general is prohibited elsewhere in the University’s regulations.

B. Definition
For purposes of this policy:

1. Harassment
Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

2. Discriminatory Harassment
Conducted as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, sexual orientation, or national origin of the victim(s).

C. Prohibition
All discriminatory harassment is prohibited.

D. Administration of Policy
It is appropriate to report any allegation of discriminatory harassment to the authorities of the University. The ways available for doing this are as follows:
1. **Students**
   An alleged incident of discriminatory harassment by a student toward another student that occurs outside a residence hall is to be reported to the Office of Residence Life and shall be handled in the same manner as other violations of University rules and regulations. Likewise, any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported to the Office of Residence Life. Any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported first to the Rector and in consultation with the Office of Residence Life, a determination shall be made as to whether the allegation should be handled at the hall level or whether the matter should be referred to the Office of Residence Life.

2. **Faculty**
   An alleged incident of discriminatory harassment by a faculty member is to be reported to the chair of the academic department, or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it is to be referred to the Provost’s Office.

3. **Staff**
   An alleged incident of discriminatory harassment by a staff member is to be reported to the Director of Human Resources, and shall be handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the Human Resources Manual.

4. **Administration**
   An alleged incident of discriminatory harassment by an administrator is to be reported to the appropriate superior officer of the person involved.

5. **Ombudsperson**
   Notwithstanding the above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information of the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above.

6. **Existing University Rules and Regulations**
   This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.
5.12 SEXUAL HARASSMENT

A. Policy
The University of Notre Dame prohibits sexual harassment by all faculty, staff and students. Sexual harassment by any faculty, staff or student is a barrier to the educational, scholarly and research purposes of the University of Notre Dame and is a violation of law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment which is fair, respectful and free from sexual harassment. To these ends, the following sexual harassment policy has been adopted.

B. Definition
The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;
- Such conduct had the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive University environment.

C. Administration of Policy
1. Students
An alleged incident of sexual harassment by a student toward any other student or faculty or staff member, should be reported to the Vice President for Student Affairs and shall be handled by the Office of Resident Life in the same manner as any other violations of University rules and regulations.

2. Faculty
Any incident of sexual harassment by a faculty member toward any student, staff personnel or other faculty member shall be reported to the Provost’s Office, and shall be handled by the Provost’s Office. If a formal charge is to be filed, it shall be administered in the same manner as a charge for Serious Cause for dismissal as outlined in the Academic Articles.

3. Staff
Any incident of sexual harassment by a staff member toward a student, faculty member or other staff member, shall be reported to the Director of Human Resources, and shall be handled by the Human Resources Office in the same manner as any other violation of University rules and regulations as outlined in the University Human Resources Manual.
D. CONFIDENTIALITY

Sexual harassment is a particularly sensitive issue, which may affect any member of the University community. The right to confidentiality of all parties involved in a sexual harassment charge shall be strictly adhered to insofar as it does not interfere with the University’s legal obligation to investigate allegations of sexual harassment when brought to the University’s attention, and to take corrective action.

E. Resolution

A sexual harassment charge may result in a finding that no action is warranted, or may be handled by: 1) informal resolution, 2) reprimand, 3) disciplinary sanction, or 4) termination or expulsion.

F. Non-Retaliation

Any attempt by a member of the student body, staff or faculty to penalize in any way, a person bringing a sexual harassment charge, or any other form of retaliation, is prohibited and will be treated as a separate incident to be reviewed in its own right.

G. Protection of the Accused

1. In cases under 5.12 (B) or 5.12(C) during the investigation and before formal charges, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and given the opportunity to respond.
2. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.
3. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University’s disciplinary procedures from official reprimand to dismissal.
4. Consensual Relationships

Because of the unique relationships between student and faculty members, with the faculty member serving as educator, counselor and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the University views it as unacceptable if faculty members (including all those who teach at the University, graduate students with teaching responsibilities and other instructional personnel) engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the University, if charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual.

5.13 GRADUATE SCHOOL ASSISTANCE FOR STUDENT FAMILY MEDICAL CARE

The Graduate School has established a fund to assist the neediest graduate families in seeking medical care, with maximum assistance being $500. Graduate students with a spouse and/or at least one child and an annual household income of less than $15,000 are eligible. Admission to the program is by application to the Graduate School. For more information, contact the Graduate School.
6.1 ENROLLMENT IN THE UNIVERSITY
Once admitted, all degree and nondegree graduate students must enroll each semester at the times and locations announced by the University Registrar.

Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. (See "Continuous Enrollment," below.)

6.2 NOTRE DAME NETID STUDENT POLICY
The University of Notre Dame NetID accounts and related services are intended for faculty, staff, and currently enrolled students. "A student must register and enroll at the dates and times announced by the Registrar" (Academic Code 4.1). A student who fails to enroll by the announced date will forfeit the right to access his or her NetID account and related services. University computing resources supplied by way of the NetID are normally available to a student for up to 60 days after his or her graduation date. A student granted a leave-of-absence would normally retain access to University computing services for up to two semesters. A student who is separated from the University due to an academic suspension, academic dismissal, or withdrawal will no longer have access to University computing services, unless an extension has been approved by the dean of his or her college. A student attending Notre Dame for the summer only, with a nondegree seeking status will normally retain access to University computing service for up to 60 days after the August graduation date. A student who is separated from the University for other reasons, will no longer have access to University computing services.

6.3 REGISTRATION AND COURSES
A. Maximal Registration
During each semester of the academic year, a graduate student should not register for more than 15 credit hours of graduate courses, i.e., the 60000 through 90000-level courses. In the summer session, a graduate student should not register for more than 10 credit hours.

B. Course Numbers
Courses numbered 60000 - 69999 are typically first-level graduate courses into which qualified advanced undergraduates may be admitted with the permission of the instructor and the approval of the chair. Courses numbered 70000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites.

The advanced undergraduate courses numbered 50000 - 59999 may, with the approval of the department chair and the Graduate School, be taken to satisfy up to 10 hours of graduate credit requirements. Departments may place additional constraints on the use of 50000-level courses to meet their degree requirements.

No graduate credit is allowed for courses below the 50000 level.
C. Changes in Student Class Schedule

A student may add courses only during the first seven class days of the semester. A student may add courses after this time only on recommendation of the department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the midsemester point (see the Graduate School calendar for the exact date), a student must have the approval of the chair of the department offering the course, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made after the seventh class day of the semester. A course may be dropped after the midsemester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student’s permanent record with the grade of W.

A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.

D. Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

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<td>A-</td>
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<td>B+</td>
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<td>B</td>
<td>3</td>
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<tr>
<td>B-</td>
<td>2.667</td>
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<tr>
<td>C+</td>
<td>2.333</td>
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<td>C</td>
<td>2</td>
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<td>F</td>
<td>0</td>
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<td>0 (Until Incomplete is removed)</td>
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<td>NR</td>
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<td>S</td>
<td>0 Satisfactory</td>
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<tr>
<td>U</td>
<td>0 Unsatisfactory</td>
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<tr>
<td>V</td>
<td>0 Auditor (graduate students only)</td>
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<tr>
<td>W</td>
<td>0 Discontinued with permission</td>
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</table>

Quality point values are used to compute the student’s G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.
A student receives the temporary grade of I when, for acceptable reasons, he or she has not completed the requirements for a 500- or higher-level graduate course within the semester or summer session. No grade of I can be given for courses below the 500 level or to graduating students in the final semester or final summer session of a terminal degree program.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an I for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an F in calculating the G.P.A. When the student fulfills the above requirements, the I is replaced by the new grade. Should the student not complete the course work as required, the I remains on the academic record and is computed in the G.P.A. as equivalent to an F.

The department and the Graduate School will review a student who receives more than one I in a semester or an I in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grades of S and U are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. These courses, if given the grade of S, do figure in a student’s earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of U will not count toward the student’s earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of V has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of V cannot be changed to a credit-earning grade.

The grade of W is given for a course that a student is allowed to drop after the midsemester point.

E. Examinations
Unexcused absence from a scheduled final examination results in an F. An absence excused in advance results in an I (incomplete).

F. Grade Reports
The Office of the Registrar no longer mails a paper copy of grades unless a copy is requested. Grade information is available to students on IrishLink (a secure Web-based service). The Printed Grade Report Request form is available from the Office of the Registrar Web site at http://www.nd.edu/~ndreg.
G. Transfer Credits
A department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if:

- The student is in degree status at Notre Dame
- The courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses
- The courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame
- Grades of B (3.0 on 4.0 scale) or better were achieved; and
- The transfer is recommended by the department chair and approved by the Graduate School.

These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro rata basis.

A student transferring from an unfinished master’s program may not transfer more than six semester credit hours into either a Notre Dame master’s or Ph.D. program.

If the student has completed a master’s or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master’s program and up to 24 semester-credit hours to a Notre Dame Ph.D. program.

Occasionally, a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the department and the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program. Twenty-four credit hours, including research credit hours, is the maximum acceptable for transfer into a Notre Dame doctoral program.

No grades of transferred courses are included in the student’s G.P.A.
H. **Requirements for the Master's Degree**
   In addition to the following Graduate School requirements, individual departments may have higher standards. Students are expected to know their departmental requirements.

I. **Credit Hours**
   The number of semester credit hours of course work for the master's degree is specified by the student's department. Students in a research program must also complete the research requirements of the department. (See also "Transfer Credits," above.)

J. **Residency**
   The minimum residency requirement for the master's degree is registration in full-time status for one semester during the academic year or for one summer session.

K. **Foreign Language Requirement**
   The Graduate School does not require foreign language reading proficiency for the master's degree. However, some departments do have this requirement. Students should consult their departments concerning this requirement.

L. **Degree Eligibility**
   Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility.

   A master's program that is pursued during the summer and the academic year must also be completed within five years.

   A student attending summer session only must complete all requirements within seven years.

M. **Thesis Directors**
   Each student is assigned an adviser from the time of enrollment. This may initially be the director of graduate studies, but an individual adviser or thesis director will be chosen as soon as practicable, following the department's policies.

   Advisers and thesis directors are normally chosen from the teaching and research faculty of the student's department. There also may be one codirector chosen from the faculty outside (or within) the student's department. In exceptional cases, a department may choose a thesis director from the Notre Dame teaching and research faculty outside the student's department. Arrangements for extra-departmental directors or codirectors must be consistent with departmental policies and must be approved by the Graduate School.

N. **Master's Examination**
   By the end of the term following completion of the course work required by the department, the degree candidate must have taken an oral and/or written master's
examination demonstrating mastery in his or her field. Failure in either one or both parts of the examination results in automatic forfeiture of degree eligibility, unless the department recommends a retake. If a retake is recommended, it must be completed by the end of the following semester. The Graduate School allows only one retake of the master's examination.

Some departments have an equivalent requirement in lieu of the master's examination. Students are advised to be cognizant of their respective departmental requirements with regard to the master's examination or its substitute.

A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination. Departments may have additional criteria or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

O. Admission to Candidacy
To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have been enrolled in the program without interruption and must maintain a minimum cumulative G.P.A. of 3.0 in approved course work. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal.

Admission to candidacy is a prerequisite to receiving any graduate degree. It is the student's responsibility to apply for admission by submitting the appropriate form to the Graduate School office through the department chair. The applicable deadline is published in the Graduate School calendar.

P. Thesis Requirement
The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers the number of signed copies of the completed thesis required by the department to the department chair. These copies are distributed to the two official readers appointed by the department. Readers are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the Graduate School's prior approval. The thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.
Q. Submitting the Thesis

When the thesis is given to the readers, the candidate should also give a complete copy to the Graduate School office for a preliminary review of the format. This copy may be submitted electronically as a PDF or delivered as a printed document.

After the readers approve the thesis and any necessary changes have been made, the candidate must then present the final version of the thesis to the Graduate School for final approval and submission on or before the date specified in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

The thesis may be submitted either in electronic (PDF) form or in printed manuscript form. Only the official submission will be accepted by the Graduate School.

To submit the thesis electronically, the candidate must upload one complete PDF copy to the Hesburgh Library’s Electronic Dissertation and Thesis database, and provide three signed title pages and any other necessary forms to the Graduate School.

To submit printed copies of the thesis, the candidate must present two clean copies, each signed by the thesis director. The candidate pays the binding costs for the two official copies required by the Graduate School.

Candidates must check with their departments for any additions to the Graduate School requirements.

Should a candidate and adviser decide to microfilm a thesis, information concerning the ProQuest Information and Learning Master's Publishing Program may be obtained from the Graduate School office.

6.4 REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE
The goal of the University in its Ph.D. programs is to develop productive scholarship and professional competence in its students. In addition to a broad acquaintance with the historical and contemporary state of learning, the University encourages its students and faculty to make contributions to the advancement of their respective fields.

In addition to the following Graduate School requirements, individual departments may require higher standards. Students are expected to know their department's requirements.
A. Credit Hours
The number of semester credit hours of formal courses, directed studies, and research is specified by the student's department. (See also, "Transfer Credits," above.)

B. Residency
The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (may include the summer session).

C. Foreign Language Requirement
This requirement varies from department to department, in both the choice of language and the degree of proficiency required. Students should consult their department concerning this requirement.

D. Award of Master's Degree to Doctoral Students
A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of: (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination. Departments may have additional criteria, or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

E. Degree Eligibility
The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility.

F. Advisers and Dissertation Directors
Each student is assigned an adviser from the time of enrollment. This may initially be the director of Graduate Studies, but an individual adviser or dissertation director will be chosen as soon as practicable, following the department's policies.

Advisers and dissertation directors are normally chosen from the teaching-and-research faculty of the student's department. There also may be one codirector chosen from the faculty outside (or within) the student's department. In exceptional cases, a department may choose a dissertation director from the Notre Dame teaching and research faculty outside the student's department. Arrangements for extra-departmental directors or codirectors must be consistent with departmental policies and must be approved by the Graduate School.

G. Candidacy Examination
The candidacy examination should be passed, and the dissertation proposal approved (if the approval process is not part of the candidacy exam), by the end of the student's eighth semester of enrollment. The examination consists of two parts: a written component and an oral component. The written part of the examination normally precedes the oral part. It is designed, scheduled, and administered by the department.
The oral part of the examination is normally taken after the completion of the course work requirement. The oral part, among other things, tests the student’s readiness for advanced research in the more specialized area(s) of his or her field. In total, the examination should be comprehensive. Successful passage indicates that, in the judgment of the faculty, the student has an adequate knowledge of the basic literature, problems, and methods of his or her field. If the proposal defense is part of the oral, it should be a defense of a proposal and not of a completed dissertation.

A board of at least four voting members nominated by the department and appointed by the Graduate School administers the oral part of the examination. Normally, this board has the same membership as the student’s dissertation committee. Board members are chosen from the teaching and research faculty of the student’s department. The Graduate School should be consulted before the department or the student invites a faculty member outside the student’s department to be a board member.

A faculty member appointed by the Graduate School from a department other than the student’s department chairs the examination board. This chair represents the Graduate School and does not vote. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a board of four, three votes are required to pass. If a department chooses to have five members, four votes are required to pass. The chair should, before the examination begins, ask the student’s adviser to confirm departmental regulations for conduct of the examination and voting procedures. The chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School.

In case of failure in either or both parts of the doctoral candidacy examination, the department chair, on the recommendation of a majority of the examiners, may authorize a retake of the examination if this is permitted by departmental regulations. An authorization for retake must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the student’s permanent record.

H. Admission to Candidacy

Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must:

- Be in a doctoral program;
- Have been continuously enrolled in the program without withdrawal;
- Complete the departmental course work requirement with a cumulative average of 3.0 or better;
- Pass the written and oral parts of the doctoral candidacy examination, and have the dissertation proposal approved (if this is not part of the candidacy exam) by the end of the eighth semester of enrollment.
It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair.

I. The Dissertation
In continuing consultation with the dissertation director, the candidate explores research areas in his or her field to formulate a dissertation proposal. The methods of approval of the dissertation proposal are determined by the individual departments.

The department chair or director of graduate studies will appoint a dissertation committee consisting of the dissertation director and three readers. Normally, the committee is drawn from the membership of the student's oral candidacy board. The Graduate School must be consulted before the department invites a committee member from outside the teaching and research faculty of the candidate's department.

The candidate delivers typed copies of the finished dissertation, signed by the director, to the department chair for distribution to the three readers.

At the same time, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the Graduate School style manual. (See "Submitting the Dissertation" below.)

Readers normally have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation that has been unanimously approved for defense by the three readers may be defended.

Even though the dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

J. Defense of the Dissertation
In defending the dissertation, the doctoral candidate supports its claims, procedures, and results. The defense is the traditional instrument that enables the candidate to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area.

The format of the defense is determined by the department with the Graduate School's approval. The defense is chaired by a faculty member who is appointed by the Graduate School from a department other than the candidate's department. This chair represents the Graduate School and does not vote. After the examination is
completed, the chair calls for a discussion followed by a vote of the dissertation committee. At least three votes out of four will be required to pass a candidate. The chair sends a written report of the overall quality of the defense and the voting results immediately to the Graduate School.

In case of failure of the defense, on the recommendation of a majority of the examiners, another opportunity to defend may be authorized if this is permitted by departmental regulations. An authorization for a second defense must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

K. Submitting the Dissertation
To receive the degree at the next commencement, the doctoral candidate who has successfully defended his or her dissertation must submit it to the Graduate School on or before the deadline published in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

To be accepted by the Graduate School, the dissertation should be prepared according to the formatting guidelines published in the Graduate School's Guide for Formatting and Submitting Dissertations and Theses, even if the candidate has previously published the substance of the dissertation in scholarly journals. The guide is available at the Graduate School office and on the Graduate School Web site at http://graduateschool.nd.edu.

When the dissertation is given to the readers, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the style manual. This copy may be submitted electronically as a PDF or delivered as a printed document.

After successfully defending the dissertation and making any necessary changes, the candidate must present the document to the Graduate School for final approval and submission.

The student may submit the dissertation electronically by uploading one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and providing one signed title page and any other necessary forms to the Graduate School.

Alternatively, the candidate may present two clean, printed copies of the dissertation, each signed by the dissertation director. The candidate pays the binding costs for the two official copies required by the Graduate School and for any additional copies required by the department or for personal use.
The Graduate Council requires that all doctoral dissertations be microfilmed by ProQuest Information and Learning. Microfilming costs are also paid at the Graduate School office, which handles this publication requirement for the candidate.

6.5 Academic Integrity

Integrity in scholarship and research is an essential characteristic of our academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates, and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Code of Honor.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student’s paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the department chair or director of the appropriate institute. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the vice president for graduate studies and research as a matter of documentation. Otherwise, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.
The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the vice president. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the vice president for graduate studies and research within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

Violations of academic integrity by individuals who are not students are governed by different rules; students who are working on externally sponsored programs may also be covered by sponsor-mandated rules. Contact Dr. Richard A. Hilliard, director of research compliance, (574) 631-5386, for further information.

6.6 ACADEMIC COUNSELOR
The vice president for graduate studies and research has appointed an academic counselor in the Graduate School to be available to graduate students who want to confidentially discuss problems they are having in their programs. The counselor can help a student decide how to resolve the problem. The Graduate School’s academic counselor is Dr. Barbara M. Turpin, associate dean.

6.7 GRIEVANCE AND APPEAL PROCEDURES
Students follow the grievance and appeal procedures of the department in which they are studying. Where department procedures are not clear, students contact the department chair and/or the director of graduate studies. Appeals beyond the department are made directly to the vice president for graduate studies and research/dean of the Graduate School.

A more detailed outline of the grievance and appeal procedure as approved by the Graduate Council is available as a PDF.

6.8 POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE
Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in the Graduate and Professional Student Handbook, which contains the University's description of student life policies and procedures for advanced-degree students. The codes, rules, regulations, and policies that establish the official parameters for student life at Notre Dame are contained in the handbook. Unless otherwise noted, the policies and procedures in the handbook apply to...
all graduate and professional students, whether the behavior occurs on or off campus. The handbook may be obtained from the Office of Residence Life and Housing, located at 305 Main Building, and is available from the Office of Residence Life and Housing Web site at http://orlh.nd.edu.
APPENDIX
SAMPLE FORMS
UNIVERSTY OF NOTRE DAME
DEPARTMENT OF POLITICAL SCIENCE
ADVISING AGREEMENT

Students in the Ph.D. program are required to choose an advisor by March of their second year, at which time they must submit this form, signed by their advisor to the Graduate Studies Administrative Assistant. Students are free to change advisors at any date. Please return this form to ensure proper updating of your student record.

I agree to be the official advisor for ___________________________
Until further notice, or until the student chooses a new dissertation advisor,

_____________________________________________________
Advisor’s Signature

_________________
Date

Thank you.
REPORT ON COMPREHENSIVE EXAMINATION FOR MASTER'S DEGREE

Name of Candidate

(Last) (First) (Middle)

Department  Political Science   NdID#  

Within 60 days of completing the credit-hour requirement for the master's degree in your department (i.e. normally during the final semester), the degree candidate must pass a comprehensive oral and/or written master’s examination in his or her major field. Failure in either or both parts of the comprehensive examination incurs automatic ineligibility for the degree unless the department chair allows a retake. Only one retake of the final comprehensive examination is allowed by the Graduate School.

PERMANENT RECORD INFORMATION

Master’s Comprehensive Examination Passed on ________________________________

Master’s Comprehensive Examination Failed on ________________________________

Signatures

____________________________________________    ___________________________  
(Chair of the Examination Committee) Date

____________________________________________    ___________________________  
(Committee Member - optional) Date

____________________________________________    ___________________________  
(Committee Member - optional) Date

____________________________________________    ___________________________  
(Committee Member - optional) Date

____________________________________________    ___________________________  
(Committee Member - optional) Date

____________________________________________    ___________________________  
(Associate Dean of the Graduate School) Date

Please return to: Maureen Collins, 502 Mail Building

Last updated: August 2004
University of Notre Dame
Department of Political Science

Report on Second Comprehensive Examination for Ph.D. Requirements

_____ (Last) _____ (First)
=====================================================================

Permanent Record Information

Second Comprehensive Examination Passed on: ____________________________

Second Comprehensive Examination Failed on: ____________________________

Signature of Director of Graduate Studies: ______________________________

Signature of Chair of the Examination Committee: _________________________

Field: __________________________

Date: __________________________

This form is for departmental use only. Students are required to take comprehensive exams in two of the four fields of study. Use this form for verification of the second comprehensive exam.

Use Report on Comprehensive Exam for Master’s Degree form (Graduate School form) for students taking the first comprehensive exam and may be seeking the M.A. degree.
University of Notre Dame  
Department of Political Science  

**DISTRIBUTION OF CREDIT HOURS**  
(must accompany “Ph.D. Oral Candidacy Examination” form)

Before scheduling orals, students in the graduate program must pass:
- four courses (12 credit hours each) in each of two fields
- 3 additional courses (9 credit hours) in an area of specialization

- Students may list courses under these headings in any reasonable way, but cannot count any course toward more than one of these requirements. Credit hours transferred from prior graduate study may be used to satisfy this requirement.

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<tr>
<th>What is your first field?</th>
<th>List relevant courses below:</th>
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<td>Number</td>
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<th>What is your second field?</th>
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<th>What is your area of specialization?</th>
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<td>List relevant courses below:</td>
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Signature of Applicant ___________________________ Date: _______________
# University of Notre Dame
## Travel And Expense Report

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<th>Date</th>
<th>Type</th>
<th>To</th>
<th>Airlines</th>
<th>Conference</th>
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<th>Gas</th>
<th>Tolls, Taxis</th>
<th>Meals and Entertain.</th>
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### Total Expenses

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<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Travel Expense Details

- Airline: [Details]
- Car: [Details]
- Mileage: [Details]
- Gas: [Details]
- Tolls, Taxis: [Details]
- Meals: [Details]
- Entertainment: [Details]
- Other: [Details]

### Other Information

- **Purpose of Travel:** [Details]
- **Department:** [Details]
- **Approvals:** [Details]

---

### Signature

- **Traveler:** [Signature]
- **Approver:** [Signature]

---

### Compliance

- [Compliance Details]

---

**Notes:**

- [Additional Notes]

---

**Contact Information:**

- [Contact Details]
Instructions for Expense Report

This form MUST ALWAYS be properly completed and submitted with receipts.

Sample data appears in green.

University of Notre Dame

Information/instruction appears in red.

Travel and Expense Report

Each date on a separate line.

Each day on a separate line.

List each night separately.

Comments:

- On the back of each meal receipt, you must list the name of each person for whom the meal was paid.
- University does NOT allow reimbursement for alcohol.

Program Codes:
77010 Travel - Domestic
77020 Travel - Foreign
77170 Airfare
77200 Conf. Fees
77300 Car Rental or Mileage
77500 Tolls, tax, parking
77550 Lodging
77620 Meals & Entertainment
77700 Per Diem

Form can be found at: http://politics.science.nd.edu/graduate/current/documents/travel_expense.pdf
NON-RESEARCH M.A. DEGREE REQUIREMENTS

1) At least 30 credit hours with a minimum 3.0 GPA. Credit is not allowed for 30000 level courses, but a student can take up to 9 credit hours at the 40000 level. A student may count no more than 9 credit hours of coursework form another Notre Dame M.A. program or law degree toward an M.A. in the Political Science Department.

2) At least 12 credit hours in one of the department’s four major fields and at least 9 credit hours in a second major field within the department.

3) A comprehensive exam in one of the department’s four main fields.

Application for Admission to Master’s Degree Candidacy must be filed with the Graduate Studies Administrative Assistant and is forwarded to the Graduate School. Complete the student check list for Non-Research Master’s Degree below before filing for degree candidacy.

We encourage most students to pursue the non-research M.A. option. Outside of Notre Dame, no one knows the difference. Internally the non-research M.A. is less cumbersome and less bureaucratic.

Non-Research M.A. Degree
Student Check List

All of the following requirements must be met prior to being added to the Graduation List:

First Name: ____________  Last Name: _______________________

☐ GPA (3.0 minimum) ________________

☐ Credit Hours in first field (12 minimum): _____________

☐ Credit hours in second field (9 minimum): ______________

☐ Total number of credit hours at time of Graduation (28 minimum): _______

☐ Master’s comprehensive exam passed on: ________________

☐ Admission to Master’s Degree Candidacy to Graduate School: _________

☐ Continuously enrolled and registered, as well as enrolled and registered for at least one credit hour in semester in which you will be graduating. (Summer for August graduation)
READER’S REPORT - M.A. PAPER

Student’s Signature Date: ________________

Title of M.A. Paper

I hereby approve the M.A. paper of ________________

1st Reader: ___________________________ Date: ____________

1st Reader printed Name: ___________________________

(Choose One)  ○ I DO  ○ I DO NOT
find it satisfactory as a component of the evidence required by the Department of Political Science for admission to the doctoral program (recall that a paper may obtain a “pass” for the M.A. paper, but still not be of the quality necessary for permission to go on for a Ph.D.)

2nd Reader: ___________________________ Date: ____________

2nd Reader printed Name: ___________________________

(Choose One)  ○ I DO  ○ I DO NOT
find it satisfactory as a component of the evidence required by the Department of Political Science for admission to the doctoral program (recall that a paper may obtain a “pass” for the M.A. paper, but still not be of the quality necessary for permission to go on for a Ph.D.)

NOTE:
This form should be used for a M.A. paper, but not for a M.A. thesis. Use the official Graduate School form for a M.A. thesis (which is required for a Research M.A. only).
RESEARCH M.A. DEGREE REQUIREMENTS

1) At least 30 credit hours with a minimum 3.0 GPA. Credit is not allowed for 40000 level courses, but a student can take up to 9 credit hours at the 50000 level. A student may count no more than 9 credit hours of course work from another Notre Dame M.A. program or law degree toward an M.A. in the Political Science Department.

2) At least 12 credit hours in one of the department’s four major fields, and at least 9 credit hours in a second major field within the department.

3) A comprehensive exam in one of the department’s four main fields.

4) Submit a Masters’ Thesis that meets Graduate School requirements. The thesis must be recorded with the Graduate School in conformity with Graduate School rules. The M.A. thesis must be approved by two readers in addition to the advisor.

5) The Application for Admission to Master’s Degree Candidacy form will be submitted to the Graduate School by the administrative assistant when a student completes the checklist below and turns submits it to the Graduate Studies office. All requirements must be met before the form can be submitted, and this form must be submitted before a student can graduate.

Research M.A. Degree
Student Check List

All of the following requirements must be met prior to being added to the Graduation List:

First Name: ___________________________ Last Name: ___________________________

☐ GPA (3.0 minimum): __________________

☐ Credit hours in first field (12 minimum) __________________________

☐ Credit hours in second field (12 minimum): __________________________

☐ Total number of credit hours at time of Graduation (28 minimum): _______

☐ Master’s comprehensive exam passed on: ________________

☐ Admission to Master’s Degree Candidacy to Graduate School: _____________
  (Before deadline)

☐ Continuously enrolled and registered, as well as enrolled and registered for at least one credit hour in the semester in which you will be graduating (this includes the summer term for an August graduation).

☐ Readers reports to Graduate School. Master’s thesis completed and approved before Graduate School deadline.
READER’S REPORT ON MASTER’S THESIS

Master’s theses require the approval of two official readers in addition to the thesis director.

The thesis director indicates his or her final approval of the thesis and its readiness for the readers when he or she signs the thesis. Copies are then distributed to the two official readers, who are appointed from among the regular teaching and research faculty of the student’s department. The appointment of a reader from outside the student’s department must have the Graduate School’s prior approval.

Each reader must read the thesis and promptly report the results to the Graduate School on this form. If the reader is not satisfied with any part of the thesis, he or she shall not sign this form, but rather notify the candidate and his or her advisor of this decision.

Approval of the thesis by each reader must be unconditional and must be reported on this form to the Graduate School through the department chair or director of graduate studies.

Name of Candidate: __________________   __________________   __________________
(Last) (First) (Middle)

Dept./Program: ___________________________________ 900# or NetID: ____________

Title of Thesis:

I have read and approved this thesis.

Name of Official Reader (please print): ________________________________________

Signature of Official Reader: ______________________________   Date: ____________

THIS FORM MUST BE TYPED.
Available as a PDF at http://graduateschool.nd.edu/html/faculty.staff/forms.staff.html

Please return to: Maureen Collins, 502 Main Building

Last updated: August 2006
Doctoral Degree Student Check List

First Name: ____________________  Last Name: ____________________

All of the following requirements must be met prior to being added to the Graduation list:

☐ GPA (3.0 minimum) ________

☐ Substantative credit hours (48 required) _______

☐ Total number of credit hours at time of Graduation ______

☐ 1st Comprehensive exam passed on _________________
   (File report for department use. MA seeking students file to Graduate School)

☐ M.A. Paper approved on _________________
   (File reader’s report for department use only.)

☐ 2nd Comprehensive exam passed on _________________
   (File report for department use only)

☐ Ph.D. oral examination passed on _________________
   (Oral examination dissertation proposal approval form for department use. Written report to Grad School.)

☐ Admission to Doctoral Degree Candidacy to Grad School _________________
   (To Grad School before deadline – check Grad School website for deadlines)

☐ All reader’s reports on the dissertation to the Graduate School prior to scheduling defense

☐ Ph.D. defense passed on _________________
   (Dissertation defense approval form for department use only. Written report to Grad School.)

☐ Check formatting of dissertation with Grad School at least two weeks prior to deadline.

☐ Continuously enrolled and registered as well as enrolled and registered for at least one credit hour for semester in which you will be graduating. (Summer Session for August graduation)
Phd Oral Candidacy Exam
Defense of the Doctoral Dissertation
Eligibility Extension
Application for Admission to Doctoral Degree Candidacy
SUMMER FUNDING APPLICATION
UNIVERSITY OF NOTRE DAME
DEPARTMENT OF POLITICAL SCIENCE

Date: 

Name: 

Advisor: 

Instructions:
Summer stipends can be used anywhere in the world to support study and research that helps you advance toward your degree. They are awarded to those who have 1) accomplished a great deal for their time in the program; 2) Consistently produced high quality work; and 3) Propose to spend the summer on relevant and appropriate tasks advancing them toward their degree.

Please describe your plans for the summer below. Note that highest priority is given to applicants that promise to produce, by the end of the summer, a paper that will be submitted to a peer-reviewed scholarly journal.
GRADUATE STUDENT
SUMMARY OF ACCOMPLISHMENTS

Name:

Advisor:

Please fill in the requested information corresponding to your accomplishments since beginning graduate study at Notre Dame. Attach a CV and make sure that it lists all your conference papers, publications, awards, and outside grants. This information will be used to improve our evaluations of your progress in the program, so it is in your interest to ensure that it is complete and accurate.

Semesters of foreign language taken during all academic years

Weeks of formal summer study outside ND (ICPSR, languages, etc.)

Number of semesters of service (TAships, LSR consulting, Review of Politics Internship)

Research Assistantships (no. hours per week X no. semesters)

Number of semesters, or portions thereof, spent on library/archival field research _______

Data collection and analysis after orals were passed.

Number of dissertation chapters approved by advisor _____________________________

Number of dissertation chapters completely drafted but not yet approved ___________

Other accomplishments or extenuating circumstances:

First semester in program _________________________ Cumulative GPA __________________

Semesters of leave taken _______ First Comprehensive exam passed (date): _______________

Semesters completed, including _____ Second Comprehensive exam passed (date):

_____ current semester

Credit hours transferred from prior graduate study _____ M.A. paper approved (date) _________

Substantive credit hours completed (hours receiving a letter grade): _______________________

Dissertation proposal approved (date) _____________________

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Narrative Statement (Summer Funding)