

# POLITICAL SCIENCE

## DOCTORAL DEGREE PROGRAM GUIDE

### DEGREE PURPOSE

The Doctoral degree in Political Science prepares students for academic careers in research and teaching, as well as professional careers in public service and the private sector. The program introduces the graduate student to the substantive, theoretical and methodological aspects of the study of politics, and trains the student to perform original research on political behavior.

### STUDENT RESPONSIBILITIES

The faculty of the Department of Political Science approves the following procedures for the Doctoral degree program. It is the responsibility of the graduate student to follow the procedures outlined herein as well as those procedures and requirements contained in the UNT Graduate Catalog (<http://catalog.unt.edu>).

### GENERAL DEGREE REQUIREMENTS

1. The total Doctoral program must cover at least seventy-two (72) hours beyond the Bachelor's degree or sixty (60) hours beyond the Master's degree, including dissertation credit. The required hours beyond the Master's degree can be reduced to as little as forty-two (42) hours with consent of the Advisory Committee and Graduate Advisor. Credit hours earned in a previous Master's degree are not directly transferable/applicable to the Doctoral degree at UNT. The Doctoral degree is not automatically granted upon the completion of the specified coursework. Rather, successful completion of the Doctoral degree depends upon the student's ability to demonstrate the capacity to understand and use the necessary subject matter and tools of their chosen fields of study through satisfactory performance on two (2) Field Examinations, an Oral Qualifying Examination (including defense of a dissertation prospectus), and the completion and oral defense of a dissertation that makes a scholarly contribution to the field of study;
2. Every student must take two methodology courses, one advanced tool course, and two proseminars. The two required methodology classes---Seminar in Political Science Scope and Methods (PSCI 5340) and Quantitative Political Research Methods (PSCI 6320)---are to be taken in the first semester during which they are available to the doctoral student. The advanced tool course is determined in consultation with the student's Advisory Committee. Advanced tool courses include (but are not limited to) PSCI 6321 (Multiple Regression), PSCI 6350 (Game Theory for Political Science), or a foreign language course. Each course must be passed with a grade of "B" or better in order to count towards degree completion;

3. A student must elect to focus study in three fields for the Ph.D.: a first field within Political Science, a second field within Political Science, and a third field which may be in Political Science or in an external field (e.g., Sociology). Students are expected to complete a minimum of fifteen (15) hours of coursework in their first field, a minimum of twelve (12) hours of coursework in their second field, and a minimum of nine (9) hours of coursework in their third field. Neither the Seminar in Political Science Scope and Methods (5340) nor the Methods nor Quantitative Political Research Methods (PSCI 6320) count toward the fulfillment of these fields, but the advanced tool and the proseminars do count toward the fulfillment of these fields. Students will take Field Examinations in their first and second fields. The fields available for selection for first and second fields in Political Science are: (a) American government and politics, (b) comparative government and politics, (c) international relations, and (d) political theory. Political methodology may be selected as an untested third field. The choice of a third field that is not in Political Science (i.e., that is "external") must be approved by the student's Advisory Committee as relevant to the proposed course of study. An external third field may be drawn from a single discipline, or it may be made up of courses drawn from several disciplines, if the committee believes such a composite field to be suitable to the student's program of study;
4. Registration for dissertation credit is required in at least two consecutive terms in the final year of graduate work;
5. A minimum of two consecutive semesters of full-time residence coursework (18 semester hours) is required; and
6. All degree work toward the Ph.D. must be completed within eight (8) years of the time Doctoral credit is first given (this includes any credits on the degree plan transferred from other institutions).

## **ACADEMIC INTEGRITY**

The Political Science Department adheres to and enforces UNT's policy on academic integrity (cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage). Students should review the policy (UNT Policy Number 06.003; <https://policy.unt.edu/policy/06-003>). Violations of academic integrity will be addressed in compliance with the penalties and procedures laid out in this policy.

Before enrolling in the first semester of doctoral study, students are expected to complete a plagiarism tutorial that shall be designated by the Graduate Advisor and to send evidence of completion of the tutorial to the Graduate Advisor during their first semester in the program. Students will not be permitted to register for credit hours until they provide evidence of their completion of the tutorial. Students may petition the Graduate Advisor for a waiver or modification of the requirement in extraordinary circumstances. Nothing in this policy should

imply that students in the program are excused from informing themselves of the University's policies regarding academic integrity.

## **ADVISING & ADVISORY COMMITTEES**

The student is responsible for following their degree plan and for meeting all the requirements of the UNT Graduate Catalog relevant to the Ph.D. program. After the first year, graduate students are formally advised by their Advisory Committees.

### **First-year Students**

Students entering the program will be assigned a Faculty Academic Advisor. The Advisor will advise the student until the student has assembled their Advisory Committee. Students in their first semester will meet with their Faculty Academic Advisor between September 1 and October 31. The Faculty Academic Advisor submits a brief narrative report of the meeting to the Graduate Advisor and to the student. Students will only be able to receive a registration code from the administrative assistant for the graduate program once the current year's narrative has been submitted. In extraordinary circumstances, the Graduate Advisor may allow a student without a current narrative to receive a registration code.

### **Continuing Students**

Continuing students meet with their Advisory Committee between September 1 and October 31. The chair of the student's Advisory Committee submits a brief narrative report of the meeting to the Graduate Advisor's administrative assistant and to the student. Students will only be able to receive a registration code from the administrative assistant for the graduate program once the current year's narrative has been submitted. In extraordinary circumstances, the Graduate Advisor may allow a student without a current narrative to receive a registration code.

### **Advisory Committee Composition**

Except for those students on probation, students will assemble faculty Advisory Committees in their second semester, or after nine hours of study. Advisory Committees must have representatives from each of the three fields of study chosen for the Ph.D., plus a fourth Departmental Representative. The representative from the student's first field shall be designated as the Major Professor. Signatures of Advisory Committee members should be collected on the Faculty Advisory Committee Form and submitted to the Graduate Advisor's administrative assistant. All committee members are subject to approval by the Graduate Advisor. Once the Advisory Committee is formed, the student must arrange a meeting with the full committee to formulate a degree plan.

### **Advisory Committee Duties**

The duties of the Advisory Committee will include, but not be limited to, the following:

- Providing advice and assistance related to the student's degree plan;
- Conducting the student's Oral Qualifying Examination;
- Conducting the student's Oral Dissertation Prospectus Defense;
- Supervising the student's Dissertation; and
- Conducting the student's Oral Dissertation Defense.

The Advisory Committee will meet at least once a year to monitor the student's progress in the degree program. This meeting will be scheduled by the student in consultation with the Major Professor. A mandatory meeting will occur between September 1 and October 31 of each year. Graduate students should submit to their committee in advance of the meeting a CV and a completed copy of the Advisory Committee Information Form detailing activities from the previous academic year directed toward making academic progress. The Major Professor will submit a narrative report of the meeting, along with the student's report and CV, to the Graduate Advisor's administrative assistant and to the student. Students will only be able to receive a registration code from the Graduate Advisor's administrative assistant once the current year's narrative has been submitted. In extraordinary circumstances, the Graduate Advisor may allow a student without a current narrative to receive a registration code. Students cannot register for classes without a registration code.

### **Changing Advisory Committee Membership**

A change in committee composition may be initiated by the student at any time except during the Field Examination process. The revision to committee membership follows the same procedures and subject to the same limitations as the initial committee appointments. The Field Examination process begins when the student notifies the Graduate Advisor of their intention to take the Field Examination and concludes with the successful completion of the Oral Qualifying Examination. Upon successful completion of the Oral Qualifying Examination, the Advisory Committee may be reconstituted to include representatives from only two fields in political science or two fields in political science and one external field.

### **DEGREE PLANS**

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

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

1. Degree plans must include a minimum of credit hours of work as specified in the General Degree Requirements, including 9-12 hours of dissertation credit (PSCI 6950);
2. Each Ph.D. student's degree plan must include a three-hour Seminar in Political Science Scope and Methods (PSCI 5340), a three-hour course in Quantitative Political Research Methods (PSCI 6320), one advanced tool course, and two proseminars;
3. A maximum of twenty-four (24) hours of work beyond the Master's level may be transferred from recognized institutions in accordance with the rules of the University of North Texas Graduate Catalog, but only on the recommendation of the student's

Advisory Committee to the Graduate Dean. Automatic acceptance of transfer credit should not be presumed;

4. Waiver of any required course must be approved by the Graduate Studies Committee;
5. All of the Ph.D. credit must be in courses numbered 5000 or above if taken at UNT, or the equivalent thereof if taken elsewhere; and
6. No more than 18 hours of the course work on a student's degree plan may be taken in Special Problems or Individual Research courses.

## **SATISFACTORY PROGRESS**

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

Factors used to determine satisfactory progress include:

1. Any student receiving a grade of C or less in any course during the first 9 hours of study or earning a GPA below 3.0 will be placed on probation, and will be notified of the fact. Students on probation will not be allowed to form Advisory Committees. Students remaining on probation following their second semester may be removed from the program by the Graduate Studies Committee upon the recommendation of the Graduate Advisor;
2. Students must obtain a grade of at least "B" in the Seminar in Political Science Scope and Methods (PSCI 5340) and Quantitative Political Research Methods (PSCI 6320);
3. Students are required to maintain a "B" average in graduate course work. Students with grade point averages (GPA) below 3.0 will be placed on probation and may be removed from the program for inadequate progress by the Graduate Studies Committee upon the recommendation of the Graduate Advisor, if the student fails to return to good standing the following semester. The Graduate School requires a minimum 3.0 GPA overall to award a degree;
4. Consistent with the requirement of finishing the program in 8 years, it is expected that students will take their field examinations and complete the research practicum requirement by the end of their sixth long semester of study and defend a dissertation prospectus by the start of their seventh long semester;
5. It is further expected that courses started will normally be courses completed. It is suggested that when extenuating circumstances make it necessary to withdraw from or take an incomplete in a course, the student confer with their Major Professor. Excessive

or habitual withdrawal or incomplete may be deemed "unsatisfactory progress" by a student's Advisory Committee or the Graduate Studies Committee; and

6. Students who have not formed an Advisory Committee by the beginning of their second year may not be eligible for assistance in the form of teaching assistantships, research assistantships and the like. Students who are not making satisfactory progress through the program, as outlined in the this document may not be eligible for such assistance.

## **FIELD EXAMINATIONS**

### **Purpose & Form**

Field Examinations are intended to test the student's preparation and comprehension in their first and second fields of study. The student will be held responsible not only for material covered in course work, but also for general mastery of the fields being tested. Each field in Political Science will make available to all graduate students a list of Field Examination questions that have either been used on past examinations or are similar to questions that may be asked in future examinations. Graduate students should be aware that these questions are meant to be used only as a study aid and in no way should students expect to find that any one of these questions will be used on the examinations. The Exam will be take-home, open book in format. Students will have 48-hours to complete each exam. Each field within Political Science will determine the content and structure of its examination questions.

### **Scheduling**

Field examinations take place in January before the student's sixth long semester. Each student must indicate to the Graduate Advisor their intent to take the Field Examinations at the end of the semester preceding the semester in which the Field Examinations are to be taken. The Graduate Advisor will schedule the exact times and dates of the Field Examinations, as well as the general rules and instructions (e.g., submission guidelines, limit on answer length, etc.) Failure to take a scheduled examination for other than valid reasons (such as a UNT qualified health or family emergency), or to comply with the rules and instructions, shall be considered as a failure on the Field Examination.

Students must take both field examinations in the same semester. In the event of circumstances related to the availability of courses offered by the department, the Graduate Advisor may waive this requirement. Students requesting a waiver for a reason other than the availability of courses must obtain the unanimous support of their Advisory Committee in writing and approval by a majority of the Graduate Studies Committee.

### **Enrollment**

Students taking field examinations must be continuously enrolled in the Doctoral program.

### **Grading**

The Graduate Advisor will distribute copies of the exams to all qualified readers in each field of study. Grading of each exam will be done by at least two Graduate Faculty members from the appropriate field. The grade each examiner shall give will be either (1) Pass with distinction, (2)

Pass, or (3) Fail. Each grader shall record their vote on a single ballot to be returned to the field representative on the committee, along with written comments to be made available to the student. A meeting of the faculty of a field shall be held to discuss a final grade for the examination if at least one person in the field votes for failure. The final decision on the grade for the examination shall be made by majority rule among members of the field participating in grading the examination. If there is a tied decision among the initial graders, an additional UNT Graduate Faculty member from the field should be brought in to break the tie. If all the available Graduate Faculty from a field have been used and a tied decision exists, the faculty member from the field who is on the Committee shall cast the decisive vote. Field Examinations will be graded in a period not to exceed 14 business days following the exam's distribution by the Graduate Advisor for grading. The Graduate Advisor shall notify the student's Advisory Committee and the Graduate Studies Committee whenever a student fails a Field Exam.

### **Re-examination Following Failure**

A student who fails a field exam may retake the examination no later than June 1 following the administration of the first exam. No student shall be permitted to take examinations (all or part) more than twice.

## **ORAL QUALIFYING EXAMINATION**

### **Purpose**

The Qualifying Examination affords an holistic assessment of the student's proficiency in the student's chosen fields of study.

### **Subject**

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

### **Scheduling**

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

### **Grading**

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

## **RESEARCH PRACTICUM & PROSPECTUS**

### **Practicum**

Students must achieve a grade of B or better in a six-hour Research Practicum course (PSCI 6940) to be taken in the student's sixth long semester, following completion of the Field Exams and during the semester that the Oral Qualifying Exam is administered. The purpose of the Research Practicum is to generate a dissertation Prospectus to be defended before the student's Advisory Committee by the beginning of the seventh long semester.

### **Prospectus**

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

Prospectus defense meetings are scheduled on consultation between the student and their Advisory Committee. While only committee members vote on the satisfactory nature of the Prospectus, Prospectus defense meetings are open to the entire faculty. Unless provided an extension by the Graduate Advisor, students must defend their Prospectus prior to the start of their seventh long semester. Students who do not defend their Prospectus before the start of their eighth long semester may be removed from the program by the Graduate Studies Committee upon the recommendation of the Graduate Advisor.

## **ADMISSION TO DOCTORAL CANDIDACY**

Upon satisfactory passage of field examinations in their first and second fields, passage of an oral qualifying examination, and successful defense of a dissertation prospectus, a student will be eligible for admission to doctoral candidacy. The Graduate Advisor will notify the Toulouse Graduate School of the student's admission to doctoral candidacy.

## **DISSERTATION**

### **Purpose**

The purpose of the dissertation is for the student to demonstrate its proficiency in social science. To do so, the dissertation must make an original contribution to the field of study, must display mature and critical scholarship, and must demonstrate competency in research and in the presentation of findings in an acceptable scholarly manner.

### **Registration**

A student must maintain continuous enrollment in a minimum of three credit hours of dissertation credit (6950) during each long semester until dissertation has been accepted by the Dean of the Graduate School. No student shall register for dissertation credit until a Prospectus has been approved by their Advisory Committee. Thesis or dissertation registration in at least one summer session is required if the student is using university facilities and/or faculty time during that summer session. Doctoral students must maintain continuous enrollment until their degree is conferred. Failure to maintain continuous enrollment will either invalidate any previous

thesis or dissertation credits or will result in the student being removed from the degree program unless granted an official leave of absence by the Graduate Dean for medical or other exceptional reasons.

### **Style**

The style of the dissertation should follow the UNT Toulouse Graduate School standards (<http://tgs.unt.edu/new-current-students/theses-and-dissertations>).

### **Defense**

When the completed Dissertation is accepted by the Major Professor, it is read by the other members of the Committee. On the recommendation of the Committee, a Final Oral Defense of the Dissertation is scheduled. The usual examiners will be the members of the student's Advisory Committee, but the Defense is open to the University faculty. On the satisfactory completion of the Final Oral Defense of the Dissertation, the candidate is recommended to the Graduate Dean to receive the degree of Doctor of Philosophy in Political Science at the next commencement.

## **PASS-THROUGH MASTER'S IN POLITICAL SCIENCE**

Students who are admitted to a doctoral degree plan in the Department of Political Science, after completing a bachelor's degree, may receive a "pass-through" master's degree in Political Science after completing all requirements for the master's degree while continuing the doctoral program. All of the course work to be credited toward the master's degree plan must be numbered 5000 or higher. Please see the Political Science Master's Degree Program Guide for master's degree requirements. Coursework counted toward a pass-through masters cannot be counted again toward the doctoral degree requirements. To secure this degree, students must complete the following steps:

- 1) Submit an Application for Pass-Through Master's Degree to the Toulouse Graduate School;
- 2) Submit a master's degree plan to the Graduate Advisor's administrative assistant. Once the admission application has been approved by the department, the degree plan will be submitted to the Toulouse Graduate School; and
- 3) The student submits an application for graduation for the semester in which the degree requirements are completed.

## **EFFECTIVE DATE**

The provisions of this document apply to all students registering for the first time after April 25, 2018. Students who enrolled prior to this date may elect to follow the "Doctoral Degree Program Guide" in effect at the time of their enrollment in the Ph.D. program in Political Science or may elect to follow the regulations contained herein.

## **QUESTIONS**

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