



Ph.D. Program Guide

2014-15

department of political science
stanford university

Contents

1. Introduction

1.1 Department Personnel.....	5
1.2 Pre-Candidacy and Candidacy	6
1.3 Timeline	6
1.4 Adequate Progress.....	6
1.5 Master’s Degrees	8
1.5.1 Master’s Degrees in Other Departments	8
1.6 Department vs. University Requirements	8
1.7 International Students	8

2. Requirements for Advancing to Candidacy

2.1 Timetable and General Requirements.....	10
2.1.1 Six Quarter Timetable.....	10
2.1.2 4th Quarter Statement of Purpose.....	10
2.1.3 Failure to Meet Six Quarter Timetable.....	10
2.1.4 Confidence of the Faculty	11
2.1.5 Failure to Advance to Candidacy.....	11
2.2 Summary of Specific Requirements.....	11
2.3 Fields of Study	11
2.3.1 Two Major Fields	12
2.3.2 Comprehensive Examinations.....	12
2.3.3 Grading of Comprehensive Examinations	12
2.3.4 Failing Comprehensive Examinations.....	12
2.3.5 Field Statements.....	13
2.3.6 Field Convenors.....	13
2.4 2 nd Year Research Paper	13
2.4.1 Content.....	13
2.4.2 Standards	14
2.4.3 Assessment.....	14
2.4.4 Schedule.....	14
2.5 3 rd Field.....	14
2.5.1 Requirements.....	14
2.6 Political Theory Requirement.....	15

2.7 Quantitative Methods Requirement.....	15
2.8 Grading and Unit Basis for Pre-Candidacy Course Requirements.....	15
3. The 1st Year	
3.1 Choosing Classes.....	17
3.1.1 How Many Classes to Take.....	17
3.1.2 Limits on Enrollment in the 2 nd Year.....	17
3.2 Core Sequences of Major Fields.....	18
3.2.1 Methodology in the 1 st Year.....	19
3.2.2 Potential Traps and Pitfalls	19
3.2.3 Strengths and Weaknesses	19
3.3 Mentoring Program.....	19
3.3.1 Assignment to Mentors	20
3.3.2 Opting Out	20
3.3.3. Mentors vs. Advisors	20
3.4 Introduction to Political Methodology ('Math Camp').....	20
4. Candidacy	
4.1 Dissertation	21
4.1.1 Dissertation Prospectus.....	21
4.1.2 Co-authoring Dissertations	21
4.1.3 Doctoral Dissertation Reading Committee.....	21
4.1.4 Preparation and Filing Deadlines	22
4.1.5 Graduation Quarter.....	22
4.2 University Oral Examination	22
4.2.1 Oral Examination Committee	22
4.2.2 Content	23
4.2.3 Timing	23
4.2.4 Outcome.....	23
4.2.5 Duration.....	23
5. Faculty Reviews	
5.1 Feedback from Faculty Review	24
5.2 Risk of Dismissal.....	24
6. Teaching Requirement and Other Department Service	
6.1 Three Quarter Minimum	25
6.2 Eligibility.....	25

6.2.1 TA Clearance.....	25
6.3 Assignment to Courses.....	25
6.4 Duties	26
6.5 Resources	26
6.6 Inadequate Performance.....	27
6.7 Other Departmental Service	27
7. Supplemental Funding and Support	
7.1 Discretionary Funds.....	28
7.2 Summer Support	28
7.2.1 Eligibility	28
8. Other Important University Policies	
8.1 Continuous Registration Requirement	29
8.2 Leaves of Absence	29
8.3 Residency Requirements for Graduate Students	29
8.4 Terminal Graduate Registration (TGR).....	30
8.4.1 Eligibility	30
8.4.2 TGR tuition	30
8.5 Transfer Credit.....	30
8.6 Financial.....	31
8.6.1 Self-Funded Students	31
8.7 Obtaining Grants.....	31
8.8 Placement.....	31
9. Political Science Graduate Student Association (PSGSA)	33
10. Department Information	
10.1 Office Space.....	34
10.1.1 Lottery	34
10.1.2 Personal Items.....	34
10.2 Computer Lab.....	34
10.3 Graduate Student Mail Boxes	34
11. Revision History	36

Acknowledgements by Simon Jackman, primary author: Sarah Anderson, Chandelle Arambula, Alberto Diaz-Cayeros, Jim Fearon, Jeanette Lee-Oderman, Jackie Sargent, Peter Stone and Jonathan Wand offered numerous suggestions and caught numerous errors in drafts of this document.

Simon Jackman
Director of Graduate Studies 2003-06
last revised: August 2014
by Kenneth Schultz, DGS, 2013-2016

***Note: This document is not printed annually.
The most current program policies and requirements can be found at
<http://politicalscience.stanford.edu>.***

Chapter 1 - Introduction

This guide aims to provide a comprehensive statement of the Department and University procedures, policies, and requirements relevant to the Ph.D. program in the Department of Political Science. Most of this guide deals with definitions, rules, and procedures: these have to be written down somewhere, and that place is this document.

This introductory chapter provides some important definitions and lists some basic requirements:

- a list of Department faculty and staff serving key roles in the Ph.D. program (1.1)
- the distinction between pre-candidacy and candidacy (1.2)
- a general timeline through the Ph.D. program (section 1.3 and table 1.1)
- minimum standards for adequate academic progress (1.4)
- the availability of a Master's degree (1.5)
- Department vs. University requirements (1.6)
- International students (1.7)

1.1 Department Personnel

This guide makes repeated references to field convenors, the Director of Graduate Studies, and the Graduate Administrator. In 2014-15, these people are:

Director of Graduate Studies:	Ken Schultz
Graduate Administrator:	Jennifer Radley
American Politics Field Convenor:	Jack Rakove
Comparative Politics Field Convenor:	Ken Scheve
International Relations Field Convenor:	Scott Sagan
Political Methodology Field Convenor:	Justin Grimmer
Political Theory Field Convenor:	Josh Cohen

1.2 Pre-Candidacy and Candidacy

Progress towards the Ph.D. degree is in two stages:

1. a two-year **pre-candidacy** stage, where program requirements such as coursework, fields of study, and qualifying exams are met (see chapter 2)
2. **candidacy**, focused on refining research skills, teaching skills, and on writing the doctoral dissertation (chapter 4)

Short of the dissertation itself, advancing to candidacy is the single biggest milestone on the way to the Ph.D. Chapter 2 deals with the requirements and procedures for advancing to candidacy.

1.3 Timeline

Table 1.1 provides enrollment and program completion guidelines for Ph.D. students. Timing and scheduling are most critical in the 1st two years when the program is necessarily heavy in coursework. After the 1st year and until TGR status (see section 8.4), students are actually capped at 10 units of courses per quarter. Subsequent chapters 2 and 3 deal with specific requirements in considerable detail.

1.4 Adequate Progress

In addition to the specific program requirements listed below, at each stage of the Ph.D. program, the Department has the following minimum standards for adequate academic progress:

1. Except in rare circumstances, no more than 2 of the following on your transcript at any given time: Incomplete (Inc); Grade Not Reported (GNR); No Pass/No Credit (NP/NC); or Withdraw (W).
2. Adequate grades in all courses taken each term (B- and below are regarded as inadequate).
3. Graduate students in the first year must enroll for at least 15 units and must pass at least 8 units per term by the end of the term. Graduate students in years 2, 3 and 4 must register for at least 8 units and must pass at least 6 units by the end of each term.
4. Advanced to candidacy by close of 6th quarter (i.e. for most students, the end of their 2nd academic year in the Ph.D. program);
5. Approval of dissertation prospectus on file by the end of the 3rd year.
6. Dissertation Reading Committee formed by end of the 4th year.
7. Advance to TGR status by end of the 4th year.
8. Substantial progress toward completion of the dissertation in 4th and 5th years.

Table 1.1: Enrollment and Program Completion Guidelines

Year	Unit Requirements	Exams & Field Paper	Dissertation	Teaching	Paperwork Due
1 st	15-18 units/ quarter 50 units*	Summer: Begin field paper		Spring: Submit TA preferences for following year.	Fall: <i>Pre-candidacy Plan.</i>
2 nd	10 units/quarter 75+ units	Fall: Field One Exam Fall: 1 st draft of Field Paper to first reader. Winter: Determine second reader for Field Paper. Spring: Field Two Exam Spring: Final Field Paper to readers.	Begin to think about dissertation topics and appropriate advisor.	Students are required to TA for 3-5 quarters among the 2 nd , 3 rd , and 4 th years.	Fall: <i>4th quarter statement of purpose.</i> Winter: Part 1 of <i>Field Paper Readers & Approval</i> form. Spring: Part 2 of <i>Field Paper Readers & Approval</i> form. Spring: <i>Application for Candidacy for Doctoral Degree</i> upon faculty advancement.
3 rd	10 units/quarter. 105+ units		Winter or spring: Prospectus presentation. Spring: Dissertation Prospectus to advisor.		Spring: <i>Dissertation Proposal</i> form.
4 th	10 units/quarter 135+ units		Form Dissertation Reading Committee.		Spring: <i>Dissertation Reading Committee Form.</i> Summer: <i>Request for TGR Status</i> upon completion of 135 units and in advance of following quarter.
5 th	Terminal Graduate Registration**	Form Oral Examination Committee Submit <i>University Oral Examination</i> Schedule two weeks prior to the Examination date. Refer to the Registrar for instructions on dissertation submission.			

*While 45 units is the required number of units for 1st-year students, enrolling in 50 units will put students ahead of schedule, thereby allowing more flexibility during the 2nd-4th years.

**When a student enrolls as a Terminal Graduate Registrant, he/she enrolls in 0 units at a tuition rate of \$2871 per quarter. The Department will pay this reduced rate in the student's 5th year only. If a student enrolls in TGR in subsequent years, he/she must find alternate funding. If a student does not qualify for TGR status by the start of their 5th year, they are responsible for paying the difference in the TGR tuition rate and the 8-10 unit tuition rate.

1.5 Master's Degrees

The Department does not offer a terminal master's degree. Current doctoral students within the Department and from other departments may apply, however, for a Master of Arts in Political Science during the course of their Ph.D. program. A master's degree requires 45 units of coursework, and 25 of those must be in graduate seminars. There is no examination or thesis requirement. Enrollment in and conferral of the MA, however, are not automatic. Students interested in this option should speak with the Graduate Administrator about administration and fees.

1.5.1 Master's in Other Departments

Students often accrue sufficient credit in other departments to be eligible for Master's degrees there (e.g., Statistics, Economics). This is greatly facilitated by our five-year funding package; students can continue to take classes around the University after they have advanced to candidacy. Students interested in earning a Master's degree in another department should speak with that department's Graduate Administrator. Students who pursue a Master's degree during the course of their Ph.D. program are not eligible to also transfer credit from graduate coursework completed at another institution (section 8.5). Similarly, students earning a Master's Degree in Political Science may not also complete a Master's degree in another department.

1.6 Department vs. University Requirements

The [Stanford Bulletin](#) and the [Graduate Academic Policies and Procedures \(GAP\)](#) handbook contain detailed and up-to-date information on University policies, procedures, and requirements concerning graduate degrees at Stanford. The [GAP](#) is especially useful as it provides policy rationale, implementation guidelines, and documents related to graduate policy. Where University and Department requirements speak to the same issue, Department requirements as published in the Department's section of the [Stanford Bulletin](#) take precedence.

1.7 International Students

International students should be aware that Federal immigration law and procedures might impinge upon some of the rules and regulations discussed in this guide. In particular, leaves of absence (section 8.2), failure to maintain adequate progress (section 1.4), and failure to maintain continuous registration (section 8.1) are just some of the issues that are potentially more dire for international students than for U.S. citizens. Stanford is required to regularly report on the status of its international students to the U.S. government. International students who are not in good academic standing are almost always classified as "out of status" by the immigration authorities, and may be required to leave the country immediately. Immigration law is hardly static, and the conditions that attach to visa may change over the course of an international student's time at Stanford. International students are strongly advised to use the resources at the [Bechtel International Center](#) to stay apprised of how their current academic status interacts with

their visa status; in particular, if an international student has any doubts about their visa status, they should contact the Graduate Administrator and the Bechtel International Center, especially if they are contemplating a journey outside the United States.

Chapter 2 – Requirements for Advancing to Candidacy

2.1 Timetable and General Requirements

2.1.1 Six Quarter Timetable

In accordance with University guidelines, Ph.D. students are expected to advance to candidacy by the end of their sixth quarter in the program (i.e., by the end of their Spring quarter in their 2nd year in the program). It is the Department's practice that all students in their sixth quarter be considered for candidacy at a special meeting of the faculty (typically in Week 10 of Spring quarter). *All the requirements for advancing to candidacy listed below must be completed by this meeting.*

In some cases, students may be completing courses in the Spring quarter and may not have a grade in hand at the time of the Week 10 student review meeting; provided all other program requirements are met, these students are usually advanced to candidacy pending successful completion of their Spring quarter classes.

In some instances, a particular student's 6th quarter in the program may not be Spring quarter (e.g., if the student has taken a leave of absence); in these cases the Department may consider the student's candidacy at the Fall quarter student review meeting. The Fall and Spring student review meetings are the only times during the year at which faculty will consider a student's case for candidacy.

2.1.2 4th Quarter Statement of Purpose

By the 2nd week of the 4th quarter of the Ph.D. program (usually Fall of the 2nd year), students are required to file a statement of purpose, listing which requirements they have met, and a timetable indicating how they plan to meet any outstanding requirements. The document is returned to the Graduate Administrator, who reviews it along with the Director of Graduate Studies. The statement provides a useful check for both the students and the Department on the student's progress, ensuring that the student is on track to meet the sixth-quarter deadline for advancing to candidacy.

2.1.3 Failure to Meet Six Quarter Timetable

Should a student not be advanced to candidacy by the end of the sixth quarter, the student is at serious risk of being dismissed from the Ph.D. program.

2.1.4 Confidence of the Faculty

Advancement to candidacy is an expression by the faculty of their confidence that the student can successfully complete the Ph.D. program and, in particular, complete the doctoral dissertation that is “an original contribution to scholarship” that exemplifies “the highest standard of the discipline” (this language comes from the Stanford *Bulletin*).

To be eligible for candidacy, students must complete the requirements listed below. However, advancement to candidacy is not automatic upon completion of these requirements, and depends on the following factors (1) the quality of the student’s work to date; (2) what that work portends for the quality of the dissertation and (3) the willingness of faculty to advise the student on a dissertation are also considered.

2.1.5 Failure to Advance to Candidacy

A decision by the faculty to not advance a student to candidacy terminates the student’s participation in the Ph.D. program.

2.2 Summary of Specific Requirements

Prior to being considered for candidacy, students must complete:

- two major fields (see section 2.3)
- a 2nd year research paper (section 2.4)
- a 3rd minor field (section 2.5)
- the political theory requirement (section 2.6)
- the quantitative methods requirement (section 2.7)

Upon completion of these requirements, students will file their Application for Candidacy for Doctoral Degree with the Graduate Administrator.

2.3 Fields of Study

The program is divided into five fields: American Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory. Ph.D. candidates select two of these fields as their major fields. Each student also selects a 3rd field.

2.3.1 Two Major Fields

Students demonstrate proficiency in two major fields by successfully passing a comprehensive examination in each field. In order to prepare for a comprehensive exam, each field offers a series of three or four courses designed to familiarize students with the literature of that field. In addition, a field may require that students take one or more elective courses covering a specific aspect of the field.

The Department requires students to pass exams in two fields, and to complete course work in a 3rd, in order to ensure that they gain a broad understanding of the field of political science that comprehends the literatures of more than one specialization.

2.3.2 Comprehensive Examinations

Comprehensive examinations are given in the beginning of Fall quarter and at the end of Spring quarter. It is recommended that students do not take the field examination before their 4th quarter at Stanford. Students who wish to take a field's comprehensive examination before their 4th quarter must get permission from the Director of Graduate Studies. Copies of past examination questions are available from the Graduate Administrator.

Students are strongly advised to consult with the convenor of the respective field in which they are planning to take a comprehensive examination so as to discuss the state of their preparation for the exam, to calibrate expectations as to the material to be covered, and the quality of the answers required to earn a pass. In some cases, field convenors may advise the student to delay taking the examination if the risk of failure seems sufficiently high.

2.3.3 Grading of Comprehensive Examinations

Comprehensive exams are prepared by the faculty in each field under the overall supervision of the field convenor. Each answer is graded by at least two faculty members.

2.3.4 Failing Comprehensive Examinations

Students who fail one or both of the exams for their major fields may repeat the respective examination once. Students failing a comprehensive exam twice will be subject to a review by the faculty, the outcome of which may be dismissal from the Ph.D. program.

Students who fail a comprehensive exam need to immediately concern themselves with the task of re-taking the exam or exploring options in other fields. Given the time constraints of completing two major fields before the end of the 6th quarter, it may simply be infeasible to switch to another major field after failing a comprehensive examination.

Retaking the exam is almost always the most feasible option. Students retaking a comprehensive exam may do so only at one of the two regularly scheduled exam periods during Fall and Spring quarters. It is not possible to take two comprehensive exams during the same exam period.

2.3.5 Field statements

Field statements, which indicate the nature of the examinations or papers and describe the standards the department expects students to attain, are available on the Department website. These statements are updated each year to reflect any changes to a field's requirements.

2.3.6 Field Convenors

In addition, each field has a member of the faculty serving as the field's convener, who is responsible for administering written examinations and reviewing research papers. The field convener advises students on the standards and requirements established for each field, and on the courses and seminars which would be helpful in preparing for both the field's comprehensive examination and the 2nd year research paper. Students should consult regularly with the convenors for each of their fields of concentration.

2.4 2nd Year Research Paper

Prior to being advanced to candidacy, each student must also produce a research paper (field paper) demonstrating the capacity to produce research at a level expected of students preparing to write a high quality Ph.D. dissertation. Most of the fields offer a course designed to prepare the student for this requirement, and students generally work closely with an advisor.

2.4.1 Content

Often, the 2nd year research paper pursues an idea encountered in classes in a particular student's two major fields. Sometimes the experience of researching and writing the 2nd year research paper helps the student (and the student's advisors) assess the viability of a particular idea as a dissertation topic. Students are strongly encouraged to explore ideas for 2nd year research papers with the faculty, and to consult regularly with the faculty as the 2nd year paper is being researched and written. This is an effective way to not only improve the content of the paper, but to assess which professors might be well matched to a student's research interests. In turn, this information can help guide the selection of an advisor and the formation of a dissertation reading committee (see section 4.1.2).

2.4.2 Standards

The length and content of 2nd year research papers varies across the fields and by topic. The 2nd year research paper need not be a publishable paper (although this is certainly not to be discouraged), but a demonstration of the student's competence and potential as a professional, though novice, political scientist.

2.4.3 Assessment

2nd year research papers are assessed by two readers from among the regular Department faculty. These readers are usually in one of the student's major fields. In Winter quarter of the student's 2nd year, the student consults with the field convenor to determine which two faculty will read the paper. The two readers will be reported to the Graduate Administrator by the end of Winter quarter using the [*Field Paper Readers and Approval Form*](#). By the end of Spring quarter the faculty readers indicate their approval of the paper by again signing the Field Paper Readers and Approval Form. Students then return the signed approval form and a copy of the approved paper to the Graduate Administrator.

2.4.4 Schedule

The 2nd year research paper is given considerable weight as the faculty consider an application for candidacy. Accordingly, the only thing worse than a poor quality 2nd year research paper is an unfinished 2nd year research paper. Students are strongly advised to begin work on their 2nd year research papers in the summer between their 1st and 2nd years in the program, and to submit a first draft to their advisors sometime in the Fall of their 2nd year. Almost always, faculty readers require revisions before approving the 2nd year research paper, and the time from submission of a draft to final approval can be surprisingly long. 2nd year research papers are considered incomplete until approved by the two faculty readers.

2.5 3rd Field

Political scientists often interact with scholars and scholarship that lies outside their primary field(s) of expertise. Accordingly, it is a program requirement that students take a 3rd field as a "minor" field in order to broaden their grasp of Political Science as a discipline.

2.5.1 Requirements

The 3rd field requirement is usually satisfied by taking ten units of credit from among courses approved by the field convenor and receiving letter grades of B or better. Refer to the field statements for particular field requirements. Some fields may require specific courses. Students who have taken less than 10 units but have still fulfilled the

required amount of work may receive permission of the respective field convenor to count the 3rd field requirement as fulfilled.

3rd field courses must be in addition to any other core courses required in the department. For instance, if one takes Political Methodology as a 3rd field, then the necessary classes are in addition to 350A and 350B, which are required of all students in the program (see section 2.7); similarly, if the 3rd field is Political Theory, the necessary classes are in addition to any classes taken to satisfy the Theory class(es) required of all students (see section 2.6). Subject to approval from the Director of Graduate Studies, students may use two courses in separate fields but with a common topic to meet the 3rd field requirement, provided that neither course is part of a field in which a student is examined.

In extraordinary circumstances, students may be permitted to use appropriate courses taught in other departments to count towards their third field. This requires approval by the Director of Graduate Studies. Approval is rarely granted because the purpose of the third field is breadth *within* Political Science.

2.6 Political Theory Requirement

Ph.D. candidates must complete at least one quarter of graduate-level instruction in political theory. Successful completion of any graduate-level (e.g., 300 or 400 level) political theory course taught by a Political Science faculty member will satisfy the requirement. Unless special permission is granted by the field convenor, all other courses will not fulfill the requirement. Students may be waived from this requirement at the discretion of the Political Theory field convenor, on the basis of (a) graduate-level coursework taken at other universities; and (b) passing a qualifying exam.

2.7 Quantitative Methods Requirement

All students are required to take 350A (or its equivalent) and 350B (or its equivalent). Credit for equivalent classes is at the discretion of the Political Methodology field convenor. Students may be waived from this requirement on the basis of (a) coursework taken at other universities; and (b) passing a qualifying exam.

2.8 Grading and Unit Basis for Pre-Candidacy Course Requirements

All courses taken to fulfill pre-candidacy requirements must be taken for a letter grade of 'B' or better. Courses that do not fulfill any pre-candidacy requirements may be taken for a Credit/No Credit grading basis. However, students interested in earning a Master's degree in another department should consult the Graduate Administrator in the respective department to confirm the required grading basis for any courses applicable to that degree.

Some Ph.D. level courses are offered with an option of taking them for either 3 or 5 units. When a course has a 3-unit option, the requirements are reduced in a manner that will be indicated on the course syllabus. The purpose of these

offerings is to make it possible for students to take more elective courses in the second year and beyond. Courses taken to complete pre-candidacy requirements should be taken for 5 units. This includes core sequences in the first and second major fields, the required quantitative methodology courses (350A and 350B), and the political theory requirement. For most fields, the third field requirement can be satisfied either by taking two 5-unit courses or three 3-unit courses. Students who declare Political Methodology (Quantitative Methods stream) as a third field in 2014-15 or after must take 350C and 350D for 5 units each. Elective courses taken to satisfy field requirements can be taken for 3 units. Note that 3 unit courses are generally not appropriate for 1st year students, who need to take 15-18 units per quarter (see section 3.1.1). Some courses offered in other departments that satisfy pre-candidacy requirements cannot be taken for 5 units. In those cases, the courses must be taken for the maximum unit value available.

Chapter 3 – The 1st Year

The 1st year in the Ph.D. program is (obviously) the year in which students are least familiar with the Department, program requirements, University rules and procedures, and so on. Perhaps the two most frequently asked questions by 1st year students are:

1. What classes should I take, and when?
2. How do I find an advisor?

This chapter offers specific advice on each of these questions.

3.1 Choosing Classes

Students in their 1st year are, of course, yet to be advanced to candidacy. Before being considered for candidacy, a student must complete the requirements detailed in chapter 2, and by the end of the sixth quarter. Accordingly, perhaps the dominant consideration in choosing classes is dispensing with these requirements in a timely fashion: e.g., what coursework is needed (or required) for the comprehensive exams in two major fields; 10 units of classes in a 3rd field; 10 units of quantitative methods; the political theory requirement.

3.1.1 How Many Classes To Take?

Table 1.1 outlines the recommended number of units to be taken each quarter. The University imposes a maximum on the number of classes that a 1st year student can take at 18 units per quarter. Students are strongly recommended not to over-extend themselves in their first year in the program, and especially their first quarter. Three political science classes (e.g., 350A or its equivalent, plus the first classes from the core sequence of one's major fields), along with workshop attendance, will keep most students more than busy, and account for 15 course units, plus 1-2 units each term for workshop attendance.

3.1.2 Limits on Enrollment in the 2nd Year

However, students must take at least 15 units per quarter in the 1st year. There are two reasons for this. First, beginning in the 2nd year, and until students reach TGR status (see section 8.4), University regulations prohibit students from taking more than 10 units per quarter; the rationale is primarily to do with leaving enough room for assistantship work (teaching and/or research).

Secondly, because core sequences need to be complete (so as to take exams), along with the 3rd field requirement, the quantitative methods requirement and the political theory requirement, all by the end of the 2nd year, students cannot afford to take less than 15 units per quarter in the first year.

Most students have found it beneficial to actually take *more* than 15 units per quarter in the 1st year, as it creates flexibility in the 2nd-4th years of the program. The Department encourages 1st-year students to enroll in workshops as a way to accrue additional units without over-extending themselves.

3.2 Core Sequences of Major Fields

Almost all students find that with two major fields, a 3rd field, the quantitative methods and the political theory requirements to complete, the question of course selection simplifies to selecting major fields and then completing the “core sequence” classes of those fields so as to be ready for the comprehensive exam in each of those fields: recall that passing the comprehensive exam constitutes taking a major field, and that the comprehensive exams are structured around the content covered in the core sequence classes (see section 2.3.3). Also keep in mind that the TA requirement enters the picture in the 2nd year. In addition, students need to be working on their research paper in the 2nd year (see section 2.4), which is both time consuming and harder to do without the knowledge of the relevant literatures covered in the core sequence classes.

In short, a backwards recursion from the requirement that two major fields be complete by the end of the 2nd year leads to the recommendation that at least one if not both sets of core classes for a student’s two major field should be completed in the 1st year. The following table lists the core sequences for the major fields in the Department:

Field	Core Sequence
American Politics	420A, 420B, 420C
Comparative Politics	440A, 440B, 440C
International Relations	410A, 410B, 410C
Political Methodology	Introduction to Political Methodology (‘Math Camp’), 350A, 350B, 350C, 350D
Political Theory	3 graduate-level courses; Core Reading List

Students should consult each field’s statement or convenor to determine whether there are other requirements for the field before sitting the field’s comprehensive exam.

3.2.1 Methodology in the 1st Year

Most students also complete the methodology requirement in their first year, for several reasons:

1. methodological literacy makes it easier to critically evaluate the research literature encountered in the core sequences of American Politics, Comparative Politics and International Relations;
2. students need to start producing research over the course of the 2nd year; 2nd year research papers need not use quantitative or formal methods, but many do;
3. students are required to take Introduction to Political Methodology (see section 3.4) in the weeks prior to their first quarter in the program, so progressing immediately into the methodology sequence is easier than delaying a year.

3.2.2 Potential Traps and Pitfalls

The preceding discussion makes clear that there are considerable constraints on the selection of classes in the first year, after a student has more or less settled on the choice of major fields. But in addition, in order to adhere to the sixth quarter deadline on advancing to candidacy students need to carefully plan when they will:

1. satisfy the political theory requirement (see section 2.6);
2. satisfy the 3rd field requirement (see section 2.5).

3.2.3 Strengths and Weaknesses

So far as we know, no Ph.D. curriculum is perfect. The current Stanford program is clearly heavily “front-loaded”, with a large number of program requirements to be met in the first two years. The benefits are that students are provided with a structured introduction to at least two major fields of the discipline while simultaneously acquiring tools and skills that will enable them to start doing their own research. Program requirements related to classes are completely out of the way after the sixth quarter, leaving students free to use the balance of their five years of funding to pursue research interests (e.g., taking classes related to their research interests) and perfecting teaching skills.

3.3 Mentoring Program

At the beginning of the 1st year, each student is given the opportunity to be assigned a faculty mentor. Mentors help students to settle in to the program and serve as a readily available source of advice as students begin their graduate studies in the department.

3.3.1 Assignment to Mentors

The Graduate Administrator asks all 1st-year students to nominate their preferred mentor, rank ordering three members of the faculty. Current policy is a one-to-one matching (no more than one student mentee per faculty mentor); the ranking information is used in the event of ties, which are broken randomly. After the matching procedure, students and faculty mentors are notified by the Graduate Administrator.

3.3.2 Opting Out

Students are free to opt-out of the mentoring program.

3.3.3 Mentors vs. Advisors

The 1st year mentoring program is not intended as a way of matching students to advisors (i.e., the eventual chair of a students' Ph.D. reading committee), although it is entirely possible that a student's 1st year mentor could wind up as that student's Ph.D. advisor. Students are strongly advised to cultivate relationships with one or more of the faculty in the period between the 1st year and candidacy; this is especially important for the development and writing of the 2nd year research paper. Students should avail themselves of opportunities to meet with professors during their office hours, or contact them via email to arrange an appointment at a mutually convenient time. Generally speaking, "cultivating a relationship" means staying in good touch with a professor about how the student is progressing on his or her research project(s).

3.4 Introduction to Political Methodology ('Math Camp')

Introduction to Political Methodology is a three-week, intensive course designed to introduce and review core mathematics and probability prerequisites that you will need to be successful in the quantitative methods courses in the Political Science department and elsewhere at Stanford. The course covers key concepts from calculus and probability theory that are extensively used in quantitative methods classes, and, to a lesser extent, in game theory. It also provides an introduction to statistical computing.

The aim of the course is to give you an opportunity to practice some of the mathematics and probability you may have previously learned and to introduce you to areas that may be new to you so that you will be ready to enter classes that presume prior familiarity with these concepts, such as the quantitative methods sequence (the 350 sequence) and formal theory classes (e.g., 352). The course is staffed by faculty and two upper-level graduate students. The learning will proceed through lectures, hands-on exercises, and homework.

Chapter 4 – Candidacy

4.1 Dissertation

4.1.1 Dissertation Prospectus

In the 3rd year, students will be asked to submit a formal dissertation prospectus to their principal advisor for approval. The prospectus will state the question the student wishes to study, indicate its theoretical and empirical significance, describe the methodology to be employed, and survey available literature on the question.

In 2011-12, the Department instituted a formal prospectus presentation at the end of the third year. These presentations will take place in March or April and allow students to receive feedback on their prospectus before submitting a final draft at the end of the quarter. Students who do not present will receive a formal warning of their failure to make appropriate academic progress. Students failing to meet the 3rd year prospectus presentation requirement would be expected to present a prospectus in a field workshop early in the following academic year.

4.1.2 Co-authoring Dissertations

In recent years it has become increasingly common within the social sciences for students to co-author a portion of their dissertation with another student or with a faculty member. Co-authoring assumes that the student takes responsibility for at least 50% of the content within that portion. All proposals to co-author are subject to the approval of the Director of Graduate Students. Although there is no set rule about what portion of dissertation may be co-authored, in no case may an entire dissertation be co-authored and the bar for acceptance by the DGS rises as the percentage of the total increases.

4.1.3 Doctoral Dissertation Reading Committee

As soon as possible after the approval of their dissertation prospectus, but no later than the end of Spring quarter of the 4th year, students should confirm the selection of the members of their Doctoral Dissertation Reading Committee, and file a [*Doctoral Dissertation Reading Committee Form*](#). This must be submitted after approval of the dissertation prospectus and prior to approval of Terminal Graduate Registration (TGR) status (section 8.4).

Reading committees normally have at least three members, at least 2 of whom are to be regular (i.e. voting) members of the Political Science faculty. The chairperson of the committee, who typically serves concurrently as the student's

principal advisor, must be a regular member of the Political Science Department. Of the other two members, one can be from another department.

Normally, all members of the reading committee are members of the Academic Council (i.e., regular members of the Stanford faculty, a designation which may not necessarily apply to some scholars at the Hoover Institute or the Freeman Spogli Institute for International Studies); the [Stanford Bulletin](#) lists the conditions under which someone who is not a member of the Academic Council may serve on a Doctoral Dissertation Reading Committee.

Note that the Reading Committee is a subset of the Oral Examination Committee (see section 4.2.1).

4.1.4 Preparation and Filing Deadlines

[Instructions on preparing dissertations](#) are available online through the Registrar's Office. There is a deadline each quarter by which time dissertations must be filed at the Registrar's Office. Students must be registered the quarter in which they submit their dissertation. Students having the option of submitting their dissertation electronically or in the traditional paper format.

4.1.5 Graduation Quarter

All students must be enrolled in the quarter in which a degree is received. Students who have completed all requirements (including the Oral Examination, see section 4.2) except the submission of an approved dissertation to the Registrar's Office, can avail themselves of a policy called "Graduation Quarter". Students in this situation are nominally considered full-time students by enrolling in a TGR course and paying a \$100 tuition fee. Note that in order to take advantage of Graduation Quarter, the Registrar's Office requires that students "must have an active program status, which may include an approved leave of absence, in the term immediately preceding the term chosen as the Graduation Quarter including the summer quarter." Students should consult the Graduate Administrator for further details.

4.2 University Oral Examination

4.2.1 Oral Examination Committee

The University Oral Examination committee consists of at least five members. It is made up of the student's Dissertation Reading committee, a committee Chair from outside the Department, and, if necessary, one additional faculty member who may be, but need not be, a faculty member from this department. If the student has four Dissertation Reading committee members, then an additional member for the oral examination is not necessary (but, in all instances, a Chair from outside the Department is necessary). Students must be registered the quarter in which

they complete the Oral Examination. The examiners, as well as the outside Chair, are chosen by the student with the help of the advisor and the Department.

4.2.2 Content

The oral examination will generally concern the topic of the dissertation but not be limited to the dissertation itself. The committee may question the candidate not only on their own research but also on their knowledge of research relevant to it and on the relationship of their research to the field of knowledge into which it fits.

4.2.3 Timing

The examination will take place at a time suggested by the candidate's dissertation committee but subject to the University rule that the [Oral Examination Schedule and Members](#) form be submitted to the Graduate Administrator two weeks prior to the proposed examination date.

4.2.4 Outcome

Oral exams at Stanford are somewhat unusual in that they are usually held before the dissertation is completed. In some cases, dissertations are complete at the time of the oral exam, but in the majority of cases, students pass their oral exam, and the dissertation is deemed "passed" subject to revisions required by the examination committee. Many committees use the oral examination as a sort of "mid-course correction," a chance for the student and the whole committee to sit down and discuss how the project is progressing. Note that the [Stanford Bulletin](#) states (inter alia):

The candidate passes the examination if the examining committee casts four favorable votes out of five or six, five favorable votes out of seven, or six favorable votes out of eight. Five members present and voting constitute a quorum. If the committee votes to fail a student, the committee chair sends within five days a written evaluation of the candidate's performance to the major department and the student.

4.2.5 Duration

It is University policy that oral examinations will be no longer than three hours in duration.

Chapter 5 - Faculty Reviews

The faculty holds two student review meetings each year: one in the latter part of the Fall quarter, and the other at the end of the Spring quarter. Particular emphasis is placed on the review of those students applying to candidacy (typically students in the Spring of their 2nd year in the Ph.D. program).

5.1 Feedback from Faculty Review

Letters are sent to students following these reviews by the Director of Graduate Studies, indicating the faculty's assessment of the student's work and any problems that have been identified at that time.

5.2 Risk of Dismissal

Students who are judged to have academic difficulties (e.g., poor grades, failing or at risk of failing to satisfy program and/or University requirements) will receive written notice from the Director of Graduate Studies with specific suggestions as to how these problems can be remedied, if possible. Depending on the seriousness of the case, this written notice may warn that dismissal from the Ph.D. program is likely.

The University has established guidelines which departments must follow in order to dismiss graduate students from their programs. Students should familiarize themselves with the steps in this process so they will know their rights, responsibilities and remedies should such a situation develop. The guidelines for dismissal can be found in the [Stanford Bulletin](#).

Chapter 6 - Teaching Requirement and Other Department Service

Since teaching is an important component of the political science profession, it is a program requirement that Ph.D. students serve as teaching assistants in undergraduate courses.

6.1 Three Quarter Minimum

All students are required to serve as teaching assistants for a minimum of three quarters. Most students may need to TA for up to five quarters as part of their 5-year funding package.

6.2 Eligibility

To be appointed as teaching assistants, students must make adequate academic progress, as defined in section 1.4. It is Department policy not to have 1st year students serve as TAs. Students may choose whether to TA one, two, or three quarters during their 2nd year, keeping in mind that they will likely be required to TA five times throughout the program. However, the department recommends that students TA only once in their 2nd year. This flexible model is intended to create a more manageable workload for 2nd year students, who are also responsible for completing two field exams and a research paper in order to advance to candidacy.

6.2.1 TA Clearance

International graduate students who will be appointed as teaching or course assistants must first be screened by the English for Foreign Students (EFS) office for readiness to use English in a teaching role. A student who is a permanent resident, has completed more than five years' study in the United States, or has extensive professional experience in English, may telephone the EFS office to request a waiver. Following a short telephone assessment, the student will either be asked to schedule an exam or be given the TA clearance.

6.3 Assignment to Courses

In Spring quarter, students will have the opportunity to communicate their TA preferences for the following year to the Graduate Administrator. While student preferences for TA assignments are taken into consideration as much as possible, course offerings and enrollment numbers may require that students TA a course that was not one of their

top choices or that is outside of their major fields. Teaching assignments are arranged to the mutual satisfaction of students and faculty to the extent possible.

6.4 Duties

Under the supervision of a faculty member, TA's are responsible for fulfilling all assigned teaching duties, including term-end grading, in a professional and timely manner. TA duties include (but may not be limited to):

- Attending course lectures, TA and professor meetings, or any course-related activities;
- Assisting professors with section enrollment and assignment in CourseWork;
- Emailing students before section meets for the first time;
- Conducting discussion section every week for enrolled undergraduate students;
- Participating in the design of exams and other curricular components;
- Grading examinations and papers with appropriate comments / feedback;
- Holding regular office hours and additional meeting times with students unable to attend regular office hours; holding extra hours if needed before exams, term papers, etc.;
- Responding to student emails in a polite and timely fashion;
- Meeting regularly with the professor and other TAs for the class.

The normal workload is twenty hours per week. Teaching assistants must contact faculty prior to the start of the quarter to discuss responsibilities and preparation for the course.

6.5 Resources and Training

Teaching assistants have numerous resources at their disposal. The Department offers a mandatory half-day Training Workshop at the beginning of the academic year to introduce first-time TAs to the essentials of teaching in the Political Science Department. Other resources include the [Center of Teaching and Learning](#) (CTL), which has dedicated resources for teaching assistants. First time TA's are expected to attend the TA Orientation offered by the CTL at the beginning of the academic year. In addition, the CTL offers quarterly classes for new TAs, which are extremely helpful in terms of familiarizing TAs with not only the University's expectations of its TAs, but quite practical matters such as effective teaching styles, preparing for section, time-management, responding to student requests, effective teaching styles, and how to get help while TAing.

The Department urges students to exploit these resources before and while TAing; it is always surprising just how many issues can and do crop up while teaching. A TA's first resource for student matters should always be the faculty instructor for the specific course. However, CTL has tremendous expertise and resources available to both help TAs prepare and respond to all manner of issues related to TAing. Each year the Political Science Graduate Student

Association (PSGSA) elects the Department's liaison with CTL. This individual will circulate notice of CTL training and orientation sessions.

6.6 Inadequate Performance

Failure to professionally and ethically discharge one's obligations as a TA is considered an extremely serious matter. Serving as a teaching assistant is a program requirement. Accordingly, inadequate performance as a TA is equivalent to failing to satisfy a program requirement, and risks dismissal from the Ph.D. program.

6.7 Other Department Service

The Department greatly values the input of students on many matters. Examples include:

- faculty hiring
- admitting and recruiting new graduate students
- managing space allocated to graduate students
- Department planning (e.g., curriculum development, computer equipment, online resources)

Accordingly, students are often asked to serve on search committees, the annual graduate admissions committee, and other standing or ad hoc Department committees. Students may also be asked to serve on University-level committees. Usually, participation on these committees is voluntary and limited to the students with candidacy and in good academic standing. The Department may also approach the PSGSA for student nominations or to conduct elections to various committees, or for advice on the general question of student participation on various Department committees. This type of activity is not directly related to program requirements, but often provides students with valuable insights into the norms and culture of academic life and the political science profession.

Chapter 7 - Supplemental Funding and Support

7.1 Discretionary Funds

At the beginning of the academic year, the Department provides \$1,000 to each student on department funding to be used towards professional development. This is a change from prior years whereby students submitted receipts to the Graduate Administrator for reimbursement.

7.2 Summer Support

Following their 1st and 2nd years of study, students on department funding who meet eligibility requirements (see below) receive summer funding in the approximate amount of \$3,500. The 2nd summer of funding is only available once a student has been advanced to candidacy. Typically, this award is used to support activities such as summer research work, language study, faculty-guided research or field work.

7.2.1 Eligibility

In order to be eligible for summer support, students must be:

1. in good standing (e.g., meeting Department and University standards for minimum academic progress);
2. advanced to candidacy for the 2nd summer of support.

Chapter 8 - Other Important University Policies

The following is a partial listing of University wide policies that are important to students. For a complete listing, see the [Stanford Bulletin](#) and the [GAP](#).

8.1 Continuous Registration Requirement

Students working towards advanced degrees at Stanford will be required to enroll for at least three quarters of each year from the time of matriculation until receipt of the degree. Interruptions to graduate study require approval of a leave of absence. Failure to enroll in courses for a term during the academic year without taking a leave of absence results in denial of further enrollment privileges unless and until reinstatement to the degree program is granted and the reinstatement fee paid.

8.2 Leaves of Absence

It is possible for students to interrupt their course of study by requesting a leave of absence. An application for a leave of absence must be submitted using a University form available from the Registrar's website or the Graduate Administrator. The request for leave is forwarded to the Registrar's Office once it has been approved by the Director of Graduate Studies. Residency credit is not earned during a leave of absence. In some cases, resumption of financial aid after a student returns from a leave of absence is not automatic.

Students are urged to consult with the Director of Graduate Studies and the Graduate Administrator before applying for any leave of absence. The Department will consider the recommendation of the student's advisor, but will have the final say regarding financial aid resumption upon a student's return from a leave of absence. In addition, students contemplating a leave of absence are urged to consult the [Stanford Bulletin](#) for current University rules and procedures concerning leaves (and, perhaps more importantly), returning from a leave of absence.

8.3 Residency Requirements for Graduate Students

The residency requirement for a doctoral degree requires a minimum of 135 units. Courses with missing, incomplete, or failing grades do not count toward the residency requirement. Further information about the residency requirement can be found in the section on advanced degrees in the [Stanford Bulletin](#).

8.4 Terminal Graduate Registration (TGR)

Students in good standing who have amassed 135 units (and hence are “ABD, or “all-but-dissertation”) should enroll for Terminal Graduate Registration (TGR). Once students are eligible for TGR, the Department will not provide tuition to support any other form of enrollment; as a practical consequence, the Department will not provide tuition support for classes once students have amassed the 135 units required for the Ph.D. degree. See the *Stanford Bulletin* for more details on TGR status. Some programs around the University offering support to advanced graduate students (e.g., research assistantships) require that students have TGR status as a condition of eligibility.

8.4.1 Eligibility

TGR is available to graduate students who have met the following criteria:

1. completion of the University’s residency requirement (135 units);
2. completion of all course work required for the degree with grades recorded in all courses;
3. completion of any qualifying examination or research work required by the department;
4. establishment of a reading committee for the dissertation and submission of a completed dissertation reading committee form to the graduate administrator;
5. completion of any other requirements stipulated by the department.

8.4.2 TGR Tuition

When a student enrolls as a Terminal Graduate Registrant, he/she enrolls in 0 units at a tuition rate of \$2871 per quarter. The Department will pay this reduced rate in the student’s 5th year only. If a student enrolls in TGR in subsequent years, he/she must find alternate funding. If a student does not qualify for TGR status by the start of their 5th year, they are responsible for paying the difference in the TGR tuition rate and the 8-10 unit tuition rate.

8.5 Transfer Credit

After at least one quarter of enrollment, students pursuing a Ph.D. may apply for transfer credit for graduate work done at another institution. The maximum transfer is 45 units. For criteria to apply for transfer credit see the [Stanford Bulletin](#). In this, as in most other Ph.D. programs, transfer credit is rarely granted, as the point of the degree is that it is a Stanford degree.

8.6 Financial

Although the University cannot formally guarantee support beyond a student's 1st year in the Ph.D. program, the assumption is that support for students making satisfactory progress will continue for up to five years.

8.6.1 Self-Funded Students

Neither the Department nor the University will assume the support of students who enter the program on a self-supporting basis.

8.7 Obtaining Grants

The Department encourages students receiving department funding to seek fellowships from outside agencies or from within Stanford, even during their first years in the program. Many external fellowships provide a comprehensive tuition and stipend award, and can replace the funds that the Department budgeted for that student. In these instances, the Department will award the student a stipend equal to 10% of the amount that the Department saves during the duration of the fellowship, provided that the award is used during years 1-5. In addition, students who are awarded external fellowships of at least two years in length will be freed from any teaching requirement beyond the minimum program requirement (currently, 3 quarters). Students with questions about these incentive policies should see the Graduate Administrator.

Some external awards allow recipients to defer or "bank" portions of the award for future use, rather than requiring them to use the award immediately, or in consecutive quarters or years. The Department plays no role in determining these policies, even for awards administered by other units at Stanford. Students are responsible for verifying all policies with the granting organization and communicating their plans with the Department.

In nearly all cases, departmental funding cannot be deferred or used after year 5, regardless of external funding awarded.

Funding is available from national and international agencies – as well as from some Stanford sources – for the support of dissertation research and write-up, but students must take the initiative to consult agency announcements and submit proposals. Most agencies have Fall deadlines. Students completing dissertations are encouraged to apply for these grants.

8.8 Placement

Students typically begin searching for jobs in the final year of their studies. Students are encouraged to speak to faculty and peers who have already gone through the process, as they are the best resource for advice on conducting an academic job search. Most jobs are posted August – November, with the bulk of interviews taking place November-January. Some teaching colleges conduct interviews at the annual APSA meeting. Students typically apply to 20-30

schools, though the number certainly varies depending on field, school type, and geographic preference. It is the student's responsibility to approach faculty about writing letters. Some faculty who receive support from office staff may request that they facilitate submission of the letters.

It is typical to include a research statement and a teaching statement in a job packet. During the summer and fall the Hume Writing Center and Center for Teaching and Learning conduct workshops on writing these documents. The PSGSA occasionally sponsors panels or round-tables on research statements, as well as interview strategies, job talks, and applying for funding.

Chapter 9 - Political Science Graduate Student Association (PSGSA)

PSGSA facilitates communication between graduate students and the University administration, and Department faculty and staff. Specifically, PSGSA aims to:

- facilitate faculty-student interaction
- facilitate student-initiated academic activities outside of the usual curriculum
- enhance social interactions among graduate students within the department
- secure from the department the funding necessary for these activities

PSGSA has its own website listing its current officers, its constitution, and resources for graduate students. In recent years the PSGSA has sponsored election viewing parties, a professionalization workshop series, a softball league, and happy hours. The PSGSA is also responsible for coordinating the office space lottery and organizing a several aspects of the Department's annual Graduate Admit Weekend, including social events and housing arrangements.

Chapter 10 - Department Information

10.1 Office Space

The Department makes every effort to provide office space for Ph.D. students through the 5th year. Office space is available in the cubicles in Encina Central for first year students and some 2nd year students.

10.1.1 Lottery

2nd, 3rd, 4th, and 5th year students wanting office space must place their name in a yearly office lottery organized and run by the PSGSA. An email will be sent to graduate students informing them when it is time to enroll in the lottery. It is the responsibility of each student to monitor his or her email and sign up for the lottery by the deadline set by the coordinator of the lottery. A moving date will be set by the lottery coordinator and each student must move into his or her new office by that date, unless prior arrangements have been made.

10.1.2 Personal Items

The Department cannot be responsible for belongings left in offices after the official moving date. More generally, office space is scarce in the Department, and office space cannot be used to store personal items.

10.2 Computer Lab

The computer lab is located in room 465 of Encina West. This is a dedicated graduate student lab, with access for undergraduates strictly limited. The Department staff and faculty do not use the lab, so any problems with the lab's machines or software should be reported to the Department's front office staff.

10.3 Graduate Student Mailboxes

Student mailboxes are located on the 4th floor of Encina Central in the student area.

Chapter 11 – Revision History

1. December 7, 2005. Changed statement re consequences of twice failing a given field's comprehensive exam; see section 2.3.5. Former wording: "Students failing a comprehensive exam twice will not be advanced to candidacy, and will be dismissed from the Ph.D. program."
2. March 2006. Limit students to 135 credit units. The Department will not fund tuition beyond 135 units, the minimum necessary for the Ph.D. degree. Changes made in first paragraph of section 8.4.
3. March 2006. Added caveat about outside funding. Not all external fellowships may flow directly to students. See section 8.7.
4. September 2006. Updated sections on Teaching Assistantships and Discretionary Funding. See section 6.5 and Chapter 7.
5. July 2007. Added section on TA Clearance under Teaching Assistantships. See section 6.2.1.
6. August 2009. Added section on co-authoring under Dissertation. See section 4.1.2; changed wording from "should be" to "requires that" the chairperson of the Reading Committee be a member of the Political Science Department. See section 4.1.3; addition of Enrollment and Program Completion Guidelines. See table 1.
7. August 2010. Deleted references to Political Institutions field throughout; Clarified that the Fall and Spring student review meetings are the only times during the year at which faculty will consider a student's case for candidacy. See section 2.1.1; Renamed Third Quarter Statement of Purpose the "Fourth Quarter Statement of Purpose." See section 2.1.2; Changed rule re when students can re-take a comprehensive exam, indicating that that students may do so only at one of the two regularly scheduled exam periods during Fall and Spring quarters. See section 2.3.4; Changed statement re assessment of the 2nd year research paper, indicating that the two readers must come from among the regular department faculty. See section 2.4.3; Added statement indicating that students may use courses outside the department to fulfill the third field requirement only with the approval from the Director of Graduate Studies. See section 2.5.
8. August 2011. Addition of third-year prospectus presentation. See section 4.1.1; Revision of guidelines provided for Placement and conducting an academic job search. See section 8.8. Revision of Political Theory requirement to clarify that course must be taught by member of the Academic Council. See section 2.6.

Addition of University requirement that students cannot earn both an MA in Political Science and an MA from another department. See section 1.5.1.

9. September 2012. Higher standard for adequate academic progress: No more than 2 of the following on a transcript at any given time: Incomplete (Inc); Grade Not Reported (GNR); No Pass/No Credit (NP/NC); or Withdraw (W). See section 1.

10. August 2013. Addition of grading basis requirement for pre-candidacy courses. See section 2.8. Clarification of incentives for securing outside funding and the department's role in establishing deferral policies for external awards. See section 8.7.

11. August 2014. Clarify minimum standards for adequate academic progress. See section 1.4. Clarify the consequences if a student is not eligible for TGR status by the end of year 4. See table 1.1 and section 8.4.2. Changed the deadline for submission of the 4th quarter statement of purpose. See section 2.1.2. Explained the new requirements for Political Methodology as a third field. See section 2.5.1. Explained the policy on which courses must be taken for five units and which can be taken for three units. See section 2.8. Explained the new Introduction to Political Methodology (Math Camp) requirement. See section 3.4. Clarified the composition of the dissertation oral examination committee. See section 4.2.1. Explained the department's recommendation on number of times a student in year 2 should TA. See section 6.2. Clarified department policy on use of departmental funding after year 5 when external funding is awarded. See section 8.7.