

Guide to

Graduate Study  
In Political Science

August 2021



DEPARTMENT OF POLITICAL SCIENCE  
GRADUATE OFFICE

## ABOUT US

The Department of Political Science, at Indiana University Bloomington, is one of the oldest in the country – and one of the best. Our faculty analyze problems of vital interest to the nation and world.

The establishment of the Graduate Program in the Department of Political Science, at Indiana University, Bloomington, dates back to 1915. Since then, it has granted no less than 600 degrees at the masters and doctoral levels.

Many of our graduates hold academic appointments at major research institutions and liberal arts colleges as well as prominent research positions in government and business.

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**The Guide to Graduate Study in Political Science** is a general overview of the program requirements for and logistics of graduate study in Political Science at Indiana University, Bloomington. This August 2018 edition incorporates a revised set of PhD requirements that were unanimously approved by POLS faculty during the spring 2017 term, and officially approved by Indiana University on April 26, 2017.

Prospective students can use this guide to learn about our academic opportunities and expectations for enrolled graduate students. More information about the admissions process is available on our departmental website.

Logistical matters such as the composition of progress review and dissertation committees and normal progress benchmarks apply to all current students. However, PhD requirements will differ slightly across two groups of students: (1) all graduate students entering in fall 2017 or later will be subject to the new requirements in this current edition; but (2) current students as of spring 2017 will be grandfathered under applicable rules based on year of entry into our PhD program, as specified in Appendix A. Students who entered the PhD program in fall 2015 may switch to new PhD requirements before the start of their third year if they secure the approval of their progress review committees. Students who entered the PhD Program in fall 2016 may choose to switch to new requirements by notifying the Director of Graduate Studies before the start of their second year.

Current graduate students and their advisors can use this guide as an internal supplement to the more general material provided in the Bulletin of the Indiana University Graduate School. The College of Arts and Sciences (The College) also maintains a dedicated page on academic policies and resources for graduate students, especially applicable to students who have not yet reached PhD candidacy status.

### *Quick Links*

All graduate students are **urged** to consult the most current edition of the Bulletin and College Graduate Office policies to review procedures that govern graduate studies beyond our Department. The Department will regularly update this guide to incorporate changes in departmental or campus policies that affect graduate students in the Department of Political Science. However, in case of any potential conflict between this document and policies or regulations of The College or Indiana University, campus policies shall prevail over departmental policies.

UGS Graduate Bulletin	<a href="http://bulletins.iu.edu/iub/index.html">http://bulletins.iu.edu/iub/index.html</a>
College Graduate Office	<a href="https://college.indiana.edu/student-portal/graduate-students">https://college.indiana.edu/student-portal/graduate-students</a>
POLS Graduate Program	<a href="http://polisci.indiana.edu/graduate">http://polisci.indiana.edu/graduate</a>

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The PDF file also contains bookmarks (aka Table of Contents in MacOS preview) to facilitate navigation across different sections

## BUILDING A PROGRAM OF GRADUATE STUDY

The Department of Political Science at Indiana University is primarily a doctoral (Ph.D.) program. In existence for over a century, the Department has granted more than 600 doctoral degrees. Our goal is to prepare students for a wide range of careers in and outside of academia, including research, college as well as university teaching, and a variety of public service occupations.

The program is designed to meet the distinctive needs of individual graduate students. This flexibility has great educational advantages, but it also imposes constraints, because greater demands are placed upon students to make prudent choices and, to an extent, to take the initiative in organizing their graduate careers. Also, greater demands are made upon the department to develop programs suited to the distinctive needs of individual students so that students can carefully consider their options at each decision-making juncture.

We encourage all students to complete all requirements for the Ph.D. *within five years* although some students take longer. The likelihood of meeting the 5-year goal is dependent, of course, on the individual student, the project selected for a dissertation, the amount of field research involved, and the variety of challenges that a student experiences in completing a sound piece of research.

### Political Science and Major Fields of Study

The Political Science Department has long sought to be a “full coverage” department whose faculty cover most important areas of the discipline in their teaching and research. Such breadth is important at the graduate level, where it has helped to nourish the kind of broad disciplinary identity that is necessary to success at the highest levels of the profession. The Political Science department has always had distinctive strengths, like all top departments but it has also avoided the kind of hyper-specialization that limits both the cross-fertilization and the adaptability that is essential to the growth and evolution of all forms of scientific knowledge.

The graduate program in Political Science thus is a unified program but it also encompasses five fields of the discipline, referred below as departmental *subfields*:

- American Politics
- Comparative Politics
- International Relations
- Political Philosophy
- Political Methodology

**American Politics:** American Politics at IU uses empirical methods to examine political phenomena in the United States, including mass and elite political behavior, decision-making within institutions, and the dynamics of public opinion. Our faculty specialize in the study of representation, political parties, state politics, racial and ethnic politics, electoral behavior, judicial politics, congress, political psychology, and public opinion. Our diverse interests are linked through the use of survey, experimental, and observational data to gain a deeper understanding of our democracy.

**Comparative Politics:** Comparative Politics occupies the dynamic boundary between general theoretical perspectives and systematic engagement with specific cases. IU faculty examine such topics as political economy, democratization, political institutions, parties and elections, contentious politics, contemporary autocracy, minorities and immigration, and the effects of divisions brought on by race, ethnicity, class, and gender. Though we study an array of issues, and employ different methodologies, we share the underlying aim of developing theoretically grounded understandings of political phenomena. Our faculty publish in a range of visible outlets, including prestigious university presses and top scientific journals. Many have won prestigious awards for their scholarship and are on the cutting edge of their specialization



**International Relations:** International Relations (IR) is the study of political processes that occur outside the domain of any single political entity. IR scholars focus on military, diplomatic, and economic interactions among national governments as well as their interactions with trans-national corporations, inter-governmental organizations, and non-governmental organizations. Analysts have to take account of such widely disparate factors as the personalities of individual leaders, the dynamics of small-group decision processes, the institutional structures of particular governments, the cultural and social determinants of behavior, the uncertainties of strategic interaction, and long-term trends associated with large-scale changes in the global system as a whole. IR is an incredibly complex subject, and a remarkably diverse set of research approaches have been used to try to understand this subject.

**Political Philosophy:** The graduate program in political philosophy at Indiana University offers a broad range of courses on the nature and role of political philosophy. Our department has great strengths in modern and contemporary political philosophy, especially in the areas of democratic theory, liberalism, Continental and American political thought. We emphasize how political philosophy can contribute to the study of important contemporary issues such as modernization, globalization, democratic consolidation, civic engagement, globalization, terrorism and the rule of law. There are six full-time faculty in the Department of Political Science currently teaching undergraduate and graduate courses in political philosophy. Moreover, our graduate students can also take courses with affiliated faculty from other departments (Philosophy, Germanic Studies, French and Italian, Religious Studies, Communication and Culture, History, and the Law School. Our program also hosts a *Political Theory Brown Bag* which provides excellent opportunities for graduate students to meet with guest speakers.

**Political Methodology:** The field of Political Methodology covers a wide variety of rigorous research methods and approaches, including both advanced formal and quantitative methods, modeling, and qualitative methods and approaches. Areas covered include multivariate techniques used in quantitative political research, such as analysis of variance and multiple regression, non-linear models and approaches appropriate for limited dependent variables, time series analysis and structural equation models, and formal models. In qualitative methods, we train students to understand and to use a variety of qualitative research tools, including field research, small-n research, archival work, comparative historical analysis and process tracing, interpretive approaches, participant observation and qualitative discourse analysis.

## Germane Units

There are several campus units that offer opportunities for specialized or interdisciplinary training related to Political Science

**The Ostrom Workshop:** Named after our former colleagues Vincent Ostrom and Nobel Laureate Elinor Ostrom, this center emphasizes applied theory and policy-related research. Both macro and micro analyses of institutions in many countries are conducted by research associates, visiting scholars, and Indiana University students. Ostrom Workshop facilities contain a major archive of common-pool resource systems throughout the world. The core of the Workshop's graduate teaching effort is a fall seminar that focuses on comparative institutional analysis and development. This seminar attracts scholars and professionals from a variety of disciplines and nations including, recently, Germany, Russia, China, Egypt, and Nigeria as well as the United States. Further information about the Workshop may be obtained via the website <http://ostromworkshop.indiana.edu/>.

**Joint PhD in National Science Foundation Research Traineeship (NRT):** This program address the growing need for students to be versatile with an integrated dual PhD program that trains students to be

“bidisciplinary” in Complex Networks and Systems (CNS) and another discipline from the natural and social sciences, such as Political Science.

**Area and Interdisciplinary Studies:** Indiana University houses numerous National Resource Centers (NRCs), including: African Studies, East Asian Studies, Center for Latin American and Caribbean Studies, Center for the Study of Global Change, Inner Asian and Uralic Studies, and Russian and East European Studies. These centers provide in-depth training in the language, history, and culture of strategically significant (and sometimes less-studied) regions. The Department has research and teaching linkages with many these NRC programs as well as with Middle Eastern Studies and South Asian Studies and with interdisciplinary departments and programs including American Studies and Gender Studies. For more information, see <https://sgis.indiana.edu/about/departments.html>.

**American Politics Workshop:** The Center on American Politics sponsors this workshop in which students, faculty, or guest speakers present their work and receive critical feedback.

**Political Theory Brown Bag Series:** Typically features about three outside speakers per semester, along with talks and presentations by IU colleagues outside of the Department of Political Science, whose work is nonetheless of relevance to political theory.

**World Politics Research Seminar:** Regular faculty symposium on research-in-progress in Comparative Politics, International Relations, Political Economy and related fields.

## MENTORING AND ADVISING PARTNERSHIPS

### Mentoring

The Graduate Office initiates the development of a mentoring partnership by assigning each first-year student to a faculty mentor, but it is each graduate student’s responsibility to find and cultivate mentoring relationships with departmental faculty in general.

Students are encouraged to seek out faculty members and advanced graduate students to engage in mentoring partnerships. Mentoring partnerships may go beyond advising to provide crucial advice tailored to the individual needs of the graduate student.

Ideally, faculty mentors share career experiences, insights and guidance with graduate students. In turn, graduate students listen as well as act on sound advice. Along the way, graduate student mentees frequently expose their faculty mentors to new insights and cutting-edge developments in the discipline, which help the mentor to stay on top of his/her field.

### Advisors and Committees

Incoming graduate students consult the Director of Graduate Studies as well as their first-year faculty mentors for guidance in their program of study. The advice and support of the Director of Graduate Studies are available to all students in the program at any stage in their graduate career. After the first year, the choice of advisor and committee members is entirely at the discretion of the graduate student.<sup>1</sup> It is important that students meet and work with faculty members who share their areas of interests as early as possible. Students should formalize

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<sup>1</sup> Per a faculty vote of April 2017, all progress review and dissertation research committee chairs must be *core* (full-time) rather than affiliated faculty members. Affiliated faculty members can serve as either POLS or outside minor faculty as deemed appropriate for other committee purposes.

their choice of advisor and committee members before the end of their third semester to be ready to convene the Progress Review Committee Meeting and proceed with normal progress in the doctoral program.

Four types of committees affect each graduate student, and each is explained more fully below in relevant contexts.

*Table 1 Committees involved in graduate studies*

Committee	Main function and Leadership
Graduate Advisory and Financial Aid Committee (the <i>Graduate Committee</i> )	Evaluates all applicants for admission, financial aid and sets guidelines for the program as a whole; chaired by the Director of Graduate Studies and/or Admissions Director.
Progress Review Committee	Plans and approves a graduate student’s overall program and evaluates the second-year research project; chaired by a core POLS faculty member.
Subfield Exam Committee	Writes and evaluates comprehensive Ph.D. examinations; appointed by subfield coordinator.
Dissertation Research Committee	Approves the dissertation proposal, guides the research process, and evaluates the completed dissertation; chaired by a core POLS faculty member.

It is the student’s responsibility to select committee members, formalize their appointment to his/her committee(s), and schedule, with the assistance of the Graduate Office, the Progress Review meeting, the Dissertation Prospectus Defense, and the Dissertation Defense.

## Ph.D. REQUIREMENTS IN GENERAL:

This section provides a summary of the information in the Graduate Bulletin as appearing in Appendix B. The official bulletin entry that governs the conferral of the Ph.D. degree technically, all aspects of the student’s program are subject to the approval of University Graduate School).

Altogether, there are twelve (12) distinct requirements for the Ph.D., as shown below.<sup>2</sup>

Table 2 PhD Requirements

Requirement	Year(s) of study
<b>1</b> Ten-seminar requirement	1-2
<b>2</b> Y570 Intro to the Study of Political Science	1
<b>3</b> Approaches and Issues (A & I) seminars	1-2
<b>4</b> Research Skills	1-2

<sup>2</sup> Please note that in extraordinary cases exceptions to various requirements are made in accordance with campus policies. Students seeking such exceptions should consult with their faculty advisors and the DGS.

5 Progress review meeting	2
6 Second-year research project	2
7 Primary Subfield examination	2-3
8 Outside Minor	2-3
9 90 hours of graduate level credit	1-5
10 Defense of dissertation prospectus	4
11. Nomination to Candidacy	4
12 Dissertation research and defense of dissertation	5

**Ten-Seminar Requirement:** All Ph.D. students are required to take Y570 (#2 below) and nine other seminars *during their tenure* in the Department.

*Table 2 Subfield Requirements*

	Primary Subfield <sup>3</sup>	Secondary Subfield	Total Seminars
Approaches And Issues	Yes	Yes	2
Additional Seminars <sup>4</sup>	4-5	3	7-8

Altogether Y570 and required primary and secondary subfield coursework requirements add up to a minimum of ten (10) seminars. In those cases, one or two seminars may be substituted with course work taken elsewhere as long as the courses were taken within the prescribed time limit and approved by the Graduate Committee (see # 9 below for applicable course transfer policies).

Graduate seminars are numbered in the 500 to 800 sequences. 500-level courses are especially designed for new graduate students. A few seminars are offered under a generic number for each of the subfields at the 600-level. Each seminar is designed by the faculty member who serves as the instructor. The student may enroll several times in a seminar bearing a given generic number (e.g., Y661), provided that the subject matter differs.

700-level courses are divided into the same generic system as those at the 600-level. In these courses the object is depth of inquiry and analysis. The student is expected to bring together substantive knowledge, methodological and theoretical competence, and interest in a research problem or question. A 700-level course in the field of major concentration may well be a study to be included later in the student's dissertation.

In consultation with their advisors and with permission from the professor who will conduct the readings course, students may also enroll in any of the 600-level readings courses that are available in the subfields. Additionally, we offer advanced students the opportunity to enroll in Y780 (Directed Research in Political Science). Both the reading courses and the directed research in Political Science courses are intended for advanced, specialized work beyond what is otherwise offered. Students may enroll in Y780 credits to continue individual research started as part of a regular seminar. The number of hours of credit for readings or research courses is arranged in consultation with the faculty member under whose instruction the student is doing work. Note, however, that readings courses do not fulfill the ten- seminar requirement.

**2. Completion of Y570:** The one required seminar for all graduate students is Y570: Introduction to the Study of Politics in the student's first year. Y570 is the 'core' seminar in the graduate program in political science. Its main purpose is to acquaint students with the discipline of political science, with the kinds of approaches characteristic of this discipline, and with the diverse ways in which political scientists typically think about the profession, discipline, and vocation of political science. The course is intended to promote broad understanding among a diverse group of beginning scholars, and to offer an overview of some of the core

<sup>3</sup> Currently, students must designate a primary subfield from this list: American Politics, Comparative Politics, International Relations, or Political Philosophy. All five subfields can serve as secondary subfields.

<sup>4</sup> Progress review committees have discretion to require a fifth substantive seminar in the primary subfield to better prepare students for exams and particular research needs.



concerns, and problems, at the heart of American political science as a form of advanced intellectual inquiry.

Besides a panoramic perspective of the discipline, a second important purpose is to jump start students' professional development. A close examination of professional practices and graduate study requirements will help students develop a plan of study that meets both individual training needs as well as departmental expectations for normal progress.

## Other general courses

Y550 (typically offered during the fall semester) and Y551 (typically offered during spring semester) constitute the core of the department's award-winning Preparing Future Faculty series. Both courses are usually taken by first year graduate students for one credit each. They are devoted to developing important pedagogical skills and are essential for gaining competence in the classroom as a teacher and mentor, and are required in the first year of residence. Anyone who serves as an Associate Instructor (AI) is encouraged to enroll in Y552, which focuses on effective classroom content delivery, engaged participation, and management. Students teaching their own section should sign up for Y552 during the semester they teach. Y553 is the course number designated for our political science subfield workshops. These pro-seminars carry one credit and meet during most weeks in the fall and spring. They are venues for students, faculty, and visitors, to present and receive feedback on their research in progress. Students are highly encouraged to attend the workshop in their area(s) of concentration.

The department also offers additional professionalization seminars, e.g., Y550 series, Y580, and Y590. Graduate students should take these seminars when offered because they provide students with skills necessary to succeed in the profession.

In Y580, students learn the fundamental principles of research design; it provides an excellent opportunity for working on second-year paper projects. In Y590, students focus on preparation for writing a good dissertation proposal as well as writing grant proposals to fund dissertation research. Y580 and Y590 may also cover additional topics. Y580 and Y590 may count towards fulfillment of the ten-seminar minimum. Although Y550 and Y551 do not count towards the ten-seminar requirement, they do count towards the 90 requisite hours of graduate level credit (see #9 below).

**3. Approaches and Issues Seminars:** Students are required to take overview courses known as Approaches and Issues (A&I) seminars in their primary and secondary fields during the first two years of graduate work. The A&I seminars include American Politics (Y561), Comparative Politics (Y557), International Relations (Y569), and Political Philosophy (Y675). For the Political Methodology, Y576 Political Data Analysis II serves as subfield's A&I seminar. In addition to the A&I seminars, faculty members offer more specialized graduate seminars on topics falling under each of our five subfields.

**4. Research Tool Skills:** Indiana University requires that all graduate students demonstrate competence in research "tool skills", which are language and/or methods proficiencies that are to be utilized in seminar papers and ultimately in dissertation research.

This requirement has two separate components: (1) a foreign language and (2) a set of methodological tools

*Table 3 Research Skills Components*

Foreign Language Proficiency	Methodological Proficiency
<ul style="list-style-type: none"> <li>• A student can demonstrate basic proficiency and fulfill one tool skill by passing the prescribed Educational Testing Service Examination in the chosen language <b>or</b> by completing course work in the appropriate language department. The language department in question will determine what scores are appropriate for passing and failing the examination. For details on the examination or courses, See Appendix C and consult the relevant language department on campus.</li> <li>• Language course numbers 491 and 492 do not carry graduate credit, but they do count toward a student's grade point average (GPA).</li> <li>• The student may demonstrate in-depth proficiency through advanced knowledge of a particular language, with the approval of the Progress Review Committee. Doing so will fulfill both research tool skill requirements. Students usually demonstrate in-depth language proficiency by departmental examination. The student is responsible for setting up the language examination with the appropriate language department.</li> <li>• In all cases, the language department has the final say in whether the student had demonstrated sufficient knowledge to fulfill either the proficient or advanced proficiency requirement.</li> <li>• If a student's native language is not English, he/she may request to use English as a foreign language. With approval from the student's Progress Review Committee, the Graduate Office will process the paperwork (<i>A Request To Substitute English As A Foreign Language Form</i>) and submit it to the College of Arts and Sciences for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• A student may demonstrate basic knowledge of statistical methods and fulfill one tool skill requirement by completing the Y575-Y576 sequence, or equivalent courses (Statistics S501, S503) or comparable courses from other units, with prior approval of the Graduate Office. Completion of the second tool skill requirement would require at least two additional courses in statistical methods (Y577 or other approved courses). Students may also combine one course in qualitative methods (Y579 or equivalent courses, if approved) with one approved statistics course to fulfill one part of the tool skills requirement. Please note that courses taken to fulfill a tool skills requirement cannot be counted towards completion of the 10-seminar requirement discussed below.</li> <li>• Demonstration of in-depth proficiency in methodological skills typically requires completion of two additional methods courses offered in Political Science or other relevant units on campus or at recognized programs offered by other institutions. In-depth proficiency will fulfill the two research tool skills requirements.</li> <li>• The Department is a member of the Inter-University Consortium for Political and Social Research (ICPSR), which offers advanced statistical courses in quantitative methods during the summer months. In recent years, the Department has covered the full cost of attendance (including tuition and travel expenses) for a PhD candidate, based on a competitive application process.</li> <li>• The Department also holds membership in the Consortium of Qualitative Research Methods (CQRN). Every year, the Department announces a competition to invite students to submit a proposal to attend the annual workshop at Syracuse University. Students are selected based on the extent to which they intend to use qualitative methods in their course of study and dissertation research.</li> </ul>

The first tool skill requirement must be satisfied during the first year of study. The second tool skill should generally be completed no later than the end of the second year. However, we recognize that in some cases, especially advanced language proficiency, additional semesters may be required. Each course taken to complete a research skill requirement must be passed with a grade of "B" (3.0) or higher.

Each student, with the approval of the Progress Review Committee, chooses the appropriate "mix" for his or her

program of study. Usually, this means basic knowledge in both components (1) *and* (2) OR in- depth proficiency in either component (1) *or* (2). In certain cases, the Progress Review Committee may approve allowing basic competency in two foreign languages (rather than proficiency in one) to satisfy the tool requirement, subject to approval of University Graduate School.

Please remember that the language departments determine levels of language proficiency, whereas the methodological tool skills are subject to approval of the Progress Review Committee; Director of Graduate Studies, and, ultimately, University Graduate School. Appendix C provides a listing of and contacts of relevant language departments.

**5. Progress Review Committee Meeting:** Towards the end of the fourth semester, the student, in collaboration with an advisor and with the assistance of the Graduate Office, convenes a meeting of his/her Progress Review Committee. This meeting will help the student devise a plan of study, which includes course work and independent research ideas, and evaluate a second-year research project (see # 6 below).<sup>5</sup> Students should endeavor to consult early with the Graduate Office about plans to convene the Progress Review Committee meeting so that meetings can be scheduled early during the semester before the calendars of respective professors are crowded with other commitments.

The student's Progress Review Committee consists of four faculty members, two from each of the principal fields in Political Science selected by the student for concentrated study. A core POLS faculty member representing the student's principal area of concentration will chair the Progress Review Committee. A representative of the outside minor need not attend the Progress Review Committee meeting with the student, but that representative must approve the student's program of study for the minor. Students are expected to consult with the outside minor advisor to determine which courses will fulfill this requirement. Students selecting the individualized minor option need not designate an outside member of this committee.

In preparation for the Progress Review session, the student is expected to obtain a Progress Review available from the graduate office, and complete it in consultation with his/her advisor. No later than one week prior to the meeting, the student must share a completed Progress Review form with all members of the committee. After the Progress Review, the student is responsible for submitting the approved documentation to the Graduate Office. Timely submission is an important prerequisite to ensure that paperwork for the individualized minor and other requirements are completed according to specifications of the Graduate School.

Besides evaluating a second-year research project, the Progress Review Committee meeting is an occasion for the student to discuss progress thus far, as well as to explain where he/she feels the need to do further work. In turn, faculty members can assess the student's performance to date, as well as clarify their expectations regarding the student's continuing program of study. Satisfactory completion of this progress review and associated second-year research project are necessary for graduate students to continue in the Ph.D. program.

If the student changes professional objectives or decides to change the composition of the Progress Review Committee for other reasons, he/she should promptly discuss the change with members of the committee and the Director of Graduate Studies. If the student wishes to change one or more members of the Committee, each of the individuals involved should be so informed. In such an event, a revised statement of the proposed course of study must be drafted and approved by the student's committee. Under no circumstances can the progress review meeting be scheduled beyond spring term of a student's second year of study.

**6. Second-Year Research Project:** A second-year research project provides students with an opportunity to demonstrate and start building professional competence by producing high-quality scholarship. In line with professional standards for contemporary graduate training in political science, ideally the second-year project would be a publishable paper in a reputable political science research journal or a potentially

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<sup>5</sup> We encourage all students, especially those who intend to transfer credit from other universities, to complete this process during their first year.

fundable research grant proposal, but this is not a requirement. The product should reflect the student's major field, but students have discretion in the choice of their topics. Research designs, literature reviews, book reviews and short essays will not satisfy the requirement, since the goal is for students to engage in sophisticated research to produce a piece of original research. Papers written while in other graduate programs or undergraduate theses will not satisfy the requirement.

Typically, students will revise a term paper written during the first year, first summer, or fall term of their second year to satisfy the second-year paper requirement. Students should consult with their potential progress review committee members no later than the end of their third semester to identify a piece of work that will be submitted for subsequent evaluation by the student's progress review committee.

Second-year papers will be evaluated by progress review committees in the spring of a student's second year of study. Along with academic advice for coursework that prepares students for their subfield exam and dissertation research, progress review committees are required to submit a recommendation to the Graduate Office regarding a student's ability to continue in the graduate program. This recommendation will depend heavily upon the committee's approval of the second-year paper before the start of a student's third year of study. It is important that students plan so they can provide committee members with all materials required for certification of normal progress.

All second-year papers will be evaluated according to the following procedure. As noted above, in consultation with advisors, students will first need to have an approved topic by the end of their third semester. Students will then be required to submit their second-year paper 21 days in advance of scheduled progress reviews to give all committee members a chance to read it carefully. Committee members have the right to request a rescheduled meeting if students do not circulate papers with requisite anticipation.

During the progress review meeting, students should expect to answer questions from committee members about the paper. Faculty, of course, are expected to provide meaningful intellectual and professional feedback on the paper, and to make sure that the conversation is collegial and constructive. The committee will decide at that point whether the student has demonstrated the ability to formulate and develop an original piece of research. Approval is required for committee members to sign on to progress review forms.

If the committee has reservations about the quality of the second-year paper, students will be required to work on a revision during the summer prior to their third year of study. To facilitate this revision, the Chair of a student's progress review committee will compile written concerns from the whole committee to be forwarded to the student no later than 14 days following the scheduled progress review meeting. Ideally, faculty feedback should mirror the format employed by refereed journals. Upon receipt, students are expected to submit a revised version for approval within 90 days but in any event no later than August 15<sup>th</sup>, prior to the start of their fifth semester. Once the Progress Review Committee has approved the paper as acceptable, it will be submitted to the Graduate Office and kept in the student's file.

Submission of the second-year paper is an important milestone in our program, which is considered by the Graduate Advisory and Financial Aid Committee when it evaluates students for financial aid. Note that the Graduate Director typically must make final decisions about AI appointments well before this deadline. Delayed completion of this requirement beyond therefore 4<sup>th</sup> semester can therefore jeopardize funding in subsequent semesters.

**7. Primary subfield examination:** When the course of study prescribed by the Progress Review for a primary subfield has been completed, the student is ready to take a corresponding examination. There is no oral component. Successful passage of these examinations certifies that the student has acquired a broad base of

knowledge and is now ready to engage in specialized research for the dissertation. The examination helps the examining committee ascertain whether that student is sufficiently well grounded in the topics covered by the exams to teach courses at the college level in the corresponding subfield. The subfield examination is an opportunity for students to demonstrate mastery of the field as well as the ability to discuss their own ideas about future research directions. In order to pass the examination, students must demonstrate competency on both fronts.

The following regulations govern subfield examinations:

- In order to maintain satisfactory progress, students must take their primary subfield exam by the end of their 5th semester. Copies of previous examinations are available from the Graduate Office to facilitate preparation.
- The examination schedule is announced no later than the beginning of the semester. The departmental Graduate Office schedules exams for both the fall and spring semesters around the middle of the semester.
- Faculty committees in each field specify format and set up their own procedures for subfield exams. These procedures are available in the Graduate Office. Each field will create a minimal administrative structure with a field chair responsible for organizing exam questions and monitoring their evaluation.
- Evaluation will be done by whomever the field designates as appropriate. Results are typically conveyed to students through the Graduate Office, with further explanations by subfield coordinators upon a student's request.
- A positive majority vote of the evaluators is required to pass the exam. In case of ties, the outcome will be determined by the entire subfield membership.
- Each of the examinations will be graded on the following scale: *Pass*, the written examination is acceptable *and Fail*, the student must retake the examination the next time it is offered if the student wishes to remain in the Ph.D. program.
- No field examination may be re-taken more than once. A second failure leads to immediate dismissal from the Ph.D. program (see next section for academic probation and dismissal conditions).

**8. Outside Minor:** Every student pursuing the Ph.D. in Political Science is required to attain competence in at least one field outside of Political Science. Normally, this means twelve credits (or four seminars) taken in one or more departments, determined in consultation with the student's Progress Review Committee and approved by the Dean of the Graduate School.

Many types of outside minors are possible depending on the student's objectives and area of focus, if the minor is justified as a useful complement to studies inside the Department. Note that the requirements for the outside minor vary from department to department and from program to program (please see graduate bulletin for more details). The outside minor is administered by the department or program in which the student enrolls to satisfy the requirement, not by the Department of Political Science.

Additionally, students may opt to complete an *individualized minor* that incorporates coursework from several departments or units around a unifying theme that pertains to their main fields of study and dissertation research interests. The student's departmental advisor and progress review committee should be consulted



about the choice of a minor, and the Graduate Office should be informed of the nature of the minor not later than the third semester of graduate study. Please note that individualized minors require special approval from the Dean; consequently, you will be required to provide a special written justification for it. You should seek advice from the Graduate Office about how to do so.

Students who do not select the individualized minor option must select an outside minor advisor, who may be represented at the Progress Review Committee meeting. Students are required to include one representative of another unit on campus on their dissertation committee, but this outside member need not be the minor advisor.

**9. 90 hours of graduate-level credit:** The rules of the Indiana University Graduate School require doctoral students to complete 90 hours of graduate credit. Typically, two-thirds of the 90 hours are taken in formal course work and one-third in thesis credit. All graduate courses count toward the 90-hour requirement, if a grade of “C” or higher is attained (a grade of “B” or higher is necessary for courses taken to meet the tool skills requirement). All doctoral students must complete their work with a minimum of a 3.5 grade point average. Students can receive credit toward their 90-hour requirement for graduate course work taken on a pass/fail basis if this course work is outside of the Department of Political Science. Pass/Fail courses cannot be used to satisfy the outside minor or the two tool skills requirements.

We offer a single credit course, Y890 Thesis (Ph.D.) for research purposes. Thesis credits should be used sparingly by students prior to defending their dissertation proposals, but can be especially useful during summer months in early years for students to accumulate graduate credit paid by fee remissions.

All course work offered in partial fulfillment of the degree requirements must have been completed within seven (7) consecutive calendar years before the student passes the field examinations. This seven-year limitation includes time spent in graduate study elsewhere if the student desires to transfer credit to Indiana University. If the seven-year rule is not met, the student will have to re-validate the course work in question.

**10. Defense of Dissertation Prospectus:** A dissertation proposal or prospectus must be prepared and defended before students begin their dissertation research. Many students have found it advantageous to begin working on the dissertation research design before taking their subfield exam. This is especially so since students typically revise several drafts of their proposal working closely with their advisor before the proposal is reviewed and approved by the Research Committee after the student completes a successful defense.

- In preparation for this defense, the student must first find a main advisor to serve as Chair of a (Dissertation) Research Committee. This advisor must be a core (full-time) faculty member in the Department of Political Science. The Research Committee typically includes **two or three additional members from the Department** along with one representative from outside the department. The committee assesses the feasibility of the proposed research as well as its theoretical and methodological soundness. It also attempts to anticipate problems that may be encountered in completing the research. All members of the Research Committee must be members of the graduate faculty. Members from outside the department can co-chair the committee with a faculty member selected from inside the department. Approval of the proposal certifies that the student has a sound research topic and appropriate theoretical as well as methodological support for the research.
- Once the student has successfully defended the proposal, he/she must submit to the Graduate Office a one- or two-page prospectus of the dissertation project along with any necessary **Institution Review Board (Human Subjects Committee) approval** forms/letters.
- After successful completion of the dissertation proposal and submission of the prospectus and Human



Subjects approval letters, the Graduate Office will submit a nomination of candidacy form to the

- University Graduate School. The prospectus and Institution Review Board Committee (Human Subjects Committee) approval are mandatory requirements.

Timely completion and defense of the dissertation proposal is an indicator of satisfactory progress in the program. Toward that end, students should aim to submit a draft of the dissertation proposal as soon as possible after completing the primary subfield examination.

**11. Nomination to Candidacy:** After successful proposal defense, completed coursework, minor certification, and completion of tool and research skills, students can apply for Candidacy (check with the Graduate Office on the procedures for doing so). Once your Nomination to Candidacy is approved by the University Graduate School and you have completed 90 graduate credit hours you would then be eligible to enroll in G901. You need to be enrolled in Candidacy in order to be eligible for G901 status. Students are only given six (6) semesters of G901.

**12. Transferring credit:** A student who has completed graduate work elsewhere may transfer and receive credit for some or all of that work. However, graduate work done elsewhere is not automatically transferable. Students can initiate credit transfers as early as their first year after consultation with the Graduate Director and at the discretion of the graduate committee. Official Transcripts from the issuing institution are required; other materials (e.g., syllabi) may be requested as well.

A student may be allowed up to 30 transfer hours to count toward the 90-hour requirement for the Ph.D. Credits, earned within the prescribed time limits, are transferred at the time of nomination to candidacy. Note that transferring credit for outside minors is governed by the relevant outside Department and University Graduate School rules. Established Ph.D. minors are governed by published rules in the graduate bulletin. Individualized minors require consultation with and initial approval from progress review committees.

All transferred coursework must be completed with a minimum of "B" grade and must have been taken no more than seven years prior to completion of the primary subfield exam. "P" and "S" grades cannot be accepted for transfer without further official evidence of their equivalency.

**13. Dissertation Research and Defense of the Dissertation:** After the student has successfully completed the dissertation proposal, he/she conducts research and writes the results in dissertation format, with the guidance of the Research Committee. Students are responsible for making sure that the dissertation conforms to Graduate School requirements in form as well as substance. The Research Committee supervises the dissertation research and advises students as they prepare the dissertation chapters.

Students should expect to complete several drafts of the dissertation before it is ultimately approved by the Research Committee. During this period, students are required to enroll for dissertation credit in Y890 (Dissertation Research). Students may enroll in one or more units of Y890 each semester until the dissertation is completed. In fact, the gap between the number of hours completed in formal course work and the necessary 90-credit hour requirement is met by enrollment for dissertation credit. By the time the dissertation is completed, most students have enough credits to meet the 90-credit hour requirement. In the rare instance in which students complete program requirements before meeting the 90-credit hour requirement, they will be allowed to pay for any remaining units short of the 90-credit hour minimum. If students reach the 90-hour requirement and have not yet completed the dissertation, they are required to enroll for at least one hour of

graduate credit in Y890 or, as appropriate, one section of G901 worth six credit hours. Students are eligible for six semesters of G901.

When the dissertation has been completed and is approved by the dissertation supervisor (usually the chair of the Research Committee), the Graduate Office will schedule a final oral examination with the candidate and the Research Committee for the student's defense of the dissertation. The dissertation must be successfully defended within seven years of admission to candidacy. At least one month before the final examination, a complete unbound copy of the dissertation must be submitted to each member of the Research Committee.

- Each copy must include a C. V.
- At the same time, the student must submit a one-page announcement of the final dissertation defense.

The dissertation must be approved by all members of the Research Committee. Once the final copy of the dissertation has been approved, the members of the Dissertation Research Committee have signed the necessary forms, and the documents have been appropriately registered in the Graduate School, the Ph.D. is awarded. Dissertations may be submitted to the Graduate School electronically. The Ph.D. signifies that the individual can produce independent research of high academic quality, and is well prepared to undertake a career of scholarship.

Note also that the university requires that you have been in candidacy six months prior to defending your dissertation. You also need to have announced your dissertation defense thirty days in advance. The Graduate Office can explain how you can meet these rules.

**14. Seven-Year Rule:** Once the primary subfield examination for the Ph.D. is successfully passed, a maximum of seven (7) years is allowed in which to complete and defend the dissertation. If the seven-year limitation is exceeded, the subfield examination must be re-taken and course work must be revalidated. Both seven-year rules hold except for special extensions granted by the Dean of the Graduate School, as warranted for special circumstances explained in the graduate bulletin.

## PROFESSIONAL AND ACADEMIC EXPECTATIONS

### Professional Conduct

Part of graduate education is learning the professional norms and responsibilities. We expect integrity and ethical conduct from all graduate students. Furthermore, this is a crucial component of professional intellectual life. Students are strongly encouraged to read the American Political Science Association's (APSA) statements on ethics in the profession, which are available on the APSA website.

Students are also expected to read and familiarize themselves with university policies governing research ethics, plagiarism, teaching responsibilities, appropriate consensual relations and other important issues. We incorporate the *IU Code of Student Rights, Responsibilities and Conduct* ([studentcode.iu.edu](http://studentcode.iu.edu)) as well as the *Procedures for the Administration of the Campus Judicial System at IU Bloomington* (<http://studentcode.iu.edu/procedures/bloomington/>) as part of our departmental procedures, including the array of rights, responsibilities as well as sanctions for engaging in academic misconduct.

Listed below are a set of behaviors that demonstrate professional conduct. These are the norms we expect of all





students. The list below complements the aforementioned APSA and university documents.

1. Graduate students should conduct all research in an honest and thorough manner. Never conceal conflicting data for the purpose of misleading other scholars.
2. Graduate students should strive to create original work. Use your own words, ideas and creativity in writing and research. Give proper credit when using the work of others.
3. Graduate students are expected to demonstrate honesty in their intellectual life, whether completing and submitting assignments and examinations or doing research. Graduate students should never submit the work of others as their own work or fabricate data. Discuss concerns about possible appropriation of your own work with the DGS or faculty advisor.
4. Graduate students are expected to maintain confidences gained through access to research data, unpublished papers and grant proposals.
5. Graduate students who serve as instructors (both AIs and independent instructors) should deal honestly, fairly and impartially with all undergraduate students. An AI or Independent Instructor should not date a student while the student is enrolled in his/her class, nor should a student signal in any way a romantic or sexual interest in a student over whom he or she has grading or teaching authority.
6. Graduate students should participate in departmental research talks, attend workshops and colloquia to enhance substantive knowledge, and engage in the intellectual community of the department and profession.

## Performance Evaluation

Evaluation of student progress is a continuous process in graduate study. It ranges from comments and grades on seminar papers and examinations, to grades assigned for total performance in seminars, to the final evaluation of the doctoral dissertation when it is defended in the oral examination. Some faculty members also provide written comments on students' performance in class in addition to a letter grade. In some subfields, faculty members may provide students with a field-based assessment of their performance in the program. Students are strongly advised to seek ongoing evaluation from faculty members regarding their strengths as well as weaknesses, including advice about ways to improve the identified weaknesses.

Students who serve as Associate Instructors (or AIs) are also evaluated on their performance in carrying out the course-related responsibilities by faculty members at the end of each term. AIs should seek guidance from faculty and campus resources to improve teaching skills and performance.

## Normal Progress

Each student's file contains his/her original application for admission and completed faculty evaluations of students' performance in their seminars. When professors give "B" grades, they often are trying to signal a concern about the quality of student work. Students are expected to maintain a 3.5 or "B" average to remain in formal good standing. For reasons that the instructor as well as the student find compelling, the instructor may award an "I" (incomplete), to be changed to a letter grade when the work is completed. Incompletes are discouraged, and students are advised to make up any uncompleted work quickly. Incompletes on grade reports adversely affect financial aid decisions. In addition, any incomplete not removed after one full year is automatically changed to "F."

**Major stages of graduate study:** There are two stages to the graduate program. The first stage, *pre-candidacy*,

consists of the program of coursework that prepares the student for the primary subfield examination, along with other partial requirement such as the outside minor, tool skills, and second year project. After completing subfield examinations and successfully defending a dissertation prospectus, the student enters the second stage -- *candidacy*. During candidacy, the student plans, executes, and defends the doctoral dissertation.

The student must make *satisfactory progress* toward the doctoral degree in order to maintain good standing in the Department. Satisfactory progress is defined as meeting the prescribed programmatic benchmarks that are outlined below:

*Table 4 Normal Progress*

Year	Milestones
First	<ul style="list-style-type: none"> <li>• Completion of Y570 during the first year of study.</li> <li>• Completion of first tool skill during the first year of study.</li> </ul>
Second	<ul style="list-style-type: none"> <li>• Completion of two A &amp; I seminars.</li> <li>• Completion of second tool skill.</li> <li>• Completion of second-year research project.</li> <li>• Successful progress review.</li> </ul>
Third	<ul style="list-style-type: none"> <li>• Completion of POLS ten-seminar requirement.</li> <li>• Completion of Outside Minor.</li> <li>• Pass primary subfield examination during 5<sup>th</sup> semester or earlier.</li> </ul>
Fourth	<ul style="list-style-type: none"> <li>• Successful Dissertation Prospectus Defense by end of 7<sup>th</sup> semester.</li> <li>• Ph.D. Candidacy.</li> <li>• Dissertation Research.</li> </ul>
Fifth	<ul style="list-style-type: none"> <li>• Write and Defend Dissertation</li> </ul>

**Important Caveats:** Except for thesis or dissertation credits, no incompletes should be carried from one semester to the next. Students should maintain full-time status during the regular academic year (i.e., enrolling in a minimum of 12 credit hours unless the student has successfully completed his/her dissertation defense in which case the stipulations for enrollment hours are different).

### **Academic Probation and Dismissal**

Failure to maintain normal progress not only affects financial aid eligibility, but also good standing within Indiana University. When students run into academic problems, the first step is to place students on probation, which is primarily an advisory intervention that is not reflected in official transcripts.

In accordance with College guidelines for probationary status—last revised in May 2016, students will be automatically put on probation if any of these conditions apply:

- Cumulative GPA falls below 3.0
- Students get three or more grades of incomplete in a single semester
- Students do not resolve incomplete grades the following semester after these are awarded
- Failure to pass a subfield exam during a first attempt
- Failure to defend dissertation prospectus by the fall semester of a student’s fifth year of study

Students will be notified in writing that an academic probation is forthcoming. The graduate office will work with the College Graduate Office to develop a reasonable plan and timeline for student to regain normal

progress as soon as possible. Probations are the domain of the College Graduate Office, which sends written notifications to the student with copy to the Department's Chair (not the graduate office).

If a student meets probationary terms in a timely fashion, the Director of Graduate Studies will request that the College Graduate Office lift probationary status. If a student does not meet probationary terms, the Director of Graduate Studies will then request dismissal from the Ph.D. per the terms of the original probation letter.

Typically, students must have been on probation for at least one semester before being dismissed from the Ph.D. program. Two notable dismissal exceptions for POLS students that do not require prior notice are:

(1) failure to secure final approval of second-year research project prior to the fifth semester of study; or (2) failure to pass a subfield exam after a second attempt.

## Student Records

Each student's file contains his/her original application for admission, completed faculty evaluations of students' performance in their seminars, evaluations of students in their AI work, relevant programmatic documents (e.g., second year project, progress review committee forms, etc.) and other forms of correspondence by, from, and about the student. The information in this file is used for making departmental decisions on financial assistance and other awards. It is also the basis for *counseling* by the Director of Graduate Studies and/or the Graduate Committee, and the members of the student's advisory or research committees.

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), students whose files were assembled after January 1, 1975, are entitled to inspect the non-confidential contents of their file upon request. Please allow time for the graduate office to prepare a non-confidential dossier.

The graduate office will also make every effort possible to safeguard the privacy and confidentiality of student records, including the use of secure systems to transmit student information as required by FERPA and Indiana University policies. In order to perform its required administrative duties, the Graduate Office will only share student information with appropriate campus offices (including a student's main advisor(s)) who have a legitimate academic interest; and only on a need-to-know basis. Moreover, student files that are managed by the graduate secretary will not be available for perusal by faculty members (other than the DGS), POLS staff, or other graduate students. Besides administrative procedures, student information will not be shared or disclosed without written consent from affected students.

## DEPARTMENTAL RESOURCES

### Political Science Graduate Office

Your main point of contact with the Department is the POLS graduate office, which is led by the Director of Graduate Studies (DGS) with assistance from the graduate secretary. A summary of their respective responsibilities is shown below.

*Table 6 Selected Graduate Office Tasks*

Director of Graduate Studies	Graduate Secretary
<p>“Directors of Graduate Studies (DGS) are responsible for the academic and professional integrity of their graduate programs. The structure and administration of graduate education varies significantly across College units... In some units, faculty other than the DGS manage graduate admissions and placement and/or supervise instructional and research appointments. Within these varying structures, the DGS communicates with relevant internal faculty members and groups to coordinate and facilitate graduate training and support. The DGS also serves as the primary representative of the graduate program to internal and external audiences.</p> <p>Specific responsibilities of the DGS include...:</p> <p>Serve as faculty liaison between the graduate program and relevant College, University Graduate School, and University offices...</p> <p>Serve as the initial academic advisor to incoming graduate students...</p> <p>Serve as the first point-of-contact for graduate student grievances within the department, and refer students on to higher levels of review as necessary. Work with appropriate College and campus offices to resolve and address graduate student problems.”</p>	<p>Graduate secretaries (GS) are responsible for the day-to-day operations of the graduate program, for providing administrative and logistical support to the Director of Graduate Studies, and for providing guidance to graduate students on relevant department, College, and University Graduate School policies. The GS plays a central role in the success of graduate programs, often involving independent judgment and decisions that affect students’ academic lives, but the DGS is ultimately responsible for ensuring the academic integrity of the program.</p> <p>Specific responsibilities that may be assigned to the GS include:</p> <p>Serve as liaison between the program and relevant College, University Graduate School, and University offices...</p> <p>Provide guidance to students and faculty on relevant administrative policies...</p> <p>Maintain files for current program students...</p> <p>Provide logistical support for graduate program events/activities, including new student orientation, student workshops, and celebrations/award ceremonies...”</p>
<p><i>Source:</i> College Graduate Office, “Roles of Directors of Graduate Studies” available at <a href="https://intranet.college.indiana.edu">https://intranet.college.indiana.edu</a>.</p>	<p><i>Source:</i> College Graduate Office, “Roles of Graduate Secretaries” available at <a href="https://intranet.college.indiana.edu">https://intranet.college.indiana.edu</a>.</p>

As you progress through the graduate program, you will rely more heavily on your main advisor(s) and committees to guide your studies. However, if you run into any problems and/or need more information, please approach the graduate office before reaching out to the Department’s Chair or other campus offices.

## Financial Assistance and Placement

Each spring semester, all students who wish to be considered for departmental funding must complete a financial aid application. During the spring semester, the Graduate Advisory Committee, sometimes known as the Financial Aid or Funding Committee, evaluates the financial aid applications and student files to make recommendations for financial aid. In large measure, financial aid is based on two separate factors: the extent to which the student is making satisfactory progress and the amount of funds made available to the department by the College of Arts & Sciences. The Committee makes funding decisions, which are conveyed to graduate students in writing around the end of spring semester, with continuing notification as AI positions open throughout the summer.

Graduate education in the Department is funded primarily through Associate Instructorships and Fellowships, as described below:

**Associate Instructorships (AIs):** Associate Instructorships provide financial assistance for graduate students to either assist faculty members in teaching undergraduate courses or teach their own courses as independent instructors. AIs assisting faculty in teaching undergraduate or graduate courses are expected to work an average 20 hours per week, maintain a 3.5 grade point average (on a 4.0 scale) and demonstrate normal progress toward the Ph.D.

Prior to the beginning of each semester, the Director of Graduate Studies solicits preferences for AI assignments from eligible students and from faculty members who will be teaching undergraduate courses with assistants. Faculty members and students who are eligible for financial support are invited to submit preferences for AI assignments to the Graduate Office. Although it is impossible to honor everyone's first choice, the preference list carries considerable weight, especially when there is congruence between faculty and graduate students' interests within the confines of departmental teaching needs.

Associate Instructorships also provide opportunities for advanced graduate students to teach their own independent sections of departmental undergraduate courses. Selection of independent section instructors is based on:

- student's past performance as an AI
- demonstrated substantive expertise in subjects that need to be offered
- evidence of normal progress in the graduate program

Generally, students should have accumulated several semesters of effective teaching experience as an AI before they will be considered ready to take on an independent section. In addition, independent instructors are typically selected from among the pool of advanced students who have completed their field examinations to ensure that they are competent to teach undergraduate students. A full account of eligibility requirements and evaluation criteria is announced when the Department makes a call for applications.

Graduate AI and teaching assignments are made by the Director of Graduate Studies in consultation with the Department's Executive Committee and subfield coordinators.

AIs have five main responsibilities: (1) prior to the start of each semester, meet with the course professor to discuss responsibilities and expectations regarding timelines for grading, office hours and other duties; (2) read class material and attend every class session, unless the professor specifies differently; (3) be available during the semester and at the end of the semester to assist with grading and tallying final grades for the course; (4) keep course records, grades and papers in a secure place, and make back-up copies of all class-related electronic

files; and (5) assist professors in distributing papers, setting up technology, etc. at relevant class meetings. If a graduate student is concerned about his/her working relationship with a professor, the student is encouraged to discuss the perceived problem with the professor and/or the Director of Graduate Studies.

**Fellowships and Grants:** Each year, the Department awards some fellowships to incoming graduate students. Other fellowships, including some for more advanced students, may be available from other units on campus, but decisions about these are made by these units and not by the Department.

**Outside Sources of Funding:** We strongly encourage students to work with advisors to secure outside funding for data collection, field research, dissertation writing support and other fellowship opportunities for learning languages and developing methods skills. The Department provides support to assist graduate students in securing fellowship money in support of language study, data collection and dissertation research. Our students have been successful in receiving fellowships and grants from a wide variety of sources including the National Science Foundation, Fulbright, Social Science Research Council and IREX. Additionally, there are funding opportunities on campus for RA and AI positions in other departments, including the Business School, SPEA and Area Studies Programs. We encourage our students to seek these opportunities out as well.

**Funding for Conference Presentations:** In addition to providing financial support in the form of assistantships, fellowships and grants, the Department also provides support for graduate students, who have been selected to present a paper at an important scholarly conference. Graduate students may apply for conference funding during both the fall and spring semesters.

**Funding for Training Workshops:** subject to available financial resources, the Department also provides annual support for graduate students to attend off-campus training workshops to learn skills that are not regularly offered at Indiana University. In recent years, we have sent students to the Institute for Qualitative Research Methods (IQRM) and the Inter-Consortium for Political Science Research (ICPSR).

**Placement:** The Department is committed to helping its graduates find viable employment. Toward that end, the Director of Placement works with graduate students and their Research Committees to identify suitable job prospects, prepare for the job talk and to assemble an employment dossier. Students who believe they are ready to go on the job market should consult with their dissertation supervisor, their Research Committee and the Director of Placement before applying for positions. These students should also plan on attending spring workshops that suggest preparatory steps during the summer prior to entering the job market. Starting in early fall, the Graduate Office also assists students by assembling and mailing confidential reference letters under departmental cover on behalf of graduate student job applicants. In recent year, the Department has also organized regular fall workshops and a practice talk series that runs from October to early spring term.

## Political Science Graduate Student Association

Our Department is intent on providing students with the professional skills that they need to thrive and succeed in the profession. Toward that end, our Department supports a graduate student organization known as the Political Science Graduate Student Association (PSGSA). In addition to hosting social functions for graduate students, this organization elects its own leaders, who serve as Co-Presidents of the Association. A representative of the PSGSA may participate as consulting committee members on faculty hiring committees, and PSGSA officers regularly consult with the Director of Graduate Studies (DGS) about colloquia and workshop events that are held for the benefit of graduate students. Most recently, PSGSA participated effectively in the evaluation of our graduate program, which brought about a series of positive reforms. The PSGSA also works closely with the DGS in planning the beginning-of-the-year picnic, regular graduate student luncheons, as well as the end-of-

the year graduate awards ceremony. It also sponsors a mentoring (buddy) program between first-year and advanced graduate students.

## **Appendix A: Grandfathering clause**

Per a POLS faculty vote of February 2017, all current graduate students (as of spring 2017) will be grandfathered under whichever rules apply to their corresponding cohort. This appendix collects the main provisions that apply to previous cohorts. Any clarifications of previous rules will be made using the previous edition (August 2015) of the graduate guide, which students can request from the graduate office if they have misplaced their own copies. Please remember that campus rules will prevail over any current or previous departmental guides; the University remains the final arbiter regarding graduate study requirements.

### **Second-year paper requirement for students who began the PhD program in Fall 2014 or earlier**

A second-year research project provides students with an opportunity to prepare a high-quality research paper or a research grant proposal. The expectation is that the second-year project is a potentially publishable paper or a potentially fundable research grant proposal; with approval, it might also be a published paper in a reputable political science research journal. Ideally, the product should reflect the student's major field, but this is not a requirement. Research designs, literature reviews, book reviews and short essays will not satisfy this requirement, since the goal is for the student to engage in increasingly sophisticated research to produce a piece of original research. Papers written while in other graduate programs or undergraduate theses will not satisfy our requirement.

Students are expected to discuss ideas about the second-year research project during the Progress Review Committee meeting, including theme, length, whether the student will complete a paper or research grant proposal and the manner in which committee members wish to provide feedback on the product. Students should submit to their advisor the first draft of their second-year product by the middle of the fourth semester to get feedback prior to the deadline. The deadline for getting approval from the Progress Review Committee is August 15 (just prior to the beginning of the fall semester of the student's third year). Once the Progress Review Committee has approved the paper as acceptable, it will be submitted to the Graduate Office and kept in the student's file. Submission of the second-year project is an important milestone in our program, which is considered by the Graduate Advisory and Financial Aid Committee when it evaluates students for financial aid.

### **Subfield examinations for students who entered the PhD program in Fall 2016 or earlier**

When the course of study prescribed by the Progress Review has been completed, the student is ready to take comprehensive field examinations. Each student takes written preliminary exams in two of the five fields in Political Science. There is no oral component. Successful passage of these examinations certifies that the student has acquired a broad base of knowledge and is now ready to engage in specialized research for the dissertation. The examinations also serve as a means whereby the examining committee can ascertain that the student is sufficiently well grounded in the fields covered by the exams to teach courses at the college level in these fields. Field examinations are an opportunity for students to demonstrate mastery of the field as well as the ability to discuss their own ideas about future research directions. In order to pass the examination, students must demonstrate competency on both fronts.



The Departmental faculty has adopted the following regulations concerning field examinations:

- The departmental Graduate Office schedules the exams for both the fall and spring semesters around the middle of the semester.
- The examination schedule is posted at the beginning of the semester. Copies of previous examinations are available in the Graduate Office. In order to maintain satisfactory progress, students must take their primary subfield by the end of their 5th semester.
- Faculty committees in each field specify format and set up their own procedures for the preliminary exams. These procedures are available in the Graduate Office. Each field will create a minimal administrative structure with a field chair responsible for organizing exam questions and monitoring their evaluation.
- Evaluation will be done by whomever the field designates as appropriate. Results are typically conveyed to students through the Graduate Office.
- A positive majority vote of the evaluators is required to pass the exam. In case of ties, the outcome will be determined by the entire field membership.
- Each of the examinations will be graded on the following scale: *Pass*, the written examination is acceptable *and Fail*, the student can take the examination a second time in the following semester if the student wishes.
- No field examination may be re-taken more than twice.

## Transferring Credit

Under certain conditions, a student who comes to Indiana University after having completed graduate work elsewhere may transfer and receive credit for some or all that work. A student may be allowed up to 30 transfer hours to count toward the 90-hour requirement for the Ph.D. Credits, earned within the prescribed time limits, are transferred at the time of nomination to candidacy.

All transferred coursework must be completed with a minimum of "B" grade and must have been taken no more than seven years prior to completion of the preliminary exams. "P" and "S" grades cannot be accepted for transfer without further official evidence of their equivalency.

Graduate work done elsewhere is not automatically transferable. Transfer takes place only upon recommendation by the Department of Political Science. Transfer requests will be considered by the Graduate Committee upon the student's acceptance to the program. Graduate Committee recommendations are subject to approval by the College Graduate Office. The question of transferability of graduate credit cannot be answered at the time the student arrives at Indiana University. Even if all appropriate hours could be transferred to Indiana, this still would not determine the timetable for obtaining the Ph.D. degree. Readiness to stand for the field exams and to defend the dissertation does not depend on the number of course hours taken, but rather on the scope and quality of intellectual preparation, as judged by the student's Progress Review Committee.



## Appendix B: Graduate Bulletin Entries

Graduate bulletin entries denote the official requirements for all graduate degrees offered by Indiana University. For quick reference, this appendix lists three entries corresponding to the Department of Political Science's current graduate offerings.

- Doctor of Philosophy (Ph.D.)
- Ph.D. minor
- Master of Arts

Please note that the Department only admits students to its Ph.D. program. The Ph.D. minor is available to other doctoral students at IU. The master's degree is available to current graduate students in other departments as well as Political Science (for those students who do not already have a similar degree in political science).

### Doctor of Philosophy Degree

#### Course Requirements

A total of 90 credit hours, including dissertation. Y570 Introduction to the Study of Politics is to be taken in the first year of residence. Students should complete Approaches and Issues (A & I) seminars for two subfields during the first two years of residence. Each graduate student must complete 10 graduate seminars numbered 500 and above in political science (excluding directed reading and directed research courses), averaging at least a B (3.0) in all seminars, prior to nomination to candidacy for the Ph.D. degree.

Students entering with previous graduate work can submit a petition to transfer credits. In accordance with university requirements, the director of graduate studies and a designated departmental committee (typically the advisory committee) will evaluate supporting documentation such as syllabi to assess the substance and level of prior graduate training. If approved, transfer requests can reduce the number of required seminars.

Students are required to successfully complete a second-year research project to demonstrate and start building professional competence by producing high-quality scholarship. The second-year project should reflect the student's main field, but students have discretion in the choice of their topics. Papers written while in other graduate programs or undergraduate theses will not satisfy the requirement.

Students should consult with advisory committee members no later than the end of their third semester to identify a piece of work that will be submitted for subsequent evaluation by the student's progress review committee. Second-year papers will be evaluated by advisory committees in accordance with established departmental guidelines. If revisions are needed, students will have a 90-day waiting period to revise and resubmit their work for final approval. Failure to secure approval before the start of the fifth semester will result in dismissal from the PhD program.

#### Fields of Study

Students admitted into the PhD program must identify one primary and one secondary subfield from the following list: American Politics, Comparative Politics, International Relations, Political Methodology, and Political Philosophy. A primary subfield requires one A & I seminar, 4-5 substantive seminars to be approved by an advisory committee, and one qualifying examination. A secondary subfield requires one A

& I seminar and three substantive seminars. Students wishing to change their concentrations must complete a revised progress review and have it approved by their Advisory Committee and the Director of Graduate Studies.

### **Minors**

The outside minor requirement is typically satisfied by completing four courses in one or more related departments or in an interdepartmental program, embracing either substantive material or methodology. Some departments or other programs have specific requirements for a Ph.D. minor; students should check with the relevant unit for details. Students selecting an individualized minor must have the proposed set of courses approved by the advisory committee, the Director of Graduate Studies, and the Graduate School.

### **Advisory Committee**

Each student will be assigned an advisory committee, which will include two faculty members from each of the student's primary and secondary subfields in political science and a representative of the outside minor. (Students choosing an individualized minor need not have a representative of that minor.) The chairperson of the committee serves as the student's principal advisor.

The committee will supervise the student's course of study during pre-candidacy. Advisory committees must approve a topic and type of work to be submitted for second-year research projects by the end of a student's third semester.

A formal review of progress toward the degree will take place towards the end of a student's fourth semester. Along with academic advice for coursework that prepares students for their primary subfield examination and eventual dissertation research, progress advisory committees will be required to submit a recommendation to the Political Science Graduate Office regarding a student's ability to continue in the graduate program. This recommendation will depend upon the committee's final evaluation of the second-year research project.

### **Foreign Language/Research-Skill Requirement**

The student must demonstrate proficiency in any two of the following subjects: a foreign language, mathematics, logic, statistics, or computer science. With the approval of the advisory committee, the student may qualify in a single language or research skill at an advanced level, rather than in two. To qualify in a language at the advanced level, the student must satisfy the in-depth proficiency requirement. For rules regarding qualification in a research skill at the advanced level, consult the Director of Graduate Studies. The student is expected to make satisfactory progress in meeting the requirements for the degree. In particular, students must satisfy the first language or research-skill requirement during the first year of study, and the second requirement no later than the second year.

### **Qualifying Examination**

Students must take one qualifying examination in a primary subfield after completing its required coursework. This qualifying examination is intended to evaluate the student's substantive knowledge and analytical ability in the student's main field of study. The written qualifying examination is administered two times a year: in the fall and spring. Students can retake the examination a second time if their first attempt is unsuccessful. Failure to get a passing grade after a second attempt will result in dismissal from the PhD program.



## Research Committee

Upon completion of the qualifying examination and presentation of a satisfactory dissertation proposal, the student will be nominated to candidacy for the Ph.D. The University Graduate School, on the recommendation of the department, will appoint a research committee to supervise the dissertation.

## Final Examination

Covers the field of study related to the dissertation and defense of the dissertation.

## PhD Minor in Political Science

Students from other departments or schools who wish to minor in Political Science should consult with the Director of Graduate Studies, who will ordinarily serve as the minor advisor. Students will be required to complete 12 credit hours of course work; these courses must be completed with a grade point average of at least 3.3 (B+). All courses must be approved for graduate credit and no more than one course should be taken below the 500 level. These requirements may be modified in particular cases by the Director of Graduate Studies.

## Requirements

The PhD Minor in Political Science (henceforth, POLS PhD minor) offers graduate students an opportunity to add a political dimension to their program of graduate study. This political dimension, which is relevant for many scholarly pursuits, entails the study of distribution of power in groups, parties, institutions, governments, and international organizations. In our discipline, we ask who has power, how they got it, and why the exercise of power benefits some more than others. We also want to know whether distributions of power are subject to change, and if so, by what means, and in which direction. Moreover, we are particularly interested in democratizing changes, which is topic of major interest for many area studies centers on our campus.

The POLS PhD minor requires the completion of four seminars, comprising a minimum of 12 credits. We do not have a required core course, thus providing graduate opportunities an opportunity to identify a set of POLS seminars that best meet particular training needs.

Graduate students have the option of developing broad knowledge of our discipline by taking seminars across our five subfields: American Politics, Comparative Politics, International Relations, , Political Philosophy, and Political Methodology. Alternatively, students can choose to study a particular topic in depth, typically within the context of a single subfield.

Students must receive a grade of B+ or higher in all approved coursework. The minor will be administered and approved by the POLS Director of Graduate Studies.

## Master of Arts Degree

The department is not currently accepting students in this program. Students enrolled in our Ph.D. program may, if they choose, apply for an M.A. degree before they complete the Ph.D. This M.A. may serve either as a terminal degree or as a stepping stone towards later completion of a Ph.D. Courses taken to satisfy requirements for the M.A. could also count towards completion of requirements for the Ph.D. program, provided that program is completed under existing time limits and the student meets the following requirements.



## M.A. Advisory Committee

Students must form a committee of three or more faculty members who will be responsible for approving a master’s paper. One of these faculty members must be designated as the M.A. advisor.

## Course Requirements

A total of 30 credit hours, including Y570. At least 15 of the 30 credit hours must be graduate courses (500 level or higher). In order to qualify for the M.A. degree, each graduate student must complete five graduate seminars in political science, averaging at least a grade of B (3.0) in all seminars. For students entering with previous graduate work, the Director of Graduate Studies, in consultation with the student’s M.A. advisory committee, may allow transfer up to 8 hours of graduate credit from other institutions. Courses taken to meet tool skills can count towards the 30-credit minimum. If coursework has not been completed within five (5) years of applying for the MA, it will need to be revalidated (see UGS rules on revalidation).

## Master’s Paper

This written requirement can be based on a research paper prepared in a departmental seminar. If a new paper is written to satisfy this requirement, it may receive no more than 4 hours of credit. The master’s paper must be approved by all members of the M.A. Advisory Committee.

## Foreign Language/Research-Skill Requirement

The student must demonstrate reading proficiency in one language or proficiency in an approved research skill. Students specializing in American politics or public policy (if admitted before fall 2016) must use an approved research skill, not a foreign language, to meet this requirement.

MAAD (Master’s Application for Advanced Degree: Once all of the above requirements have been met, and eDoc must be submitted to apply for the MA Degree (One.iu). Electronic submission of the essay is NOT submitted via proquest. A hard copy or electronic copy is to be submitted to the POLS Graduate Office.

## Appendix C: Graduate Language Proficiency Requirements

**It is the responsibility of the Graduate Student to contact and confirm requirements with the Language Department. The information provided, below, is for reference only (some contact info may be out of date).**

Akan/Twi	African Studies
Ancient Greek	Classical Studies
Arabic	Near Eastern Languages and Cultures
Bamana	African Studies
Bengali	India Studies
Bosnian	Department of Slavic and East European Studies
Bulgarian	Department of Slavic and East European Studies



# APPENDIX C: GRADUATE LANGUAGE PROFICIENCY REQUIREMENTS

Catalan	Department of Spanish and Portuguese
Chinese	East Asian Languages & Cultures
Classical Latin	Classical Studies
Croatian	Department of Slavic and East European Studies
Czech	Department of Slavic and East European Studies
Dutch	Germanic Studies
Estonian	Central Eurasian Studies
Finnish	Central Eurasian Studies
French	Department of French & Italian
German	Germanic Studies
Haitian Creole	Center for Latin American & Caribbean Studies
Hebrew	Jewish Studies Program
Hindi	India Studies
Hungarian	Central Eurasian Studies
Italian	Department of French & Italian
Japanese	East Asian Languages & Cultures
Kazakh	Central Eurasian Studies
Kiswahili	African Studies
Korean	East Asian Languages & Cultures
Kurdish	Central Eurasian Studies
Kyrgyz	Central Eurasian Studies
Maya	Center for Latin American & Caribbean Studies
Medieval Latin	Classical Studies
Modern Greek	Institute for European Studies
Mongolian	Central Eurasian Studies
Norwegian	Germanic Studies
Pashto	Central Eurasian Studies
Persian	Central Eurasian Studies



Polish	Department of Slavic and East European Studies
Portuguese	Center for Latin American & Caribbean Studies; Department of Spanish and Portuguese
Quechua	Center for Latin American & Caribbean Studies
Romanian	Department of Slavic and East European Studies
Russian	Department of Slavic and East European Studies
Sanskrit	India Studies
Serbian	Department of Slavic and East European Studies
Spanish	Center for Latin American & Caribbean Studies; Department of Spanish and Portuguese
Tamil	India Studies
Tibetan	Central Eurasian Studies
Turkish	Central Eurasian Studies
Ukrainian	Department of Slavic and East European Studies
Urdu	India Studies
Uyghur	Central Eurasian Studies
Uzbek	Central Eurasian Studies
Wolof	African Studies
Yiddish	Germanic Studies
Yoruba	African Studies
Zulu	African Studies

**African Studies Program**

Graduate proficiency in African languages require the successful completion of two years (beginning and intermediate) with a B grade or higher each semester.

Students with proficiency may elect to take an oral exam with the African languages coordinator.

Website: <http://www.indiana.edu/~afrist/home/>

African languages include:

- Akan/Twi
- Bamana
- Kiswahili
- Wolof
- Yoruba
- Zulu

### Department of Central Eurasian Studies

Proficiency Exams:

Estonian	Finnish	Hungarian
Kazakh	Kyrgyz	Kurdish
Mongolian	Pashto	Persian
Tibetan	Turkish	Uyghur
Uzbek	other Central Asian languages depending (Dari, Tajik, etc.)	

Graduates: May fulfill the research language requirement by testing through the intermediate level. There is no charge for the exam for any IU student. Note: To take the exam, complete Registration form from department website and send to [ceus@indiana.edu](mailto:ceus@indiana.edu) with the subject line "Language Exam." Check website for deadline. Website: <http://www.indiana.edu/~ceus/>

### Department of Classical Studies

Latin or Greek Proficiency Exam

Graduate Proficiency Examination in Ancient Greek, Classical Latin, and Medieval Latin

The Graduate Proficiency Examination in **Ancient Greek, Classical Latin or Medieval Latin** will be given by arrangement between the students and the Department of Classical Studies. The student must register with the Classics Department at least two weeks before the date of the examination. The examination is set for 2 hours; it will be scored according to the accuracy of translation and the amount of material translated. Latin/English or Greek/English dictionaries may be used. A student may not take the examination more than three times. Students should bring their ID card with photograph to the examination.

- Students may be certified in Latin by examination or by completion of L400 or the equivalent with a grade of *B* or better.
- Students may be certified as proficient in ancient Greek by examination or by completion of G302 or the equivalent with a grade of *B* or better.

Get registration form at <http://classics.indiana.edu/graduate/proficiency.shtml>



## Department of East Asian Languages and Cultures

Demonstrating Reading Proficiency in Chinese, Japanese or Korean

MA and PhD students wishing to use **Chinese, Japanese or Korean** to fulfill a reading proficiency requirement should first give some thought to how they wish to use the language in research. The main purpose of the reading proficiency requirement is to demonstrate that the student will be able to use primary sources written in their chosen language to conduct research in his or her field. All students should read the section in the [University Graduate School Bulletin](#) on Foreign Languages and Research Skills.

Once the student and his or her advisor decide that Chinese, Japanese or Korean will be an appropriate research language, the student should determine which method of proficiency demonstration will be the best.

There are several means of demonstrating reading proficiency in one of the EALC languages:

- successful completion of coursework. By completing, with a grade B or higher in the second semester of the third year of Chinese, Japanese or Korean, (EALC-C or J 534 or K302) the student is considered to have demonstrated reading proficiency in that language.
- achieving an appropriate score on a standard language proficiency exam. Students with previous experience in the language may take the language proficiency exam. Generally, the exams for Chinese and Japanese are administered before the start of each semester. Students should contact EALC for details on the date, time and place of the exam. Students wish to take the Korean exam should contact the Korean Language Coordinator (Hyo Sang Lee at [hyoslee@indiana.edu](mailto:hyoslee@indiana.edu)). Students demonstrating proficiency at the level of the second semester of the third year of the language will be considered to have demonstrated reading proficiency.
- achieving an appropriate score on an individualized language proficiency exam. Given that the purpose of reading proficiency in a language is to conduct research in that language, students may work with their advisor and EALC to have an individualized reading or translation exam given. Usually in these cases, the student's advisor and an EALC faculty member will work together to identify an appropriate text and the exam, administered by the EALC faculty member, will consist of a translation of that text.

East Asian Languages and Cultures: <https://ealc.indiana.edu/> Goodbody Hall, Room 230, [ealc@indiana.edu](mailto:ealc@indiana.edu)

## Institute for European Studies - Modern Greek Program

Graduate advanced reading knowledge requirement in **Modern Greek** is satisfied by completing EURO E491 and EURO E492 with a grade of B or better.

Website: <https://euro.indiana.edu/academics/modern-greek/index.html>





## Department of French and Italian

### French

Choose any one of the following options:

Take the Graduate School Foreign Language Exam and earn a score of 53 or higher (out of 64 points). This exam is administered by the Bloomington Evaluation Services and Testing (BEST), phone: 855-1595.

Jacobs School of Music graduate students may take the Music First-Year Language Exam (MFYLE) instead of the Graduate School Foreign Language exam, depending on their specific graduate program requirements. Such students should check with their graduate program advisor.

Complete F491 and F492. A grade of B or better is required in F492 to fulfill the language requirement. F491 is a prerequisite for F492. If you have previous French knowledge but cannot test out of the requirement through the exam, you may be allowed to skip F491 and enroll directly in F492. This would have to be approved by Dr. Bastin, and the FRIT staff would have to enter an online permission in OneStart.

Enroll in a FRIT course taught in French at the 300-level or above (courses taught in English and F491 not included) and earn a grade of B or better. After completing the course, the student must ask the FRIT graduate student services coordinator to send a memo to the student's major department.

Any special situations should be addressed with the departmental language examiner for French:

### Italian

Choose any one of the following options:

Successfully complete the Italian reading proficiency exam administered by the Department of French and Italian in September and February.

This is a translation exam graded on a pass/fail basis.

Two hours will be given to complete the translation of a two-page text selected by the Italian Graduate Language Examiner.

Reference materials such as dictionaries and smartphones are not allowed. Blue books will be provided.

Request registration by emailing our Graduate Student Services Coordinator from your IU email address with your full name and last 4 of your student ID.

Enroll in a FRIT course taught in Italian at the 300-level or above (courses taught in English not included) and earn a grade of B or better. After completing the course, the student must ask the FRIT graduate student services coordinator to send a memo to the student's major department.

Jacobs School of Music graduate students may take the Music First-Year Language Exam (MFYLE) instead of the Graduate School Foreign Language exam, depending on their specific graduate program requirements. Such students should check with their graduate program advisor.

Any special situations should be discussed with the departmental language examiner for Italian



## Department of Germanic Studies

We offer language proficiency for graduate students in all modern languages taught in our department, namely **Dutch, German, Norwegian, and Yiddish**. The language proficiency in Dutch, Norwegian, and Yiddish can be acquired by passing the fourth semester (Intermediate II) in the language sequence with a grade of B or better (all these courses are taught piggy-back with undergraduate and graduate sections). In German, reading proficiency for graduate students can be demonstrated in various ways—either by passing G492 with the grade of B or better (G491-492 are a two-semester sequence offered fall and spring semesters and also during the summer). Alternatively, a student with prior knowledge of German may pass the German proficiency test and thus demonstrate adequate proficiency, or enroll in a graduate course taught in German and receive the grade of B or better.

Contact the Department of Germanic Studies or Bloomington Evaluation Services and Testing for questions about the German Reading Proficiency Exam.

Department Website: <http://germanic.indiana.edu/>

## India Studies Program

### Language Proficiency Testing and Certification

Dhar India Studies periodically administers language proficiency tests in South Asian languages for undergraduate students. You must, however, register for language proficiency tests in advance. We can also arrange for proficiency certification for graduate students and faculty members in connection with grant applications, for example. The languages we can offer proficiency tests for include **Bengali, Hindi, Sanskrit, Tamil and Urdu**. Proficiency testing for those registered at other institutions can also be arranged for a fee. Watch this website <http://www.indiana.edu/~isp/> for announcements of upcoming tests.

International students who wish to use their native language (if their native language is not English) to establish foreign language proficiency should complete the [Application for Establishment of Foreign Language Proficiency for Non-Native Speakers of English](#) on the department website. Students interested in this option should complete the process as early in their undergraduate careers as possible.

Please contact the program's Director of Language Instruction for additional information.

## Jewish Studies Program

**Yiddish** graduate proficiency is the completion of 2nd year Yiddish or the equivalent. (See Department of Germanic Studies)

The **Hebrew** program has its own placement exams, and proficiency is determined by the director of the Hebrew language program. (For Jewish Studies MA students, completing 2 years of Modern Hebrew also fills the requirement.) Graduate-level coursework in Hebrew is offered by the Department of Near Eastern Languages and Cultures.

Website: <http://www.indiana.edu/~jisp/hebrew/index.shtml>



## Center for Latin American and Caribbean Studies & Department of Spanish and Portuguese

### Foreign Language Requirement

Reading proficiency in **Spanish, Portuguese, Haitian Creole, Maya, or Quechua** must be demonstrated through one of the following methods: by passing a proficiency examination by one of IU's foreign language departments, earning a grade of B (3.0) or better in a graduate readings course in the language, or by passing a reading examination prepared by CLACS (for **Haitian Creole, Maya, or Quechua** only).

CLACS Website: <http://www.indiana.edu/~clacs/> HISP, Website: <http://www.indiana.edu/~spanport/>

### Spanish

1. Either: By completing, with a grade of B (3.0) or better, the reading course HISP S492. Students may register for the first course in the sequence, HISP S491, to prepare for HISP S492; those who feel they have sufficient preparation may register for S492 only, though they should consult the language advisor first. HISP S491 & HISP S492 are offered **only** in summer.
2. Or: By receiving a grade of B (3.0) or better in an IU Spanish course numbered HISP S300 or higher in literature, linguistics or culture (excluding individual readings). The course must be taught in Spanish.
3. Or: By achieving a score of 62 or higher on the GSFLE (Graduate School Foreign Language Exam). The GSFLE test has a \$15.00 charge that can be paid by cash, check, or charged to your bursar bill if you are a current student. For registration and exam information, please contact the office of BEST (Bloomington Evaluation Services and Testing) Email: [best@indiana.edu](mailto:best@indiana.edu), Website: <https://iubest.indiana.edu/services/testing/gsfle.html>
4. In order to qualify for **In-depth** Spanish language proficiency, the student must first establish proficiency by any of the methods listed above (1-3). Once proficiency has been established, the student must pass a course numbered HISP S500 or higher with a grade of B (3.0) or better. The course may be in literature or linguistics and it must be taught in Spanish.

### Portuguese

1. By completing, with a grade of B (3.0) or better, the reading course sequence HISP P491 and HISP P492. As with Spanish, students may register for the first course in the sequence, HISP P491, to prepare for HISP P492; those who feel they have sufficient preparation may register for HISP P492, though they should consult the language advisor first.
2. By receiving a grade of B (3.0) or better in an IU Portuguese course numbered HISP P300 or higher (excluding individual readings). The course must be taught in Portuguese.
3. In order to qualify for **In-depth** Portuguese language proficiency, the student must first establish proficiency by any of the methods listed above (1-2). Once proficiency has been established, the student must pass a course numbered HISP P500 or higher with a grade of B (3.0) or better (individual readings may not be counted for this purpose). The course must be taught in Portuguese.



## Catalan

1. By receiving a grade of B (3.0) or better in an IU Catalan course numbered HISP C400 or higher (excluding individual readings). The course must be taught in Catalan.
2. In order to qualify for **In-depth** Catalan language proficiency, the student must first establish proficiency by the method listed above. Once proficiency has been established, the student must pass a course numbered HISP C500 or higher with a grade of B (3.0) or better (excluding individual readings). The course must be taught in Catalan.

## Department of Near Eastern Languages and Cultures

Currently not offering official graduate-level reading proficiency exams or required coursework. Minors in **Arabic** and **Hebrew** are offered.

Departmental Website: <http://www.indiana.edu/~nelc/>

## Department of Slavic and East European Studies

For **Russian** we offer two courses, R491-492, which grad students take for no grad school credit. Passing R492 with a B establishes that degree of language skill. If students who have taken Russian previously seek to establish that proficiency without taking the courses, we accept third year Russian with a B or better if it is recent, i.e., a couple of years ago, but not say eight or ten years earlier. (Those students almost certainly require a refresher to be able to read scholarly Russian even with a dictionary.) We can also give them a translation test. Basically, that means they read and translate approximately a page of Russian scholarly prose in the student's area of interest. Upon request, we can give an exam in our other languages, including **Polish, Czech, Ukrainian, or Bosnian, Croatian, and Serbian**. I once gave a reading exam in **Bulgarian** back in the early 90s, even though we don't teach that language, and I have twice worked with a grad student who speaks Romanian to grade a **Romanian** reading exam in the past few years. Website: <http://www.indiana.edu/~iuslavic/>

## Appendix D: Frequently Asked Questions

### Registration and Coursework

#### When do I register for classes?

*Answer:* Students are expected to register by the first week of classes, in order to avoid paying late registration fees. You can find the most current registration deadlines here:

<http://enrollmentbulletin.indiana.edu/pages/regdate.php?Term=2>.

#### What is the minimum enrollment for students with a Student Academic Appointment (SAA)?

*Answer:* You are required to enroll in at least six credit hours. However, if you are not yet a PhD candidacy, you should consult with your advisor and/or Director of Graduate Studies to ensure that you are taking enough units for timely completion of required milestones and/or the general 90 credit hours graduation requirement.

#### Which courses count for "graduate credit"?

*Answer:* In general, you need to enroll in courses at the 500 level or above. One exception to this rule involves

foreign language and/or research-skill requirements, which can be satisfied in limited instances with selected undergraduate courses listed in the [graduate course bulletin](#) with approval for graduate credit. Please check the graduate bulletin for exact conditions.

### **I am done with substantive coursework. Should I enroll in Y890 or G901?**

*Answer:* If you have not yet been advanced to candidacy, you should enroll in Y890 (PhD Thesis Credit). G901 is generally reserved for advanced dissertation writing, after you have completed 90 credit hours. One advantage of G901 is that you pay a flat fee (\$150 in AY 2016-17). However, there is a limit of six terms of G901 registration. If you enroll in G901 too early, and exhaust all six terms before finishing your dissertation, then you will be required to enroll in Y890.

## **Milestones**

### **What constitutes normal progress?**

*Answer:* See *Professional and Academic Expectations* in this Guide for a more detailed answer to this question, but three key measures of normal progress to keep in mind to avoid compromising financial aid are:

- (1) approval of a second-year paper by the end of the second year of study,
- (2) passing the lone primary subfield examination by the fifth semester of study, and
- (3) Defending a dissertation prospectus by the end of the fourth year.

### **How do I certify completion of my second-year paper requirement?**

*Answer:* You need to complete a form that you can get from the POLS graduate office. This form requires signatures by all members of your progress review committee that they have approved your second-year research project. Please note that failure to secure approval during scheduled progress review meetings triggers a revise-and-resubmit process (see Ph.D. requirements for more details).

### **How much time do I have to complete my degree?**

*Answer:* All students are required to complete at least 30 credit hours on the Bloomington campus, or complete roughly two years of residence. Beyond this minimal requirement, time to completion varies across students, depending on their substantive coursework and specialized research needs. However, two critical time limits to keep in mind are:

- (1) Taking primary subfield examination within the first three years of study (including all relevant coursework); and, afterwards,
- (2) Defending and filing a complete dissertation within seven years after a (passed) qualifying examination.

Please note that the latter seven-year rule is independent of candidacy status or its approval date. Failure to complete all requirements within seven years (after qualifying examinations) will require course revalidations and/or a reinstatement petition to the University Graduate School, neither of which is automatically granted; thus, an uncertain outcome.

## What deadlines are there for formal approval of milestones?

*Answer:* Formal approval of major milestones requires careful preparation for timely submission of required paperwork. Three important deadlines for candidacy and completion of PhD degrees are: (1) approved candidacy at least six months before dissertation defense; (2) nomination of research committee at least six months before dissertation defense; and (3) receipt by the University Graduate School of a [defense announcement request](#) at least 30 days before your dissertation defense.

## Financial

### What mandatory fees do students pay?

*Answer:* Besides tuition, students are required to pay a variety of fees for technology, student health, and various other miscellaneous purposes. The actual amount varies by semester. For spring 2016, for example, graduate students who registered for eight or more credits were required to pay \$650.38 in mandatory fees. Please use the Office of the Bursar's [fee calculator](#) to estimate your own fees.

Please note that international students are further responsible for paying for a health insurance plan unless they can provide proof of comparable coverage. Please visit this page for more information and [current premiums for international students](#).

### How often do I get paid?

*Answer:* If you work as an Associate Instructor for our department, then you will get paid monthly. For more information, please see the [terms of student academic appointments](#).

### Is my stipend taxable?

*Answer:* Yes. You can find more information at [UGS Tax Information](#) page, which also explains different rules applicable to international students. Additional rules apply to international students who should familiarize themselves with the [OIS tax site](#).

### Does the Department offer summer funding?

*Answer:* Though some incoming students receive summer support (please see your offer letters), departmental financial aid is typically based on student academic appointments directly tied to instructional needs concentrated in fall and spring terms. There are, however, limited opportunities that require applications and independent efforts by students. For instance, some students receive research grants from campus centers such as the Ostrom Workshop. Other students might be hired as graduate or research assistants in other campus centers. Given limited departmental resources and uncertainty about summer employment, we recommend that students actively seek other funding opportunities if their plans entail staying in Bloomington during the summer months (see next question).

### Can I get financial aid after my fifth year?

*Answer:* Typically not; only students in years 1-5 who make normal progress are eligible for financial aid (given our standard five-year offer, but some students have either fewer years of eligibility or were otherwise admitted with their own funding sources). However, there are limited opportunities for otherwise ineligible students with unique skills sets for special teaching or research opportunities. These opportunities typically arise when a faculty member goes on a leave, and we need to cover a particular course. Alternatively, some faculty might have their

own funding sources that they can allocate to more advanced students (see next question).

**Where can I find information on alternative funding sources?**

*Answer:* You can conduct your own searches using a dedicated database offered by the IU GradGrants Center ([GGC](#)). GGC also offers individual consultations and workshops. If you anticipate running out of departmental support before completing your graduate studies, you are strongly encouraged to schedule an individual consultation with GGC to explore all available options. Indiana University’s Career Development Center (CDC) offers guidance to search for part-time and summer jobs. You can also create an account with their *My Jobs* service to search job listings (<http://cdc.indiana.edu/jobs/index.html>).

**I am eligible for departmental financial aid this year. Can I defer and save that internal funding for future years if I have alternative funding?**

*Answer:* No. Our primary source of financial aid are AI positions, which are earmarked for instructional purposes in a *particular* year. Unused AI lines do not carry over, so we cannot save these for students from one year to another. Also, please note that admissions letter also reflect campus rather than departmental support. If you are given a fellowship or assistantship by another IU campus unit, that support just the same as a “POLS” position.

The reason is that the Department does not really offer support on its own; we act as an agent for the University, which makes resources available to us from various sources.

**How long do I have to use pledged years of financial support in my admissions letter?**

*Answer:* You have as many (contiguous) years as the number of years listed on your admissions letter. For example, if you get a five-year offer, we expect you to exhaust that financial support within five years after you enter our program.

**Appendix E: Ph.D. Checklist**

**IMPORTANT: The student is responsible for:**

- Selecting an advisor and other members of the Progress Review Committee
- Selecting primary and secondary fields, tool skills and outside minor
- Selecting a research committee
- Meeting degree requirements and maintaining normal progress
- Using ethical principles throughout their graduate career and beyond

Cumulative GPA (3.5 minimum for financial aid eligibility): \_\_\_\_\_

**POLS COURSEWORK**

Requirement	Course	Taken on:
Intro to the Study of Political Science	Y570	
Primary subfield AI		
Primary subfield seminars	1)	
	2)	
	3)	
	4)	
	5)	
Secondary subfield AI		
Secondary subfield seminars	1)	
	2)	
	3)	

**REQUIRED UNIVERSITY COURSEWORK**

<b>Research Skills</b>	<b>Course or Exam</b>	<b>Taken on:</b>
Language(s):		
Research method(s):		
<b>Outside Minor</b>	<b>Course</b>	<b>Taken on:</b>
Name:	1)	
	2)	
	3)	
	4)	

Please note that UGS requires 90 graduate credits for graduation. POLS and University requirements can be supplemented with Y890 and G901 enrollments.

**SECOND-YEAR AND EXAM MILESTONES**

Progress Review Committee Chair secured on:	
Progress Review Committee completed on:	
Progress Review Meeting completed on:	
Second-year research project approved on:	
Primary subfield exam taken on:	

**CANDIDACY MILESTONES**

Dissertation prospectus successfully defended on:	
Admission to Ph.D. candidacy on:	
Successful oral defense of Ph.D. dissertation on:	
Final Dissertation copy submitted on:	
Degree awarded on:	







DEPARTMENT OF POLITICAL SCIENCE  
GRADUATE STUDY IN POLITICAL SCIENCE