GRADUATE STUDENT HANDBOOK
2008-09 Academic Year

GRADUATE PROGRAMS IN POLITICAL SCIENCE
(M.A., M.P.A., Ph.D.)

UNIVERSITY OF TENNESSEE, KNOXVILLE

Revised August 1, 2008

If there are any differences between regulations in this handbook and those in the Catalog of the Graduate School or official statements of the Graduate Council, the student must follow the regulations in the latter two sources.

Department of Political Science
The University of Tennessee, Knoxville
1001 McClung Tower
Knoxville, Tennessee 37996-0410

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Inquiries concerning Title IX, Section 504, and the Americans With Disabilities Act of 1990 should be directed to the Office of Affirmative Action, 403-C Andy Holt Tower, The University of Tennessee, Knoxville, Tennessee 37996-0144; or telephone (865) 974-2498. Charges of violation of the above policy should also be directed to the Office of Affirmative Action.

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GENERAL INFORMATION

I. ADMISSIONS

A. Applying for Admission

A person not enrolled in a graduate program at the University of Tennessee, Knoxville, who desires admission to the graduate program in Political Science should obtain a Graduate School Catalog and read carefully the full description of the admission procedure. The description given below is in abbreviated form.

To apply for admission to any graduate program offered by the Department of Political Science, a student must submit the following:

1. An application for admission to the Graduate School, plus an application fee of $35.00.

2. Three letters of recommendation, at least two of which should be from instructors at the most recent educational institution attended. These should be submitted by individuals who are well-qualified to evaluate the applicant's academic ability, and potential for completing a degree program in Political Science.

3. Official transcripts for all previous academic work, including any graduate course work which has been attempted. Students applying for admission to the Ph.D. program must submit transcripts for all previous undergraduate and graduate work.

4. Scores from the general examination portion of the Graduate Record Examination. Scores from the Political Science subject examination are not required. Scores submitted must be no more than five years old from the date of application. Under most circumstances, the Department will not accept scores from other graduate aptitude examinations, e.g., the Law School Aptitude Test or the General Management Aptitude Test.

5. An applicant whose native language is not English and who does not have a degree from an accredited U.S. institution must have TOEFL scores sent to the Graduate School. TOEFL scores which are more than two years old are not acceptable.

An applicant who is currently enrolled in a graduate program at the University of Tennessee, Knoxville, other than in the Department of Political Science, should in general follow the same procedures. The only exception is that such an individual should submit, in place of an

application for admission to the Graduate School, a "Revision of Program" form. This form can be obtained online from the Graduate School website, and should be submitted to, the Office of Graduate Admissions and Records.

All documents submitted for consideration of an application for admission can be obtained from the Department of Political Science, or the Office of Graduate Admissions and Records. The latter office can also provide a copy of the Graduate Catalog.

All documents for consideration for admission <u>except</u> letters of recommendation should be submitted to:

The University of Tennessee
Graduate Admissions and Records
218 Student Services Building
Knoxville, TN 37996-0220

Letters of recommendation should be submitted directly to:

The University of Tennessee
Department of Political Science
1001 McClung Tower
Knoxville, TN 37996-0410

All application materials must be received <u>no later than 45 days</u> prior to the term for which the student wishes to enroll. Those who wish to receive full consideration for funding within the Department of Political Science must have a completed application by February 15.

B. <u>Requirements for Admission</u>

1. An applicant must normally have earned at least a 3.0 overall average in all undergraduate work, if a master's degree has not been completed (For all references to grade-point averages, averages are based on a scale on which an 'A' equals 4.0).

2. An applicant must normally have earned at least a 3.2 average in all Political Science courses during the last two years of undergraduate study. If the number of Political Science courses is fewer than five, a general social science average may be substituted.

3. An applicant must normally have earned at least a 3.5 overall average in all work taken for graduate credit.

4. A composite score of 1100 on the verbal and quantitative parts of the Graduate Record Examination is desired. No precise standards have been established for the analytic portion of the examination. The advanced, or subject, examination in Political Science is not required.

International Students: Applicants who are not citizens of the U.S. must, in general, meet the requirements stipulated above. Given that grading systems differ from country to country, students whose undergraduate and/or graduate degrees are from universities outside of the U.S. should use the following conversion chart in determining the grade-point average needed to qualify for admission:

a. 3.0 (on undergraduate work) and 3.5 (on graduate work) on a 4.0 scale;
b. 14 (on undergraduate work) and 16 (graduate work) on a 20-point scale;
c. 80.0 from Taiwanese institutions;
d. 1st Class or Division from Indian institutions;
e. Upper 2nd Class honors on various British systems.

As noted above, international students who do not have a degree from an accredited U.S. college or university must submit TOEFL (Test of English as a Foreign Language) scores totaling at least 550 on the paper test, 80 on the Internet-based test, or 213 on the computer-based test, in order to be considered for admission.

Admission to a graduate program is recommended to the Graduate School by the Department Head, after receipt of advice from the Department's Graduate Admissions and Awards Committee and the Director of Graduate Students. Applicants may enter the program at the beginning of either the Fall or Spring Semesters, subject to limitations on space in the program.

All application material should be in the hands of the Department at least 45 days before the beginning of the semester in which a student wishes to enter a program. Non-immigrant international students currently residing abroad must often submit their applications as much as 6 months in advance of registration to assure time to process their I-20 forms.

If the material described above seems to the Department to be inadequate to establish a student's potential, the Department may request additional material, and consider it in determining whether or not admission should be granted. Moreover, meeting the above standards does not guarantee admission. At the same time, those who fall short of meeting one or more of these standards may at times be recommended for admission because of compensating strengths on other dimensions of evaluation.

Acceptance of applicants into the program is governed by two basic factors:

1. A commitment to accept only those students whom the Department feels have a reasonably good chance of doing well.

2. The necessity of maintaining an enrollment that is not too large to be adequately served by the Department's resources. Every effort is made to select the best qualified applicants.

C. Admission to the Ph.D. Program

In general, an applicant to the Ph.D. program must have earned a Master's degree, preferably although not necessarily in Political Science or a related field. Under certain circumstances described below, students enrolled in a Master's degree program in the Department of Political Science at the University of Tennessee, Knoxville may be admitted to the Ph.D. program without completing the requirements for the Master's degree.

A student enrolled in the M.A. or the M.P.A. program in political science at UTK who wishes to enter the Ph.D. program upon completion of the Master's degree should file a "Revision of Program" form with The Office of Graduate Admissions and Records. If a student is enrolled in the M.A. program, the committee which administers the student's Master's oral or written comprehensive examination will make recommendations to the Graduate Admissions and Awards Committee concerning the desirability of admitting the student to the Ph.D. program. If a student is enrolled in the M.P.A. program, the committee which administers the students written M.P.A. comprehensive examination will make the recommendation.

If, upon application to the Ph.D. program, the student has not passed either a final oral or written comprehensive examination, the Director of Graduate Students will solicit the advice of the student's program committee, for M.A. students, or of the Coordinator of the M.P.A. Program, for M.P.A. students, as well as other faculty familiar with the student's academic ability and potential.

Admission Prior to Completion of the Master's Degree: At entry from the bachelor's degree, all students will enroll in either the M.A. or M.P.A. degree program (see above for admission requirements). Students who wish to enroll in the Ph.D. program prior to completing a Master's degree program will be evaluated as to the likelihood of successful completion of the Ph.D. Such evaluation will be in the form of a qualifying examination, administered in April of the Spring Semester, by the faculty of the Department of Political Science. Students who wish to proceed to the Ph.D. program will take this examination in the first year of graduate study. Students who pass the qualifying examination will have the option of proceeding directly into the Ph.D. program, without completing the requirements for the degree program in which they are currently enrolled. Students who do not pass the qualifying examination may apply for admission to the Ph.D. program upon completion of Master's degree requirements.

The Ph.D. qualifying examination will be administered in the following fashion. The Director of Graduate Studies will solicit from faculty teaching in each of the four fields a journal article or convention paper which, in their judgment, is representative of current work in the field. Students who take the qualifying examination will choose one field of interest for purposes of this examination.

The examination will be eight hours in length and will be conducted on the premises of the Department. On the morning of the examination, students will pick up their assigned article from the Department office and will proceed to the examination area. The examination will consist of the student critically evaluating the article or paper which has been assigned. The examination will be graded by a committee of three faculty members drawn by the Director of Graduate Studies from the faculty teaching in the field from which the article or paper was chosen, or from a closely related field. The essays submitted will be graded on the basis of theoretical and methodological soundness, logical clarity, and quality of the writing and organizational abilities exhibited by the student.

Given that this examination is designed to select students for early admission to the Ph.D. program, faculty will use the highest standards in evaluating these essays. The possible grades for the examination will be "high pass," "pass," and "fail." Students must receive at least a grade of "pass" from all three readers to earn early admission to the Ph.D. program.

D. Applying for Readmission

A student who has not attended the Graduate School at the University of Tennessee, Knoxville, for more than three semesters (including summer) must apply for readmission. Since readmission is not automatic, a readmissions application should be submitted at least two weeks prior to the desired reentry date. A student who has attended another accredited institution since enrollment at the University must submit an official transcript showing all course work and any degrees earned at that institution. The student will be notified when the application is received and when action has been taken by the department and the Graduate School. If readmission is denied, the student may receive graduate credit for the work taken during the initial semester; however, future registration will not be permitted until the student is fully readmitted to the Graduate School. Students are urged to reapply well in advance of planned registration.

E. Types of Admission

Full Admission: To be fully admitted to a degree program, students must submit all of the documentation and meet all the requirements described above. Students who fall short on one dimension of evaluation, for example scores on the GRE, might still gain full admission if their performance on another dimension, for example the GPA, is substantially above the minimum required. Note: All international students must be fully admitted into a degree program.

Non-Degree: Students are admitted with non-degree status if their application file is not complete at the time of the admission decision. All other materials submitted for consideration must meet the minimum standards described above. Usually, non-degree status is granted to students who have not submitted GRE scores. Under no circumstances will a student be admitted without submission of transcripts of all previous academic work.

Probationary Admission: Students who have submitted all admission materials, but who fall short on one or more dimensions of evaluation may, under certain circumstances, be granted probationary admission. Students who receive probationary admission will usually be required to carry a minimum number of hours (ordinarily six hours) their first semester, and must earn a 'B' in each course they attempt, before full admission is considered.

Students not fully admitted to a degree program may earn a maximum of fifteen semester hours which will be counted toward a degree program.

II. TRANSFER OF CREDIT HOURS

The catalog of the Graduate School of the University of Tennessee stipulates the following regarding transfer of credit hours:

> Official transcripts must be sent directly to the Office of Graduate Admissions and Records from all institutions previously attended before any transfer of credit will be considered.

To be transferred into a graduate program at UTK, a course must:

1. Be taken for graduate credit;
2. Carry a grade of B or better;
3. Be a part of a graduate program in which the student had a B average;
4. Not have been used for a previous degree.
5. Be approved by the student's graduate committee and the Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements for the program, nor will they be counted in determining the student's grade-point average. Credits transferred from universities outside The University of Tennessee system cannot be used to meet the 500- or 600-level course work requirements. Credit for extension courses taken from other institutions is not transferable, nor is credit for any course taken at an unaccredited and/or foreign institution. Credit will be allowed only for courses that are relevant to the study of political science.

A. Master's Degree

A minimum of one-half of the total hours required for a Master's degree must be taken at UTK. A maximum of one-third of the total hours may be transferred from institutions outside The University of Tennessee system, upon request by the academic unit. In addition, the student may transfer courses taken at other campuses of The University of Tennessee. Transferred courses must have been completed within the six-year period prior to receipt of the degree. They will be placed on the student's UTK transcript only after admission to candidacy. At least 2/3 of minimally required hours in a master's degree program must be taken in courses numbered at or above the 500 level.

B. Doctoral Degree

The number of hours the student may transfer to a doctoral program will be determined by the student's doctoral committee. Although the courses transferred may be used as part of the requirements toward the degree, they will not be placed on the student's UTK transcript.

In addition to these guidelines, the Department of Political Science has adopted the following policies:

1. Students entering the M.A. or M.P.A. program, who have engaged in graduate study outside the Department of Political Science at UTK, may receive up to nine semester hours credit for prior work. Courses taken outside the Department will be carefully evaluated to determine applicability to program requirements for the degree sought.

2. Students entering the Ph.D. program, who have engaged in graduate study outside the Department of Political Science at UTK, may receive up to twenty-four semester hours credit for prior work. Courses taken outside the Department will be carefully evaluated to determine applicability to the requirements for the Ph.D. degree.

The limits mentioned in these policies are maximums.

III. FINANCIAL ASSISTANCE

Approximately one-half of the graduate students in residence in Political Science at UTK receive some form of financial assistance, including most M.A. and Ph.D. students. There are several forms of financial assistance available to students, including assistantships and fellowships, as well as loans and part-time employment. Most assistantships and fellowships

carry, in addition to a stipend, a waiver of all tuition and fees, with the exception of the activity fee. Students may also be expected to pay a technology fee.

Awards of assistantships and fellowships are based strictly on merit. Moreover, no student who has not been granted full admission to a degree granting program is eligible for consideration for an assistantship or a fellowship.

A. Departmental Assistantships

There are two types of graduate assistantships: teaching assistants and teaching associates. Both are half time positions, meaning that students who hold these positions are responsible for working 20 hours per week. Teaching assistants will normally be assigned to lead discussion sections attached to large lecture sections of introductory courses. Teaching associates teach autonomously at the introductory level—normally two sections of the same course in a semester. More advanced teaching associates may be asked to teach at the upper-division level.

In general, assistantships are not awarded to students who have outside employment. Individuals on assistantships are not required to perform services during the summer semester, although they are paid during these months.

Normally assistantships are awarded for one academic year. The performance of all graduate students who receive financial assistance awards from the department will be evaluated systematically on an annual basis by the Graduate Studies Committee and its Admissions and Awards Committee. This evaluation will not necessarily be limited to:

(1) A review of the student's UT GPA. All funded students must maintain at least a 3.5 GPA. Any student who falls below that level for one semester will receive a warning. If the GPA remains below a 3.5 for two consecutive semesters, the student will have funding terminated.

(2) Consideration of whether a student is making satisfactory progress toward the degree will be made in consultation with the student's advisor. Under ordinary circumstances, satisfactory progress will include: (a) Completion of the Master's degree after no more than 5 semesters in the Master's program (excluding the summer semester); (b) Successful completion of the Ph.D. Comprehensive Examination after no more than 3 years in the Ph.D. Program; (c) Successful defense of the dissertation proposal no longer than one year after completion of the Ph.D. Comprehensive Examination; (d) Completion of all requirements necessary for the Ph.D. within two years of passing all comprehensive examination requirements.

(3) An evaluation of teaching performance will include: (a) A review of the student teaching evaluations for each semester; (b) An evaluation of course materials such as syllabus, exams, etc.; (c) Classroom visits.

(4) An evaluation of a Graduate Assistant's performance will be conducted each semester by the professor(s) to whom the student is assigned.

(5) Under ordinary circumstances, students who are admitted to a graduate program with only a bachelor's degree and who pursue a Ph.D. may be eligible to receive no more than five (5) years of funding that includes a waiver of tuition. Students who are admitted to the doctoral program with a master's degree may be eligible to receive no more than four (4) years of funding that includes a waiver of tuition. Students who are admitted to the M.A. or M.P.A. programs may be eligible to receive no more than two years of funding. This policy applies to any awards that involve a waiver of tuition.

Applicants who wish to apply for a departmental assistantship must file an application with the Department of Political Science. Application forms can be obtained from the Department. Applications should be filed by no later than February 15. Applications filed later will receive consideration only as positions become available. Awards are usually made by April 1.

B. Fellowships

The Hilton A. Smith Graduate Fellowships and the National Alumni Association Graduate Fellowships for full-time study at UTK are awarded on the basis of scholarly performance as evidenced by grades and faculty recommendations. Candidates from any field of study are invited to apply if they have a 3.6 grade point average or above in all previous academic work. The fellowships include monthly stipends, tuition, and maintenance fees. Application packets are available from the Office of Graduate Admissions and Records in November. Completed applications, including all supporting materials, must be submitted to the Staff Assistant, Office of Graduate Admissions and Records, by February 15. Offers of awards are announced by March 15.

The Graduate School also administers the Minority Graduate Fellowship program. Applicants must be citizens of the State of Tennessee. In political science, only students enrolled in the M.A. program are eligible to receive a Minority Graduate Fellowship. For additional information, students should contact the Graduate Office, 404 Andy Holt Tower.

C. Other Sources of Financial Assistance

Graduate Students are eligible for consideration for other forms of financial assistance, specifically employment and loans.

Three sources of student employment are coordinated by the Financial Aid Office: (1) The federally-sponsored College Work-Study Program provides part-time jobs for U.S. citizens or permanent residents who have demonstrated financial need by the Financial Aid Form (FAF) or Family Financial Statement (FFS); (2) Job Location and Development lists off-campus, part-time, and full-time job opportunities with agencies and companies throughout the Knoxville area. Job interviews and minimal processing are required. Off-campus jobs are limited to U.S. citizens or permanent residents; (3) On-campus, part-time job opportunities are listed by the Student Employment Service. This list of part-time jobs is based upon requests from on-campus agencies. Referrals are made in accordance with a student's skills and interests regardless of financial need.

Students needing either part-time or summer employment are urged to contact the Financial Aid Office.

Four types of loan programs are administered by the Financial Aid office: 1) Perkins Loan, formerly National Direct Student Loan, (FAF or FFS must be on file); 2) Guaranteed Student Loan (FAF and FFS must be on file with appropriate Guaranteed Student Loan forms); 3) PLUS/SLP Loan (requires appropriate loan papers on file); and 4) The University of Tennessee Loan. Processing time varies from one loan program to another. Interested students should contact the Financial Aid Office for more information.

Students must apply through the Financial Aid Office for all loan programs. Loans are limited to U.S. citizens or permanent residents.

Students who have attended any post-secondary institution other than UTK must provide a Financial Aid Transcript to the Financial Aid Office even if no financial aid was received from the previous institution.

IV. REGISTRATION AND TYPES OF COURSES

A. Registration Procedures

Dates for registration are listed in the Student Calendar in the front of the Graduate School Catalog.

1. A new student should:

    a. report to the Office of Graduate Admissions and Records, 218 Student Services Building, to obtain registration

material and a copy of the Graduate School News which includes deadlines for the semester.

b. report to the Political Science Office, 1001 McClung Tower, where the Director of Graduate Studies will assign an advisor.

2. A returning student should follow one of the following procedures:

a. A student should register in advance. Advanced registration for a semester is held during the previous semester, about four to six weeks after it begins. If the student chooses this procedure he/she should obtain a class schedule, pay the necessary fees and obtain a copy of the Graduate School News on the first day of ordinary registration.

b. Or, the student should report on ordinary registration day to the Office of Graduate Admissions and Records to obtain registration material, and a copy of the Graduate School News.

Prior to registration a student should discuss the courses to be taken with his or her advisor. Actual registration should reflect the agreement reached at that time. All graduate students, including graduate and teaching assistants, and scholarship or fellowship holders, should complete their registration at the Treasurer's Office, where the assessment of their tuition and fees will be determined. Those who do not report before the established deadline for paying fees will be charged the late registration fee.

B. Types of Courses

The Department is equipped to serve students concentrating on the areas of American Government and Politics, Public Administration, Comparative Government and Politics, and International Relations. Political theory is not offered as a Ph.D. field; however, M.A. students may specialize in political theory or any of the aforementioned fields.

All course work required of graduate students must be taken in courses providing graduate credit. All courses numbered 500 and 600 provide graduate credit and are open to all graduate students. 500- and 600-level courses may be repeated for additional credit only with the permission of the Department. Such permission should be obtained from the student's advisor at the time the student registers to repeat the course. It will be granted only if the content of the course is different on the two occasions on which a student wishes to take it. Courses

numbered 400 and above may be taken for graduate credit only if they are listed in the Graduate Catalog. Those taking them for graduate credit must do work in addition to that required of undergraduate students enrolled in them. To receive graduate credit for these courses a "G" must be indicated on the registration material at the time of registration.

No more than twelve hours of Foreign Study, Off Campus Study and Independent Study combined can be counted toward the Ph.D., and no more than six of these hours combined can be counted toward a master's degree.

No more than six hours of course work taken in the College of Law can be counted toward work required for a graduate degree.

A proficiency examination may be given in any academic course offered for graduate credit. To be eligible, a student must be regularly admitted to the Graduate School, and the examination must be recommended by the head of the department offering the course. Students applying for this privilege must present evidence that they have developed the knowledge and abilities expected of graduate students who have taken the same courses. Upon passing such an examination with a minimum grade of B, the student will receive regular graduate credit. A maximum of three graduate courses may be completed by this method. A fee must be paid before administration of each examination. A proficiency examination may not be used to raise a grade in a course previously completed, nor may such an examination be repeated.

No work done by correspondence with The University of Tennessee or any other institution may be used to meet graduate degree requirements.

Students engaged in the writing of a master's thesis or a Ph.D. dissertation must enroll for master's thesis credit (Political Science 500) or Doctoral Research and Dissertation credit (Political Science 600). For additional information regarding this requirement, see the appropriate sections of this handbook.

C. Number of Courses

All American students are urged to register each semester for only that number of hours which they can successfully complete. The maximum load for a graduate student is fifteen hours, and nine to twelve hours is considered a full load. Registration for more than fifteen hours during any semester is not permissible without prior approval of the Associate Vice Chancellor and Dean of the Graduate School. During the summer semester these fifteen hours can all be taken during one of the two sessions, or split in any way between the two sessions. However, the total load taken during both sessions cannot exceed fifteen hours. Graduate assistants or others who have part-time duties with the University are expected to enroll for no more than an appropriate fraction of the maximum load (usually six hours) and will be considered full-time students when they do so.

An International student must enroll in and complete nine credit hours per semester; audited courses do not count toward that total. A student who has completed all course work, and is working on a dissertation or thesis, need only register for a minimum of three hours of dissertation or thesis credit.

D. Changes in Registration (Drop, Add, etc.)

The permanent record will show all courses for which the student has registered except those audited and those from which he/she has withdrawn during the first five consecutive instructional days after the beginning of classes.

Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make their spaces available to other students. Students have the responsibility to assure that they have been dropped. Otherwise, they may receive a grade of F in the course.

The deadline for change of registration (e.g. from graduate to undergraduate, undergraduate to graduate, withdrawal, and add, except audits) is set approximately 35 calendar days after the first day of classes each semester. A student may change registration for a course at any time prior to and including this date by executing a change of registration form and submitting it to the Office of Graduate Admissions and Records. The instructor's signature is required if the course is closed and/or after the first two weeks of classes. If the student withdraws from a course or from the University after the first five days of classes and before the change of registration deadline, he/she will receive a grade of W on the permanent record. Course registration may not be changed from credit to audit after the first five days of classes.

After the change of registration deadline, a student withdrawing from a course or from the University will receive a grade of F unless the student can demonstrate that the request for withdrawal is based on circumstances beyond the student's control. In the latter case, a grade of W will be entered on the permanent record.

To change registration in any way after the deadline, a student must present the request, together with documentary evidence of extenuating circumstances, to the Office of Graduate Admissions and Records. In addition, he/she must complete a change of registration form and questionnaire signed by the instructor(s) and advisor as evidence of their knowledge of the request. If the request is approved, the Graduate School will notify the Office of Admissions and Records to enter the change on the student's permanent record.

V. MAINTAINING ACADEMIC STANDING

Each student is required to maintain an acceptable grade point average, (3.0 or above), to make satisfactory progress toward the degree, and to conduct him/herself in accordance with the generally accepted principles of academic honesty. Continuation in the program is determined by the consideration of all three standards.

A. Maintaining an Acceptable Grade-Point Average

Graduate students are required to make an overall minimum grade-point average of 3.0 in courses taken for graduate credit. Graduate credit is allowed only for courses completed with grades of A (4.0), B+ (3.5), B (3.0), C+ (2.5), C (2.0), and S. Grades of D (1.0) or F (0.0) are counted in computing the grade-point average, but carry no credit. No graduate student is allowed to repeat a course for the purpose of raising a grade already received. Transferred work is not counted in computing the grade-point average. Political Science graduate students seeking financial assistance from the Department of Political Science are expected to have a minimum GPA of 3.5.

Grades of S (satisfactory) or NC (no credit) are approved for certain kinds of courses, which do not lend themselves to conventional grading practices. Neither an S nor an NC affects the grade-point average. A student receives credit for an S but not for an NC. No more than 1/4 of the course hours required for a degree program, excluding dissertation or thesis hours, can be taken on an S/NC basis. A student may retake a course in which an NC was received for the purpose of replacing the grade with an S.

B. Making Satisfactory Progress; Course Loads

The maximum course load for graduate students is fifteen hours, and nine hours is considered the minimum course load for a full-time student. The only exception is for those students on half-time assistantships; for those students, six hours is considered to be a full-time load.

In general, students are expected to complete each semester the number of hours stipulated as constituting a full-time course load, to maintain reasonable progress. Further, as noted elsewhere, International students must complete nine hours of course work each semester.

The only exception to these standards is for students who are working on theses or dissertations. For these students, only dissertation credits must be enrolled for, said credits not being completed until the thesis or dissertation is complete.

C. Incompletes

For a student whose recitation and examination grades are satisfactory, but whose grades are withheld because of failure to complete all required work, an "I" (incomplete) is reported.

Grades of incomplete are recorded at the end of the semester in which they are earned but are not figured into the grade-point average. Incompletes must be removed within one calendar year, excluding the summer semester. If they are not removed by the end of the appropriate time period, they are changed to "F" during the next semester. The "F" is permanent unless the Graduate School subsequently allows it to be changed. Such changes will be approved only if an error has been made in recording the grade.

Finally it should be noted that the Graduate School requires that all incompletes be removed at least one week prior to receiving the degree. No student may graduate with an "I" on the record.

D. Academic Honesty

All students are expected to conform to standards of academic honesty. Included in this expectation, but not identical to it, is the expectation that all students will refrain from plagiarism. Plagiarism must not occur in any paper, thesis or dissertation written by a student at the University of Tennessee. Strong action will be taken by the Department if plagiarism does occur. Every writer should be concerned that his/her study clearly and precisely reflects, through quotation marks, and/or footnoting, all cases in which materials--idea, arrangement order, expression in the form of paragraph, sentence, phrase, or even a single key word--has been borrowed.

The following rules apply as general guidelines. First, any passage, no matter how short, which is taken word for word from another work must be marked as a quotation and the source from which it was taken must be indicated in a footnote.

Second, when the wording of a passage is not taken directly from another work but the ideas it contains are taken directly from another work, a footnote indicating the source from which the ideas come must be inserted. (In general it is preferable to summarize briefly in your own words the opinion of an author, with proper citations, instead of copying lengthy literal quotations. If you feel that you cannot express an idea as well as the author, however, copy the passage exactly and make it as a quotation. Do not under any circumstances change a few words within it and insert it in your paper as your own work.)

Third, never copy a footnote or a citation taken from a footnote without indicating the source from which you have taken the footnote or citation. Individual facts which are common knowledge in the field need not be footnoted.

In case of doubt as to whether plagiarism is being committed, the student should consult with the instructor or advisor.

E. Academic Probation and Dismissal

Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluation, such as the cumulative grade-point average, performance on comprehensive examinations and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these points by the faculty.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade-point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

Upon completion of nine hours of graduate course work, a graduate student will be placed on academic probation by The Graduate School when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade-point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

If a student is on academic probation, the degree or non-degree status will be terminated by The Graduate School if the student's semester GPA falls below a 3.0 (required for graduation) in a subsequent semester. When the particular circumstances may be deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of The Graduate School, a student on probation whose semester GPA is below a 3.0 may be allowed to continue on a semester-by-semester basis.

If a student does not maintain a GPA of 3.0 or above, the Director of Graduate Studies and the Department Head may, acting together, terminate the student's participation in the program. Moreover, a student may be dismissed from a graduate program for failing to maintain satisfactory progress toward the degree, or for failure to conform to standards of academic honesty, upon a simple majority vote of all faculty members of the rank of assistant professor or above. Any student with respect to whom such action is contemplated shall be invited, in writing, to present his/her case to the Department Faculty before it acts. Students who wish to appeal such decisions should consult the Graduate Council Appeals Procedure (Revised, July 1990) for the steps to be taken for such an appeal.

There are certain exceptions to this policy. Specifically, those students dismissed from a degree program, due to failing the comprehensive examination for that program, will be dropped from the program according to the procedures outlined in the sections of this handbook dealing with comprehensive examinations.

Students against whom dismissal for violation of any academic standards is contemplated or effected, with the exceptions of failure to maintain on acceptable GPA, or failing the comprehensive examination, may appeal this decision. This appeal must begin with a conference with the appropriate faculty member, advisor, and/or major professor, and then with the Department Head. If the appeal is denied or is determined to be outside the purview of the department, the student must confer with the Dean of the College and then with the Dean of the Graduate School. If the issue is still unresolved, the student may initiate the formal Graduate Council appeals procedure.

To initiate the formal appeals procedure the student must submit a letter of appeal to the Dean of the Graduate School, with copies to the Department Head and Dean of the College. The Dean of the Graduate School will forward this letter to the Appeals Committee of the Graduate Council.

The parties involved in the appeal are entitled to the following procedural rights: (1) a written notice of the time and place of hearing and (2) the opportunity to present all pertinent evidence, including witnesses. The student involved in the appeal may be assisted at the hearing by a member of the faculty or a student representative of choice.

The Appeals Committee may require the student and appropriate university officials to provide, in advance of the hearing, written statements, records, reports and other documentation bearing on the issue under consideration.

The Appeals Committee will (1) conduct a hearing in closed session as soon as reasonably possible, (2) prepare a summarized record of the entire hearing to be forwarded to the Graduate Council for inclusion in the next possible meeting agenda, (3) make findings of facts and a recommendation concerning disposition of the appeal to the Graduate Council, and (4) maintain a recording of the entire hearing.

At an appropriate meeting of the Graduate Council, the members will review the summarized record of the hearing together with findings and recommendations of the Appeals Committee, and reach a decision regarding the appeal. Within 10 working days, the chairperson of the Graduate Council will notify the student in writing of the Graduate Council's decision and, if applicable, of the right to further appeal in accordance with Article 5, Section 7, of the University by-laws:

> ANY EMPLOYEE OR STUDENT of the University who feels that he or she may have a grievance against the University shall have the right of appeal through the appropriate Chancellor or Vice President to the President of the University. An appeal to the Chancellor must be filed within 60 days of the Graduate Council decision.

In all cases, the Department's intent to dismiss a student will be transmitted to the student in writing. Students should consult the student handbook, Hill Topics, the Catalog of The Graduate School, and the Graduate Council Appeal Procedure (Revised July 1990) for additional information.

VI. FIELDS OF STUDY

The Master of Public Administration degree program is by design a concentrated course of study. As a consequence, students pursuing the M.P.A. degree concentrate only on Public Administration. Those pursuing the Master of Arts and Doctor of Philosophy degrees, however, must select two fields for the purpose of examination. The Ph.D. program does not offer an examination or dissertation field in political theory. More detailed information concerning these requirements can be found in the specific sections of this handbook dealing with the three degree programs.

A. Five Broad Areas of Study

The Department offers graduate seminars and courses in five broad areas of study: American Government and Politics; Comparative Government and Politics; Public Administration; International Relations; and Traditional and Normative Theory. Note: *Students in the Ph.D. program are not permitted to select Traditional and Normative Theory as a major field of study.*

B. Core and Methods Seminars

Each year, core seminars or courses in the five fields of study are offered. Each core seminar or course presents students with a comprehensive overview of the contemporary literature in the relevant field. Students are required to complete the core seminars/courses in those fields to be offered for comprehensive examination.

The core and methods seminars/courses are as follows:

American Government: 530 - American Government and Politics;
Comparative Government and Politics: 570 - Comparative Government and Politics.
International Relations: 580 - International Politics.
Public Administration: 550 - Public Administration.
Traditional and Normative Theory: 520 - Political Theory.
Empirical Theory and Methodology: 510 - Scope and Methods in Political Science; 511 - Research Design; 512 - Quantitative Political Analysis I and 513 – Quantitative Political Analysis II.

A complete listing of all graduate courses offered by the Department of Political Science can be found in the Appendix to this handbook.

MASTER OF PUBLIC ADMINISTRATION DEGREE PROGRAM

I. OVERVIEW

The Master of Public Administration (M.P.A.) degree is a professional degree program designed to prepare men and women to assume responsible positions in the public service through a program of study that integrates the theory and practice of public administration. The program aspires to produce graduates who are literate in the field of public administration, have the skills to be effective managers of organizational resources, and possess the analytical abilities to be creative problem-solvers. Holders of the M.P.A. degree are also well-prepared to pursue more advanced work in the context of a Ph.D. program.

A. Advisor and Program

A student's advisor is the M.P.A. Program Coordinator. The student and the advisor work out the student's program on the appropriate form.

B. Faculty Committee

Before a student's Admission to Candidacy form is completed, the M.P.A. Program Coordinator will establish a committee of faculty members which will supervise completion of the student's work and evaluate the written comprehensive examination. The membership of this committee is reported on the Admission to Candidacy form to the Dean of the Graduate School for approval. Subsequent changes in this committee must be reported to the Office of Graduate Admissions and Records.

C. Total Hours

Students must complete a minimum of thirty-nine hours for the M.P.A. degree. At least two-thirds of these hours must be earned in courses numbered at the 500-level or above.

D. Transfer Credits

See relevant section under "General Information."

E. Two Master's Degrees

No course already used in earning one Master's degree can be applied toward another.

F. Time Limit

Degree candidates have six calendar years from the time of enrollment in the Graduate School to complete the degree. Students who change degree program during this six-year period may be granted an extension after review and approval by The Graduate School. In any event, courses used toward a Master's degree must have been taken within six calendar years of graduation.

II. GENERAL REQUIREMENTS

The thirty-nine hours required for the M.P.A. are divided into three parts: a twenty-four hour core, a nine-hour specialized track; and a six-hour internship with a public agency.

A. Core Courses (24 hours)

All core courses are three semester hour courses. The core is divided into three categories:

1. General Perspectives:

   A. Required (6 hours)
      550 Public Administration
      552 Organization Theory

   B. Choose any one of the following (3 hours)
      539 State and Local Government
      540 Public Law
      548 Public Policy Process
      566 Ethics, Values and Morality in Public Administration
      558 Politics of Administration
      442 Administrative Law and Regulatory Politics

2. Analytical Skills Required (6 hours)

   512 Quantitative Political Analysis I
   514 Research and Methodology in Public Administration

3. Management Skills Required (9 hours)

   a. 560 Public Budgeting and Finance (3 hours)
   b. Choose any two of the following (6 hours): 562: Public Management, 564: Human Resources Management in Public Organizations; 556 Policy Analysis

Under special circumstances, such as scheduling difficulties, similar courses may be substituted for those listed. Any such substitution requires the written approval of the M.P.A. Program Coordinator.

B. Internship (6 hours)

The internship experience is optional, but strongly recommended. It is designed primarily for those students not having previous work experience in the public sector. Students who wish to serve as an intern within a public agency should first consult with the M.P.A. Program Coordinator. All internships must be approved, in advance, by the M.P.A. Program Coordinator. Students serving an internship enroll for course 569: Internship in Public Administration.

Students who do not serve as an intern must complete a minimum of six additional hours of course work. The number of required hours remains at thirty-nine. Often, these additional hours are taken in the specialized track chosen by the student (see below).

C. Specialized Track (9 hours)

The specialized track is designed by the student in consultation with the M.P.A. Program Coordinator. Possible tracks include, but are not limited to: Public Management; Public Policy; Environmental Policy; Criminal Justice; Recreation and Leisure Studies.

D. Thesis

There is no thesis required for the M.P.A. degree.

E. Foreign Language

There is no foreign language competency required for the M.P.A. degree.

F. Proficiency in Computer Applications

Students must also pass a computer proficiency exam in 596 Workshop in Computer Applications. This is a one-hour S/NC course in which the student must receive an “S” before admission to candidacy. This course certifies that students have acquired the expected level of skill in various software applications used in the public service or in public administration research.

III. ADMISSION TO CANDIDACY

Each student must obtain an Admission to Candidacy form from the Graduate School, complete it, have it signed by all members of his or her faculty committee (normally appointed by the M.P.A. Program Coordinator for purposes of administrating and evaluating the comprehensive examination), and return it to the graduate secretary in the Department of Political Science. It must be returned not later than one full semester prior to the receipt of the degree. A student can find the exact date in the copy of the Graduate School News for the semester prior to the one in which the student intends to graduate. Normally the form should be submitted when a student finishes his or her course work. If the above deadline makes this impossible, however, a student can turn the form in earlier, so long as at least one semester of the student's graduate course work has been completed. In this case the student must record on the form the unfinished courses he/she is taking or plans to take. The student's advisor can report subsequent changes in the program to the Office of Graduate Admissions and Records by phone.

IV. FINAL COMPREHENSIVE EXAMINATION

A. Timing

After completing his or her course work, an M.P.A. student must take a final comprehensive examination. Normally a student will not be permitted to take this examination if a) his/her grades include more than two incompletes; or b) his/her grades include incompletes, regardless of the number, that have been extended beyond the one-year removal period. In unusual circumstances this restriction may be waived by the M.P.A. Coordinator.

B. Registration

The MPA Comprehensive Examination is taken the first Wednesday in April, July (unless it is the July 4th holiday) and November. If a student wishes to take the examination during the semester, he/she should notify the M.P.A. Program Coordinator, in writing, three weeks prior to the scheduled date of the examination. If a student, after announcing they intend to take the examination, should decide not to do so, he/she should inform the M.P.A. Program Coordinator at least ten days prior to the examination.

C. Material Covered

The examination will be divided into three sections each covering one major area of the core. That is, the first section will cover methods, the second management, and the third general perspective. Each student will be required to answer at least one question and often more, from each of the three sections.

D. Faculty Committees

Each section will be assigned to a committee of at least three faculty members. The membership of these committees may be rotated by the M.P.A. Coordinator whenever it is practical to do so.

E. Preparation for Exam

For the M.P.A. comprehensive exam, students are expected to demonstrate mastery of material beyond that covered in their M.P.A. coursework. Students are encouraged to meet with members of the examining committee and the M.P.A. Coordinator to discuss preparation for the comprehensive exam and suggested reading lists.

F. Preparation and Grading of Examination

At least two faculty members to whom a section of the examination is assigned by the M.P.A. Coordinator will write questions for that section and evaluate student answers to them. If a student's performance is approved by both evaluators of each of the three sections, the student passes the examination. If two evaluators of one section disagree concerning the acceptability of a student's performance on it, they will meet and decide together on the acceptability of the performance. If a student fails one section of the examination, three evaluators, one drawn from the pair responsible for each field, will decide whether or not the student has passed the examination and if not, in what manner the examination requirement can be satisfied. If these three evaluators conclude that the results of the written examination were inconclusive, an oral examination may be conducted. If a student fails two or three sections of the examination, he/she shall be considered to have failed the examination as a whole. Any student who fails the examination may repeat it one time. The results of the second written examination will be final.

G. Substitution of Ph.D. Comprehensive Examination

1. All requirements for the M.P.A. degree except completion of the comprehensive examination having been met, the successful completion of the Public Administration portion of the Ph.D. written comprehensive examination will be sufficient for the granting of the M.P.A. degree.

2. Under no circumstances will the successful completion of the M.P.A. comprehensive examination serve as a substitute for the successful completion of the Public Administration portion of the Ph.D. comprehensive examination.

V. DUAL J.D.-M.P.A. PROGRAM

The College of Law and the Department of Political Science in the College of Arts and Sciences offer a coordinated dual degree program leading to the conferral of both the Doctor of Jurisprudence and Master of Public Administration degrees. In this program a student may earn the M.P.A. and J.D. degrees in about four years, rather than the five years that otherwise would be required. Students pursuing the dual-degree program should plan to be enrolled in coursework or an internship for one summer term in addition to taking normal course loads for four academic years.

A. Admission

Applicants for the J.D.-M.P.A. program must make separate application to, and be independently accepted by, the College of Law for the J.D. degree and the Department of Political Science and The Graduate School for the M.P.A. degree. Applicants must also be accepted by the Dual Degree Committee. All applicants must submit a Law School Admission Test (LSAT) score. An applicant's LSAT score may be substituted for the Graduate Record Examination (GRE) score, which is normally required for admission to the M.P.A. program. Application may be made prior to or after matriculation in either the J.D. or the M.P.A. program, but application to the dual program must be made prior to entry into the last 29 semester hours required for the J.D. degree and prior to entry to the last 15 hours required for the M.P.A. degree.

B. Curriculum

A dual degree candidate must satisfy the requirements for both the J.D. and the M.P.A. degrees, as well as the requirements for the dual program. The College of Law will award a maximum of 9 semester hours of credit toward the J.D. degree for successful completion of approved graduate level courses (500 or 600 level) offered in the Department of Political Science. The M.P.A. program will award a maximum of 9 semester hours of credit toward the M.P.A. degree for successful completion of approved courses offered in the College of Law. All courses for which such cross-credit is awarded must be approved by the J.D.-M.P.A. coordinators in the College of Law and the Department of Political Science. All candidates for the dual degree must successfully complete Administrative Law (Law 821). An internship is strongly recommended for students in the dual degree program, as it is for all M.P.A. candidates, but an internship is not required.

During the first two years in the dual program, students will spend one academic year completing the required first year of the College of Law curriculum and one academic year taking courses solely in the M.P.A. program. During those first two years, students may not take courses in the opposite area, without the approval of the J.D.-M.P.A. coordinators in both academic units. In the third and fourth years, students are strongly encouraged to take both law and political courses each semester.

Dual degree students who withdraw from the program before completion of the requirements for both degrees will not receive credit toward either the J.D. or the M.P.A. degree for courses taken in the other program except as such courses qualify for credit without regard to the dual program.

C. Awarding of Grades

For grade recording purposes in the College of Law and the Department of Political Science, grades awarded in courses in the other unit will be converted to either Satisfactory or No Credit and will not be computed in determining a student's GPA or class standing. The College of Law will award a grade of Satisfactory for an approved M.P.A. course in which the student earns a grade of B or higher and a grade of No Credit for any lower grade. The Political Science Department will award a grade of Satisfactory for an approved law course in which the student earns a grade of 2.3 or higher and a grade of No Credit for any lower grade. The official academic record of the student maintained by the Registrar of the University shall show the actual grade assigned by the instructor without conversion.

For more information, contact the M.P.A. Coordinator.

VI. MISCELLANEOUS

A. Students Not Registered for Courses

Students using University facilities or faculty time, including work required to finish incomplete grades, must register for course 502 if not registered for other courses.

Students taking the comprehensive examination but not otherwise using University facilities may pay an examination fee instead of registering for course 502.

B. Inclusion on the Graduation List

To assure that the student's name is placed on the Graduation list, each student must inform the Office of Graduate Admissions and Records of plans to graduate at the beginning of the semester in which the degree is to be granted.

C. Consultation on Bills and Other Matters

During the semester in which the student intends to receive the degree he/she should check with the Office of Graduate Admissions and Records to make sure that all obligations and requirements have been met. No student may graduate who has financial obligations to the University.

D. Employment

Students wanting help in securing jobs following receipt of their degrees should consult their advisors. Often faculty members are contacted about public sector employment opportunities. Students should therefore let faculty members know the kinds of jobs in which they are interested.

Each student should also obtain and complete placement forms from the University Placement Office.

MASTER OF ARTS DEGREE PROGRAM

I. OVERVIEW

The Master of Arts degree has a dual purpose. Primarily, the M.A. is designed to provide students with the foundation to pursue the more advanced graduate study associated with the pursuit of the Doctor of Philosophy degree. Many individuals, however, find the M.A. degree useful in their careers in such diverse areas as journalism, the military, or education.

A. Advisor and Program

A student's advisor is appointed by the Director of Graduate Studies when the student first enters the program. The student and the advisor work out the student's program on the appropriate form, subject to approval by the Director of Graduate Studies.

B. Faculty Committee

By a student's second semester of residence, the student and his/her advisor, in consultation with the Director of Graduate Studies, will establish a committee, of at least three faculty members who will help structure the students program, evaluate progress, supervise the thesis (if this option is chosen), and normally administer the final examination. The chairperson of this committee will subsequently act as a student's advisor. If a student has a minor outside the Department of Political Science one member of the faculty committee must be from the minor department. Subsequent changes in this committee must be reported to the Associate Vice Chancellor or the Office of Graduate Admissions and Records.

C. Total Number of Hours

Depending on whether the student chooses the thesis or non-thesis option (see below), the number of hours required varies. For thesis students, thirty hours of graduate credit are required, a maximum of six of these hours can be taken as thesis credit (course 500). For non-thesis students, thirty-six hours of graduate credit are required; a minimum of three of these credits must be completed in a 600-level special topics seminar (see below). At least twelve hours must be taken in the Department of Political Science; this applies to both the thesis and non-thesis options.

A student may take all of his/her course work in Political Science or, with the approval of the student's committee and the Associate Vice Chancellor and Dean of the Graduate School, the student may elect a minor outside the Department of Political Science. A minor consists of at least six credit hours. Courses from outside of Political Science can be taken without establishment of a formal minor if they are approved by a student's faculty committee.

At least two-thirds of the total hours counted toward a Master's degree must be taken at UTK in courses numbered 500 or above. Only six thesis hours (for those electing the thesis option) can be counted toward this requirement.

D. Transfer Credits

See relevant section under "General Information."

E. Two Master's Degrees

No course already used in earning one Master's degree can be applied toward another.

F. Time Limit

Degree candidates have six calendar years from the time of enrollment in the Graduate School to complete the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by The Graduate School. In any event, courses used toward a Master's degree must have been taken within six calendar years of graduation.

II. GENERAL REQUIREMENTS

A. Two Areas of Concentration

In developing a student's program special attention should be given to major gaps at the undergraduate level. The M.A. student should choose two of the following five broad areas to concentrate on: American Government and Politics, Public Administration, Comparative Government and Politics, International Relations and Traditional and Normative Theory. In one the student should develop real competence (primary area), in the other reasonable familiarity with the major aspects (secondary area). An approved field from outside of Political Science can be substituted for the second field. The student need not confine course work taken to the two areas chosen.

The specific requirements for the two areas of concentration are as follows:

1. In the primary area, at least two courses must be taken for graduate credit in addition to the core seminar in that field.

2. In the secondary area of study, at least one course must be taken for graduate credit in addition to the core seminar in that field.

3. A student may elect to take a minor area outside the department, subject to the approval of the student's faculty committee. If this option is chosen, at least two courses taken for graduate credit must be completed, and these courses must be approved by the faculty committee.

The student's faculty committee may require additional course work in one or both areas of concentration, so long as the total number of hours required of the student, including major and minor areas and the Empirical Theory and Research Methodology requirement (see below), does not exceed thirty hours for the thesis option and thirty-six hours for the non-thesis option.

B. Methodology Requirement

Students enrolled in the M.A. degree program must successfully complete two of the following courses: 510 - Scope and Methods in Political Science; 5ll - Research Design; and 512 - Quantitative Political Analysis.

C. Thesis/Non-Thesis Option

Students pursuing a terminal M.A. degree may follow one of two options in completing the degree:

Option I: (30 hours). Course work, plus preparation of a thesis, and an oral examination on all work offered for the degree. No more than six hours of the required thirty hours may be earned through thesis credit.

Option II: (36 hours). Course work, plus a written comprehensive examination on all work offered for the degree. At least three of the hours completed must consist of the 600-level research seminar (see relevant section under the requirements for the Ph.D. degree program for an explanation of the 600-level special topics seminars) in the student's major field of interest.

As noted elsewhere herein, students have the option of entering the Ph.D. program without completing the master's degree. Any student, regardless of original program intention, who fails to complete the doctoral program, will be awarded the M.A. degree, under any of the following circumstances:

1. Successful completion of a written Ph.D. Comprehensive examination in any one field of concentration.
2. Retroactive completion of Option I, above.
3. Retroactive completion of Option II, above.

The thesis and non-thesis options are explained in greater detail below.

D. Foreign Language

There is no foreign language competency required for the M.A. degree.

III. THESIS OPTION FOR THE M.A. DEGREE

Students electing this option must, in addition to fulfilling the requirements for two areas of concentration and empirical methodology, complete a thesis prospectus and a thesis. Each thesis must contain an abstract and a vita.

A. The Thesis Prospectus

A student's thesis prospectus should include a discussion of the content and method of the proposed thesis, an explanation of the legitimacy of the project and an analysis of the major sources to be used. Its length will depend on the subject involved, and a student should discuss this matter with his/her faculty committee chairperson. Normally it will run between 5 and 20 pages. Samples are available in the Department Office.

A student should circulate the prospectus, together with an approval form obtained from the Political Science Office, to all members of his/her permanent faculty committee. When all committee members have signed the approval form it, together with the prospectus, should be returned to the Director of Graduate Studies.

B. The Thesis

A student must write his/her thesis in full accordance with regulations established by The Graduate School. In addition to being approved by a student's faculty committee a student's thesis must be formally accepted by The Graduate School. To ensure familiarity and full compliance with all Graduate School regulations, each student is encouraged to obtain a copy of the latest edition of the official Graduate School Guide to the Preparation of Theses and Dissertations which is on sale at the bookstore. For matters not covered by the Graduate School Guide, students should follow the latest edition one of the following style manuals: (1) William G. Campbell and Stephen Vaughan Ballou, Form and Style in Thesis Writing; (2) Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; (3) Gibaldi and Achtert, MLA Handbook. If a student's thesis is largely in the field of public law he/she may instead supplement the Graduate School Manual by using The Uniform System of Citation prepared by the Harvard Law Review Association.

Each student is encouraged to attend the thesis and dissertation workshop offered during the Fall and Summer semesters by The Graduate School. Each student should take a copy of the Guide to the Preparation of Theses and Dissertations to the workshop. The time and place of the

workshop is announced in the Graduate School News. Finally, students are encouraged to meet with the Thesis Consultant of The Graduate School regarding any problems of form encountered during preparation of the thesis.

C. Thesis Course Registration

A student must be registered for course 500 (Master's Thesis Registration) each semester during work on the thesis, including a minimum of three hours the semester in which the thesis is accepted by The Graduate School. Students must enroll for a minimum of six hours of course 500 during work on the thesis. While a student may have to enroll for more than six hours of course 500, only the first six will count toward the requirements for the M.A. degree.

A student must not register for thesis hours before coursework is completed; they must enroll when starting their thesis. The student must continue to register for a minimum of three hours of course 500 each semester during which he/she is actually doing research and working on the thesis, through the semester in which the thesis is accepted by The Graduate School.

A student no longer residing in Knoxville who wishes to register for course 500 may do so electronically. This should be done at least two weeks in advance of the opening of a semester. Requests for the necessary forms should be sent to the Graduate School. If payment and registration forms are not received before the regular registration deadline, a late fee will be charged.

D. Number of Copies, Approval Sheet and Submission

Two copies of a student's thesis, each containing an approval sheet signed by all members of the candidate's faculty committee, must be submitted to the Graduate School for approval on or before the deadline indicated each semester in the Graduate School News. If a student is unable to meet this deadline, and the final corrected copy of the thesis is approved prior to the first day of registration for the next semester, the student may then graduate the next semester without being registered if he/she was registered for three hours of course 500 during the preceding semester.

E. The Final Oral Examination

1. Basic Requirement

Each candidate must take a final oral examination covering the thesis and the areas on which he/she has concentrated.

2. Preparing for the Oral Examination

To facilitate preparation for the oral examination, reading lists are available to students covering the six broad areas of concentration. The most important works in each list are designated by asterisks. The core courses described elsewhere in this handbook should also prove helpful.

3. Scheduling the Oral and Transmitting Thesis to Examining Committee

A candidate's oral examination must be scheduled by his/her faculty committee chairperson through the Office of Graduate Admissions and Records at least one week prior to the day in which it is to be given. The deadline for scheduling orals and the deadline for giving them are both listed each semester in the Graduate School News.

The final draft of a student's thesis must be transmitted to the examining committee at least one week before the final oral examination.

4. Administering the Oral Examination

A candidate's faculty committee will normally act as the examining committee which administers the oral examination. Its chairperson presides and all members must be present.

5. Reporting on the Oral Examination, and Reexamination

After the final oral examination a form indicating the results must be signed by all members of a candidate's examining committee and forwarded to the Office of Graduate Admissions and Records.

Should a candidate fail to pass the examination, he/she may not appear for reexamination until three months have elapsed. Students who fail the second examination will normally be asked by the Department Head to withdraw from graduate studies in Political Science.

IV. NON-THESIS OPTION FOR THE M.A. DEGREE

Students electing this option must complete 36 hours of course work. In addition to meeting the requirements for two areas of concentration and empirical methodology, students must complete at least three hours of work in a 600-level special topics seminar, and must successfully complete a written comprehensive examination over all graduate work completed.

A. The 600-Level Seminar Requirement

The purpose of the advanced research seminars, numbered at the 600-level, is to provide students with the opportunity to conduct research beyond that normally expected in a graduate

seminar. At the same time, the research paper produced is of somewhat less complexity and breadth than might be expected of a master's thesis. It is expected that the paper produced would be of sufficient quality to be presented at a regional political science conference, or even to be submitted for publication in a journal.

The purpose of this requirement is to give non-thesis students an independent research experience beyond that available in seminars, while stopping short of the breadth required for a thesis. Students must complete a minimum of three hours of a special topics seminar, but may find it necessary to enroll for up to six hours.

For more information on these seminars, see the relevant section under the requirements for the Ph.D. degree program.

B. The Written Comprehensive Examination

1. Timing and Notification

The M.A. written comprehensive examination will be administered each semester on the first Thursday of April, July (unless it is the July 4th holiday) and November. Students who wish to take the examination must notify the Director of Graduate Studies, as well as the chairman of their faculty committee, the first week of the semester they wish to sit for the examination.

No student will be allowed to take this examination until such time as all course work is substantially complete. In turn, a student will not be permitted to take this examination if a) his/her grades include any incompletes; or b) his/her grades include incompletes, regardless of the number, that have been extended beyond the one-year removal period. In unusual circumstances this restriction may be waived by the Director of Graduate Studies.

The examination must be scheduled through the graduate secretary in the Department of Political Science office in accordance with the deadlines specified in the Graduate School News. Final comprehensive examinations not properly scheduled must be repeated. Students using University facilities or faculty time, including work required to finish incomplete grades, must register for course 502 if not registered for other courses. Students taking the examination, but not otherwise registered for course work, may pay an examination fee instead of registering for course work.

2. Material Covered

The comprehensive examination is intended to be not merely a test over the student's course work, but a measure of the student's ability to integrate material in the major and related fields. The student will be expected to demonstrate not only familiarity with the literatures introduced in the student's curriculum, but also the linkages between the literatures.

3. Preparation

The core courses in the fields of interest should be useful to those preparing for comprehensive examinations. Students should consult members of their faculty committee, as well as the members of the M.A. Examination Committee, for additional guidance in preparation for their examination.

4. The Committee for the M.A. Examination

The Department Head will appoint an Examination Committee for each student taking a comprehensive examination for completion of the M.A. The committee will consist of at least three people, with at least two people representing each of the student's two testing areas. The student's advisor will serve on the examination committee.

It is the responsibility of the field committee chairs to solicit questions from all relevant faculty. The field committee will then construct the examination. The examination will consist of at least two questions from the student's primary area, and at least one question from the student's secondary area.

Each student's performance on a field examination will be evaluated by members of the field committee. The possible grades on the examination will be pass with distinction, pass, and fail. Written examinations in areas outside Political Science will be prepared and evaluated by appropriate members of other departments.

Each person evaluating an examination will record his/her evaluation on the appropriate form in the Political Science Office. The chairperson of each committee shall be responsible for ensuring that each examination is evaluated within two weeks of the date on which the examination is given.

5. Taking the Examination

The M.A. comprehensive examination will last from 8:00 a.m. to 4:50 p.m. Approximately two-thirds of the examination will cover the student's primary area, and one-third will cover the secondary area. The student will be notified as to when and where the examination will be picked up, and where it is to be written. During the examination a student may not consult notes, the internet, or any other materials unless given specific permission to do so.

6. Those Who Fail the Comprehensive Examination

The student has passed the comprehensive exam if committee members from both the primary and secondary areas grade their areas as passing. If the student passes one area but fails in the other, the student has failed the exam. If readers in an area are tied in their judgment of whether a student has passed the examination the Department Head will appoint an additional person to serve as a reader on the examination committee.

A student will normally retake the portions of the written examination failed at the next regularly scheduled examination period. The Department Head will normally request the Graduate School to dismiss a student who fails the examination a second time. The results of the second examination are final.

7. Oral Examination

If a student passes both parts of the examination, but the evaluators deem his/her performance on the examination to be deficient (i.e., a grade of "low pass" on one or both portions of the examination), the M.A. Examination Committee may, at its discretion, require the student to take an oral examination. This examination will be scheduled within one month of the date the examination results are returned to the student.

The Oral Examination Committee will consist of no fewer than three faculty, all of whom will be drawn from the M.A. Examination Committee, and shall consist of at least one member from each examination field. The student's advisor shall always sit on the Oral Examination Committee, and shall serve as its chairperson.

The purpose of the oral examination is to cover, in depth, those portions of the written examination on which the student has a demonstrated deficiency. The Oral Examination Committee may determine that the student possesses competency in the area being examined, in which case the student will be considered to have passed the M.A. Comprehensive Examination. The committee may also determine that the student is deficient in the area being examined, in which case the student will have failed that portion of the examination.

8. Reporting Results to The Graduate School

When the comprehensive examination process has been completed, the chairperson of the student's Faculty Committee will report the results to the Director of Graduate Studies, who in turn will report these results to The Graduate School. The Director of Graduate Studies will also notify the student of the results of the examination, or will delegate this responsibility to the chairperson of the student's Faculty Committee.

V. ADMISSION TO CANDIDACY

Each student must obtain an Admission to Candidacy form from The Graduate School, complete it, have it signed by all members of his/her faculty committee, and return it to the Office of Graduate Admissions and Records. It must be returned no later than one full semester prior to receipt of the degree. A student can find the exact date in the copy of the Graduate School News for the semester prior to the one in which the student intends to graduate. Normally the form should be submitted when a student finishes his/her course work. If the above deadline makes this impossible, a student can turn the form in earlier, so long as at least one semester of the student's graduate course work has been completed. In this case the student must record the unfinished courses he/she is taking or plans to take on the form. The student's advisor can report subsequent changes in the program to the Office of Graduate Admissions and Records by phone.

VI. MISCELLANEOUS

A. Students Not Registered for Courses

Students using University facilities or faculty time, including work required to finish incomplete grades, must register for course 502 if not registered for other courses.

B. Inclusion on the Graduation List

To assure that the student's name is placed on the Graduation list, each student must inform The Graduate School of plans to graduate at the beginning of the semester in which the degree is to be granted.

C. Consultation on Bills and Other Matters

During the semester in which the student intends to receive the degree he/she should check with the Office of Graduate Admissions and Records to make sure that all obligations and requirements have been met. No student may graduate who has financial obligations to the University.

D. Employment

Students wanting help in securing jobs following receipt of their degrees should consult their advisors concerning the U.S. Government's "Professional and Administrative Career Examination" and other means of securing employment early in their stays at the University. Often faculty members are contacted about public sector employment opportunities. Students should therefore let faculty members know the kinds of jobs they are interested in at an early point. Toward the end of the program each student should also obtain placement forms from the University Placement Office and see that they are filled out and returned.

DOCTOR OF PHILOSOPHY DEGREE PROGRAM

I. OVERVIEW

The Doctor of Philosophy degree is designed primarily to equip individuals to engage in teaching and research. Those who hold the Ph.D. in Political Science are able to comprehend the current literature, to discover the linkages between various areas of research, and to contribute to the body of knowledge constituting Political Science. Usually, individuals with a Ph.D. teach in colleges and universities. Those with a Ph.D. also will find opportunities in other areas of government, as well as in the private sector.

A. Advisor

A student's advisor is appointed by the Director of Graduate Studies in consultation with the student, when the student first enters the program.

B. Temporary Faculty Committee and Projected Program

By the end of the second semester of residence the student and the advisor, in consultation with the Director of Graduate Studies, will establish a temporary four-person faculty committee to supervise the planning of the student's program. *By the end of the second semester a projected program for the student should be recorded on the appropriate form and sent to the Director of Graduate Studies.*

C. Permanent Faculty Committee

Before a student prepares an "Admission to Candidacy" form (see below), the student and the advisor, in consultation with the Director of Graduate Studies, will choose a permanent faculty committee of at least four members which will supervise the writing of the dissertation and administer the final oral examination. They will also choose the chairperson of this committee who will subsequently be the student's advisor and major professor. One member of this committee must be from outside the Department of Political Science and at least three, including the chairperson, must have been approved by the Graduate Council to supervise the writing of doctoral dissertations. The Director of Graduate Studies will report the membership of this committee on the appropriate form. The committee can subsequently be changed if a student's dissertation plans change.

D. Total Number of Hours

A student must complete a minimum of 84 semester hours beyond the bachelor's degree. No more than 24 hours taken outside the Department of Political Science at UTK, including

course work at other universities, and course work taken in other departments at UTK, will count toward the 84-hour requirement.

At least 69 hours beyond the bachelor's degree must be taken in Political Science. At least 54 hours must be taken in courses numbered at the 500- and 600-level.

Twenty-four hours must be earned by taking Doctoral Research and Dissertation (course 600). While more than 24 hours of course 600 may have to be taken only 24 hours will count toward the 84-hour requirement. These 24 hours of course 600 do not include the requirement that each doctoral student complete a minimum of 6 hours of 600-level seminar work. This latter requirement is discussed separately, below.

E. Transfer Credits

See relevant sections under "General Information."

F. Continuous Registration

The student must register continuously for course 600 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course 600 is begun, whichever comes first, including summer semester and the semester in which the dissertation is approved and accepted by the Graduate School. You must not enroll before coursework is completed. A minimum total of 24 hours of course 600 is required before the dissertation will be accepted.

G. Leaves of Absence

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six semesters. The request will be considered by The Graduate School upon written recommendation of the department head.

H. Time Limits

Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in the doctoral degree program.

I. Two Consecutive Semesters of Residence

A student must register in the resident graduate program for at least two consecutive semesters in which he/she takes a minimum of 9 hours of course work each semester. Course

600 work can be included. If a summer semester falls during this residency period, registration must be maintained during the summer semester. There is one exception to this rule. During any semester of the residency period when a student is working as a graduate assistant or teaching assistant, he/she may register for a minimum of 6 rather than 9 hours of course work and still meet the requirement.

II. GENERAL REQUIREMENTS

A. Two Areas of Concentration

1. Students must normally choose two of the following four fields for comprehensive written and oral examination: American Government and Politics; Public Administration; Comparative Government and Politics, and International Relations.

2. Students must take a minimum of three courses or seminars at the University of Tennessee, Knoxville in any field to be offered for comprehensive examination. One of these courses must be the core seminar identified for each field.

3. In addition to the two fields required for examination in the Department of Political Science, and the other requirements for the Ph.D. degree discussed elsewhere herein, students are allowed to test in a third field and a fourth field. These fields may be outside the Department of Political Science. Students who choose to take a third or fourth testing field must designate which of the fields are the primary two fields; they must pass the two primary fields to be admitted to candidacy. Students who choose to sit for a third or fourth field exam may request to take the third and/or fourth fields at a different time than their primary exams.

4. Additional course work outside the two fields offered for examination, and/or additional work in any of the two fields, may be required by the student's program committee. This may result in the student having to complete more than the minimum of 84 hours required for the Ph.D. degree.

B. Research Methodology Requirement

All doctoral students are required to complete Political Science 510 – Scope and Methods in Political Science; Political Science 511 – Research Design, and Political Science 513 – Quantitative Political Analysis II. Completion of this requirement within three semesters of initial enrollment (unless a student enters during the Spring Semester, in which case the limit is

four semesters) is a precondition for continued receipt of financial assistance from the department.

In some cases students may be exempted from the above requirement on the basis of evidence that their prior training has provided adequate background. Exemptions in whole or in part will be granted on the basis of an evaluation of prior work by the Director of Graduate Studies and the advisor assigned to the student, in consultation with such other members of the faculty as they may deem appropriate. Finally, in extreme circumstances, the Director of Graduate Studies and the student's advisor may approve adjustments in the time at which required courses are taken if there are scheduling problems. They may also allow the substitution of similar courses in other departments when that would be compatible with the program and needs of the student.

C. 600-Level Seminar Requirements

Students are required to complete a minimum of 6 semester hours of work in 600-level advanced seminars. This requirement is in addition to the 24 hours dissertation research (course 600) requirement. The purpose of these seminars is to ensure students the opportunity to do specialized study and research at an advanced level. Advanced seminars are offered in all six broad areas of study, as well as in U.S. Constitutional law. All advanced seminars carry 3 hours credit, and may be repeated for up to 9 total hours of credit.

D. Research Tool Requirement

Normally, students will satisfy The Graduate School's "research tool" requirement by demonstrating a proficiency in research methodology. However, with approval of their program committees, students specializing in comparative politics and international relations may demonstrate a proficiency in a foreign language in which there exists a significant body of political science literature.

a. Research Methodology requirements

1. 3 classes are required of all Ph.D. students: 510, 511 and 513.
2. To take research methods as a research tool (which you must do unless you and your committee agree that a foreign language is more valuable for your research needs), you must take 510, 511, 513 plus one additional class in research methods (taken either inside or outside the Department of Political Science). This additional class does not count toward the 84 hours minimum required for the Ph.D.

or

b. Proficiency in a foreign language can be demonstrated either by taking an examination or, in the case of French or German, by satisfactory completion (a B grade or better) of French 302 or German 333. A student choosing the examination option should, when adequately prepared, notify his/her advisor who will, in conjunction with the appropriate language department, select a passage to be used in administering the examination. The student should also obtain scheduling forms from the Office of Graduate Admissions and Records and complete them by the deadline listed each semester in the Graduate School News. The date on which the examination is given is also listed there. Any language examination may be repeated an unlimited number of times.

III. COMPREHENSIVE EXAMINATIONS

A. Written comprehensive examination

1. Timing

Every student must take a written comprehensive examination. The student will take the comprehensive examination when: a) all coursework is completed in the area to be tested; and b) the research tool requirement is completed. Students are required to test in the two fields during the same examination period. The written comprehensive examination should be taken no later than the student's third year of participation in the Ph.D. program.

In exceptional cases, requirements relative to prerequisites for and timing of the comprehensive exams may be waived by the Director of Graduate Studies on the recommendations of the student's advisor and program committee; however, in no case may the examination be taken later than five years from the time a student first enrolls in the doctoral program. This latter limit has been established by The Graduate School and cannot be waived by the Department. No student may take the comprehensive examination until such time as all incomplete grades are removed from the student's record.

2. Rules for fulfilling the requirement

a. Each student shall take two written examinations. Each examination will cover one of the four following broad fields:

1. American Government and Politics
2. Public Administration
3. Comparative Government and Politics
4. International Relations

Note: Under no circumstances will the successful completion of the M.P.A. Comprehensive Examination, nor the M.A. written Comprehensive Examination (under the non-thesis option), serve as substitutes for any portion of the Ph.D. Comprehensive Examinations.

b. The examination in each field shall be designed to do two things:

1. Approximately half of each examination will test the student's knowledge of the field and ability to make use of key concepts.
2. Approximately half of each examination will test the student's knowledge of those aspects of the field to which the student has given particular attention.

a. If the student selectes American Government and Politics as a field, the student should choose one of the following aspects of that field to cover in the second part of the examination:

Subfields
1. American governmental institutions
2. Political behavior

The examination committee will tailor specific topics to the research and teaching interests of the students taking the exam. Students should communicate their areas of interest to the chair of the examination committee at least 1 month prior to the scheduled exam date.

b. If the student selects Comparative Government and Politics as a field the student should be prepared to answer general questions concerning major themes and research design in the field as well as more specific questions in two thematic subfields selected in conjunction with the Comparative Politics faculty.

c. If the student chooses Public Administration as a field, approximately half of the exam will consist of a general section in which the student will be expected to answer one or more questions that include the following core topics:

1. Evolution of the field of public administration.
2. Research perspectives in public administration.

3. Bureaucracy, politics, and ethics in a democratic state.
4. Theory in public administration.

Approximately half of the exam will consist of questions on one of the following specialized topics of the student's choosing:

a. Organization Theory and Behavior
b. Management in the Public Sector
c. Public Policy

d. If the student selects International Relations as a field, the student should be prepared to answer general questions concerning major themes and research design in the field as well as more specific questions in thematic subfields selected in conjunction with the International Relations faculty.

3. Scheduling

a. Written comprehensive examinations for doctoral candidates are given during the first two weeks of January and August each year. A student who intends to take the examinations must declare his/her intention to do so in writing to the Director of Graduate Studies at least three months prior to the commencement of the examination period.

b. A student who because of unusual circumstances wishes to take the comprehensive examinations at a time other than the two regularly scheduled examination periods must request permission to do so in writing from the Graduate Studies Committee at least thirty days before the date on which the student wishes to be examined. Permission will be granted only in exceptional cases.

4. Preparation

The core courses discussed above should be useful to those preparing for comprehensive examinations. In addition, reading lists are available in each of the fields covered by the comprehensive examinations. The most important works on each list are designated by asterisks. Previous exams are available in the Department Office.

5. Taking

The format of the examination is take home, open book. On the first day of the exam period, the student will be given the entire set of exams. The student is required to submit the completed exams in two weeks.

Examination essays must be limited to a maximum of 12,000 words per field, including any footnotes. Exams must be word-processed and must conform to an acceptable style of scholarly writing and presentation. Completed exams *must be submitted in two media, a hard copy and an electronic file on CD or jump drive*, both of which are to be submitted *to the Graduate Secretary*, who will in turn distribute the exams to the examination committees.

Exams will be evaluated by exam committees in their respective fields. A majority of faculty on a committee must vote to pass an exam before it will be certified as having passed.

6. Mechanics of making and grading

For each examination period the Head of the department shall appoint a committee for each of the four Ph.D. testing fields and shall designate one person to chair each committee. The department head shall inform the student of the faculty members who comprise the exam committee.

It shall be the responsibility of the chairperson of each field committee to solicit from all department members teaching in that field questions to be incorporated into the comprehensive examination covering the field. With the advice and consultation of the field committee members, the chairperson of each committee shall prepare a comprehensive examination.

Each student's performance on a field examination will be evaluated by members of the field committee. Written exams in areas outside Political Science will be prepared and evaluated by appropriate members of other departments. Each person evaluating an examination will record his/her evaluation on the appropriate form from the Political Science office. The chairperson of each field committee shall be responsible for seeing that each examination prepared by his/her committee is evaluated within two weeks of the date on which the last examination administered during a particular examination period was given.

The chairperson will report the results of the written exams to the Director of Graduate Studies, who in turn will report them to the Graduate School on the appropriate form and to the student in writing.

7. Those who fail the written comprehensive examination

If a student fails an examination, the Graduate Director will notify the student and the student's advisor. Under normal circumstances, if an examination(s) is failed, the student will repeat the examination(s) failed at the next regular examination period. The student does not need to repeat the areas passed.

Before repeating an examination a student is strongly encouraged to consult with his advisor and if possible with members of the examining committee to receive help in preparing to repeat it. No student will proceed to the oral examination until all written comprehensive examinations are passed.

A student who fails one or both written comprehensive exams may retake the failed examinations as many times as s/he wishes. However, both exams must be passed, and the dissertation completed, within the six (6) year time limit required to complete the degree.

B. Oral Comprehensive Examination

1. Timing

Prospective Ph.D. candidates are not required to take an oral comprehensive examination. However, if the examination committee deems a student's performance on the written examination to be deficient, the committee may, at its discretion, require the student to take an oral examination. The oral examination is given as soon as possible after taking the written examination.

2. Material covered

The oral examination will cover the two broad fields dealt with in the written examination with particular attention being given to any weaknesses that appeared in the written examination.

3. Administration

The oral examination will be conducted by a committee consisting of at least three faculty members appointed by the Department Head. The oral examination committee will include at least one member from each of the two fields covered by the written comprehensive examinations. The oral examination committee will also include the student's faculty committee chairperson (i.e., advisor), who will be responsible for arranging the oral examination and for chairing the committee. Decisions of the committee will be made by simple majority votes.

IV. ADMISSION TO CANDIDACY

Once a student has finished all course work, (except for the dissertation course 600), and his/her permanent faculty committee has been appointed and approved by The Graduate School, the student should obtain from The Graduate School an "Admission to Candidacy" form and fill it out. The student should list all courses counted toward the Ph.D. including the courses taken for the Master's degree. The student should then have all members of his/her permanent faculty committee sign the form and return it to The Graduate School. Once the student has passed the comprehensive examination and fulfilled the language requirement (if this option is chosen) The Graduate School will record the dates on which the student did so and inform the student of admission to candidacy. The student must be admitted to candidacy at least one semester prior to the date on which the degree is to be conferred.

V. THE DISSERTATION

A. Basic Requirement

Each candidate must complete a dissertation prospectus and a dissertation. Each dissertation must be microfilmed and for that reason should be copyrighted if the student wishes to retain rights to it. The Graduate School arranges for microfilming and copyrighting.

In addition to the Abstract which is an actual part of the thesis, each candidate is required to submit one copy of the abstract, which will be sent to University Microfilms for publication in Dissertation Abstracts. It must be limited to 350 words (based on 70 characters, Elite, per line with a maximum of 35 lines; based on 60 characters, Pica, per line with a maximum of 41 lines).

B. Dissertation Prospectus

1. Content and length

A student's dissertation prospectus should include a discussion of the content and method of the proposed dissertation, an explanation of the legitimacy of the project and an analysis of the major sources to be used. Its length will depend on the subject involved, and a student should discuss this matter with his/her faculty committee chairperson. Normally it will run between 5 and 20 pages. Samples are available in the Department Office.

2. Prospectus approval

A student will circulate the prospectus to all members of his/her permanent faculty (i.e., dissertation) committee). When the prospectus is judged acceptable by the members of the committee, the committee and the student will schedule a public defense of the prospectus. The defense will be open to all members of the academic community. The Director of Graduate Studies will be informed of the place and time of the defense.

After the public prospectus defense, and after making any changes deemed warranted by the committee as a result of comments received at the defense, the student will obtain signatures of all committee members on the prospectus approval form, which can be obtained in the Political Science Office. The approval form, along with one copy of the prospectus, will then be forwarded to the Director of Graduate Studies.

The dissertation prospectus will serve as an understanding between the student and the permanent faculty committee. With the prospectus, the student and the committee agree as to the question(s) to be investigated, the data and methods to be employed, the research design to be followed, and other aspects of the dissertation enterprise. If a student and the members of the permanent faculty committee come to mutual agreement on changes in the prospectus, after the defense of the prospectus, the dissertation may incorporate those changes. In this circumstance, the Director of Graduate Studies will be notified in writing of the changes agreed to by the student and the dissertation director. This notification will come from the dissertation director.

C. The Dissertation Proper

1. Form and Style

A student must write his/her dissertation in full accordance with regulations established by The Graduate School. In addition to being approved by a student's faculty committee the dissertation must be formally accepted by The Graduate School. To ensure familiarity and full compliance with all Graduate School regulations, each student is encouraged to obtain access to a copy of the latest edition of the official UTK Guide to the Preparation of Theses and Dissertations which is on sale at the bookstore and online. For matters not covered by the Graduate School manual students should follow the latest edition of one of the following style manuals: (1) William G. Campbell and Stephen Vaughan Ballou, Form and Style in Thesis Writing; (2) Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; (3) Gibaldi and Achtert, The MLA Handbook. If a student's Dissertation is largely in the field of public law he/she may instead supplement the Graduate School Guide by using A Uniform System of Citation prepared by the Harvard Law Review Association.

Each student is encouraged to attend the thesis and dissertation workshop offered during the Fall and Summer semesters by the Graduate School. Each student should take a copy of the UTK Guide to the Preparation of Theses and Dissertations to the workshop. The time and place of the workshop is announced in the Graduate School News. Finally each student is encouraged to consult with the Thesis Consultant in The Graduate School regarding any problems of form encountered during preparation of the dissertation.

2. Continuous Dissertation course registration

A student **must** begin registering for course 600 when work on the dissertation begins, and subsequently the student **must** continuously register for it during all three semesters each year until the degree is received, unless a leave of absence is granted. A request for a leave must be based on the fact that a student finds it necessary to temporarily suspend work on the dissertation for some good reason. A letter requesting a leave should be sent to the Head of the Political Science Department who will, in turn, write a letter to the Associate Vice Chancellor and Dean of the Graduate School supporting the request, if the Head feels the request meets the requirements. The Associate Vice Chancellor and Dean of the Graduate School actually grants the leave. No more than six semesters of leave of absence may be accumulated by a candidate, except under exceptional circumstances.

A student no longer residing in Knoxville who wishes to register for course 600 may do so electronically. This should be done at least two weeks in advance of the opening of a semester. Requests for the necessary forms should be sent to The Office of Graduate Admissions and Records at the address appearing on page 2 of this Handbook. If payment and registration forms are not received before the regular registration deadline, a late fee will be charged.

3. Number of copies, approval sheet, and submission

Two copies of a student's dissertation, each containing an approval sheet signed by all members of the candidate's faculty committee, must be submitted to The Graduate School for approval on or before the date indicated each semester in the Graduate School News. If a student is unable to meet this deadline, and the final corrected copy of the dissertation has been submitted to the Graduate School by the day before commencement, The Graduate School will allow the student to graduate the next semester without being registered if he/she was registered for at least three hours of course 600 during the preceding semester.

D. Final Oral Examination

1. Basic requirement

Each candidate must take a final oral examination on the dissertation and the field in which it was written after completing all courses and the dissertation.

2. Scheduling the oral examination

A candidate's final oral examination must be scheduled by the chairperson of his/her permanent faculty committee through The Graduate School at least one week prior to the day on which it is to be given. The deadline for scheduling orals and the deadline for giving them are both listed each semester in the Graduate School News.

3. Administering the oral examination

A candidate's final oral examination is administered by his/her permanent faculty committee with the chairperson of that committee presiding. The examination is announced publicly by The Graduate School and is open to all faculty members.

4. Reporting the results

After the final oral examination a form indicating the results must be signed by all members of a candidate's permanent faculty committee and forwarded to The Graduate School.

VI. MISCELLANEOUS

A. Inclusion on The Graduation List

To assure that each student's name is placed on the Graduation List, each student must inform The Office of Graduate Admissions and Records of plans to graduate at the beginning of the semester in which the degree is to be granted.

B. Consultation on Bills and Other Matters

During the semester in which a student intends to receive his/her degree the student should check with The Graduate Office of Admissions and Records to make sure that all requirements, including financial obligations to the University, have been met. No student with financial obligations to the University may graduate.

C. Obtaining Employment

About one year before graduation each student desiring assistance with placement should make an appointment with the Department's Placement Coordinator, obtain a "biographical data form" from the Coordinator, fill it out, and return it.

Each student should also contact the University Placement Office and discuss with its personnel their program for placing doctoral candidates.

As part of the preparation process for the job market, Ph.D. students are required to participate in a “practice interview” with members of the department’s faculty prior to visiting any campus for an interview. This
mock interview setting will consist of each candidate delivering a presentation, then providing faculty an opportunity to pose questions to the “candidate” as well as provide guidance and

suggestions on improving their presentation. This requirement will follow the general process suggested below.

When a Ph.D. student in the department receives an invitation to visit a campus for a formal job interview, the student's advisor will notify the Graduate Director that a "practice interview" is needed. The Graduate Director will be responsible for reserving space for the student's presentation as well as notifying the department faculty of the date and time for the presentation. The presentation will be treated by faculty as a formal interview, which implies that the "candidate" should be formally introduced and faculty members should interject questions and challenges to the "candidate's" research during and after the presentation. The "practice interview" should conclude in a less formal setting, with feedback from faculty members regarding the strengths and weaknesses of the presentation, as well as guidance and suggestions for how the presentation could be improved or how the student could better prepare. The purpose of this process is to subject the student to an actual interview-type setting while providing meaningful and helpful feedback to better prepare the student for his/her actual campus interview.

INFORMATION FOR INTERNATIONAL STUDENTS

I. LANGUAGE EXAMINATION

Every entering international student must on arrival take a University of Tennessee placement examination in the English language. No such placement examination will be given after the first two weeks of classes in any semester. If adequately prepared in English, the student will be excused from further official training in the language. If not sufficiently prepared, the student will be required to take the special course in English at the appropriate level of competency. Students whose performance on the University of Tennessee placement test indicates that they need intensive English study will not be permitted to enroll at UTK but will be offered assistance in gaining admission, at their own expense, to a qualified language institute.

II. CERTIFICATE OF PARTICIPATION

A. Description

This certificate is given to foreign students who must return home before receiving a degree. It bears the signature of the Chancellor and Dean of the Liberal Arts College. It is granted on the basis of a favorable recommendation from the Political Science Department to the Center for International Education.

B. Eligibility

To be eligible, a student must:

1. Have completed at least two terms at the University of Tennessee, Knoxville, and be leaving the United States to return home.
2. Be academically eligible to remain enrolled at the University of Tennessee, Knoxville.
3. Be a citizen of a foreign country and in the United States on a nonimmigrant visa.

APPENDIX: POLITICAL SCIENCE GRADUATE COURSES BY FIELD

1. American Government and Politics

425 Media and Politics (3)
430 United States Constitutional Law: Sources of Power and Restraint (3)
431 United States Constitutional Law: Civil Rights and Liberties (3)
435 Criminal Law and Procedure (3)
522 American Political Thought (3)
530 American Government and Politics (3)
532 Presidency (3)
533 Congress (3)
535 Public Opinion and Political Socialization (3)
536 Campaigns, Elections, and Voting Behavior (3)
537 Political Parties and Interest Groups (3)
539 State and Local Government and Politics (3)
540 Courts and Judicial Processes (3)
548 Public Policy Process (3)
641 Special Topics in Courts and Judicial Processes (3)
639 Special Topics in American Government and Politics (3)

2. Public Administration

441 Public Budgeting (3)
442 Administrative Law and Regulatory Policymaking (3)
445 Administration of Justice (3)
514 Research and Methodology in Public Administration (3)
531 Theory of Planning (3)
549 Environmental Policy (3)
550 Public Administration (3)
552 Organization Theory (3)
556 Policy Analysis (3)
558 The Politics of Administration (3)
560 Public Financial Administration (3)
566 Ethics, Values, and Morality in Public Administration (3)
564 Human Resource Management in Public Organizations (3)
562 Public Management (3)
569 Public Administration Internship (3-9)
654 Contemporary Public Policies (3)
668 Special Topics in Public Administration (3)

660 Contemporary Perspectives on Public Administration (3)

3. <u>Comparative Government and Politics</u>

451 Ethnic Conflict in Foreign Countries (3)
452 Black African Politics (3)
454 Government and Politics of China and Japan (3)
456 Latin American Government and Politics (3)
459 Government and Politics of Russia and Eastern Europe (3)
461 Policy Making in Democracies (3)
463 Contemporary Middle East Politics (3)
570 Comparative Government and Politics (3)
572 The Politics of Development (3)
574 Area Seminar in Comparative Government and Politics (3)
670 Special Topics in Comparative Government and Politics (3)

4. <u>Empirical Theory and Methodology</u>

510 Scope and Methods in Political Science (3)
511 Research Design (3)
512 Quantitative Political Analysis (3)
513 Quantitative Political Analysis (3)
514 Research and Methodology in Public Administration (3)
610 Special Topics in Empirical Theory and Methodology (3)
615 Formal Political Analysis

5. <u>International Relations</u>

469 Soviet Foreign Policy (3)
470 International Law (3)
471 International Political Economy (3)
473 Negotiation, Bargaining and Diplomacy (3)
474 International Organization (3)
580 International Politics (3)
682 Theory and Analysis of U.S. Foreign Policy Processes (3)
684 International Law (3)
688 Special Topics in International Politics (3)

6. <u>Traditional and Normative Theory</u>

475 Ancient and Medieval Political Thought (3)
476 Modern Political Thought (3)
520 Political Theory (3)
628 Topics in Political Theory (3)

7. **Other**

500 Master's Thesis Registration
502 Registration for Use of Facilities
593 Independent Study
594 College Teaching in Political Science (1)
595 Readings and Special Problems in Political Science
596 Workshops in Computer Applications (1)
600 Doctoral Research and Dissertation Registration