

UNIVERSITY OF HOUSTON

HANDBOOK for DOCTOR OF PHILOSOPHY in POLITICAL SCIENCE

THESE RULES ARE IN EFFECT FOR GRADUATE COHORTS STARTING IN THE FALL OF 2024

**Department of Political Science Graduate Program
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THE PROGRAMS

The Doctor of Philosophy degree is the highest conferred by the Department of Political Science. Students who have earned a doctoral degree in political science from the University of Houston have pursued careers in academia, in local and federal government agencies, and in the private sector, including in the market research field. The Ph.D. is a research degree that is never awarded solely as the result of any prescribed period or program of study, no matter how faithfully followed. The degree is granted only when students demonstrate general proficiency as a scholar, distinction in the field of Political Science and, particularly, the ability for independent investigation as demonstrated in a dissertation presenting original research.

The faculty members of the department provide a wide range of courses in the following general topics:

- American Politics
- Comparative Politics
- International Relations
- Political Theory
- Public Policy
- Research Methodology

Part-time students are admitted to all these programs and are treated in the same way as full-time students except that it is understood that they will proceed more slowly. All students must complete the Doctor of Philosophy in no more than ten years.

ADMISSION REQUIREMENTS

Applicants must have a baccalaureate degree from an accredited institution by the date of enrollment, at least a 3.00 grade point average (A=4.00) in the last 60 hours of undergraduate or graduate course work, and have taken the Graduate Record Examination (GRE). For international students needing to fulfill the English proficiency requirements, the University of Houston sets minimum standards for each test that students can take. Visit <https://www.uh.edu/graduate-school/international-students/english-proficiency/> for more information. Conditional admission may occasionally be granted despite a below-standard GRE score or grade point average. Applicants should prepare a one-page statement of purpose and secure three letters of recommendation, preferably from professors directly familiar with their academic work. In the one-page statement, applicants should clearly indicate that their ultimate goal is to earn a Ph.D.. This is particularly important for students seeking financial support in the form of a teaching assistantship since such financial support is rarely awarded to students who indicate their intention to earn a terminal master's degree.

The University of Houston's and Political Science Department's websites have valuable information about applications and admissions requirements. See:

<https://www.uh.edu/graduate-school/admissions/how-to-apply/>

<https://www.uh.edu/class/political-science/graduate/admissions/>

A student must be admitted to the graduate program in order to enroll in any graduate courses in the department. Post-baccalaureate students are students who have an undergraduate degree but have not been admitted to a graduate program at the University of Houston or another university (Rice University, for instance) with whom the Department of Political Science has a reciprocal agreement. Such students may not enroll in graduate courses offered by the political science department.

DEGREE REQUIREMENTS

A minimum of 45 hours of course work is required for a political science Ph.D., plus at least 12 hours of dissertation credit. Students must successfully complete oral and written comprehensive examinations,

Comprehensive examinations are normally given after two and a half years of coursework, or the equivalent in terms of credit hours for part-time students. Upon successfully completing exams, students are expected to be continuously enrolled in dissertation hours until the degree is completed. Students who are not on teaching fellowships may enroll for as little as 3 dissertation hours per semester, but note that a student must enroll for a minimum of 12 dissertation hours prior to completion of the degree. Following the completion of a dissertation, students must participate in an oral dissertation defense. Students who enroll as doctoral candidates must complete their degree requirements within 10 years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for the doctoral degree. Doctoral students who fail to complete the dissertation within 5 years after passing the comprehensive examination must retake the examination.

All students intending to obtain a Ph.D. must take three required courses in their first two years in the program, or, in the case of part-time students, as soon as practically possible. Students who are admitted to the Ph.D. program with financial support must enroll in the department's core methods sequence during their first year in the program.

Core Methods Sequence

- POLS 6380 Quantitative Methods I
- POLS 6381 Quantitative Methods II

This sequence provides students with the appropriate statistical tools to become an informed consumer of Political Science research and builds a foundation for students to produce their own research. Students are required to enroll in POLS 6302, Scope and Design of Research in Political Science, in their second year in the program, as they begin the process of writing a Qualifying Paper.

Students are also expected to meet the following requirements:

1. A graduate student who receives a grade of C+ or lower in 12 semester hours of credit at this institution for application toward the graduate degree, whether or not in repeated courses, is ineligible for any advanced degree at this institution and will not be permitted to re-enroll for graduate study.
2. Students must maintain a minimum grade point average of 3.00 (B) for all graduate courses attempted; failure to maintain this average may result in a warning, probation or suspension. You must have at least a 3.00 (B) in order to graduate. Students should understand that this is a minimum requirement, and that it is possible to maintain a GPA of 3.00 or above and still not satisfy requirements for satisfactory progress toward the degree (See "Satisfactory Progress" below).
3. In general, graduate students are expected to be enrolled in at least one course in each long semester (i.e., fall and spring semesters) until the degree program is completed and the degree is awarded. Students who cannot enroll in any given semester must apply for a leave of absence in advance in order to remain in good standing. This includes the time it takes a student to write a dissertation. All petitions for a leave of absence must be approved by the graduate committee. Failure to remain continuously enrolled without prior permission for a leave of absence may terminate your studies in this program.

4. Students who are pursuing degrees in the graduate political science program cannot enroll in other graduate or professional programs. Students who do enroll in such programs will be considered to have violated departmental expectations for adequate progress toward a degree and will not be allowed to register for further political science credit. Doing so will also be deemed a violation of the requirement for continuous enrollment. Such students can apply for readmission to the graduate program when they are no longer enrolled in other graduate and professional programs. Readmission to the graduate program in political science will then be at the discretion of the graduate committee.
5. Degrees are not awarded automatically upon completion of all scholastic requirements. To be considered a candidate for a degree, the student must apply for graduation in PeopleSoft. Deadlines for filing the application for graduation are listed in the academic calendar. These deadlines usually fall within the first two weeks of the semester the student wishes to graduate. Candidates for graduation who have been previously disapproved must reapply for graduation at no additional charge.
6. Graduate students in the political science department may not register for independent study/readings for course credit. On rare occasions, this stipulation can be waived by appeal to the Director of Graduate Studies.

DIRECTOR OF GRADUATE STUDIES, GRADUATE COMMITTEE, ADVISOR, SUPERVISOR

The initial point of contact between graduate students and the Department of Political Science is the Director of Graduate Studies. The Director of Graduate Studies is advised on all matters pertaining to the graduate program, from admission of students to dispensations from specific course requirements, by a Graduate Committee consisting of tenured or tenure track members of the Political Science Department.

During the career of any doctoral student, there is a need at successive stages for a faculty advisor (to advise on course work), a primary and secondary reader of the Qualifying Paper, and a chair of the Dissertation Committee (to supervise the student's prospectus and dissertation). Often the same person will serve in each of these capacities, but this is not necessary. What is necessary is that from the start each graduate student should have in mind the need to develop ties with particular members of the faculty who may serve in one or more of these capacities.

Normally after the first year in the program, students should have identified faculty members with similar research and methodological interests to those of the student. Students can approach faculty and express their interest in working with them. It is also helpful if students take courses with the faculty in question, explore the possibility of working for them as research assistants, and in other informal ways develop a professional relationship with them. One of the best ways of establishing such a relationship is to demonstrate competence as a researcher, since faculty are always looking for skilled research assistants. Ultimately, the creation of the relationship between a graduate student and a faculty mentor is an informal process. Students cannot be compelled to work with a particular faculty member, nor are particular faculty obligated to supervise the work of particular students.

The actual choice of a faculty advisor at any time will be made in consultation with the Director of Graduate Studies. We recommend that each student meet with the Director of Graduate Studies and/or with a faculty advisor at least once each year. The purpose of these meetings is to:

- A. Review the student's performance,
- B. Discuss and make changes, if necessary, in the student's declared area(s) of interest,

- C. Examine the progress in completing required courses and tool requirements,
- D. Discuss the student's career goals,
- E. Develop the degree plan,
- F. Schedule Ph.D. Comprehensive Examinations, when appropriate,
- G. Evaluate the student's status regarding Teaching and Research.

The student is responsible for requesting advising sessions, and the appropriate faculty members are normally expected to honor such requests in a timely manner.

DEGREE PLAN

As early as possible, students should develop a degree plan in consultation with the Director of Graduate Studies and the student's faculty adviser. Students must select two areas of study in Political Science in which to concentrate.

One of the chosen areas is designated a student's major area, and a minimum of twelve semester hours (four courses) is required in this area. In the minor area of study, nine semester hours (three courses) are required as a minimum. Students will also have six hours (two courses) in elective courses, which can be taken in any area chosen.

It is required that students with a major or minor in American Politics take at least one course from each of the following two subsets:

1. Elections, Public Opinion, Political Psychology, Mass Media
2. Legislative Process, Presidency, Judicial Process, State Politics

TOOL REQUIREMENTS

The tool requirement exists for the purpose of assuring competence in the methods necessary for effective scholarship in the student's chosen specialty. Each student must complete 2 relevant research courses beyond POLS 6380 and POLS 6381. Choice of possible tool offerings should in all cases should be guided by the question of appropriateness for the student's academic interest. Students should consult with their advisor about the most appropriate courses for them. Among the possible course offerings that may satisfy the requirement area:

1. Political methodology courses: POLS 6382 (Maximum Likelihood) plus one additional course (for instance, POLS 6384, 6385, or 6386).
2. Foreign language (in rare instances).
3. Other research methods specifically relevant to the dissertation research of the student.

All students' choice of tool requirements must be approved by the Director of Graduate Studies.

DEGREE PATH

In most cases, the Research Design course and the first two courses in the quantitative methods sequence will be completed in the student's first year. Progress toward degree will normally take a path similar to the following:

Year One:

1. Quant Methods 1 (POLS 6380)
2. Major (1)

3. Minor (1)
4. Quant Methods 2 (POLS 6381)
5. Major (2)
6. Minor (2)

Year Two:

7. Major (3)
8. Minor (3)
9. Tools (1)
10. Research Design (POLS 6302)
11. Major (4)
12. Elective (1) or Tools (2)

Year Three:

13. Prospectus (POLS 6344)
14. Tools (2) or Elective (1)
15. Elective (2)

QUALIFYING PAPER

The Qualifying Paper should present and answer an original research question on a subject area that is to be the student's primary focus for their future academic work. The paper should be of sufficient quality to be presented at an academic conference or to be submitted for publication. With regard to structure, format, and topic, papers should resemble work published in peer-reviewed journals in the field. As such, the paper should not exceed 40 pages in length, including all tables, figures, notes, and references. Length is not a substitute for quality and often detracts from it. Papers will be evaluated for knowledge of the subject, originality of ideas, and craftsmanship of research. Ideas for the paper may originate from and build upon previous seminar papers or theses.

Students should enroll in POLS 6302, Scope and Design of Research in Political Science, in their second year of doctoral study. This course is designed to provide a structured introduction to the process of conducting research. The course has certain benchmarks that are aligned with commencing the Qualifying Paper, such as choosing a research question, identifying a plausible advisor, meeting with an advisor, conducting a literature review, choosing a method, and devising a strategy for answering a research question.

A Qualifying Paper is graded by a committee of at least two faculty members chosen by the student. One member should be designated as the chair. For students planning to take comprehensive exams in February, the paper must be submitted to both members of the committee by **September 1** in the year preceding comprehensive exams (i.e., early in the Fall Semester of a student's third year). The committee should render a decision no later than October 15. If a paper is deemed unsatisfactory, the student will have until **December 1** to submit a revised paper. For students planning to take comprehensive exams in August, the corresponding dates are **March 1**, April 15, and **June 1**.

Students will not be allowed to take comprehensive exams until they have passed the Qualifying Paper.

COMPREHENSIVE EXAMINATIONS

After completing at least 45 hours of coursework (of which a minimum of 27 must have been completed in residence at the University of Houston) the Ph.D. student will take written and oral comprehensive exams. Students should understand that merely completing the course work requirement does not necessarily mean they are ready to take exams. Rather, students should be intellectually prepared to demonstrate substantive knowledge as well as critical and analytical skills in two broad areas (chosen from among those listed on page 2).

Structure of the Exam

Each student will take comprehensive exams in two (2) fields. Each field exam will be divided between questions of a broad general nature and questions that are more detailed and specific (these are known as subfields). Students will be expected to demonstrate a broad general knowledge of their major area of study and a detailed knowledge of specific fields or issues within that area. Students are tested in at least two subfields within each of the major fields of study. Students choose subfields in conjunction with their faculty advisor and the field chairs in both fields. The subfields should correspond to courses they have taken.

The American Politics comprehensive exam requires both majors and minors to answer one question from a General Knowledge section, one question from an Institutions section, and one question from a Behavior section. The General Knowledge section will offer three questions to choose from, and the Institutions and Behavior sections each will offer two questions. Institution questions may relate to such subfields as Congress, the presidency, constitutional law, judicial process, party organization, and state and federal legislative processes. Behavior questions may relate to such subfields as elections, voting behavior, judicial behavior, individual partisanship, public opinion, political psychology, and political communications. The members of the exam committee (discussed below) will select Institutions and Behavior questions based on the coursework completed by students taking the exam. It is required that students with a major or minor in American Politics take the POLS6309 American Politics Survey as part of their required major or minor areas, respectively, and at least one course from each of the following two subsets: (1) Elections, Public Opinion, Political Psychology, Mass Media; (2) Legislative Process, Presidency, Judicial Process, State Politics.

The Comparative Politics comprehensive exam does not have subfield options. A student taking the exam in this field will be asked to answer one general question (out of two choices) and two issue-specific questions (out of four choices). The issue-specific questions draw from the particular problems and research questions addressed in the graduate courses taken by the student. These issues include political institutions, political parties, judicial politics, political economy, democratization and democratic backsliding, political behavior, representation, political participation, and political culture. Students taking comprehensive exams in Comparative Politics are required to have taken POLS 6311, Comparative Political Analysis. Unlike other fields, the written part of the Comparative Politics comprehensive exam lasts 24 hours.

The International Relations comprehensive exam does not have subfield options. Instead, a student taking the exam will be asked to answer one general question (out of two choices) and two issue-specific questions (out of four choices). The issue-specific questions draw from the particular problems and research questions addressed in the IR graduate courses taken by the student.

Students testing in Methodology must take Maximum Likelihood as one of their two tools courses. This course may be double-counted towards the four-course major field requirement or the three-course minor field requirement. Students will answer one question drawn from the material in the first-year methods courses (POLS 6302, POLS 6380, and POLS 6381), one question drawn from the Maximum Likelihood course, and two subfield questions based on the second tools course and Methodology courses.

The Public Policy comprehensive exam requires students testing in Public Policy as a major to answer two general questions and two subfield questions, while students testing in Public Policy as a minor answer one general question and two subfield questions.

Each subfield will select two faculty members to serve on all comprehensive exam committees within a given exam cycle for that field. Faculty belonging to each subfield will rotate in and out of the examining "team" on an annual basis. The selection will be heavily weighted toward faculty members who have taught doctoral courses in the field over the previous four semesters. For the American Politics exam, the committee will consist of one examiner in

behavior and one examiner in institutions.

Exam Timing and Process

These examinations will normally be given in February, but, in rare and exceptional cases, students may be permitted to take them in August. Students who take exams early will typically have entered the program with an MA in political science and must meet two requirements: they must have a dissertation prospectus approved by a dissertation committee and be recommended by their dissertation advisor.

The written part of the exam will consist of a 24-hour take-home exam in each area. Students may request to view a sampling of questions from previous years' exams from the field chair. After completing the written examinations, students will schedule separate oral exams in both the major and minor fields. Each oral exam typically takes one hour.

During the period following the written examination and before the oral examination, students may visit faculty members to ask questions about the exam procedure or to solicit guidance about how to prepare, which will be provided at the discretion of the faculty. Faculty will not discuss the quality of written answers or provide information about specific questions that may be asked.

A student who is ready to take Ph.D. exams must consult with the Director of Graduate Studies and his/her Faculty Advisor, and the field chairs in both the major field and the minor field regarding the selection of an Examining Committee and the choice of subfields.

The application to take the comprehensive exams must be submitted to the Director of Graduate Studies by **September 15** in the year preceding the February Comprehensive Exams or by **March 15** in the same year as the August Comprehensive Exams. It must be approved by the student's faculty advisor, the field chairs in the major and minor field, and the Director of Graduate Studies.

If a student fails an exam in one area, the Committee may recommend either retaking that one area exam or both exams. Students who fail exams must retake the exam(s) they failed in the next comprehensive exam cycle. Should the student fail on the second try, whether he/she retakes both examinations or just one, that student cannot be admitted to candidacy for the Ph.D. degree in political science.

In order to be eligible to take comprehensive exams, students must have demonstrated that they are prepared to conduct the independent research that will become their dissertation. They can demonstrate this in one of two ways: 1) If the student has identified a faculty member who has agreed to supervise his/her dissertation, the prospectus can be written under the supervision of that faculty member. The student must have this dissertation prospectus approved by a dissertation committee and be recommended by their dissertation advisor. 2) If the student has not identified a dissertation chair and/or if the student does not have a well-defined topic, he/she should enroll in the dissertation prospectus course that is offered every Fall semester. The course is offered on a pass-fail basis. Completion of this course requires the submission of a preliminary dissertation prospectus that is approved by the course instructor. In either case, a copy of this prospectus should be provided to the graduate advisor's office.

A dissertation prospectus typically includes the following components:

- the research question
- the previous literature that has explored this issue
- the dissertation research design and methodology
- the relation of the project to the major work in the area
- an overview of how the dissertation will proceed: its logic, possible section or chapter divisions

Ph.D. EXAMINING COMMITTEE

Graduate students in the Department of Political Science should, throughout their time in the program, have in mind the selection of a Ph.D. Examining Committee. Ideally, this Committee should consist of faculty with whom the student has studied, although student exams can be read by any faculty member who teaches and does research in the field in question. The Ph.D. Examining Committee will generally consist of at least four members, two from the student's major area and two from the minor area. Normally the student's Faculty Advisor will be included as an examiner in the major field and will chair the Examining Committee. Responsibilities of the Examining Committee include meeting with the student well prior to the exam (usually in the preceding Fall Semester) to advise the student on preparation and discuss the exam format, preparing exam questions, grading written exams, and conducting an oral exam.

The same committee should normally provide the pool from which the Dissertation Committee (see next section) is ultimately chosen, though this is not required. It is preferable that a single Graduate Supervisory Committee serves in various capacities throughout a student's career, but the different committees mentioned in these pages may have different members.

Upon completion of the written and oral examinations, the Ph.D. Examining Committee will designate a grade in each of the area examinations. This designation shall either be distinction, high pass, pass, low pass, or fail.

DISSERTATION AND DISSERTATION COMMITTEE

A dissertation must make a meaningful contribution to scholarly knowledge in Political Science and conclusively demonstrate the student's ability to carry through original research. No later than sixty days after successfully passing the comprehensive examinations, all students are expected to meet with their doctoral dissertation committee. This committee consists of the dissertation chair, at least two faculty members from the Department of Political Science, and one instructor outside of Political Science who is tenured or tenure-track faculty with a Ph.D., and who currently serves in a department at the University of Houston or elsewhere for a minimum of four committee members. Normally the chair of this committee is the same faculty member who chaired the student's comprehensive examination committee. The composition of the student's dissertation committee is subject to the approval of the Graduate Director. A Committee Appointment Form must be initialed by each member of the committee to acknowledge their agreement to participate in the dissertation process, and the completed form must be filed with the College of Liberal Arts and Social Sciences. A copy should also be on file with the Graduate Director.

At the time of the student's first meeting with the dissertation committee, s/he will present the committee with the dissertation prospectus that was completed prior to taking comprehensive exams. After the committee has approved the prospectus, the student should periodically keep the committee members apprised of the status of the research project and s/he should secure committee approval of any substantive changes that may occur in the project as detailed in the research design.

While writing a dissertation, the student must register each semester for the number of dissertation hours required by the College of Liberal Arts and Social Sciences. Failure to register for these hours may lead to the student's termination from the program. Upon completion of a dissertation, the student will participate in an oral dissertation defense, to be questioned by the members of his/her dissertation committee. Members of the committee signify the successful defense of a dissertation by signing the student's dissertation signature sheet.

SATISFACTORY PROGRESS TOWARD THE DEGREE

Every Spring semester the department's faculty meets to review the progress of all students in the department's Ph.D. program. This review will usually involve consultation with all faculty members who have taught the student during the previous two semesters. The Director of Graduate Studies will refer to the Graduate Committee for review any students who do not seem to be making adequate progress toward the Ph.D. degree.

Students are expected to meet the following minimum standards:

- maintain a 3.0 grade point average,
- receive one A or A- for every three courses completed, and
- carry on their transcripts no more than two incompletes at any one time (except in cases of medical emergency, which must be documented to the satisfaction of the Director of Graduate Studies).

Students who have not met these minimal requirements will be deemed not to have made satisfactory progress. After having registered for 18 hours or more of course credit, students who have not made satisfactory progress will be counseled by the graduate committee and given the opportunity to explain what steps they will take to improve their performance in the future. Such students will be advised that they are in jeopardy of losing financial support or being expelled from the political science Ph.D. program. A letter to that effect will be entered into each student's file. These students will be given a probationary semester to improve their grades and/or to remove incompletes from their records.

Students who have any incompletes or have not achieved grades of A or A- for one-third of their graduate credit hours will not be permitted to take doctoral comprehensive exams. Full-time students will normally take their exams at the start of their sixth semester of graduate study. Part-time students must complete a minimum of 45 hours of course credit before taking comprehensive exams.

Independent of the "progress review", the Director of Graduate Studies is responsible each semester for monitoring whether students are making satisfactory progress toward their degrees, discussing the situation with the student, and reporting and making recommendations to the Graduate Committee regarding any student failing to make satisfactory progress.

Students in the Political Science Graduate Program who are not doing satisfactory work may be advised to pursue the M.A. degree only. Depending on how many courses they have completed at the point such advice is given, these students may choose either the Plan I M.A. (which requires a thesis) or a Plan II M.A. (which requires more coursework and a bibliographic essay). Students who are not doing satisfactory work will receive a letter from the department notifying them of this. Any student who fails to make satisfactory progress may be suspended from the Graduate Program by the Director of Graduate Studies. A student may appeal a suspension to the Graduate Committee.

EXPENSES AND FINANCIAL AID

For current information on tuition and fees, please refer to <http://www.uh.edu/financial/graduate/tuition-fees/>

In addition to Fellowships offered by the University for which many students are eligible (please see <http://www.uh.edu/admissions/financial/graduate/fellowships-scholarships>), the Political Science Department also has a varying number of Teaching Assistantships available from year to year. Teaching Assistants who enroll in and complete nine of course work per semester receive a tuition rebate for a limited number of semesters.

Except in extraordinary circumstances, the Political Science Department will not provide a teaching assistantship or a tuition fellowship to a student in their 5th year in the doctoral program if that student has not successfully defended a dissertation prospectus.

Doctoral students who are making satisfactory progress towards the Ph.D. may receive Teaching Assistantships up to but not beyond their 5th year after beginning the Program. Students who exhaust their GTF (ten semesters) will not be eligible for extensions to their graduate assistantships. Such students may be contracted to teach courses as adjunct or clinical faculty, but they cannot receive additional support as graduate assistants, except for those students who are particularly deserving because of extraordinary prior accomplishments during their graduate careers. Such students must obtain the approval of the Graduate Committee to receive continued financial support from the Political Science Department.

Assistantships are awarded on a year-by-year basis, and continuation is predicated on good performance as a teaching assistant, a strong G.P.A., and continued satisfactory progress toward the Ph.D. All students who are on financial aid from the University of Houston or the Department of Political Science must register for 9 hours each semester.

Acceptance of a Teaching Assistantship or Research Assistantship in the Department of Political Science indicates the student's agreement not to accept other employment.

99-HOUR DOCTORAL CAP

Students who are on fellowships should be aware of the following University policy, as spelled out in the University's Graduate Catalog Online:

“99-Hour Cap

The State of Texas subsidizes a large portion of the costs of doctoral education at its public universities, and the State Legislature has decided to limit the length of time the state will continue this subsidy for individual students. The Legislature has voted to stop providing state money for educating graduate students who have 100 or more semester credit hours of doctoral work. This law has come to be called the “99-hour doctoral cap.”

All doctoral students who accumulate more than ninety-nine doctoral semester credit hours at any Texas public institution of higher education will be charged the nonresident tuition rates irrespective of student residency status or any appointment, fellowship, or other circumstance that would normally entitle them to resident tuition rates.”

In practice this limit is most likely to affect students who hold TA-ships for 5 years who also accept summer TA-ships. (The first 30 hours of study at UH is considered master's degree hours, and does not count towards this limit.) So far this relatively new rule has affected only a very few Political Science students, but it is your responsibility to be aware of this and all other policies spelled out in the Graduate Catalog. Those are University policies which the Department is required to follow.

ACADEMIC HONESTY

All students are expected to read and understand the University policy on academic honesty. Part of this policy can be summarized as follows: it is a grave offense to present someone else's work as if it were your own. Cutting-and-pasting from other articles and failure to give credit to sources are forms of plagiarism. The Department of Political Science will not tolerate any form of academic dishonesty. Students suspected of violating these rules will be referred to the Department's Academic Honesty Officer. Penalties will be assessed in accordance with these procedures. Penalties may range from an “F” in the course to expulsion from the University.

APPLYING FOR FINANCIAL AID

Further information regarding the assistantships may be available from the Graduate Advisor.

If you are interested in applying for financial aid (in the form of grants, loans, employment, etc.) through the University of Houston please be aware that the priority deadline for submission of the Free Application for Federal Student Aid (FAFSA) is April. (Please contact the Office of Scholarships and Financial Aid.)

The University reserves the right to make changes in any publication without notice as necessitated by University or Legislative action, or action by the Coordinating Board.

GRIEVANCE POLICY

In the normal conduct of education at the University of Houston, grievances may arise with respect to the alleged violation of university, college, or department academic policies or procedures. The Department of Political Science is committed to resolving these grievances in a fair, orderly, and expeditious manner. To that end, the department has established procedures for settling academic grievances involving graduate students. An academic grievance is an official complaint students make against a faculty member, a part-time instructor, a teaching assistant, or an administrator, who allegedly either violates a university, college, or department academic policy or procedure or prejudicially treats the student on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status not covered under the university policy with respect to sexual harassment or other relevant university policies.

Because assigning a grade or evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance to be considered under this policy unless factors such as those mentioned above can be shown to have affected that grade or evaluation.

The following is the procedure for graduate students to follow in initiating an academic grievance:

- As a first step, the student and the faculty member(s) should make efforts to settle their differences amicably and informally to redress the grievance. The student must request, in writing, a meeting with the faculty member(s) involved **within 30 days** of the point in time when the grievant has knowledge or should have had knowledge of the problem being grieved. This meeting should take place **within 10 working days** from the reception of the student's letter. At the request of the student and/or the faculty member(s), the director of graduate studies can act as a disinterested mediator (assuming the grievance is not brought against the director of graduate studies, in which case a member of the Executive Committee can serve as mediator).
- In the case that no solution is derived from the meeting between the student and the faculty member(s) involved, the student may request, in writing and **within 10 working days** after the meeting, to discuss the problem with the chair of the department. (If the chair of the department is involved in the grievance, a member of the Executive Committee can stand in for the chair.) In requesting this meeting, the grievant must state (a) when he/she discovered the issue being grieved, (b) what issue is being grieved and provide evidence to support the grievance, and (c) what is the desired resolution. The conversation between the chair and the student will take place **within 10 working days** after the reception of the student's letter. The chair also should solicit a response in writing from the party against whom the grievance was brought with respect to issues raised in the meeting between the chair and the student.
- The chair of the department will respond in writing to the student within **10 working days** after their meeting. A copy of this letter will be also sent to the faculty member(s) involved.

- If either the student or the faculty member(s) involved is dissatisfied with the outcome of the department-level process, that party may petition the dean of the College of Liberal and Social Sciences, in writing and **within 10 working days** after the reception of the chair's letter, by filing a formal written complaint (See College of Liberal Arts and Social Sciences Graduate/Professional Grievance Policy and Procedure at <http://www.uh.edu/graduate-catalog/policies/grievance-policy/index.php>).