DOCTOR OF PHILOSOPHY DEGREE (Ph.D.) IN POLITICAL SCIENCE
ADVISING GUIDE
2015 - 2016

Political Science
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Welcome to the doctoral program in Political Science (henceforth PSCI) in the School of Economic, Political and Political Sciences at the University of Texas at Dallas. Please read this Advising Guide and other documents to which it refers. The guide suggests steps for proceeding carefully through the program and it summarizes important policies and procedures that graduate students are expected to know. If you have any questions, then please contact the Program Head, the Associate Program Head/Director of Graduate Studies or the Graduate Program Assistant.

Some Preliminary Considerations
University policies and procedures concerning graduate programs, assistantships, and other important matters are contained in the University of Texas at Dallas Graduate Student Guide and the University of Texas at Dallas Graduate Catalog 2015-2016. (Students who matriculated into the program prior to fall 2015 may also need to consult previous editions of the graduate catalog.) The Guide and Catalog are both available online
http://www.utdallas.edu/dept/graddean/gsGuide.htm
http://catalog.utdallas.edu/2015/graduate/home/
Students should read both as well as this Advising Guide. Students are also expected to regularly review communications sent to their UTD email accounts that may include important announcements and advising information. Students should keep copies of their degree plan and all documents related to transfer work and/or substitutions.

The PSCI Program Head and Director of Graduate Studies/Associate Program Head
The Program Head and Director of Graduate Studies are faculty members who work with the program faculty and School and University administration to administer the program. The Program Head, in conjunction with the Director of Graduates Studies, the PSCI Program Committee and the program faculty, is responsible for course scheduling, graduate program development and administration, admissions decisions, teaching/research assistantships and doctoral student recruitment, advising and professional development. Students should address questions about the doctoral program and their progress in it to the Program Head or the Director of Graduate Studies.

Admission

Admission means that a prospective student has met all admission requirements and may proceed with coursework in the doctoral program. Conditional admission means that an individual has not met one or more requirements, such as a letter of recommendation or a satisfactory score on the Graduate Record Examination (GRE). Students may also be admitted with performance requirements, such as a minimum GPA or other requirements. Such students typically can begin coursework in the program, but they must fulfill these requirements within the time period specified in their letter of admission. If the conditions of admission are not met continuation in the program is not allowed.
Transfer Credit

Students who have taken graduate courses in another program may petition to transfer these courses after they have been enrolled for nine credit hours in the doctoral program. Courses which received a grade of “B” or better (not a B-) may be eligible to be transferred. However, transfer courses generally cannot be used to substitute for the core and major field courses covered by the qualifying exams. The course must not be a correspondence or extension course. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis. No more than 25% of the required hours (18 hours) for a doctoral degree can be transferred from another university. Up to thirty-six hours of masters degree work at UT Dallas may be transferred toward the PSCI degree as a block of electives. No more than 15 semester credit hours taken as a non-degree student at UT Dallas can be subsequently applied to a degree program at UT Dallas.

All students who are interested in transferring courses in order to substitute for any specific required course must meet with the Director of Graduate Studies and complete a “Request for Transfer Credit” form. The form is available in the Graduate Program Office. (This is not necessary for the block of electives.) The completed form and a transcript are forwarded for the approval of the Dean of Graduate Studies. If approved, then the courses appear as transfer credits on the student’s record.

The 99 Hour Rule and Out of State Tuition

Tuition for Excessive Doctoral Hours: For a doctoral student enrolling for the first time in Fall 1999 or after, Section 54.012, Texas Education Code, establishes a maximum number of doctoral semester credit hours that a doctoral student may attempt while paying tuition at the rate provided for Texas residents. Attempted semester credit hours include all doctoral semester credit hours taken at a Texas institution of higher education for which a student was registered as of Census Day, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. The maximum is 99 doctoral semester credit hours. A student who exceeds the maximum semester credit hours may be charged tuition at the rate charged nonresident doctoral students. The higher tuition rate applies only to those doctoral semester credit hours that exceed 99 semester credit hours. Note, however, that “Ph.D. hours” begins only after a student has acquired 30 hours, or if they enter a Ph.D. program with a pre-existing Master’s degree.

Grading Policy

Students must receive a grade of B or better in all core courses and must maintain at least a 3.2 grade point average to graduate. If placed on probation, students will have one semester to bring their cumulative grade point average to a 3.0 or greater. Students should consult with Director of Graduate Studies when they consider the possibility of retaking a course. In many cases, retaking courses is not allowed. Please note that courses retaken count towards the “99 hour” rule.
Students should avoid an “X” (Incomplete). An Incomplete is granted when the student has finished close to 70% of the course requirements and can document legitimate reasons, such as illness, which prevent completion of the remaining requirements before the end of the semester. Professors may have other requirements for granting an Incomplete. A “Request for Incomplete” form is available in the Graduate Program Office. All remaining requirements must be finished and the professor must submit the “Change of Grade” form by the deadline of eight weeks from the end of the following “long” semester. If the work is not completed by the deadline, the Incomplete will automatically turn to an “F.”

**Student Ethics and Conduct**
Student behavior is expected to conform to the highest academic and professional standards. Students should remember that very few people are able to earn doctoral degrees. Those who do so must conduct themselves in an ethical and professional manner. In particular, fraudulent behavior, including cheating and plagiarism, is not tolerated. As a rule, the program recommends expulsion on a first offense. Students who are found to be responsible for a charge in judicial affairs will be ineligible to continue receiving, renew, or apply for program funds.

**Student Registration**
Students are expected to maintain continuous registration (excluding Summer terms) of at least three semester credit hours in the Ph.D. program. Such registration includes, but is not limited to, semesters in which examinations are taken and the semester of graduation. A student who does not maintain registration for more than one academic year and has not requested and received permission for a leave of absence, must apply for readmission. All requests for leave of absence must be sent to the Program Head, who will forward the request to the Dean of Graduate Studies. The student is subject to the Graduate Catalog in effect at the time of readmission. Since the Catalog is revised biennially, students taking leaves may be required to satisfy different degree requirements than were in effect prior to their leave. And, thus may need additional time to complete the program. Students on financial aid should consult the Office of Financial Aid on minimum hours of registration to maintain eligibility. The standard course load for a full-time graduate student during the fall or spring semester is 9 hours. Students who have work, family, or other nonacademic obligations should consult with the Director of Graduate Studies on strategies for fulfilling program requirements.

**Time Limits**
All requirements for a graduate degree, including transfer credit, must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degrees and will be dismissed from the graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees. All requirements for the doctoral degree must be completed within one ten-year period. Students whose master’s degrees are accepted for full credit toward a PhD must complete all requirements for the doctoral degree within one eight-year period. Work exceeding these limits, whether done at this university or elsewhere, will not count towards the degree. Individual programs may set shorter time limits. Exceptions to time limit specifications must be approved by the Dean of Graduate Studies.
**Program Financial Support**

The Political Science Program has a limited number of teaching assistantships. Assistantships provide valuable opportunities for faculty-student professional collaborations that enhance academic learning, career choices, and professional development. Research and teaching assistantships provide assistance to a faculty member or members in the conduct of their research or their courses and help students to develop their own teaching and public presentational skills. Editorial assistantships involve work on journal operations, notably on manuscript and review processing in collaboration with the editor. All assistantships are competitive.

Assistantships typically are awarded starting in the fall semester with the award covering the Fall and Spring semesters. Assistantships require registration for 9 credit hours of coursework per semester, as prescribed by the UTD graduate catalog and the Political Science Program degree plan, and as advised and permitted by the Political Science Program.

Assistantships are awarded and renewable, contingent on satisfactory academic and assistantship performance and availability of funds, up to a maximum of five years. TAs will be funded so long as they: (1) maintain acceptable academic progress, maintain a 3.0 or above GPA, and perform their responsibilities in an acceptable, timely manner; (2) do not exceed 10 long semesters of funding or 99 semester hours of Ph.D. work, whichever the student achieves first, and (3) comply with the conditions of their appointment letter, as described by the UTD graduate catalog and milestones agreement, and (4) as determined by the Program Head/APH. RA funding is contingent on the continuation of external funding.

**Other Fellowships**

The University has other funding opportunities available to its students. Students are encouraged to check the financial aid website (http://www.utdallas.edu/student/finaid/scholarships/). Additionally, students are strongly encouraged to register for notification of other grant and fellowship opportunities through a PIVOT search library session. Enrollment classes are offered through the McDermott library and the Office of Sponsored Projects. Other opportunities may be available through individual faculty who are editing journals or who have research funds for assistants.
PROGRAM REQUIREMENTS: The Structure of the Ph.D. Program in Political Science

Students seeking a Ph.D. in Political Science must (i) complete 75 semester credit hours; (ii) pass qualifying exams in the core and a selected major field of study; and (iii) complete a dissertation. The standard (and minimum) course load for a full-time graduate student during the fall or spring semester is 9 credit hours. The maximum is 15 hours, although it is rare for students to be able to successfully manage this workload.

Semester credit hours are satisfied by completing coursework in the following areas:
- Core courses in political science methodology and theory (18)
- Courses in major field (12)
- Courses in minor field (6)
- Electives
- Dissertation
- Total (Minimum) 75

Core Courses
The core coursework consists of three courses political science methodology and theory and three field proseminars for 18 hours of coursework. Students are required to take each of the core courses listed below.

Political Science Methodology and Theory (9 Hours)
- PSCI 6350 Logic, Methodology and Scope of Political Science
- EPPS 6313 Introduction to Quantitative Methods or EPPS 7313 Descriptive and Inferential Statistics
- EPPS 6316 Applied Regression or EPPS 7316 Regression and Multivariate Analysis

Field Proseminars (9 Hours)
- PSCI 6300 Proseminar in Comparative Politics and International Relations
- PSCI 6347 Proseminar in Political Institutions and American Politics
- PSCI 6311 Proseminar in Law and Courts

Full-time students are expected to begin taking core requirements immediately to demonstrate satisfactory progress in the doctoral program—these courses must be within your first three semesters in order for you take comprehensive exams on time (see below). Part-time students also expected to begin taking core requirements immediately to demonstrate satisfactory progress in the doctoral program. Remember core courses prepare you for the subsequent coursework you will be required to do.

There are two tracks for the first six hours of quantitative methods. One track (EPPS 6313 & EPPS 6316) is algebra based. The other (EPPS 7313 & EPPS 7316) is calculus based. Students are strongly encouraged to take the calculus based sequence so they will have more choices for the additional methods courses. Students with only an algebra background are still prepared to for additional methods courses, but their choices will be limited. Only students who take EPPS 7313 and EPPS 7316 will be eligible for the optional concentration in research.
**Major/Minor Field Courses**

The field coursework consists of four courses taken in the student’s chosen major field and two courses taken in the student’s chosen minor field for a total of 18 hours of coursework. Students may select their major and minors from below listed fields. The following courses listed under each field of study should be used to fulfill the major and minor coursework. The courses may not always be offered in a sequence that satisfies the requirements of an individual student, and in some instances, subject to approval by the Program Head or Director of Graduate Studies, a student may need to substitute other courses to meet credit requirements.

The following lists of courses are current as of the date this manual was last revised. Not all courses are offered every year, and new courses may be added. Check the class schedule when it is posted for each semester and please watch for emails with information about which classes count in which concentration from the Director of Graduate studies before registering for classes.

**Comparative Politics and International Relations**

PSCI 6305 Workshop in Constitutional Law Studies  
PSCI 6306 Human Rights and International Law  
PPPE 6319 Political Economy of MNCs  
PSCI 6309 International Political Economy  
PSCI 6316 International Organizations  
PSCI 6335 Institutions and Development  
PSCI 6337 Comparative Institutions  
PSCI 6342 Comparative Courts and Law  
PSCI 6357 Political Economy of Latin America  
PSCI 6358 Refugee and Migration Policy  
PSCI 6362 Political Development  
PSCI 6363 Conflict and Development  
PSCI 6361 Political Violence and Terrorism  
PSCI 7330 Contemporary International Security  
PSCI 7335 Theories of International Relations  
PSCI 7350 Institutions and Citizen Behavior  
PSCI 6352 Empirical Democratic Theory  
PSCI 6374 U.S.-Global Security and Public Opinion  
PSCI 6365 US & International Asylum & Refugee Law and Policy

**Political Institutions and American Politics**

PSCI 6301 Constitutional Law  
PSCI 6323 Public Choice  
PSCI 6324 Local and State Government and Politics  
PSCI 6330 Campaigns and Elections  
PSCI 6331 Executives, Legislatures and Public Policy
PSCI 6333 Political and Civic Organizations
PSCI 6337 Comparative Institutions
PSCI 6339 Election Law and Electoral Systems
PSCI 6343 Law and the Policy Process
PSCI 7350 Institutions and Citizen Behavior
PSCI 7352 Choice and Decision Making
PSCI 6352 Empirical Democratic Theory

Law and Courts
PSCI 6301 Constitutional Law
PSCI 6305 Workshop in Constitutional Law Studies
PSCI 6306 Human Rights and International Law
PSCI 6339 Election Law and Electoral Systems
PSCI 6342 Comparative Courts and Law
PSCI 6343 Law and the Policy Process
PPPE 6366 Law and Development
PSCI 6365 US & International Asylum & Refuge Law and Policy

With approval of the Director of Graduate Students or Program Head, other classes may be substituted for field courses.

Qualifying Exams
To advance to the dissertation stage of the program, students must pass both core and field exams. Core exams are taken at the first scheduled opportunity once students have completed the core classes. Students must take the field exam at the first scheduled opportunity following completion of four approved major field courses.

Core Exam
Students must take the exam at the soonest opportunity following completion of PSCI 6350 Logic, Methodology and Scope of Political Science, PSCI 6300 Proseminar in Comparative Politics and International Relations, PSCI 6311 Proseminar in Law and Courts and PSCI 6347 Proseminar in Political Institutions and American Politics. Students are expected to take these courses as early as possible in their degree plan. The Core Exam consists of a closed-book and closed-note exam. The four non-statistics classes taken as part of the core coursework form the basis of this exam (there are no statistics questions on this exam). The Core Exam is taken on a computer (with no internet access) provided by the Program on campus. For full-time students the core exam will be in after the end of the spring semester in their first year. Retakes occur near the end of the summer, prior to the start of the fall semester.

Major Field Exam
Students must take the field exam at the soonest opportunity following completion of four approved major field courses. Students will take their field exams in after the end of the spring semester in their second year. Retakes of the field exam will occur near the end of the summer, prior to the start of the fall semester.
The Major Field Exam is an open-book, open-note exam, completed on a computer, at a suitable location selected by the student. Students will answer 3 out of 4 questions covering their major field of study. These questions are generally course specific, and to the extent possible, written to cover the classes taken. Therefore, the students must, prior to the exam, notify the Director of Graduate Studies of the four courses on which they wish to be tested (some students may have taken more than four courses in their major field). Students will be notified in advance of the particular time at which the questions will be emailed to them and when their answers are due by email. The University honor policy will be in effect during this period. Although you may contact the program office with a question about administration of the exam, you must not discuss the exam with other students or faculty while taking it.

Notification of Results
Students will be notified about their performance on the examinations within approximately two weeks. To the extent possible, exams are graded anonymously. This means, among other things, that students use an assigned number to identify their exams, rather than using their names. Exams will be graded as high pass, pass, or fail. Students may, at the discretion of the grading committee, be allowed one chance to retake either or both parts of the qualifying exams. If a student fails to pass on the second try, they are immediately disqualified from continuing in the doctoral program, although they will be provided with the opportunity to earn a Master’s Degree.

Elective Courses
At least an additional 12 hours of coursework is taken from the Political Science course offerings. This is a bare minimum. Most students need to take more political science and statistics courses to write an acceptable dissertation. No more than 6 hours of independent study (PSCI 7V83) may be taken, unless approved by the Director of Graduate Studies or Program Head.

Optional Research Methods Concentration
In addition to major and minor field concentrations, students who have completed EPPS 7313 and EPPS 7316 can complete a concentration in research methods by taking three courses from the following list
ECON 6306 Applied Econometrics
ECON 6309 Econometrics I
ECON 6316 Spatial Econometrics
ECON 6320 Game Theory for the Social Sciences
ECON 6380 Experimental Economics I
ECON 7309 Econometrics II
ECON 7315 Econometrics III
ECON 7316 Game Theory
EPPS 6310 Research Design I
EPPS 6342 Research Design II
EPPS 6346 Qualitative Research Methods
EPPS 6352 Evaluation Research Methods in Economic, Political and Policy Sciences
EPPS 7304 Cost-Benefit Analysis
EPPS 7318 Structural Equation and Multilevel (Hierarchical) Modeling
EPPS 7344 Categorical and Limited Dependent Variables
EPPS 7370 Time Series Analysis
EPPS 7390 Bayesian Analysis for the Social and Behavioral Sciences
GISC 6301 GIS Data Analysis Fundamentals
GISC 6317 GIS Programming Fundamentals
GISC 7310 Advanced GIS Data Analysis
PSCI 6353 Mathematical Models in Political and Social Science
PSCI 6364 Public Opinion and Survey Research
PSCI 7352 Choice and Decision Making
PSCI 7372 Game Theory for Political Scientists

Other EPPS courses and as approved by the Director of Graduate Studies or Program Head.

**The Research Seminar and Dissertation Proposal**

**Dissertation Prospectus**
After the core and field exams have been successfully completed, students are strongly encouraged to enroll in PSCI 8381 Research Seminar in Political Science or in an independent study with their likely chair to develop their dissertation prospectus. Full time students should defend their dissertation prospectus prior to the start of their 4th year or they will no longer be eligible for program funding.

The dissertation prospectus briefly describes the topic; the background of the research; the hypotheses to be tested or concepts to be explored; and the methodology to be employed. The prospectus should address the relationship of the proposed work to existing work in the field, its intended outcome, and its contribution to the field. The prospectus should be prepared by the student in consultation with the supervising professor who will approve the document before its submission to the dissertation committee.

When a faculty member agrees to chair the dissertation committee, the member and the student decide the remaining composition of the supervising committee. In addition to the chair, a minimum of three “voting members” (tenured/tenure-track) of the faculty is normally required. Additional members from outside the voting faculty must be approved by the Program Head and Dean of the Graduate Studies. When all members have agreed informally to serve, the Program Head approves and appoints the committee.

**Advancing to candidacy and the Dissertation**
A student advances to doctoral candidacy when s/he has passed the qualifying examinations, has an approved supervising committee, and has satisfied other candidacy requirements. Once the proposal is successfully defended, the student may enroll in PSCI 8V99 Dissertation with his/her supervisor, and in other electives to fulfill the 75-semester credit hour PhD requirement. Students may not enroll in PSCI 8V99 prior to successfully defending a proposal.
Completion of the dissertation involves meeting requirements for independent research competence, honesty, style and format.

There are two possible options of dissertation format. One is the “book-length” format. Another option is the “three-paper” dissertation, which consists of three papers that may or may not be thematically related. All three papers must be suitable for presentation at a major professional meeting and/or submission to a peer-reviewed professional journal. Dissertations must be in a format acceptable to the university as described in the GUIDE FOR THE PREPARATION OF MASTER'S THESSES AND DOCTORAL DISSERTATIONS at http://www.utdallas.edu/dept/graddean/dgFront.htm.

The procedure for approval of the dissertation is outlined in the UT Dallas Graduate Catalog. The final dissertation defense is conducted when the student's chair and committee agree that the dissertation is satisfactorily complete, the Final Oral Examination is scheduled and held. Information on deadlines and procedures for holding the Final Oral Examination and submitting the final approved dissertation are available from the Administrative Assistant and the Office of the Dean of Graduate Studies at http://www.utdallas.edu/dept/graddean/dgFront.htm.

Career Development

Attending Conferences
Students are encouraged to attend professional conferences, particularly after they have passed their qualifying exams and are working on their dissertation. Prior to applying to present a paper at a conference every student must get approval from their dissertation advisor if they have one and the Director of Graduate Studies. Students also should make arrangements to present their paper to a brown-bag prior to attending the conference. Students may apply for program support if they are presenting papers at conferences. In order to receive these funds you must be on the official program and show your paper to the Director of Graduate Studies prior to attending the conference.

Submitting Papers for Publication
Getting published is the ultimate test of success as an academic researcher, and new Ph.D.’s on the academic job market are stronger candidates if they have one or more publications. Students who are considering submitting a paper to an academic journal for possible publication are strongly encouraged to show the paper to their dissertation committee chair before submission.

Attending Talks and Workshops
Whenever possible, graduate students should make an effort to attend any professional talks, job talks, or workshops being held in the program. These are opportunities for to learn about social norms in the profession and to gather additional insight into social problems, including information that may be relevant to a student’s dissertation. The Director of Graduate Studies will frequently make graduate students aware of these opportunities.
Appendix A: PSCI PhD Advising Protocol

All doctoral students are required to contact the Director of Graduate Studies (APH) before enrolling in classes for the first time. They will be given advice for the first year of courses. Afterwards, students can register online for classes through Orion (http://www.utdallas.edu/orion/).

Future advising and registration

• At the end of each semester and as you register for the next, enter all the relevant courses you have taken, including semester completed and grade received, on the excel spreadsheet degree plan. This information is available from your transcripts, which can be accessed from Orion. Students are to choose their courses, update their degree plan, and send the degree plan to the Director of Graduate Studies/APH for approval. Please also copy the program assistant so that your permanent file will be updated.
• Any substitutions will need to be approved by the Director of Graduate Studies/APH and filed with the program assistant.
• There is no need to meet for individual annual advising appointments if your courses fit in the identified categories. Simple clarifications can be handled via email with a completed degree plan. However you will need an updated degree plan on file with the Graduate Program Assistant at least once a year or you will have an advising hold placed on your account.
• Please email the Director of Graduate Studies/APH with questions or concerns.
• Please note that all email correspondence must originate from your official UTD email.

What we expect from students

• Responsible for degree plan, which is the basis for advising
• Responsible for substitution approvals
• Send email from your UTD email address
• Familiarity with academic calendar and academic catalog; deadlines, requirements

What to expect from the Director of Graduate Studies/APH

• Review the updated degree plan
• Exam status
• Update the Progress towards Graduation form. (Students will receive a copy via e-mail and a copy will be placed in student’s permanent file.)
• Answer any questions/concerns raised

Periodically, the Program Head or Director of Graduate Studies/APH will hold meetings for the PSCI students to provide more in-depth information on the numerous requirements of the program and to provide general advice on how to make expeditious progress to degree. These meetings and other opportunities will be announced via email, through the PSCI student list. Therefore, it is important that you check your UTD email.
Appendix B: Sample Schedule

**Year One**

*Fall*
- PSCI 6350 Logic, Methodology and Scope of Political Science
- EPPS 7313 Descriptive and Inferential Statistics (or EPPS 6313)
- PSCI 6347 Proseminar in Political Institutions and American Politics

*Spring*
- EPPS 7316 Regression and Multivariate Analysis (or EPPS 6316)
- PSCI 6300 Proseminar in Comparative Politics and International Relations
- PSCI 6300 Proseminar in Law and Courts

*After the end of the spring semester, prior to the start of the summer semester*
Qualifying Examination--CORE

**Year Two**

*Fall*
- PSCI XXXX Major Field Course
- PSCI XXXX Major Field Course
- PSCI XXXX Minor Field Course

*Spring*
- PSCI XXXX Major Field Course
- PSCI XXXX Major Field Course
- PSCI XXXX Minor Field Course

*End of spring semester, prior to the start of the summer semester*
Field exams

**Year Three**
Students should enroll in field courses, statistics classes, PSCI 8381 Research Seminar in Political Science or in an independent study with their likely chair to develop their dissertation prospectus.

**Years Four and Five** should be devoted to taking additional classes that help the student write an excellent dissertation, finishing remaining course requirements, and completion of the dissertation.