

UCLA DEPARTMENT OF POLITICAL SCIENCE
GRADUATE HANDBOOK
2007-2008

Michael Lofchie, Chair
Joshua Foa Dienstag, Vice Chair for Graduate Studies, (dienstag@polisci.ucla.edu)
Joseph Brown, Graduate Advisor (joseph@polisci.ucla.edu) (310) 825-3372
Field Chairs: James De Nardo (Methods); Edmond Keller (REP); Scott James (AP);
Kirstie McClure (Theory); Arthur Stein (IR); Mike Thies (CP).

Introduction

This handbook brings together the basic elements of the graduate program, with special attention paid to the most frequently asked practical questions. It is intended as a supplement to the UCLA General Catalog, which should also be consulted for information on rules and procedures.

I. Enrollment & Advisors

Enrollment: For graduate students, 12 units is full-time enrollment. If you are advanced to candidacy, you must be enrolled in 8 units. You may enroll in classes and drop and add courses by the end of the 2nd week of the quarter. Any late enrollments must be completed by the end of the 3rd week of the quarter. It is necessary to maintain full-time enrollment throughout the quarter in order to protect your employment benefits and to meet the terms of any financial awards.

The last day of classes in a quarter (i.e., Friday of the 10th week) is the deadline for dropping classes. When you drop, no notation appears on your transcript.

You are allowed to take 6 quarters leave of absence during your graduate stay at UCLA. You may request up to 3 quarters at one time. To activate a leave, see the Graduate Advisor for the form. When you are on leave, you will have access to Young Research Library (YRL) and Bruin Online. All other university services will be closed to you.

Advisors: When you enter the program, the graduate vice-chair selects a faculty advisor for you, based on your indicated interests. If you request a particular advisor, the graduate vice chair will try to assign that faculty member to you. Responsibility for both initially contacting the advisor and maintaining contact rests with the student.

Advisors may be changed at any time -- if, for example, you have developed a working relationship with a different member of the faculty or the initial advisory relationship is not satisfactory. To make such a change, simply get the agreement of the new advisor and notify the Graduate Advisor.

II. Course Requirements & Fields of Study

There are six fields within the Department: American Politics (AP); Comparative Politics (CP); Formal Theory and Quantitative Methods (Methods); International Relations (IR); Political Theory (PT); and Race, Ethnicity & Politics (REP). You choose

two of these fields as major fields and two as minor fields. Each field has a field chair. Collectively, the field chairs and the Vice-Chair for Graduate Studies compose the Graduate Studies Committee (GSC). The fields each specify their own course requirements. The current requirements are below.

You are required to take **16 graded courses** overall including: **4 courses in each of your 2 major fields; 1 course in each of 2 other fields (these are your minors); P.S. 200A and AL; and 4 electives.** The electives may be more Political Science graduate courses, undergraduate courses, or courses in other departments. You are strongly encouraged to take more than the minimum required number of courses.

You are expected to complete at least **7 graded courses by the end of the first year** and at least **12 (cumulative) by the end of the second.** The M.A. degree is awarded after you complete 12 courses and pass one qualifying paper (see section IV below).

Independent studies courses (P.S. 596) may satisfy major or minor field requirements by petition only.

Transfer of previous graduate work: It is possible to apply courses taken at another graduate program to your degree requirements here. If you have graduate level course work but no M.A., you may petition to apply 2 courses from your previous graduate program to UCLA requirements. The courses should be similar to UCLA courses and should fit into your program of study. Syllabi and transcripts for these courses should be presented for review to the graduate vice-chair, who will consult with the appropriate field chair before approving petitions. Once approved, the petition is submitted to Graduate Division. If the petition is approved by the Graduate Division, a notation will appear on your transcript. No units or grades will transfer, but the number of courses you must take will be reduced to 14.

If you already have an M.A.: you may petition to apply a maximum of 6 courses from your previous program to the requirements here. The petition is reviewed within the department only. No notations appear on your transcript. If you receive approval for 6 courses, the number of courses you must take will be reduced to 10. **You are still required to satisfy all other program requirements, and a UCLA M.A. will not be awarded.**

Field	Major Requirements	Minor Requirements
American Politics	<ul style="list-style-type: none"> • 260A, 260B, and any 2 other substantive courses, e.g., 261A and 270; (recommended: 2 additional research seminars, e.g., 275, 269). • No transfers or 596s. • In addition to 200A and AL, 200B and 200C must be completed during the first year.¹ 	Any (transfer courses not allowed)

¹ Petitions for waiving 200B and 200C will only be approved in the unusual circumstance in which the student can document a feasible research agenda that does not involve statistical analysis.

Comparative Politics	Any 4	Any
Formal Theory and Quantitative Methods	<ul style="list-style-type: none"> • Formal Theory: any 4 • Quantitative Methods: any 4, not counting 200A, AL or 202 • Mixture: any 4 approved by advisor; field decides which outside courses meet field requirements 	Formal Theory: Any Course Quantitative Methods: 200B and 200C
International Relations	<ul style="list-style-type: none"> • 220A and 220B • plus 2 from 221-231 or 239 	Any from 220-231
Political Theory	Any 4	210A, 210B, 217, or 218
Race, Ethnicity & Politics	<ul style="list-style-type: none"> • Any 4 of the following: 214, 217, 218, 241, 261A, 261D, 264C, 289A/B, Psych 222C, Psych 255. • Students may petition to count PS 259 / 269 when relevant topics are taught under these course numbers. 	Any from the same list

III. Course Grading

All courses used to meet the degree requirements must be taken for a letter grade. Courses taken on an S/U basis do not compute into the GPA.

Cumulative GPA: You must maintain a cumulative GPA of 3.0 to remain in good standing. Failure to meet this minimum will result in your being put on probation. If your GPA falls below 3.0 for more than 2 quarters (not necessarily consecutive), you may be recommended for termination. According to university guidelines, termination due to low GPA is not subject to appeal.

Incompletes: While taking a short-term Incomplete can be an appropriate way to deal with the crunch of work at the end of a quarter, in general, the accumulation of incompletes will be cause for concern on the part of the Vice Chair for Graduate Studies.

Be aware that some instructors do not grant incompletes. If you need to take an Incomplete in a course, be sure you discuss this ahead of time with the course instructor. There is no paperwork you need to file to take an Incomplete; your instructor will report that grade along with the others on his/her end-of-semester report.

You have one quarter in which to remove the Incomplete. When you hand in all the missing assignments, be sure to let Joseph know. He will give the instructor a removal of incomplete form. Once the form is filled out with the grade, it will be sent to the Registrar's Office, and the grade will then be officially posted on your transcript. Typically it takes several weeks before an incomplete is removed from your transcript.

Do not assume that faculty will grade incompletes immediately or that the revised grade will appear instantaneously on your transcript.

Incompletes don't compute into your GPA. However, **if you fail to remove the Incomplete in the subsequent quarter, the Incomplete lapses to an F** and it computes into your GPA as an F. You can clear up the F the same way you would remove an Incomplete.

IV. Qualifying Papers

Besides completing course requirements, **students must complete two research papers of passing quality in order to qualify for advancement to candidacy.** These papers take the place of the qualifying or comprehensive exams used in many departments. Often, qualifying papers develop out of research papers written for a seminar but there is no requirement that this be the case.

Schedule: Papers are to be submitted according to the following calendar:

A. The first paper is due at the beginning of the second week of the seventh quarter (normally, fall of the third year).

B. When the first paper passes on its initial submission, the second paper is due by the beginning of the second week of the ninth quarter (normally, spring of the third year).

C. If the first paper does not pass on its initial submission, the resubmission is due at the beginning of the second week of the ninth quarter (normally, spring of the third year). The first submission of the second paper is then due the second week of the tenth quarter (normally, fall of the fourth year).

D. If the second paper does not pass on its initial submission, it must be resubmitted by the beginning of the fifth week of the eleventh quarter (normally, winter of the fourth year).

Failure of a resubmitted paper is grounds for dismissal from the Ph.D. program.

Procedures: You must get approval of your paper topic from the chair of the relevant field and from a member of the faculty who is an appropriate mentor for the project. (The latter may, in certain instances, be the field chair.) The form is available in the Graduate Office. The chair and the appropriate faculty member sign the approval form, to which a 1-2 page proposal is attached. **The approval of your proposal must be filed in the graduate office by the beginning of the third week of the quarter prior to the quarter in which the paper is due.** If the topic changes during the course of writing, a new approval is needed. **Papers for which approval forms have not been submitted by the due date will not be evaluated and will be counted as fails.**

Fall paper submission dates are announced the previous spring quarter. Winter and spring dates are announced in the fall. You must submit papers at the stated deadlines. Postponements will be allowed only for unforeseen complications. Petitions to postpone because of a student's inability to gather data will not be approved.

Requirements: The two papers may be in the same field but must be on different topics and, if data sets are used, different data sets.

Evaluation: Field papers are assigned by the field chair to two members of the field faculty for evaluation. In the event that the two readers return different evaluations, a third reader is chosen by the field chair. All readers return written reports. You cannot choose your own readers, but you will be told who the readers are once the evaluation process is complete and you receive the written reports. (Your field paper advisor is not excluded from being a reader.)

Papers are graded: Qualified; Not Qualified; or, Qualified with Distinction. They are evaluated for knowledge of subject, originality of ideas, and craftsmanship of research. They are also evaluated for conciseness. They need not be of publishable quality, but they must follow APSR guidelines for format. Note, however, that good papers are not expected to exceed 30 pages; and papers, including footnotes, bibliography, etc., may not exceed 40 pages. **Papers longer than 40 pages will not be read.**

If your resubmitted paper is a revision of a previously failed paper, the Graduate Advisor will attach the first paper's comments to the revision before it is distributed. You should provide a response, explaining how you addressed those comments in your revision. If you have changed your topic, you should attach a new abstract.

Appeals: If your paper fails, you are entitled to appeal the decision. Appeals may be substantive or procedural. In either case, appeals must be filed within two weeks after you are notified of the grade. Substantive appeals argue the merits of the paper. The appeal goes to the readers of the paper. If 2 readers initially agreed the paper should fail, a 3rd reader is added for purposes of appeal. If the appeal is successful (that is, if two readers approve), the paper passes.

Procedural appeals go to the GSC. They argue that something was at fault with the administration of the paper process, thereby causing you to fail. If the appeal is successful, the grade is not changed; instead, the paper result is voided. It is as if the paper had not been handed in. The student must resubmit the paper at the next regular submission date.

V. Foreign Language Requirement

The foreign language (or research methodology) requirement is usually passed before you take your oral exam. In any event, it must be passed no later than the 15th quarter. The foreign language requirement can be satisfied by passing the 6th quarter or 4th semester of a 2-year language class sequence with a grade of B or better. Any course beyond the first 2 years also meets the requirement.

An alternative method is to take a language exam at UCLA. If the instructor certifies comprehension at the 2nd year level, this satisfies the requirement.

If research methodology is more useful to you, the requirement is met by taking 3 courses at the P.S. 200B level or above. All courses must be graded.

VI. Advancing to Candidacy and Doctoral Committees

In order to Advance to Candidacy, you must complete all course requirements, qualifying papers and the foreign language requirement. Then you must assemble a doctoral committee and defend a written dissertation prospectus. (Technically, you can defend your prospectus without fulfilling the foreign language requirement. However, you cannot officially advance to candidacy without completing that requirement.)

Doctoral Committees: Doctoral orals committees must have a minimum of 4 members: 3 in Political Science and 1 from another UCLA department. No more than 2 can be at the assistant professor level. Faculty at other UC campuses may be included (by petition to Grad Division) among the 4 members. For full regulations regarding doctoral committees, students should consult *Standards & Procedures for Graduate Study at UCLA*, published by Grad Division (<http://www.gdnet.ucla.edu/gasaa/library/spfsgs.pdf>).

Prospectus: The dissertation prospectus is generally about the length of a research paper. It should describe the central argument of your proposed thesis, the relevant existing literature on the topic, the research you have accomplished thus far and the research that needs to be completed. It should also generally contain a chapter outline and an initial bibliography. However, you should consult closely with your advisor as to the contents of your prospectus, since s/he may not require each of these elements or may require others not listed here.

Procedures: As soon as all 4 members agree to be on your committee, notify the Graduate Advisor. There is a form the graduate office completes and sends to Graduate Division for its approval. It must be filed at least 2 weeks, and preferably more, before your oral. **Grad Division's approval of your committee is not automatic – especially if it includes faculty from outside UCLA, in which case approval can often take up to six weeks.** Do not assemble your committee so late that if Grad Division disapproves it, disaster will befall you. Joseph can explain the Grad Division's requirements.

The University requires an oral exam on your dissertation prospectus. You are expected to distribute a copy of the prospectus to committee members at least three weeks before the oral exam. Scheduling an oral is your responsibility. Once you have arranged it, let Joseph know. He can reserve a room for you. Normally you should not schedule an oral exam until your committee members have indicated that they believe your prospectus is ready to be examined. Naturally, such indications are not a guarantee that your advancement to candidacy will be approved.

After the oral, provided the committee approves your advancement to candidacy, 3 committee members must be designated as those who will read and sign your completed dissertation (the Certifying Members): one of these must be the non-Departmental member. The report the committee signs after the oral indicates who the 3 readers are and reflects your advancement to candidacy.

If the committee does not approve your advancement, consult with your advisor on the necessary revisions to your prospectus. The expectation that you will advance to candidacy by the end of your twelfth quarter does not change.

As you research and write your dissertation, you may find it necessary to drop or add members, change the Certifying Members, or waive the final oral requirement. Check with the Graduate Advisor on how to do this.

For rules governing the final completion and deposit of your dissertation, please see the appropriate website of the Graduate Division.

Final oral exams for completed dissertations take place only in the circumstances described in section IX below or whenever the committee requires it.

VII. Funding

Graduate funding is determined in the first place by commitments that incoming students receive in their offer letters from the Vice-Chair of Graduate Studies. These commitments require continuing good performance in the program on the part of recipient students in order for them to retain their guarantees. For students who did not receive an initial departmental commitment or for other students in the period after those commitments are fulfilled or lapse, many department funding decisions are based on a ranking of all graduate students determined by the TA/Funding algorithm.

The TA Ranking/Student Funding Algorithm

This is a GPA-like algorithm which calculates performance by awarding points for various achievements, summing those points, and dividing by the number of achievements that are attempted. Points for achievement range from 0 to 5.

Achievements are defined as course grades, qualifying papers, being advanced to candidacy, and research accomplishments (articles in refereed journals, papers published in books, convention papers, and prizes). For most students, the course weight is almost 100 percent for the first two years. Program accomplishments (qualifying papers and advancement to candidacy) begin to matter in the third year. In any year, the ranking score can include research accomplishments (convention papers, book chapters, and articles). All details of the algorithm are contained in an appendix to this handbook. Four things should be noted about the algorithm.

- Publishing an article in a refereed journal, a chapter in a book, presenting at a conference, passing the field paper requirement, and being advanced to candidacy are awarded points in the same way that a course grade is given points.
- While the number of accomplishments can have a small effect on the ranking score, the **quality** of the performance is the overwhelmingly important factor. A first-year student who publishes an article in a refereed journal will receive a strong score boost. A second-year student who passes a qualifying paper will also receive a higher score, *ceteris paribus*.
- Non-course accomplishments affect the TA ranking score in the same way that receiving grades of A or A+ in a course would. For example, consider two second-year students with a GPA of 3.71 over ten courses (4 courses with a grade of A, 5 with a grade of A-, and 1 with a grade of B+): If one student had only

course work while the other had published a paper in *World Politics*, the TA ranking score for the first student would be 66 but the score of the student with the *World Politics* article would be 80. The impact of articles and convention papers declines, *ceteris paribus*, as more course work is completed.

- The algorithm punishes a failure to complete requirements at the rate specified in the catalog. The algorithm is set up with a denominator (the “Base”) that assumes that the qualifying papers have been passed by the 7th and 9th quarters and that the oral qualifying exam has been passed by the 12th quarter. Each failure to meet these deadlines is treated as an “F” for the item. Failing to take the oral on time is treated as two “F” grades. The algorithm doesn’t punish such schedule failures if the student has been formally permitted to delay meeting a requirement. See item 6 in *Other Things to Note*.

Your most recent algorithm score should always be available on the Graduate Portal found on the Department’s webpage.

Some Other Things to Note

1. S/U courses are ignored in the calculation of the TA ranking score.
2. An Incomplete that has lapsed to an “F” is treated as an “F.” A grade of less than “B-” is also treated as an “F.”
3. A grade of Incomplete that has not lapsed is ignored in the calculation of the TA ranking score.
4. Up to three graded language courses may be counted in the calculation of the TA ranking score. Subsequent language courses, whether taken for a letter grade or on an S/U basis, are not considered in the calculation of the ranking score. A similar three course constraint applies to graduate courses taken outside the social sciences and to all undergraduate courses. (Therefore, a maximum of three language courses, three undergraduate courses, and three graduate courses outside social sciences will count in the calculation.) The three language courses noted above are not counted as part of the undergraduate course limitation. A grade of “A+” in any undergraduate course is recorded as an “A” for the purpose of calculating the TA ranking score.

The program that computes the algorithm automatically counts the first three grades in any of these categories that it encounters. If you wish to eliminate any of these grades from your GPA calculation, you must ask Joseph to exclude them. Check the Grad Portal for instructions.

5. With certain exceptions, multiple quarter courses are counted as a single achievement. In cases where a multiple-quarter course involves multiple quarters of class work, the student is encouraged to petition the GSC to count the course as more than a single achievement. An example of a multiple quarter course that would be counted as multiple quarters of work would be a three quarter course in survey research design and analysis, where the first quarter dealt with sample design and questionnaire construction, the second with the analysis of survey data, while the third quarter involved data collection and the submission of a research paper.

6. Grades, publications, and convention papers of any type or description that precede admission to the Department are not counted by the algorithm.

7. Qualifying paper submissions which have been postponed by petition are ignored in the calculation of the ranking.

8. All data to be included in the initial rankings must be submitted by the end of the first week of spring quarter. The rankings used to distribute the first round of TAships for the following year are done during spring quarter. Those who have not yet been awarded a TAship as of June 30 will have their ranking on the alternate list recalculated based on information available in the graduate office by the close of business on June 30. If June 30 falls on a weekend day, the deadline date is the next business day. **Please note:** Deadlines are absolute, not approximate.

Addenda: a) Conference papers for which proof of acceptance is provided and which will be given prior to the end of spring quarter will be counted in the spring quarter rankings.

b) Conference papers for which proof of acceptance is provided and which will be given prior to the beginning of fall quarter will be counted in the summer re-ranking (this provides for the inclusion of APSA papers).

9. It is very important that you check your records on the Grad Portal prior to the TA rankings and that you check your own algorithm score after the rankings. Mistakes are sometimes made. It may not be possible to fix them if TAships have already been allocated.

10. By departmental decision, five TA positions will be left unfilled by the initial ranking. These last five positions will be decided upon by faculty at the meeting which approves the TA list and the alternate list in the spring.

11. Students are ineligible for TAships if they: a) have not completed 7 UCLA courses in their first year; b) have not completed at least 5 with grades; c) have not completed 12 UCLA courses by the end of the second year; d) have already TAed for 12 quarters; e) have remained in the graduate program more than 8 years.

12. Students may drop grades from up to three classes taken outside the department for purposes of the TA algorithm. If you wish to drop non-Political Science grades from calculation of the algorithm, you must ask Joseph to do it for you. See Grad Portal for instructions.

13. No grades from classes taken before you entered the UCLA Political Science Department graduate program count toward your algorithm score.

14. All students enrolled or on leave at the time the TA algorithm is calculated will be ranked. Those who are not enrolled but who expect to return the following year and wish to be included in the TA ranking must notify Joseph that they wish to be ranked. After the ranking is done, you will be emailed a list of the students included. You should check this list to make sure your name is on it if you think you might want a TAship the following year.

Other funding:

1. Departmentally controlled fellowship funds are allocated to continuing students by the GSC, on the basis of algorithm ranking, review of student dossiers, consultation with students' advisors, and fit between student interests and fellowship designations (e.g., a fellowship restricted to CP students must perforce go to a CP student). These funds normally, but not exclusively, go to students who have advanced to candidacy.
2. Any student who is advanced to candidacy should provide a copy of her/his prospectus to Joseph for inclusion in his/her file. In addition, each year following advancement to candidacy students should submit a dissertation project update. Each of these is to be placed in your dossier for fellowship review.
3. You may apply once a year for funds to help defray the cost of travel to conferences where you are presenting a paper. Awards are \$300 for conferences in California; \$500 for conferences outside of California. Poster sessions will be funded for the APSA meeting only. These funds are distributed on a first come, first served basis. In order to receive funds, you must turn in receipts of your expenses.
4. Students are advised to apply for other forms of university support, such as, e.g., research and teaching Mentorships and Dissertation Year Fellowships. See Joseph to get copies of the university's fellowship information packet.
5. Students are strongly encouraged to apply for extramural funding. Information about funding can be found on the APSA website.
6. If you are awarded a Dissertation Year Fellowship by the university, it is expected that you will finish your dissertation during the fellowship year. Once you accept a DYF, you are ineligible to receive any future funding from university or departmental sources. (You can, of course, receive outside funding after a DYF.)
7. The department will not offer funding to students who have been here more than 8 years. (That is, for students enrolling in fall 2007, spring 2015 would be the last quarter in which they would eligible to **receive** any department funds.)

TA Requirements & Regulations:

By University rule, you may serve a maximum of 12 quarters as a TA, or a maximum of 18 quarters in TA/GSR positions combined. This rule can be waived by petition to Graduate Division, but students should be aware that such waivers are not always granted.

All new TAs must complete the TA training course, P.S. 495, prior to their first appointment, or concurrently with it. In addition, TAs whose native language is not English must pass an oral English (SPEAK) exam before their first appointment. Failure to take and/or pass the exam will result in loss of the appointment.

A TA appointment in the department is at 50% (20 hours/week) time. If you wish to work as a GSR or reader at the same time as your TA appointment, or if any other employment exceeds 50% time, a letter of exception to Grad Division will have to be written on your behalf. Letters of exception are written only if your GPA is 3.5 or above and if you have no lapsed Incompletes. Do not assume an exception will be granted. Ask to have the letter of exception written before the start of the relevant quarter.

You may hold multiple fellowship awards or a combination of TAs and fellowship, provided they equal no more than the equivalent of 5 quarters TAs, and provided the agency granting the fellowship allows you to work or accept additional funds.

TAs are appointed to courses by a process of matching student preferences about which classes to TA with instructor preferences. Joseph distributes the preference form to both TAs and faculty members the quarter prior to the one in which the student has been offered a TAs. If an eligible TA decides to decline the appointment, he or she should use this form to formally decline. Alternates are then appointed according to their position in the algorithm rankings.

TAs at UCLA have union representation. TA appointments, contracts, and any possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions) conform to union guidelines.

VIII. Leaves and Re-admission

If you withdraw from the program and then want to re-enter, you will need to apply for re-admission. If you are advanced to candidacy when you re-apply, your admission is automatic. If you had not advanced at the time you withdrew, the GSC will review your applications for readmission. If you have met all requirements except for the oral exam, you should consult an advisor first. The advisor must then write a letter to the graduate vice-chair confirming that you are ready for an oral, and this letter must accompany your application. The standards for re-admission will be the same as those for admission for the current year.

IX. Time-to-degree

The expected time-to-degree in Political Science is 18 quarters. Students must advance to candidacy by the 12th quarter. The university and department receive no funds from the State if you have been here more than 3 years beyond advancement.

If you want to file your dissertation more than 10 years after your oral, you will be required to take a final oral exam. There are no exceptions. In addition, your chair must write the Graduate Division, explaining why you should not be asked to repeat other program requirements (e.g., qualifying papers, courses). Do not assume that your petition will be granted.

X. Dismissal and Dismissal Evaluations

Students who fail a qualifying research paper for the second time, whose GPA falls below 3.4 for more than two quarters, who postpone submission of qualifying research papers for more than two quarters for reasons other than serious documented medical or

other personal difficulties, who fail to complete seven graded courses by the beginning of the fourth quarter or twelve graded courses by the beginning of the seventh quarter, or who fail to take the oral Ph.D. exam by the end of the sixth year may be recommended for termination from graduate study. Dismissal evaluations are made by a field committee of at least five members and based on the student's entire record in the graduate program. The evaluation committee will include members of the field(s) the student identifies as his or her most important one(s), and it will include the student's advisor. It may include other faculty who have had experience with the student. If the field evaluation committee recommends that a student who has failed a resubmitted qualifying paper not be dismissed and the Graduate Studies Committee concurs, the student is given one additional opportunity to submit a passing qualifying paper. That paper will usually be due at the next qualifying paper submission date. Final decisions to recommend termination are made by the Graduate Studies Committee after reviewing the field committee's recommendation. Termination decisions are made by Graduate Division.

No student is evaluated for dismissal or recommended for termination unless so notified in advance by the departmental graduate advisor. Students may include any materials they wish in the file to be evaluated by the field committee and the GSC.

XI. Questions and Problems

Routine administrative questions should be addressed first to the Graduate Advisor and, next, to the Vice-Chair for Graduate Studies. In addition, the graduate Vice-Chair functions as informal ombudsman for graduate affairs. Graduate students and faculty should bring all matters of concern to his attention.

This handbook represents an effort to bring together information, university policy, department policy and the regular practices of successive Vice Chairs for Graduate Studies. However, students should be aware that these policies and practices can change (by vote of the Department, or decision of the Vice-Chair, GSC, the University Graduate Council or Graduate Dean, depending on the policy) and that the existence of this handbook does not represent a promise that they will not be subject to such changes. Often, however, when university or department policies are changed, currently enrolled students are grandfathered into preexisting requirements.

Appendix: Algorithm Specifics

The TA ranking score is: $(\text{Achievements} / \text{Base}) * 20$. The definition of each of these terms appears below. The multiplication by twenty produces a theoretical range of 0 through 100 (although the likely maximum will be slightly greater than 80).

Achievements and Base are defined as follows:

Achievements = Grade points + Program points + “Publication” points

Grade Points:

- A+ = 5 points
- A = 4 points
- A- = 3 points
- B+ = 2 points
- B = 1 point
- B- = 0.5 point
- Less than a B- = 0 points

Program Points:

- Each field paper when qualified: 5 = Distinction, 4 = Qualified; 0 = Not Qualified
- Oral: 10 points when passed, 0 if not passed

Publication Points:

- 4 points for each convention paper, with no more than five papers counted
- 9 points for book chapters; no limit
- 15 points for a single-authored article in a refereed journal; 10 points for co-authored; no limit

Other Points

- The department awards prizes for best article in a refereed journal, best conference paper, and outstanding TA performance. The winner of the best article prize gets the equivalent of 1 single-authored article added into the algorithm. The winners of the paper and TA prizes get the equivalent of 1 conference paper added into the algorithm.

Base = N of courses + “Publication” items + Requirements

N of courses: is the number of courses for which a grade has been assigned, per the stipulations presented above

Publication items are a number which sums:

- 1 point per conference paper or book chapter, to a maximum of 5
- 2 points per book chapter
- 2 points for every article published in a refereed journal

Requirements: For most students, these base points are inserted into the denominator according to the number of quarters of residence. One point is added after the student has been in residence for 7 quarters; two points are added to the

denominator if the student has been enrolled for at least 9 but not more than 12 quarters; 2 more points are added to the denominator after 12 quarters (for a total of 4 points). This variable accounts for the points added to the numerator for the field papers and the oral. In cases where a student submits field papers or passes the oral ahead of the catalog deadlines, these denominator points are included when the student satisfies the requirement.