

UNIVERSITY OF PENNSYLVANIA

**DEPARTMENT  
OF POLITICAL  
SCIENCE**



**GRADUATE PROGRAM  
HANDBOOK**

*Updated 05/01/2024*

# INTRODUCTION

Political Science is the systematic study of the values, processes, structures and performance of governments and systems. Political analysts address empirical and normative questions. How is power established and maintained? How are collective choices decided and implemented? How do we evaluate alternative political regimes and policy choices? In order to answer such questions political scientists engage in research into the development of the state, the workings of political institutions and processes, the formation of political cultures and ideologies, the relationship between economic classes and systems, types of national political regimes, the causes of revolution, the sources and dynamics of international conflict and cooperation. The Graduate Program in Political Science at the University of Pennsylvania reflects the methodological diversity of the discipline.

Courses in each field clarify important intellectual and conceptual issues affecting the formulation of research problems and objectives. The option of an individualized specialization makes available unusual opportunities for in-depth study of distinctive national experiences or aspects of political science not constituted as one of the Department's standard fields. Courses in research methods provide students with the basic knowledge and proficiency required for the selection and application of appropriate research skills in each field of specialization.

The Graduate Program offers the Ph.D. degree. Candidates completing the Ph.D. degree follow careers in university teaching and scholarship, and in private or public research institutions.

Except for major issues of program structure, which are decided by the entire Political Science faculty, policy for the Graduate Program is decided by the Graduate Executive Committee. The faculty members of the committee also act on individual student petitions. Administration of the program is the responsibility of the Graduate Chair, who is always a tenured faculty member, and the Administrative Coordinator for the Graduate Program.

## Resources

### Faculty

At Penn, the size of the Political Science graduate program enables students to enjoy close working relationships and individualized study arrangements with faculty members. At present, the permanent faculty includes 31 members, with further expansion planned during the next several years. In addition, the Department frequently welcomes visiting professors in fields of interest to graduate students.

At the end of the booklet, a set of faculty profiles portrays the research activities and honors that distinguish Penn's political scientists. Their publications have won such awards as the top prizes for

books and papers bestowed by the American Political Science Association. They have served as editors or board members of journals as diverse as *The American Political Science Review*, *International Organization*, *World Politics*, *PS: Politics & Political Science*, *Orbis*, *Praxis*, *Asian Survey*, *Theory & Event*, *Politics and Gender* and *The Journal of Theoretical Politics*. Their fellowships include Fulbrights, Guggenheims, and grants from the National Science Foundation, the Social Science Research Council, the Carnegie Mellon Corporation, the Ford Foundation, the Rockefeller Foundation, the Russell Sage Foundation, The National Endowment for the Humanities, The American Council of Learned Societies, The Institute for Advanced Study, and the Smith Richardson Foundation. They include among their ranks advisers to numerous local, state, national, and international agencies.

## Christopher H. Browne Center for International Politics

The Political Science Department at the University of Pennsylvania established the Christopher H. Browne Center for International Politics. The Browne Center supports a variety of programs, including a speaker series, periodic “great debates” on important contemporary issues in world politics, conferences and research seminars, and publication of a working papers series. The Center also invites outstanding senior and junior scholars and experienced practitioners to participate as visiting or post-doctoral fellows. Additional information about the Center is available on its web site (<http://www.sas.upenn.edu/browncip/>) or by contacting either the Director, Ed Mansfield, or the Associate Directors, Avery Goldstein and Michael Horowitz.

The Browne Center is located on the third floor of Perelman Center.

## Other Research Centers

Political Science Department faculty are also affiliated with the following research centers at the University of Pennsylvania:

The Center for the Study of Contemporary China

(<http://cscs.sas.upenn.edu/>)

The Robert A. Fox Leadership Program

(<http://www.sas.upenn.edu/foxleadership/>)

Alice Paul Center for Research on Gender, Sexuality, and Women

(<https://www.sas.upenn.edu/gsws/center/>)

The Center for the Advanced Study of India

(<http://www.sas.upenn.edu/casi/>)

The Center for East Asian Studies

(<http://ccat.sas.upenn.edu/ceas/>)

The Middle East Center

(<http://mec.sas.upenn.edu/>)

The Center for Africana Studies

(<https://africana.sas.upenn.edu/center>)

The Andrea Mitchell Center for the Study of Democracy

(<https://www.sas.upenn.edu/andrea-mitchell-center/>)

The Center for the Study of Ethnicity, Race, and Immigration

(<http://web.sas.upenn.edu/cseri/>)

Perry World House  
(<https://global.upenn.edu/perryworldhouse>)  
PDRI/DevLab  
(<https://pdri-devlab.upenn.edu/>)

## Library and Other Research Resources

One block away from the Perelman Center is the main University library. Van Pelt Library is the center of a system of libraries that contains approximately 3.5 million volumes (<http://www.library.upenn.edu/>). The library's outstanding collection has been fully integrated with state-of-the-art electronic resources. Graduate students and faculty in the Political Science Department also have access to a reference librarian specifically assigned to assist them with their research needs.

Penn's libraries have been designated by the United Nations as an international library center. The Van Pelt Library is a depository of all documents published by the United Nations and of microform copies of all documents published by the Organization of American States. The Biddle Law Library contains extensive materials relating to American constitutional law, international law, and international organizations. The Lippincott Library contains a wide range of publications concerning government-business relations, multinational corporations, and the international political economy. Students interested in American political development can draw on the manuscripts, records, and reference books of several institutions in Philadelphia, such as the Historical Society of Pennsylvania, the Library Company of Philadelphia, the Free Library of Philadelphia, the Mercantile Library, and the American Philosophical Society.

## Department Facilities

The Department of Political Science and many of its associated centers are housed in the Ronald O. Perelman Center for Political Science and Economics, a modern building located near the center of the University campus. Departmental staff are located in an office suite on the first floor, while faculty and graduate student offices are on the third and fourth floors, along with many related centers.

## The University

Founded in 1740 by Benjamin Franklin, the University of Pennsylvania has been responsible for many educational and scientific innovations: it was America's first university, the home of the first U.S. schools of medicine and business, and the birthplace of the first electronic computer (ENIAC). In recent years, an extensive building and landscaping campaign has resulted in a beautiful, pedestrian-oriented campus that offers easy movement between academic and residential buildings and among the twelve schools of the University. With a faculty of more than 4,000 and about 20,000 students from 100 nations, Penn is today one of the world's major research universities.

## Philadelphia

The University of Pennsylvania has easy access to the cultural and historical landmarks of the nation's fifth largest city. It is a short distance from the homes of the Philadelphia Orchestra, the Pennsylvania Ballet, the Philadelphia Museum of Art, and the Kimmel Center for the Performing Arts, which attracts world-class dancers, theater, jazz, and other musical performances. Much of Center City, including the waterfront and the Society Hill area surrounding Independence National Historical Park, has been restored and reconstructed to create one of the most attractive residential shopping and recreational areas of any major city in the country. Theaters and restaurants have proliferated in a renaissance of the city core. Philadelphia is also a major center of professional sports, with teams in baseball, basketball, football, and ice hockey. The University is home to WXPB, a leading public radio station that regularly receives national awards for its music programming and attracts major and up-and-coming musicians to Philadelphia venues. Other colleges and universities within the metropolitan area include Swarthmore, Haverford, Bryn Mawr, Villanova, Drexel, Temple, La Salle, and St. Joseph's. An important financial and commercial center, the city is served by frequent Amtrak trains between New York (90 minutes) and Washington, D.C. (two hours). Philadelphia International Airport, a major hub for international and domestic destinations, is approximately fifteen minutes by car or rail from the campus.

## Fields Of Study

The Department of Political Science organizes graduate education around general, thematic, and specialized fields of study. The four general fields are:

- American Politics
- Comparative Politics
- International Relations
- Political Theory

Students seeking the Ph.D. must pass examinations in two of the four main subfields of Political Science (American politics, comparative politics, international relations, and political theory) after taking at least three political science courses in each of the two. They also have the option of demonstrating competence in a third field (general or specialized), as discussed below on pgs. 6 and 12

Current courses are available on the department's website at <https://www.sas.upenn.edu/polisci/content/courses>.

In addition to courses that are offered on a regular basis, there are a number of flexible designations that enable the Department to respond to the current interests of faculty and students in each field.

These include:

PSCI 4991/5991	Topical Seminars (for graduate students and advanced undergraduates; previously PSCI 498/598)
PSCI 7991	Topical Seminars (Ph.D. level; previously PSCI 798)
PSCI 9999	Independent Study (previously PSCI 999)

For a listing of faculty by subfield, please see the list on the department's website (<https://www.sas.upenn.edu/polisci/people>).

## American Politics

American Politics examines political behavior and institutions, processes, and policies in the United States. Among the approaches guiding this analysis are those that emphasize their development, operation, and relationship to the economy, society, and culture over time.

## Comparative Politics

Comparative Politics examines the development of the state and the economic, historical, structural, and cultural forces shaping political institutions and movements. The Department offers graduate courses in Comparative Politics that provide a broad introduction to the field (PSCI 6100, 6102; previously PSCI 610, 611), as well as courses focusing on more specific substantive and theoretical topics. Courses with a regional focus, both within and outside of the Department, are also available to students.

## International Relations

International Relations encompasses the study of cooperation and conflict among nation-states as well as non-governmental actors in the global system. Theories address the causes and consequences of war, the possibilities for peace, and the dynamics of national growth, expansion, and decline. Competing lines of explanation highlight the importance of structure, strategy, norms, values, and ideology for understanding international political, military, economic, and environmental affairs. The Department's graduate courses in International Relations include several that provide a broad introduction to the field (PSCI 6400, 6402, 6401; previously 600, 618, 619) as well as others focused on particular topics or regions of the world.

## Political Theory

Political Theory begins with the most basic political question human beings ask: How should we live together? Some say this question is simply a subset of another: How should we live a human

life? Students in this field will encounter ancient, modern and contemporary answers to these questions—including answers that deny the question. Although celebrated texts figure in some courses, other courses may be structured around substantive political themes. Both approaches aim at understanding perennial issues in political theory. Students may examine the works of both classical and contemporary theorists by choosing courses from among those offered in the Department and in related programs such as Philosophy and Comparative Literature.

## Specialized Fields

Specialized Fields: When electing to display competence in a third field, students may - with the approval of their advisor - choose a specialized field in lieu of one of the main subfields of Political Science. Specialized fields may reflect specific niches within a main subfield, may cut *across* the main subfields, or may intersect with topics or approaches in other social science disciplines. Commonly designated specialized fields include methodology and area studies (e.g., Africana, Middle East, or East Asian studies).

## Joint Degrees

Some Political Science Ph.D. students may desire to earn a joint degree. Political Science has a formal arrangement for a joint degree in Political Science and Communications with the Annenberg School; and some students have worked out joint degrees with Criminology. Students must seek separate admission to each of these programs and Political Science, and the terms of the arrangement differ depending on the partner program or school.

With the approval of their graduate advisor, Ph.D. students admitted to joint programs may wish to display competence in a third field focused on specialized fields.

For more information about Penn's Annenberg School of Communication, visit its website at <http://www.asc.upenn.edu/home.aspx>

For information about Penn's Criminology Graduate Group, visit its website at <http://www.sas.upenn.edu/jerrylee>.

# The Ph.D. Program

## Requirements

To earn the Ph.D. in Political Science, each student must:

1. Accumulate 15 course units in credits. This will normally entail:
  - a. 8 regular courses during a student's first year.
  - b. 5 regular courses during the student's second year, in addition to his or her TA responsibilities.
  - c. 2 remaining courses in the third year, generally in the fall, with an eye toward writing a rough draft of the dissertation prospectus, which is to be delivered to the members of a student's prospective dissertation committee by the end of the fall semester.
  - d. Dissertation research credits as needed.
  - e. Independent studies count towards course credit. An independent study is particularly appropriate where a student is pursuing knowledge on a specialized topic on which a faculty member is an authority but is not offering a graduate-level course. Although independent studies vary in terms of their structure and requirements, their workload is expected to be on par with that of a regular graduate seminar. Note that faculty members are not obligated to offer independent studies, and that it is uncommon for a student to take more than one or two independent studies during their coursework.
  - f. Dissertation research credits (PSCI 9995) and dummy courses (e.g. for comps preparation) do not count towards the 15 courses but may be used to satisfy the SAS Graduate Division's requirement of 17 courses.
2. Achieve at least a B+ grade point average.
3. Satisfy the research skills requirements, or with the approval of the graduate chair, another course on comparable topics.
4. Write a research paper in the primary field. The paper will reflect a significant, original research project.
5. Pass the preliminary (or comprehensive) examinations in two of the four general fields (American politics, comparative politics, international relations or political theory), with the option of displaying competence in a third field (either general or specialized) through coursework.
6. Satisfy the teaching requirement by TAing for four semesters.
7. Prepare and successfully defend a dissertation prospectus.
8. Write and successfully defend a dissertation.



## Transfer of Credit

Students may be permitted to transfer credit for a maximum of four course units undertaken in another graduate program. Normally, decisions about transfer credit are made after the student has been at Penn for at least a semester. This is because the granting of credit not only recognizes the value of work done elsewhere, but also in effect reduces the program one must take at Penn, so it is necessary to make the judgment in the context of the student's overall educational program. Students seeking transfer credit should give the Graduate Chair a petition listing the courses and a transcript. After consulting with colleagues if necessary, the Graduate Chair makes a recommendation to the Associate Dean for Graduate Studies, who has final authority over transfer credit.

## Advising and Mentorship

While acknowledging the different needs of students and different styles of advisors, it is helpful when students and faculty in a department have a common set of expectations related to advising/mentoring. It is especially important that students in their early years are encouraged by all faculty – and not only their assigned advisors/mentors or the Graduate Group Chair (Director of Graduate Studies, or DGS) – to feel comfortable to see out conversations and advice at various stages. Having more conversations early on helps students have a better sense of their own research interests and also to receive guidance that is well-suited to their goals. Even for ABD's (advanced graduate students who have finished all requirements but the dissertation), there is value in engaging with faculty members outside of those who are on their dissertation committees.

The DGS usually provides general guidance related to requirements and progress through the program – from overseeing course planning and assigning Teaching Assistants to facilitating the transition to dissertation status and nominating students for fellowships, prizes and grant applications. While the Graduate Coordinator is usually able to quickly take care of many nuts-and-bolts questions (e.g. issues dealing with onboarding, payroll, course transfer requests, etc.), a graduate student should not hesitate to reach out to the DGS to discuss any concerns that arise in conjunction with coursework, teaching, dissertation work, job market preparation, or general advice at any point along the journey from matriculation to a completed Ph.D.

At least as important is the role of each Ph.D. student's individual advisor/mentor. Each incoming student is assigned a subfield-specific mentor. This may be someone a student expressly wishes to work with, or someone with whom a student has been paired up on a preliminary basis given some overlap in interests. It is important for students to feel comfortable in changing advisors without hesitation; and it is important for faculty advisors to signal this. The assigned mentor may or may not be the person who later becomes the Dissertation Chair/Supervisor. And, in some cases, if a student's research evolves in an unexpected direction, it may even be appropriate for a Dissertation Chair to encourage the student to explore whether another committee member or faculty member might be a better fit as Chair/Supervisor.

The key to effective advising or mentorship is regular communication based on what the student most needs. Some may need to meet every month or even every couple of weeks to feel confident that they are on track. Others may not need to meet more than once-per-semester, which should be regarded as the bare minimum. It's important to figure out what is most comfortable and helpful for each student in setting a shared norm that both advisor and advisee can maintain throughout. Of

course, this does not preclude ad hoc meetings to address specific concerns or tasks that may arise along the way. Moreover, students may benefit from seeking out discussions with other members of the faculty, including those outside their primary subfield, and the DGS should encourage them to do so. This is valuable not only for the sake of hearing different perspectives but also for becoming more comfortable in discussing one's interests and research with a wider array of scholars (as will be the case during a job interview).

Advising and mentorship are more effective when students are intentional about reviewing their recent work and setting up some goals for the following year. To this end, at the end of each academic year, all students are asked to prepare a self-assessment, which they should share with their assigned advisor and with the DGS (copying the Graduate Coordinator). This is not monitored by the School of Arts and Sciences or the University. The purpose is for the student and advisor to jointly take stock of where things stand, to identify and address unexpected challenges, and to make concrete plans for the coming year. It is helpful to have the self-assessments reviewed before the end-of-year discussion that faculty engage in to discuss the progress of the graduate student body as a whole and to consider whether certain individuals may benefit from a little extra support or more tailored guidance. (If a student has concerns about their emotional or mental well-being, the Graduate Coordinator can provide information on campus-based resources and options available to the student).

Finally, for more advanced students (those who have completed the required coursework and passed qualifying exams), there is an online system that requires "Dissertation Progress Reports" (DPR) to be filed mid-way through the Fall semester. These are submitted by the student, with the advisor and the DGS subsequently signing off on this. As with the self-assessments, the DPR is a more useful tool when students provide some details about their progress and their plans for the remainder of the year, and when advisors offer some comments and assessments on the report. All of these elements – from periodic consultations with the DGS and regular communications with individual advisors (and other faculty) to the completion of the self-assessments and the dissertation progress reports – work together to ensure that students receive the advising and mentorship they need to complete their Ph.D. requirements and succeed on the job market.

## Research Skills Requirement

The skills necessary to conduct original research are essential for any professional political scientist. Recognizing that members of the discipline employ varied techniques, however, the Department's research methods requirements are flexible, allowing students to tailor their training to include those skills most suited to their own future career plans.

1. Following are the methods requirements for Ph.D. students in Political Science based on their primary subfields of specialization:

Political Theory: no standard methods requirements.

Comparative Politics: PSCI 6800 (Statistics for Public Policy) & PSCI 6802 (Qualitative Research Methods) are required (unless an exception is warranted due to prior coursework or extenuating circumstances as affirmed by a student's advisor and the Graduate Chair).

International Relations: PSCI 6800 (Statistics for Public Policy) & PSCI 6802 (Qualitative Research Methods) are required (unless an exception is warranted due to prior coursework or extenuating circumstances as affirmed by a student's advisor and the Graduate Chair).

American Politics: PSCI 6800 (Statistics for Public Policy) & PSCI 6802 (Qualitative Research Methods) are required. A student may be exempted from one of these two courses if the student's advisor certifies that the course is not relevant for the student's proposed course of study. In this case, the student must not take any other courses that primarily focus on the material covered in the exempted course (that is, a student should not intend to take any statistics courses if they are exempted from PSCI 6800 or any courses on qualitative research methods if they are exempted from PSCI 6802). In addition, students who have already taken the equivalent of PSCI 6800 or PSCI 6802 prior to enrolling at Penn can petition to fulfill the requirement by taking a more advanced course with permission of their advisor and the Graduate Chair.

2. In both the first and second summers, students will be expected to develop a plan with their advisor to develop research skills.
  - a. Students will be engaged in research or skills development in some way. For many, this will mean conducting research, either on their own or with a faculty member.
  - b. Other students will conduct preliminary fieldwork, go away for language training, attend ICPSR/IQMMR, etc.
  - c. Each student must submit a plan for the summer to his or her advisor no later than the end of spring break.

The Department of Political Science encourages broad and diverse methodological training, as indicated by the requirements above. Students may petition the faculty members of the Graduate Executive Committee to modify specific requirements in exceptional circumstances. Students petitioning the committee are required to seek support for their petitions from their faculty adviser(s). Successful petitions require the support of a majority of the faculty members of the Graduate Executive Committee.

## Research Paper Requirement

Following the successful passing of their comprehensive exams, students will write a research paper in their primary field. The paper should reflect a significant, original research project. Students may use a paper previously written for a course, but only if significantly revised and conforming to the typical requirements of a journal article submission.

- a. Students will submit this paper by September 30th of their third year (a one-month grace period may be requested from the DGS).

- b. The paper will be reviewed by the student's primary faculty advisor, as well as one additional reader chosen by the student in consultation with the DGS.
- c. Students whose papers are judged to be satisfactory may use this to satisfy the requirements of a MA degree, which can be requested upon moving to dissertation status.
- d. Students should consider presenting their paper at a departmental workshop in their primary field.

## Exchange Programs for Doctoral Students

The University of Pennsylvania is a participant in the Exchange Scholar Program:

As described on the Graduate Division's website, this program "enables a graduate student enrolled in a doctoral program in one of the participating institutions to study at one of the other graduate schools for a limited period of time so as to take advantage of particular educational opportunities not available on the home campus. The academic experience, including courses taken and/or research conducted with particular faculty at the visited institution, will be registered on the academic record maintained by the student's home institution."

The Exchange Scholar Program allows Penn doctoral students to apply to study for a term or academic year at one of eleven other participating institutions: Berkeley, Brown, Chicago, Columbia, Cornell, Harvard, MIT, Princeton, Stanford, UCLA, and Yale. For more details, see <http://www.upenn.edu/grad/exchange.html>

Political Science Ph.D. students at Penn, as indicated on the Graduate Division website (<http://www.upenn.edu/VPGE/rules.html#ptransfer>), may also take advantage of two other exchange opportunities with regional institutions:

Through a cooperative arrangement with Princeton University, University of Pennsylvania doctoral students may, upon presentation of the proper credentials and with the permission of the chair of the graduate group and the instructor concerned, enroll for a maximum of four courses, or for a maximum of one academic year for dissertation work. The University of Pennsylvania will accept credits completed under this agreement for a Ph.D. degree.

Students may also, upon presentation of the proper credentials and with the permission of the instructor concerned, enroll for courses at the following institutions: Bryn Mawr College, Haverford College, and Swarthmore College. The University of Pennsylvania will accept toward a Ph.D. degree up to the equivalent of three course units for work completed under this arrangement.

## Temple-Penn Consortium in Political Science on Graduate Methods Teaching

Penn and Temple faculty members have complementary skills in the domain of political research methods. Students who have satisfied the introductory methods requirements in their home program can take advantage of this complementarity by taking more advanced courses in the other program for credit in the home institution. As methods offerings vary from year to year, consult the Graduate Chair for further advice.

### Preliminary Examinations

All Ph.D. students must pass preliminary or comprehensive examinations (also known as Qualifying Examinations) in two fields after taking at least three political science courses in each. Students should consult with their faculty adviser about courses that will best provide a foundation for passing the field exams.

Ph.D. preliminary examinations are held the week following final examinations in the spring term of the second year. Typically, students take examinations in both of their fields during the same week. Students with exceptional qualifications will be permitted to take an exam in one of their fields after their first year in the Ph.D. program. Students must seek the approval of the Graduate Executive Committee to do this. Petitions for special arrangements to take different field examinations at more widely separated times, or to take the exams at another time, must be approved by the Graduate Executive Committee. Students taking the comprehensive exams may have at most one incomplete on their transcript. That incomplete must be cleared by the end of the fall term of the third year. Students should note that incompletes are (as always) at the discretion of the faculty member.

To help prepare for the exam, students will take 1 “dummy” class during the second semester of the spring term during the second year and use this time to prepare for their exams. Students may request to use their dummy classes at a different point with the approval of their advisor and the graduate chair.

Well in advance of taking the exam, students are expected to consult the written examination guidelines drawn up by each of the subfields. Members of each subfield will hold a meeting open to faculty and students no later than November prior to the late summer exams to discuss expectations for the exam and any changes in reading lists or other guidelines.

The Graduate Chair appoints a faculty member in each field of study to convene and coordinate the examination. The convener requests colleagues in the field to submit questions and to participate in selecting the questions that will appear on the exam. Preliminary examinations provide the student with an opportunity to demonstrate professional competence in the analysis and discussion of a representative set of questions in the field as well as relevant methodological issues.

Each exam will be six hours long. Students who believe they face special hardships or challenges that merit consideration for additional time may petition the graduate chair.

Students may bring a one-paged typed sheet containing citations only to their comprehensive exam. The students may use both sides of the page, but must use 12-point Times New Roman font with 1-inch margins on all sides. Citations must be listed alphabetically.

Students will turn in the sheet along with their exam, and faculty may, at their discretion, choose to consult this sheet in assigning the exam a grade.

Students are reminded, however, that the goal of the exam is not simply to recite a list of citations. Rather, the goal is to show mastery of a topic, and the citations should be used to that end. Further, while this list is a start of what you should be citing, students will need to cite more than can be included on one page.

The panel appointed by the Graduate Chair evaluates the written examinations. No more than two weeks after the exams are given, the panel will meet to review the comments and grades for the exam and decide whether a student passed, failed, needs to take an oral mandatory in borderline cases, or qualifies for distinction. In cases of disagreement, the decision of the majority of the committee is final. Mandatory orals are usually scheduled shortly after the results of the written examination are announced.

Students who fail the preliminary examination, either on the basis of the written alone or on the basis of the written in conjunction with an oral, may be permitted to take the failed examination a second time, if the GEC approves. Make-up examinations will be given during the first week of classes in the third year, but students may be permitted to petition the GEC for a different date. A second failure is considered final.

## Third Field Option

In addition, students may wish to display competence in a third field by taking three related courses in that field. The third field may be one of the four main subfields excluding the two exam fields, or, with the approval of the advisor, a specialized field (see above on pg. 6). The courses for a third field may include ones taken in another department; at most one course may be a language course, and it should be at the advanced level.

## Academic Integrity

Embarking on an academic profession at the University of Pennsylvania entails adherence to the highest standards of academic integrity. Any breach of these standards is subject to severe censure including immediate dismissal from the program. The department's GEC normally makes the initial determination of academic integrity violations, and they or students may pursue more formal grievance procedure. For more information on academic integrity, please visit the Office of Student Conduct website here: <https://www.osc.upenn.edu/>

## Teaching Requirements

The University typically requires all Ph.D. students to complete a teaching requirement. In the Department of Political Science, this typically means two years of serving as a teaching assistant for a lecture course in Political Science. First-time Teaching Fellows are also required to participate in the teaching workshop offered by the School of Arts and Sciences in late summer. They are also expected to participate in a year-long semi-monthly workshop run by the department on issues of teaching and research.

## Dissertation Prospectus

After passing the Ph.D. preliminary examinations, students should participate in the Research Workshop and develop a 15-to-20 page dissertation prospectus. In consultation with his/her faculty adviser, the student organizes a Prospectus Committee which will normally consist of 3 faculty members, but no fewer than 2. While preparing the Ph.D. prospectus, the student should seek advice from this committee.

The Ph.D. dissertation prospectus typically includes the following:

- (1) description of the topic to be investigated;
- (2) justification of the importance of the selected topic;
- (3) list of major sources and a strategy for identifying and pursuing additional sources;
- (4) methods to be used;
- (5) possible alternative approaches to the problem;
- (6) tentative timetable for completion of the Ph.D. dissertation;
- (7) potential sources of external funding (including due dates and major requirements of the applications).

A rough draft of the prospectus must be presented to the prospectus committee by the end of the student's fifth semester. The student defends the finalized proposal in a meeting with the committee in the student's sixth semester. After the presentation, the members of the Prospectus Committee, by majority vote, choose one of three options: (1) approve the proposal; (2) approve the proposal contingent on specified changes to be checked by a designated faculty member or members; (3) reject the proposal, requiring a substantially new draft and another presentation.

## Dissertation Committees

It is the policy of the School of Arts and Sciences that upon advancement to candidacy, each student has a Dissertation Committee consisting of at least three faculty members, including at least two members of the graduate group. The political science graduate group consists of all faculty with primary or secondary appointments in political science. At least half of the members of the dissertation committee must be members of the graduate group at the time of appointment to the committee.



## Dissertation Defense

When the student's committee judges that the Ph.D. dissertation is ready to be presented, he or she notifies the Graduate Coordinator, who then prepares the appropriate paperwork and helps the student schedule the defense. After a presentation open to other interested faculty and students, the committee decides the acceptability of the dissertation by majority vote. Its possible decisions include (a) acceptance with no revisions or only minor editorial changes required; (b) acceptance contingent on revisions to be approved by a designated faculty member or members; and (c) rejection requiring major revisions and a new defense.

# Admissions and Finances

## Applications

All applicants for the Ph.D. degree must submit a complete application, including college transcripts, three letters of recommendation, and Graduate Record Examination General Test scores. In addition, applicants from non-English speaking countries must submit the results of the TOEFL exam. Applicants from non-English speaking countries are also required to submit a ten-page paper, in English, preferably on some aspect of political science.

*The deadline for applications is midnight December 15th EST.* The application fee is \$90.00. Please make payment to the "Trustees of the University of Pennsylvania." The Graduate Executive Committee reviews all completed applications and makes decisions about admissions.

To begin the on-line application process, point your browser to <https://www.applyweb.com/upenng/>. Students will be notified by e-mail when decisions have been made, and all decisions will appear on-line. Applicants are required to remember their user ID and password so that they may receive decision information on-line. More information about the application process can be found on the department website.

For more information, please visit our FAQ page under "Admissions" on our website.

## Tuition

Admitted students are normally granted a five-year fellowship package that pays full tuition and fees. Students at the dissertation stage pay fees that are considerably less than that required for regular course study. If a student has not earned the Ph.D. degree by the end of five years as a full-time student, he or she will be charged "Reduced Tuition" until the degree is awarded, or for a maximum of five additional years. For reduced tuition amounts, please consult the graduate coordinator.



## Teaching Fellows and Research Assistantships

Apart from providing students with valuable professional training and experience, teaching fellowships provide tuition plus a stipend for two of the five years of guaranteed funding. Normally, teaching fellowships are reserved for returning students. Candidates whose native language is not English must score well on the Test of Spoken English administered by the University in order to qualify for consideration as Teaching Fellows.

Students may also receive financial support by working as research assistants for individual faculty members or on projects organized by various research centers at the University.

## Financial Assistance for Ph.D. Students

Most applicants who are granted admission will be awarded a Benjamin Franklin Fellowship, which extends a five-year commitment of full tuition and stipend. In addition, each year the Department nominates its most outstanding applicants and returning students to compete against nominees from other fields of study for a variety of fellowships assigned by the University. These include:

**Foreign Language and Area Studies (FLAS) Fellowships**, which provide full tuition and a stipend for students specializing in area studies (Africa, Middle East, East Asia);

**Fontaine Fellowships**, for outstanding minority-group students;

**Dissertation Research Fellowships**, which provide summer support for early stage dissertation research;

**Dissertation Completion Fellowships**, which provide a year of support for advanced students to complete dissertation writing.

In addition, the Department directly administers a limited amount of fellowship funds.

Students making satisfactory progress toward their degree are eligible for University and departmental funding. Applicants and continuing students with strong academic records are urged to apply also for national and international awards in political science.

*The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).*