UWM Political Science Department
Graduate Program Policies

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A. **POLITICAL SCIENCE**

The Department of Political Science offers graduate programs of study in political science with concentrations in five fields: American Politics, Comparative Politics, International Relations, Political Theory, and Public Administration and Public Policy.

The master’s program is designed to provide students with basic grounding in the scope and methodology of the discipline, while at the same time allowing maximum flexibility in developing a program of study that will meet students’ career objectives. It is recommended that students preparing themselves for Ph.D. work emphasize empirical theory, quantitative skills and strategies and techniques of conducting research. Programs of study are also available to prepare students for such career fields as governmental service, public education, community service, and private industry. In developing an appropriate and coherent program of study, each graduate student works closely with the major professor and committee of advisers.

The Department accommodates the master’s student who attends part-time by scheduling sufficient graduate-level courses in the late afternoons and evenings to enable the student to earn a master’s degree through part-time attendance.

In the Ph.D. program the departmental emphasis is on conceptual and quantitative work. The graduate of the program is qualified for a career in university teaching, in government service or in the private sector where the analytical skills and knowledge of the social scientist are required.

Graduate degrees are conferred on the basis of a level of achievement which is acquired by independent reading and research as well as by taking courses. They are never conferred solely on the basis of prescribed courses and residency requirements.
B. MASTER OF ARTS IN POLITICAL SCIENCE

1. **Admission.** An applicant who meets general Graduate School requirements plus these departmental requirements may be admitted in good standing:

- Undergraduate major or substantial work in the field of Political Science.
- Undergraduate grad point average of at least 3.0 (4.0 scale).
- Three letters of recommendation from persons familiar with the applicant’s scholastic ability and achievements.
- GRE scores required
- Students seeking a practitioner degree should apply to the Masters of Public Administration program rather than the Political Science MA program.

2. **Major Professor as Advisor.** Students must have major professors to advise and supervise their studies as specified in Graduate School regulations; the student may not register for any courses without this adviser’s prior approval. The incoming student is assigned an initial adviser by the Chair of the departmental Graduate Committee; as the student develops specialized interests within the discipline, the students selects a major professor from within that area of specialization.

3. **Credits and Courses.** Minimum degree requirement is 30 graduate credits, 24 of which must be in political science and six of which may be in related fields, all of which must be taken at the 700 level or above.

   All students will take three courses dealing with the scope and method of political inquiry. (Students entering during the spring or summer semester should take the three courses sequentially as they are offered.)

   (a) Political Science 700 should be taken during the first semester.
   (b) Political Science 701 should be taken during the first semester.
   (c) Political Science 702 should be taken during the second semester.

   Satisfaction of this degree requirement requires grades of B- or higher in 700, 701, and 702.

   UWM’s Masters of Public Administration Internship courses or comparable course taken elsewhere will not count as part of the required 24 credits for the degree. Such a course may be taken as an additional course, in which case it would be part of 27 or more course credits appearing on the student’s official transcript. (Adopted January, 1995 and in effect from Semester III of 1994-95.)

4. **Thesis.** A formal thesis is not required. However, each student will prepare and defend orally a paper that demonstrates conceptual ability and research competence in some recognized area (sub-field) of political science. It is expected that the master's paper will be prepared in a
scholarly fashion, normally conforming to the format characteristic of journal articles published in the chosen area of study. A statement setting forth additional guidelines and criteria of evaluation will be made available.

For full-time students it is expected that the master's paper will be defended prior to the completion of four semesters (two years) of graduate work. Consequently, the Department encourages students to choose paper topics for graduate seminars that may serve as the basis for the master's paper. Postponement of the oral defense of the master's paper beyond four semesters requires the approval of the Graduate Committee.

5. **Comprehensive Examination.** An oral defense of the master’s paper is required. Master’s papers will be defended orally before a three-person committee composed of one of the student’s advisors and two other faculty members selected by the chair of the Department in consultation with the student and the adviser.

The Committee will be selected at least one full semester prior to anticipated submission of the master’s paper. The student must obtain committee approval of the research topic and methodology immediately following the selection of the committee.

A student must enroll for at least 3 credit hours of POL SCI 990 for final preparation of the paper.

6. **Time Limit.** The student must complete all degree requirements within five years of initial enrollment.

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C. **DOCTOR OF PHILOSOPHY IN POLITICAL SCIENCE**

1. **Admission.** An applicant must meet general Graduate School requirements plus these departmental requirements.

   - Master’s degree in political science.
   - Evidence of a high standard of achievement in graduate work at master’s level.
   - GRE scores
   - Three letters of recommendation from people familiar with the applicant’s scholastic ability and achievements.

   All applicants for admission to the Ph.D. program will be evaluated on the basis of their prior academic record, scores on the Graduate Record Examination, and three letters of recommendation.

2. **Course of Study.** A minimum degree requirement is 54 graduate credits beyond the bachelor’s degree, 27 of which must be earned in residence at UWM at the doctoral level.

   A. **Areas of Concentration.** In consultation with the major professor, students plan a program of studies through which a high level of competence is gained in two substantive fields
Hereafter referred to as “major” or “prelim” fields). The department offers five fields of study: American Politics, Comparative Politics, International Relations, Political Theory, and Public Administration and Public Policy.

Competence in these fields is demonstrated by a written preliminary examination. In addition to the fields listed above, students may petition the graduate committee to be examined in an alternative field. This must be a coherent field that is not covered by one of the existing prelim areas.

B. Distribution Requirement. To ensure broad exposure to the discipline, students must take a minimum of three courses outside of their prelim fields, at least two of which must be in a single field. Courses used to satisfy this requirement must be taken from the departmental offerings in the five substantive fields described above. Courses that bridge two or more fields of study cannot be used to satisfy this requirement if one of those fields falls within a student's prelim areas.

All courses taken to satisfy the distribution requirement must be political science courses numbered 700 or above.

3. Core Research Requirements. Attainment of the Ph.D. denotes a high level of competence in the research skills relevant to the discipline of political science. Thus, all students must complete the core departmental research seminars Political Science 700, 701, and 702. Since skills learned in these courses are important elements in dealing successfully with subject matter presented in other seminars, students should enroll in these seminars immediately upon entering the graduate program.

Students must earn three additional credits in research methodology from courses offered by the Department of Political Science or other departments. Students selecting a course from outside the Department of Political Science to satisfy this requirement may enroll on a “Credit/No Credit” basis, where the grade of “Credit” demonstrates satisfactory completion of the requirement. Upon successful petition to the departmental Graduate Committee a student may gain exemption from this requirement based on course work completed in the five years prior to entering the graduate program. Credits earned to meet this requirement may count toward the 54 credits of work required for the Ph.D. if they carry graduate credit and are taken for a grade.

In some cases, competence in foreign language skills is necessary for significant disciplinary research. Students may fulfill the research requirements beyond Political Science 700, 701, and 702 through demonstration of a reading knowledge of one foreign language. Competence is established by examination through an appropriate UWM language department, where the student must perform at a level equivalent to six semesters of college level work in the language.

4. Evaluation of Student Progress. The Department annually evaluates the progress of each student, in order to identify areas of strength and weakness as an aid to the student and the
student’s major professor in planning the program of study. This evaluation is also used to
determine whether or not the student should be encouraged to pursue further graduate work.

5. **Residence.** The student must meet minimum Graduate School residence requirements.

6. **Doctoral Preliminary Examination.** The student must pass a doctoral written
preliminary examination.

7. **Dissertation.** The candidate, working under the supervision of the major professor and
the candidate’s dissertation committee, must write an acceptable dissertation. Guidelines for
preparation of the dissertation are available from The Graduate School and from the
departmental Graduate Committee Chair.

8. **Dissertation Defense.** The candidate must, as a final step toward the degree, pass an oral
examination in defense of the dissertation. The candidate who does not successfully defend a
thesis within five years of admission to candidacy may be required to take another
comprehensive preliminary examination and be readmitted to candidacy.

9. **Time Limit.** All degree requirements must be completed within ten years from the date
of initial enrollment in the doctoral program.

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**D. TRANSFER OF CREDITS**

1. Credits from other institutions, other than those credits earned for a master’s degree,
cannot be transmitted into the Ph.D. program. A total of 54 graduate credits beyond the
bachelor’s degree are required. Twenty-seven graduate credits must be earned at UWM
subsequent to obtaining doctoral student status. For students admitted with a master’s degree, up
to 27 graduate credits included as part of the master’s degree may be counted toward the Ph.D.
with program approval.

2. At the M.A. level, the Graduate School will receive petitions for transfer of a maximum
of six credits that have not been used to meet requirements for a degree previously awarded to
the candidate provided that (a) the student’s adviser recommends approval, and (b) the student
submits a supporting statement explaining the relevance to the student’s graduate program in
political science of the courses for which credit is sought. The Graduate School will forward the
request to the department for final action by the Political Science Graduate Committee.

3. The department may count toward a current graduate degree only a limited number of
course equivalents taken at UWM in political science during a lapsed prior enrollment. The
Graduate Committee must be satisfied of the continuing relevance of any course work for which
such credit is to be granted.

4. A graduate student who has withdrawn from the program and subsequently applied for
readmission will be subject to full review by the Graduate Committee if for one or more
semesters that person has had a GPA below 3.0. Students will remain in good standing if a 3.0
GPA is maintained, but the degree requirement will not be satisfied until at least a B- grade is earned in all required courses. (9-27-89)/E

E. **INCOMPLETES** (UWM Graduate School Policy)

1. It is your responsibility to initiate a request for an Incomplete. Reasons for requesting an Incomplete in a course must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point. An Incomplete is appropriate only when one of the following conditions is present:

   - You have done satisfactory work in a substantial fraction of the course requirements prior to grading time and provide the instructor with evidence of potential success in completing the remaining work.
   - Extraordinary circumstances, not related to class performance, such as an illness or family emergency, have prevented you from finishing the course requirements on time.

2. An Incomplete will not be given to enable you to do additional work to improve your grade. You are responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including F) or to a PI (Permanent Incomplete) if you fail to meet the deadline for completion.

F. **SCHEDULING COMPLETION OF M.A. AND PH.D. DEGREES**

1. **Full-Time Students.** Normally, eight credits per semester is full-time load. During summer sessions, and for teaching and project assistants with at least a 33.3% appointment, six credits constitute a full-time schedule. Full-time graduate students should meet the following schedules of completion for graduate work in political science. (The University requires completion of the M.A. degree within five years of initial enrollment.)

   A. **Master of Arts Degree:** requirements should be completed in one academic year and a summer session, or within three semesters.
   B. **Ph.D. Comprehensive Examinations:** should be completed not later than the seventh semester of full time graduate work beyond the M.A.
   C. **Ph.D. Dissertations:** every effort should be made to complete Ph.D. dissertations within one year after passing comprehensive examinations. (The University requires completion within 5 years.)

2. **Part-Time Students.** Part-time is defined as (a) a maximum of six hours per semester, (b) while engaged in gainful employment more than half-time.
Students admitted to the doctoral program of the Political Science Department may pursue their studies on a part-time basis. However, the student must meet minimum Graduate School residence requirements as defined in the Graduate Student and Faculty Handbook.\(^1\)

It is standard Graduate School policy to drop from the program students who do not take at least one course during two consecutive semesters (summer not counted). Such students may reapply to the program. (See the Graduate Student and Faculty Handbook)

G. FELLOWSHIP NOMINATIONS

The Political Science Graduate Committee annually considers nominations for graduate fellowships. The schedule for such applications is set by the Graduate School and final selections are made by a university-wide Fellowship Committee.

Four principal forms of fellowship aid are available:

- Dissertation Fellowships
- Graduate School Fellowships
- Summer Fellowships
- Non-resident Tuition Remission Fellowships

The applications for these are usually due in early February, and the Graduate Committee meets to make recommendations a week prior to the due date.

Applications for the Dissertation Fellowship must be accompanied by a formal, detailed dissertation proposal which must carry the endorsement of the student’s dissertation adviser and must include a list of prospective members of the dissertation committee.

In addition, assistance is available from the Advanced Opportunity Program, directed to minorities and culturally disadvantaged graduate students. These applications are due in early March and the Graduate Committee usually meets to nominate candidates sometime in the first week of March. All of these categories of assistance are reviewed in the UWM Graduate Student and Faculty Handbook

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\(^1\) The Graduate School’s residency policy:

“Residence requirements must be satisfied after completion of the master’s degree or master’s degree credit equivalent. To meet the continuous-year portion of the residence credit requirement, you must complete 8 to 12 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. Residence credit cannot be earned at the master’s level or prior to award of the master’s degree. If you are a research assistant with a 33% or more appointment, you must be enrolled in 8 to 12 credits per semester.”
H. TEACHING ASSISTANT (“TA”) APPOINTMENTS

Appointments to Teaching Assistantships are the major source of departmentally controlled assistance to graduate students. TA appointments are made by the Department Chair in consultation with the Graduate Committee Chair, and within guidelines established by the Graduate Committee. The number of TA positions available is variable, subject to budget and enrollment constraints and to faculty research leaves. Research Assistantships and Project Assistantships may also be available and appointments to these are made by the faculty members doing funded research.

Teaching assistant appointments at 33.3% or above entitles one to fringe benefits. TAs and prospective TAs are advised to consult the Administrative Guidelines for the Appointment of Graduate Student Staff, published annually by the UWM Graduate School.

The Graduate Committee Guidelines for TA Appointments

1. The determinative considerations in making financial awards are academic merit and strengthening the Department’s Ph.D. program. Thus, Ph.D. candidates and applicants may be given preference over master’s degree candidates and applicants in awarding TA positions.

Teaching assistantships and nominations for fellowships are awarded based on GPA (factoring into account the quality of the student’s undergraduate and/or MA institution), letters of recommendation, GRE scores, and fit with the department’s academic program and needs. Academic performance in the program, previous performance as a TA, and departmental needs will be taken into account when department TAs seek continued support.

2. The Department Chair and Executive Committee are encouraged to use funds returned to the Department because of faculty leave to supplement the TA allocation.

3. Awards to students in the Ph.D. program should, if possible, be at the .50 level. Awards may also be made at the .33 level when budgetary or other constraints (such as a lack of vacant .50 level positions) make it difficult to offer awards at the .50 level.

4. Post-prelim Ph.D. candidates are not guaranteed TA appointments, which are made subject to availability, departmental need, appropriateness of student specializations, student performance in prelims, and faculty evaluations.

5. Students cannot reasonably expect continued TA appointments as they approach or after they have exceeded the schedule for completion of work toward a master’s degree or Ph.D. degree stated in Part E, above.

6. TA positions are held subject to continued good standing in the Department of Political Science, and progress toward the degree. These are standard provisions in letters of offer to students.
7. During the summer, TA offers may be made by the Department Chair in consultation with the Chair of the Graduate Committee.

I. ADVISING AND EVALUATING GRADUATE STUDENTS

1. Selecting Advisers. The graduate director is the default advisor for all new M.A. and Ph.D. students.

   Students are encouraged to select an advisor on the basis of shared interests as soon as possible in their academic careers. The initial advising assignments are not intended to be permanent; they are an interim arrangement until the student is able to make an informed choice. The graduate director assists new students in this selection process.

   Proposed Schedules should be cleared with Advisers in Advance. Graduate students are obliged to consult with their advisers prior to enrolling in courses and seminars at the beginning of each semester.

2. Evaluating Graduate Student Course/Seminar Performance. Professors conducting seminars, or who have graduate students enrolled in classes, complete evaluation forms for graduate students concurrently with grading. Such evaluations are prepared and submitted for students receiving Incompletes as well as for those receiving letter grades. (See Section E above)

3. Student Access to Evaluations. Seminar and class evaluations are distributed to the student, the student’s advisor, and are placed in the student’s file.

   Students are encouraged to take the initiative in reviewing course evaluations in a meeting with their advisers. In such a meeting, advisers should apprise students of any performance issues evident from a review of current and past evaluations.

   Graduate Students are also entitled to examine their individual files. Access will be granted upon request by the student to the graduate secretary or the student’s adviser. All file contents – except materials considered confidential due to waiver of access rights by the student – will be made available on such request. However, students must review their files within the departmental office.

4. Graduate Committee Review of Student Progress – Students on Probation.

   The academic performance of students on probation is reviewed by the Graduate Committee each semester. This review involves an analysis of each student’s grades, course selection, and comments from his/her instructors. The Committee may recommend that students not continue in the program when academic problems indicate that successful program completion is highly unlikely.
J. PH.D. EXAMINATIONS AND THE DISSERTATION PROSPECTUS

Dissertator Status is a formal designation (recognized by both the department and the university) whereby an act of the department certifies that a Ph.D. student may enter the final stage of training, which is the research and writing associated with a dissertation. To enter into this status, a student must satisfy two requirements:

(1) The student must have an acceptable plan for conducting his or her dissertation research. This is known as the dissertation prospectus.

(2) The student must successfully complete the preliminary examination process.

1. The Preliminary Examination:

The semester immediately following a student’s final semester of coursework shall be known as the prelim semester.

Examinations will normally be held twice a year: once in the spring semester (the last Monday or Tuesday of March and the first Monday and Tuesday of April) and once in the fall semester (the last Monday and Tuesday of October and the first Monday and Tuesday of November). The time elapsing between the end of the final semester of coursework and the actual exams affords the opportunity for intensive study and preparation.

The preliminary examination process consists of written exams in each of the student’s two fields of study. An oral defense of the dissertation proposal will also be conducted at the end of the prelim semester. If a student successfully completes only one of the two field exams, the exam in the unsuccessful field may be repeated during the following semester without retaking the exam in the other field.

The Department Chair will name one faculty member in each exam field as field coordinator. This person shall have the responsibility to compile the exam after inviting questions from other faculty in the field. The field coordinator is also responsible for selecting a committee of faculty in the field to grade the exam. Field examination committees shall consist of at least three faculty members.

Scheduling the Exam

Preliminary examinations should be completed no later than the seventh semester of full-time residency beyond the M.A.

Students wishing to take preliminary exams must petitions the department at least two weeks prior to the beginning of the prelim semester. Permission to take prelims will be
determined on the basis of a review of previous coursework in the exam fields and in consultation with the prospective dissertation advisor.

Eligibility to take the Ph.D. preliminary examinations during a particular semester is contingent upon clearing all incomplete grades in courses required for doctoral candidacy.

In addition to these departmental requirements, the Application for the Doctoral Preliminary Examination form must be filed with the graduate school.

Students who have been granted permission to take preliminary exams are only allowed to cancel the exam only in extreme circumstances. A request to withdraw from scheduled prelims must be approved by the graduate committee.

Administration of the Exams

The written exams are two-day, closed book exams. On each day, the morning exams will start at 9:00 am and end at noon. The afternoon exam will begin at 1:00 pm and end at 4:00 pm.

Answers to each essay should demonstrate analytical skills as well as substantive knowledge. Students should answer all parts of each question, show an integrative and comprehensive understanding of the relevant issues, develop a coherent thesis supported by relevant arguments and evidence, and write clearly. Essays should also display a reasonable command of the relevant literature, but familiarity with the literature will not make up for a badly reasoned answer.

There is no page limitation, and formal footnoting is not required. Matters of interpretation and detail in administering the examinations will be dealt with by the examination committee or, if they raise policy questions, referred to and decided by the Graduate Committee.

Examination Content

Students are responsible for the substantive, methodological, and theoretical content of the two examination fields which they select for written examination (see section C).

The exams should not be perceived as covering specific courses or seminar work, but as tests of disciplinary fields. No specific seminar is recommended as requisite to taking the exams and there is no specific minimum number of seminars that should be taken prior to testing in a field.

Students are encouraged to discuss faculty expectations for satisfactory performance with individual faculty members and to consult past examinations kept on file in the department office.
The examinations will be comprehensive with respect to the subject matter of each field and allow for a reasonable range of choice among questions to be answered.

Grading

The written exams will be graded promptly (usually within one week) by members of the field examination committees. Students will be given grades of “pass” or “fail.”

Any exam given a grade of “fail” must be retaken during the next semester, and students are given only one opportunity to retake a prelim exam. Failure of the retest means the student is no longer allowed to continue in the doctoral program.

All decisions on preliminary examinations are the collective responsibility of the examination committee. Individual committee members may choose to discuss their personal assessment of an examinee’s performance with the examinee if they wish to do so; however, committee members are expected to keep the votes and comments of other committee members confidential.

Field coordinators shall convey the committee’s collective judgment of the grade in that field. Dissertation committee members hearing the oral defense of the prospectus shall convey whether or not the prospectus is approved. Formal notification of examination performance will come from the Chair of the department.

Students may appeal their exam grades in writing to the field examination Committee(s). Further appeal may be made to the department Graduate Committee. (See section L below).

2. The Dissertation Prospectus:

To ensure a smooth transition between the preliminary exam and dissertation stages, the department requires each student to prepare a dissertation prospectus constituting the student’s plan for conducting and completing his/her dissertation research. This document should be prepared with the guidance of the student’s major professor. There are two deadlines for the dissertation prospectus:

A) The first draft of the prospectus must be completed by the end of the semester preceding the prelim semester.

B) The final prospectus must be defended by the end of the prelim semester.

The steps for completion of the prospectus are as follows:

1. Before the final semester of coursework, the student chooses a dissertation advisor to direct his or her dissertation research. This choice is registered with the Graduate Committee.

2. During the last semester of coursework, each prospective dissertator will enroll for research credit (778:990) with his or her dissertation advisor as instructor. This course provides the instructional framework within which the student drafts the dissertation proposal.
3. By the end of the final semester of course work, each prospective dissertator, in consultation with the dissertation advisor, will establish a dissertation committee consisting (at this stage) of at least three faculty members from the Department of Political Science. (The two “readers” that fill out a fully constituted dissertation committee may be selected later; see point five below). Upon completion of the draft prospectus, the major professor will distribute copies to the other (two) initial members of the dissertation committee.

4. During the student’s prelim semester, committee members will review his/her prospectus and offer written suggestions for revisions. The dissertation advisor will collect these commentaries and give them to the student once he or she has passed both written preliminary examinations.

5. In the period between the completion of the prelim and the end of that semester (the prelim semester), the student will revise the dissertation prospectus in the light of committee comments and schedule an oral defense of the prospectus before his or her dissertation committee.

The oral examination committee shall be named on the Graduate School form entitled “Application for the Doctoral Preliminary Examination”. At this stage, the dissertation committee chair may (in his or her discretion and in consultation with the student) appoint the 4th and 5th members of the committee and invite them to participate in the prospectus defense. However, it is often the case that the fourth and fifth members of the dissertation committee are not appointed until the dissertation nears completion (see page 71 of UWM Graduate Student and Faculty Handbook).

Having successfully defended the dissertation prospectus and passed the preliminary examination, the student will be elevated to dissertator status.

K. SEMINAR SCHEDULE

Before the final schedule of graduate classes is adopted for any semester, the department chair will consult with a graduate student representative. Their recommendations will be given weight in the final scheduling decisions. (6/12/89)

If four or more graduate students state in writing their interest in having a particular course, type of course or subject offered, the department chair (or Graduate Committee chair) will approach the relevant faculty colleague, advise her/him of the student interest and encourage her/him to offer the course. If the faculty member concurs, the course will be offered as soon as practicable. (6/12/89)

L. PROCEDURES FOR RECONSIDERATION OF APPEAL OF GRADUATE COMMITTEE DECISIONS
There are two potential steps to the Department-level appeals process and one Graduate School step if a student is dropped for unsatisfactory academic performance or receives another adverse decision from the Graduate Committee.

Step 1. The student may ask the Graduate Committee to reconsider its decision. The request for reconsideration must be in writing within 30 working days of the initial decision, of which the student will be given notification in writing.

Step 2. The Graduate Committee’s reconsideration may be appealed to a three person ad hoc committee appointed by the Political Science Chair. Such an appeal must be in writing within 15 working days of the decision concerning reconsideration, of which the student will be notified in writing. The student will also be notified of his/her right to appear before this body, to present evidence in support of the appeal, and of the time and place of the meeting. The ad hoc committee will be selected from members of the Political Science Department’s Graduate Faculty who are not current members of the Graduate Committee. The ad hoc committee shall study the record, hear the evidence, and make a recommendation in writing to the Chair.

Step 3. (Graduate School) If the decision at step two is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the dean of the Graduate School. The student must provide information on the reason for appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Graduate School’s associate dean for academic programs. The associate dean reviews the case and forwards the appeal with a recommendation to the dean of the Graduate School.

The student may elect to skip step 1 and go directly to step 2. In that case, he/she shall have 30 working days to appeal.