

**The Graduate School and University Center
The City University of New York**

**Political Science
Examination Protocols**

First Examination
(Written Examination)

Second Examination
(Oral Examination)

Third Examination
(Dissertation Defense)

Ph.D./M.A. Program in Political Science
The Graduate Center/CUNY
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Ph.D./M.A. Program in Political Science
First Examination Protocol
(Written Examination)

Rev: 01/02/01

The First Examination

1. The First Examination is meant to be a test of the student's ability to explicate, examine, and assess the major theories, applications, and controversies within his or her chosen areas.
2. The First Examination must be taken after the completion of 27 credits (both M.A. and Ph.D. students) and before the completion of 30 credits for M.A. students and 45 credits for Ph.D. students. It will be administered at the beginning of every semester.
3. To take the First Examination, students must be registered at The Graduate Center. Students must also submit to the Political Science Program Office a completed First Examination registration form. The registration form is kept in the Political Science Student lounge; a sample form is included in this protocol booklet. The deadline for registering for the First Examination is indicated both on the form and on the Political Science Program Calendar.
4. If a registered student needs to withdraw from the First Examination, the request must be submitted in writing to the Program Office. Students can withdraw anytime up to the morning of the examination. **However**, once the examination has begun, any student who *then* withdraws from the examination will receive a grade of "Fail." This grade will count as one of the two times that students are permitted to take the First Examination.
5. The First Examination will examine students in two of the Program's five fields. Students will be examined in one major field and one minor field. The examination will consist of a six-hour written examination in the major field and a four-hour written examination in the minor field. Students may take their major and minor examination in the same semester or consecutive semesters.
6. Students will be offered a choice of questions in sub-fields which they will designate when they register for the examination. (Majors will answer questions in three sub-fields, minors in two sub-fields).
7. Each major and minor field is subdivided into standard specialized concentrations (subfields). Any student wishing to broaden the focus of his/her major or minor field may request an additional concentration. Such requests must be addressed to the First Examination Committee in the relevant field at least one semester *prior* to the examination.

8. The First Examination will be graded Ph.D. Pass with Distinction, Ph.D. Pass, M.A. Pass, and Fail. A Ph.D. student must receive a Ph.D. Pass in both the major and minor fields to achieve an overall pass.
9. M.A. students must pass a four-hour examination in two fields. These will be the same as the minor field examinations taken by Ph.D. students. However, M.A. students who wish to advance to the Ph.D. must take a six-hour examination in their major field and a four-hour examination in their minor field.
10. A student who fails the major and/or the minor field must retake the failed field(s) the next semester. Student may change fields when retaking the examination. Re-entry to the program after a second fail is dependent upon a successful appeal to the Executive Officer.
11. A student who fails the major and/or minor examination twice will be automatically terminated from the Program.
12. A student who is terminated from the Program for failing the examinations twice may appeal to the Executive Officer for reinstatement into the Program. The Executive Officer may reinstate such a student only under extraordinary circumstances relevant to the examination.

Grading the First Examination

1. Each answer to a question will be graded by two members of the examinations committee in the field. The graders for each question will be selected by the chair of the field committee on the basis of their expertise, though the chair will also seek to distribute the grading burden fairly. Thus, it is possible that the same faculty members may grade all of a given student's answers or that different faculty members may grade different answers by the student.
2. Where the members of the field committee believe they cannot properly grade an answer, the field chair shall have the discretion to call upon other doctoral faculty for assistance in grading that question.
3. Each of the graders shall assign a grade of Ph.D. Pass with Distinction, Ph.D. Pass, M.A. Pass, or Fail for each question. Graders shall also write comments for each question.
4. This system will yield six grades per field for Ph.D. majors, four for Ph.D. minors, and M.A. students.
5. The field committee will meet when the grading has been completed to assign an overall grade for the student's examinations in that field. Student may be given the grade of Ph.D. Pass with Distinction, Ph.D. Pass, M.A. Pass, or Fail.

6. In the event that the field committee agrees that a grade cannot be clearly determined, one or more of the essay answers may be given to a third faculty member for grading.
7. The overall grade shall reflect the field committee's considered judgment of the student's performance, including the level of competence and the potential for advanced graduate work demonstrated by the student's answers.
8. The final grades will be presented to the meeting of the field committee chairs. Any final issues will be settled in that meeting.
9. Each semester the composition of the First Examination Field Committees will be posted.

S:\ExamProtocol\FirstExam

PH.D./M.A. PROGRAM IN POLITICAL SCIENCE

REGISTRATION FOR THE FIRST EXAMINATION

- FALL 2004 -

The dates for the First Examination are on the reverse side of this form. Please note that the deadline for all students to register is Friday, June 4, 2004.

NOTE: YOU ARE RESPONSIBLE FOR COMPLETING ALL PARTS OF THIS FORM BEFORE SUBMITTING IT TO THE PROGRAM OFFICE.

DATE: May 10, 2004
LAST NAME: Smith
FIRST NAME: Jake
ID#: 000-00-0001
Candidate for (circle one) M.A. (Ph.D.)
ADDRESS: 111 Main Street
PHONE (Work): (212) 555-1212
New York, NY 10016
PHONE (Home): (212) 555-1212
E-MAIL: jake-smith@aol.com

IMPORTANT: To be eligible to take the First Examination, students (both M.A. and Ph.D.) must be registered at The Graduate Center, have a GPA of at least 3.0, have completed a minimum of 27 credits, and have no more than two open grades (ABS, ABP, INC, INP, NGR).

NOTE: Every student is expected to take the First Examination on a computer. Students that prefer to hand-write their First Examinations must contact the Program Office immediately.

I. MAJOR FIELD: Public Policy SEMESTER: Fall 2004

On the line below, indicate requested Crossfield Specialization in all Subfields. Do NOT indicate Subfields.

II. MINOR FIELD: American Politics SEMESTER: Spring 2005

On the line below, indicate requested Crossfield Specialization in all Subfields. Do NOT indicate Subfields.

~~Reverse side~~

~~of form~~

First Examination – Fall 2004
Wednesday, October 13 to Friday, October 22
Examination rooms to be announced.

Wednesday, October 13	Comparative Politics
Friday, October 15	American Politics
Monday, October 18	International Politics
Wednesday, October 20	Political Theory
Friday, October 22	Public Policy

Friday, October 29 – Final Grading of the First Examinations

THE CITY UNIVERSITY OF NEW YORK GRADUATE CENTER
Ph.D. Program in Political Science

FIRST DOCTORAL EXAMINATION

Student Number _____
Examiner _____

Date _____

FIELD _____
Major _____
Minor _____

GRADE
Ph.D. Pass with distinction _____
Ph.D. Pass _____
M.A. Pass _____
Fail _____

Please write clear comments on and assign a separate grade for each answer.

Question #

Question #

Question #

SAMPLE

SIGNED _____

NOTE: These comments will be made available to the candidate's Oral Board, along with the examination paper.

Second Exam Protocol

(05/27/2004)

(This exam structure becomes available to all students beginning Fall 2004. Students who entered the Political Science Program before Fall 2004 can follow the old examination structure, which includes submitting a proposal to the Dissertation Proposal Committee)

1. The Second Examination is meant to be the final test of the doctoral candidate's ability to explicate, examine and assess the major theories, applications, and controversies within his/her chosen areas, and place his/her ideas in the range of views in those areas, with a focus on his/her intended dissertation research.
2. Between the semester in which the student completes 60 credits and two semesters after the completion of 60 credits the student will complete a dissertation proposal under the supervision of a faculty adviser and faculty reader.
3. The dissertation proposal will be considered satisfactory for the purpose of registering for the second exam when the faculty sponsor and reader so indicate in a written communication to the Executive Officer.
4. The examining committee will consist of five faculty members, including the sponsor and reader. No more than three members of the examining committee can come from the student's major field. Upon completion of a satisfactory dissertation proposal, the student will consult with his/her sponsor about the composition of the examining committee, which will then be selected in consultation with the EO.
5. The student will circulate his/her dissertation proposal to the members of the examining committee, who are expected to submit written comments to the faculty sponsor at least 2 weeks before the examination. The faculty sponsor will then convey the comments to the student.
6. The examination itself is a two-hour oral examination in which the student is expected to place his or her research project within broader areas of the discipline. A satisfactory written proposal is a prerequisite for the oral examination, not part of the examination itself. It is expected that the examination will cover areas that are not included in the text of the proposal. The student is encouraged to consult with the individual members of the examining committee prior to the examination in order to identify the issues that will be addressed during the exam. These issues should be primarily determined by the student's research interests as expressed in the dissertation proposal.

Grading the Second Examination

1. The Second Examination will be graded Pass with Distinction, Pass, and Fail. A grade of pass or higher indicates that the student has passed the exam *and* that the examining committee recommends to the Executive Committee that the dissertation

proposal should be approved. A grade of fail indicates that the student has failed the exam *and* that the dissertation proposal is not recommended for approval.

2. A student who fails the examination must retake it during the next semester.
3. A student who fails the Second Examination twice will automatically be terminated from the program.
4. The grade for the examination will be determined by agreement of all the examiners on the student's performance.

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Ph.D./M.A. Program in Political Science
Second Examination Protocol
(Oral Examination)

Rev: 01/02/01

(Applicable only to students prior to Fall 2004)

The Second Examination

1. The Second Examination is meant to be the final test of the doctoral candidate's ability to explicate, examine, and assess the major theories, applications, controversies within his/her chosen areas, and place his/her ideas in the range of views in those areas.
2. The Second Examination must be taken during the semester in which the student completes 60 credits or in the semester immediately thereafter.
3. The Second Examination is a two-hour oral examination in which the student will be examined in two of the Program's five subfields.

Students will be examined in one major field and one minor field. The examination will consist of an oral exam. The student will be examined by three examiners in her/his major sub-field, and two examiners in her/his minor.

Subject to the approval of the student's Examination Committee, a student can be examined on an alternate (non-standard) specialization in either the minor or major fields.

4. The members of the Examination Committee will be determined by the Executive Officer of the Program, with the advice of the student.
5. In preparation for the examination, the student must consult each examiner to determine the range of issues on which he/she will be tested.

Grading the Second Examination

1. The Second Examination will be graded Pass with Distinction, Pass, and Fail. A student must receive a Pass in both the major and minor fields to achieve an overall pass.
2. The grade for the examination will be determined by agreement of all the examiners on the student's performance in all the subfields.
3. A student who fails the major and/or the minor field must retake the failed field(s) the next semester. Students may change fields when retaking the examination.
4. A student who fails the major and/or minor examination twice will be automatically terminated from the Program.

5. A student who is terminated from the Program for failing the examinations twice may appeal to the Executive Officer for reinstatement into the Program. The Executive Officer may reinstate such a student only under extraordinary circumstances relevant to the examination.

S:/ExamProtocols/SecondExam

*** SAMPLE NOTIFICATION LETTER ***

<student's name>
<home address>
<city, state zip code>
<home telephone number>
<e-mail address>

<date>

Professor <executive officer's name>
Executive Officer
Political Science Program
365 Fifth Avenue, Room 5202
New York, NY 10016

Dear Professor <executive officer's name>:

This is to confirm the date of my Second Examination and my suggestion of the composition of my Examination Committee:

Major Field: <major field>

Professor <professor's name> - <subfield> (Committee Chair)
Professor <professor's name> - <subfield>
Professor <professor's name> - <subfield>

Minor Field: <minor field>

Professor <professor's name> - <subfield>
Professor <professor's name> - <subfield>

The exam is scheduled for <day, date> from <start time> to <end time>. I have spoken with the above professors, and all have agreed to meet at the scheduled day and time.

Please let me know if you require additional information.

Sincerely,

<student's name>

THE CITY UNIVERSITY OF NEW YORK
GRADUATE CENTER
Ph.D. Program in Political Science

SECOND DOCTORAL EXAMINATION - ORAL

STUDENT:

Date____Room____Time____

MAJOR:

MINOR:

COMMITTEE: Professors:

RECOMMENDATION:

SAMPLE

FINAL GRADE:

Pass with Distinction

Pass

Fail

Chairman _____

Examiner _____

Examiner _____

Examiner _____

Examiner _____

Examiner _____

Ph.D./M.A. Program in Political Science
Third Examination Protocol
(Dissertation Defense)

Rev: 01/02/01

The Third Examination

1. The Examination Committee for a Final Oral Examination represents the Ph.D. Program in Political Science and through the Graduate Council of the Graduate School and University Center. It is therefore responsible for the standard of the Ph.D. Degree at the University. The committee must decide whether all academic requirements for the degree have been fulfilled.
2. The Dissertation Defense Committee will be composed of the Sponsor and Reader of the candidate, the three other members from appropriate disciplines chosen by the Executive Officer with the advice of the candidate.
3. The Dissertation Defense will take place no less than 30 days after the student had made complete copies of the dissertation to all members of the Defense Committee.
4. The Dissertation Defense is a two-hour examination. Each examiner will have 20 minutes to examine the candidate.
5. At the conclusion of the question period, the candidate leaves the room and each member of the committee prepares secretly a signed ballot, indicating approval or disapproval. After the vote is cast, the Chairman reads the ballots aloud.

Grading the Third Examination

1. The Dissertation Defense will be graded Pass, Pass with Minor Revisions, Pass with Major Revisions, and Fail.
2. In case of Pass, the Dissertation is accepted, with the exception of typographical errors, punctuation, all without faculties' supervision.
3. In case of Pass with Minor Revisions, the candidate is given three months to make the appropriate corrections and present the dissertation to a subcommittee chosen from the committee for approval.
4. In case of Pass with Major Revisions, the candidate is given twelve months wherein he/she will re-submit the dissertation to the Committee.
5. In case of Fail, the Defense Committee or the reconstituted Committee, the candidate will be terminated from the Program.
6. The grading of the Dissertation Defense is made on the basis of unanimity or with one abstaining or one dissenting vote.
7. The grade of the examination is determined by vote of the committee and immediately reported to the candidate.

S: /ExamProposals/Dissertation

*** SAMPLE NOTIFICATION LETTER ***

<student's name>
<home address>
<city, state, zip code>
<home telephone number>
<e-mail address>

<date>

Professor <executive officer's name>
Executive Officer
Political Science Program
365 Fifth Avenue, Room 5202
New York, NY 10016

Dear Professor <executive officer's name>:

This is to confirm that the members of my dissertation committee have agreed to meet on <day, date> from <start time> to <end time> for my dissertation defense. My dissertation is entitled "<full title of the dissertation>".

My committee is composed of the following faculty members:

Professor <professor's name> - Sponsor
Professor <professor's name> - Reader
Professor <professor's name>
Professor <professor's name>
Professor <professor's name>

Please let me know if you require additional information.

Sincerely,

<student's name>

Report of Final Examination

Candidate's Name: _____ SS# _____

Discipline and Specialization(s): _____

Examination conducted at _____ on _____ Date _____

Title of Dissertation (as accepted) _____

- We certify that the candidate has passed the Final Examination. We accept the dissertation as presented.
- We certify that the candidate has passed the Final Examination. We will consider the dissertation acceptable after minor revisions are approved by the chair.
- In our judgment the candidate's dissertation requires major revisions. It must be resubmitted for approval by the chair and two members of the examining committee.
- We certify that the candidate has failed the Final Examination, and make the following recommendations _____

The Examining Committee: _____ Concur _____ Dissent _____
(Type name and college beneath line for signature)

SAMPLE

Committee Chair _____ Date of Report _____

Executive Officer _____ Date _____

Accepted _____

Provost and Senior Vice President _____ Date _____

Recorded _____

Senior Registrar _____ Date _____