

PHD/MA PROGRAM IN POLITICAL SCIENCE

Phone: (212) 817-8670 FAX: (212) 817-1532

Web Site: <http://web.gc.cuny.edu/dept/polit>

STUDENT REQUEST FORM

If you have one or more of the following requests, please complete this form, attach any required documentation, and leave it in the mail slot marked **Program Office**. If you have an emergency, call the Program Office.

=====

DATE: _____

LAST NAME: _____ FIRST NAME: _____

SS# or BANNER ID#: _____ PHONE (Work): _____

ADDRESS: _____ PHONE (Home): _____

EMAIL: _____

=====

- Request for evaluation of transfer credits**
Deadlines: March 1 for Spring semester, October 1 for Fall semester.
Students *must* submit this request during their first registered semester. The Program Office will contact students if transcripts are required. Students will receive written confirmation of final transfer credits from the D.E.O. (Deputy Executive Officer) prior to registration for the next semester.
- Request to schedule Oral Examination (Second Examination)**
Attach a letter to the E.O. (Executive Officer) indicating date and time of examination, proposed examination board (indicating chair), major and minor subjects, and areas of concentration. A sample notification letter is shown in the Examination Protocols booklet.
- Request to be Advanced to Candidacy (Level 3)**
Deadlines: February 1 for Spring semester, September 1 for Fall semester.
Requires completion of 60 or more credits, Oral Examination, tools of research, and resolving open grades (ABS, NGR, INC, ABP, INP). An approved dissertation proposal is *not* required.
- Request to schedule Dissertation Defense (Third Examination)**
Attach a letter to the E.O. indicating date and time of examination, proposed defense committee (indicating chair), and current, complete title of dissertation. A sample notification letter is shown in the Examination Protocols booklet.
- Request for letter of recommendation**
Attach a letter to the E.O. specifying the details and destination of the letter.