

University of New Hampshire

Political Science Department

Graduate Student Handbook

Master of Arts in Political Science

Academic Year 2022-2023

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Introduction

This Graduate Student Handbook is your reference guide for degree requirements, policies, procedures, and general information for the Master of Arts in Political Science graduate degree program. Information in this handbook is for reference only. Graduate students in the MA program are expected to meet with their assigned faculty advisors at least once each semester regarding their degree requirements and course selection. In addition, the official set of policies and procedures regarding graduate study at UNH can be found in the UNH Graduate School Catalogue (available online at www.gradschool.unh.edu). Specific information about the MA program can be found at the Department of Political Science Graduate Program webpage (<http://www.unh.edu/political-science/graduates.html>).

Graduate Committee

The Graduate Committee for the MA program meets throughout the academic year, and is responsible for graduate program policies, procedures, curriculum, and related issues regarding the MA program and graduate students. The Graduate Committee also review applications for admission and graduate program financial assistance, and sends their recommendations to the Graduate School. For Academic Year 2020, the Graduate Committee members are:

MA In Political Science Committee

Prof. Betsy Carter, MA Director (fall)
Prof. Alynna Lyon, MA Director (spring)
Prof. Emily Baer
Prof. Marla Brettschneider
Prof. Alynna Lyon (fall)
Prof. Tama Andrews

Program Requirements

The MA Program is offered on a full or part time basis and is located at the Durham Campus. You are expected to familiarize yourself with the program requirements. Students are responsible for meeting Graduate School requirements in addition to their degree program requirements.

Students who wish to pursue a degree other than the one to which they were originally admitted must complete the appropriate application, available at the Graduate School. The decision is made by the Dean of the Graduate School after consultation with the appropriate departments.

Master of Arts in Political Science (MA Program)

The MA Program is designed to deliver high quality instruction in both theoretical and practical aspects of politics and governance. The program has the following goals:

- To familiarize students with the discipline of Political Science and its subfields
- To provide training in post-graduate level social science research skills and techniques: including research design; the conduct of empirical research; and the communication of findings for written and oral presentation
- To build and enhance advanced students' skills associated with the

- communication, analysis and processing of complex information
- To facilitate student subfield and thematic specialization and the development of advanced knowledge in a particular area of political science.

The program offers two options for the MA in Political Science: a thesis, or a non-thesis option. Students should work with their advisor in their first semester to determine which option is most suited to their academic and professional goals.

Degree Requirements

Thesis Option

Students must complete a minimum of **30 credits** for the degree: ten courses, two of which are [POLT 899](#) Master's Thesis and two required seminars to be taken during the student's first year: Pro Seminar ([POLT 900](#) Political Science Pro-Seminar) and Introduction to Statistical Analysis ([POLT #905](#) Introduction to Statistical Analysis or [PPOL 908](#) Quantitative Methods for Policy Research).

Students are encouraged to work with the MA program director to identify relevant courses of interest across the College of Liberal Arts graduate offerings. Students must obtain approval from the MA Program Director or Graduate Coordinator for courses offered outside the department prior to registering. Successful completion and defense of a 6-credit master's thesis (POLT 899 Master's Thesis) is required.

Master's Thesis

Students enrolled in the MA degree program are required to successfully complete and defend a thesis under the direction and approval of a thesis committee. The committee is composed of the Political Science Department faculty member under whose direction it was written and two other members of the graduate faculty. Students are expected to work closely with their thesis director and committee members during the development and completion of the thesis.

The following is the recommended process for the thesis:

- 1) POLT 905 Introduction to Statistical Analysis / PPOL 908 Quantitative Methods for Policy Research and POLT 900 Pro-Seminar. The Pro-seminar is designed to give students a strong foundation for the development and completion of the master's thesis, and for future political science research.
- 2) During coursework, the student should identify a faculty member as an appropriate thesis director.
- 3) The student will meet with his/her prospective thesis director to identify and contact the remaining members of the thesis committee; and submit the "Master's Students Supervisory Committee Nomination Forms" to the Graduate Coordinator, who will sign and forward to the Graduate School.
- 4) The student will register for POLT 899 for the required total of 6 credits, (the student can register for two 3-credit segments over two semesters). Please contact the Graduate Program Coordinator for CRN and registration permission.

Additional Requirements

- 1) The thesis student is responsible for the development and completion of the thesis, and for working with his/her thesis committee members. This includes POLT 899 registration; scheduling draft submissions and a completed thesis for committee approval, and preparing for the thesis defense.
- 2) The thesis director is responsible for coordinating the involvement of the committee members in the development and approval of the thesis.
- 3) When the final draft of the thesis has been received, the thesis director, in consultation with the student and the thesis committee will schedule a date for the thesis defense. The defense is open to the members of the Department.
- 4) The student is responsible for submitting the thesis in the format proscribed by the Graduate School. Please refer to the Graduate School's *Thesis and Dissertation Manual* for specific details and requirements.

Degree Requirements

Non-Thesis Option

Master's degree students must complete ten courses totaling a minimum of **30 credits** for the degree. Students must also pass a comprehensive exam. Of the ten courses, two are required, Pro Seminar (POLT 900 Political Science Pro-Seminar) and Introduction to Statistical Analysis (POLT #905 Introduction to Statistical Analysis or PPOL 908 Quantitative Methods for Policy Research), and are to be taken during the student's first year.

Students are encouraged to work with the MA program director to identify relevant courses of interest across the College of Liberal Arts graduate offerings. Students must obtain approval from the MA Program Director or Graduate Coordinator for courses offered outside the department prior to registering. Successful completion and defense of a 6-credit master's thesis (POLT 899 Master's Thesis) is required.

Comprehensive Examination: The exam is given in the fall and spring semesters. All students planning to take a comprehensive exam complete the Comprehensive Exam Application Form at least 30 days prior to the scheduled examination dates. The exam is taken in the POLT department on one of the 2 scheduled exam dates. Students will complete two typed essays in response to questions. Students have 3 hours to complete each essay. As such, students are required to complete one essay in the morning (during the first 3 hour session) and the second essay in the afternoon (during a second 3 hour session). Exam questions seek to combine materials covered in students' required courses on POLT scope and methods and courses taken by individual students in the course of their program.

Master of Arts in Political Science Degree Requirements

THESIS OPTION

I) 2 Required Courses: 6 credits

POLT 900 Pro-Seminar

POLT 905 Introduction to Statistical Analysis/PPOL 908 Quant. Methods for Policy Research

II) 6 Additional Electives: 18 credits

4 courses at the 800 or 900 level in Political Science or related discipline

**approval signature of MA Director or advisor if course is outside the department

III) Master's Thesis: 6 credits

POLT 899 Master's Thesis: successful completion

Total:

2 Required Courses

6 Additional Electives

2 Thesis

=

30 Credits

Master of Arts in Political Science Degree Requirements

NON-THESIS OPTION

I) 2 Required Courses: 6 credits

POLT 900 Pro-Seminar

POLT 905 Introduction to Statistical Analysis/PPOL 908 Quant. Methods for Policy Research

II) 8 Additional Electives: 24 credits

8 courses at the 800 or 900 level in Political Science or related discipline

**approval of MA Director or advisor required if course is outside the department.

IV) Comprehensive Examination

Successful completion of comprehensive examination at end of course requirements

Total:

2 Required Courses

8 Additional Electives

=

30 Credits

Graduate Program Policies and Procedures

The following policies and procedures apply to the Department of Political Science MA Program. Please refer to the Graduate School Catalogue and website for policies and procedures for all graduate students at the University of New Hampshire.

Graduate Student Contact Information

All email communication by the POLT Graduate Program, UNH Graduate School, and all other UNH offices are sent ONLY to students' WEBCAT email addresses.

Students are responsible for checking their UNH WEBCAT email account on a regular basis. For information about student email accounts, including how to forward UNH WEBCAT email to another email account go to: <https://unh.edu/it/kb/article/student-email-wildcatsmail-faq.html>

Students enrolled in the MA Program are expected to inform the Graduate Program Coordinator and the Graduate School of any changes in mailing and other contact information.

Graduate Program Information

Information about special events, research/fellowship/career opportunities, course offerings, examination dates, and other program-related information will be *emailed* to graduate students. Information will be available at the graduate program webpage, and will also be posted when appropriate on the Graduate Student Bulletin Boards at Horton SSC, Third Floor, Durham; and at the Center for Graduate and Professional Studies at UNH-Manchester.

Graduate Student Advising

Academic and Professional Development Advising: Students are expected to meet with their faculty advisor at least once each semester during the course of their degree program. Faculty advisors are assigned upon matriculation into the program, and are indicated in the Graduate School's letter of offer of admission. Students wishing to change their faculty advisor should contact the department's Graduate Program Coordinator. Prof. Betsy Carter serves as advisor for all MA program students.

General Program and Technical Advising: available through your faculty advisor and the Graduate Program Coordinator.

Pre-registration and registration

Students are recommended to pre-register for courses for the following semester; and to register for courses as soon as possible. Course offerings are available at the Department of Political Science office, website, and from the Graduate Program Coordinator. Course schedules are available each semester in the Time and Room Schedule booklet, and on the Registrar's Office website.

Registration may be accomplished online through WEBCAT, or by filling out the registration forms available at the Registrar's Office.

You must consult with your faculty advisor prior to registering for the following semester. For many students, the Financial Aid Office will require you to file an online form which confirms your financial aid status (even if you are not receiving financial aid).

Campus Location of Course Offerings

Students may take graduate courses at either the UNH-Durham campus or UNH-Manchester campus to fulfill their degree requirements.

Adding and Dropping Courses

Please refer to the Graduate School catalogue for regulations on adding, dropping, or withdrawing from graduate courses. Deadlines for add/drop are published each semester in the Time and Room Schedule. Your advisor must approve adds, drops, and withdrawals, so you will need to plan ahead to obtain the signatures by the appropriate deadline.

Course Loads

Full-time students: registered for 9 or more credits. MA students must be registered for 3-4 courses (9-12 credits) each semester to maintain full-time student status. *The maximum load allowed is 12 credits.* See the Graduate School catalogue for unusual circumstance procedures. Graduate assistants must be registered for no fewer than 6 credits and no more than 12 credits each semester.

Part-time students: registered for 8 or fewer credits. The Graduate Program recommends that students who are employed full-time take no more than one course (3 credits) per semester.

Continuing Registration/Enrollment

Students that do not register for a class for the fall or spring semester (academic year), but have not yet completed their degree program are required to register for continuing enrollment (GRAD 800 Continuing Enrollment) to maintain active student status: this does not apply towards your degree requirements. If you do not register for continuing enrollment, the Graduate School assumes that you have dropped out of the program and will send you a letter of warning. If you are not registered for continuing enrollment, you will need to apply for re-admission to the program. Refer to the Graduate School catalogue for information about the policies, rules, and fees associated with continuing enrollment, reinstatement, and re-admission procedures.

Reinstatement

Students who have had their degree status discontinued due to failure to register and pay for continuing enrollment, course credits, or research may petition the Graduate School for reinstatement for that term. Reinstatement is contingent upon payment of a reinstatement fee, and payment of that term's semester charges and late fees.

Readmission

Students who withdraw, have their degree status discontinued, or whose time limit has expired, and then wish to resume their degree program must apply for readmission into that program. Students applying for readmission are required to pay an application fee and, if readmitted, any accumulated continuing enrollment fees that they were liable for during the period that their degree status was inactive. Students are not guaranteed readmission. Information and forms are available through the Graduate School.

Leave of Absence

Students who are unable to continue their graduate pursuits due to unforeseen or extenuating circumstances are permitted to request a leave of absence for a maximum of 1 calendar year. Applications are available at the Graduate School, and are subject to the recommendation of the Program Director, Graduate Coordinator, and the approval of the Graduate Dean. Please contact the Graduate Program Coordinator for more information regarding a leave of absence. Students formally granted a leave of absence are exempt from the continuing enrollment fee for the one calendar year.

Withdrawal

Students may withdraw from the graduate program during any semester. The student must submit the withdrawal form available at the Graduate School, which is to be signed by the student's advisor and the Graduate Dean. A copy of the signed form must be sent to the Graduate Program Coordinator. Students who withdraw are required to apply for readmission should they wish to resume their degree program.

Dismissal

Students in the Department of Political Science MA Program will be dismissed from the program if they receive failing grades for two courses (3 or 4 credits per course) or do not meet the conditional admission specifications. A grade of B- or below is considered failing.

Academic Regulations

Please refer to the Graduate School catalogue for complete information on academic rules and regulations.

Grade requirements: Graduate students must receive a minimum grade of B- per course for credit towards their degree requirements. Students will be dismissed from the program with more than nine credit hours of failing grades. Repeating a course does not remove the "failing grade" from the student's record. A course may be repeated only once.

Transfer Credit: Students may request that up to two courses (8 semester credit hours total) completed at an accredited graduate degree institution may be transferred to count towards degree requirements. Grades must be B or higher, and taken for graduate credit.

Transfer of credits must be recommended by the Graduate Committee and approved by the Dean of the Graduate School.

Transfer of Continuing Education Credits: Students may request transfer of credit for up to three courses taken through the UNH Division of Continuing Education (DCE) to be applied towards their MA requirements. Students must apply for admission into the program by the start of the third course, and matriculated into the program by the fourth course, otherwise credit for the third course will not be approved. A maximum of three courses may be transferred into a graduate program (DCE and transfer credits). Grades must be B or higher. Graduate Committee approval is required.

Graduation

Students are responsible for filing intent-to-graduate forms with the Graduate School. Forms, filing deadlines, rules, and procedures are available at the Graduate School; (information only) in the Graduate School catalogue and on the Graduate School website.

Deadlines for graduation are listed in the Graduate School calendar. Although graduation occurs three times per year (May, September, December), the annual university commencement

ceremony is held only in May. Graduation procedures, rules, requirements, and policies are determined by the Graduate School.

Graduate students must have a cumulative GPA of 3.0 or higher in order to graduate.

Hooding Ceremony

The Graduate Program of the Political Science Department holds an annual hooding ceremony in May on the Durham campus for MA program students who a) graduated the previous December; b) are graduating in May; or c) if intent-to-graduate form is filed, are expected to graduate the following September. Please contact the Graduate Program Coordinator for information about the hooding ceremony.

Student Rights, Rules and Responsibilities

Please refer to the *Student Rights, Rules and Responsibilities* handbook available through the Office of the Vice President for Student and Academic Services, at the Graduate School, and online at <https://www.unh.edu/student-life/student-rights-rules-responsibilities>. The handbook outlines your rights and responsibilities as a student at the University of New Hampshire, and the University rules that apply to all students enrolled at the Durham and Manchester campuses.

Student Grievances, Complaints, Concerns

The University provides students formal and informal ways to pursue grievances. The *Student Rights, Rules and Responsibilities* handbook informs students about procedures available. You are welcome to speak with the Political Science Department Chair and the Graduate Program Coordinator about your complaints or concerns. You may also speak with the Dean of Liberal Arts, the Graduate Dean, the Affirmative Action Office, or SHARPP, as well as others in the handbook.

Harassment

The Political Science Department supports the University's policies against harassment outlined in the University handbook on harassment, available at the Department's Graduate Program Office and the University's Affirmative Action Office. Policies on harassment, definitions of harassment, resources and procedures for complaints are in the handbook.

Graduate assistants are strongly recommended to be familiar with University policies.

Financial Aid

The Political Science Department provides financial assistance for full-time graduate students enrolled in the MA Program. Financial aid through the Department is awarded for the academic year, (fall and spring semesters) beginning in the fall semester. Aid is limited and is awarded on a competitive basis by the Graduate Committee.

The forms of financial assistance through the Department are:

- **Graduate Assistantship**: appointments are made for one academic year, or one semester, and include a stipend for the fall and/or spring semesters, and waiver of tuition for fall and/or spring semesters. Graduate assistants are responsible for all fees and other charges as required by the University. Courses must be completed in the semester taken to receive the tuition

waiver. Full time assistants work 20 hours per week during the academic year for department faculty and administration. Half-time assistants work 10 hours per week per semester and receive ½ tuition waiver and ½ stipend per semester.

- **Full-time Tuition Scholarship**: awarded for the academic year. The tuition scholarship is for the fall and spring semesters only, and is in the form of a tuition waiver. Coursework must be completed in the semester taken to receive the tuition waiver. Students are responsible for all fees and other charges as required by the University.

Please contact the Graduate Program Coordinator for information about financial aid provided through the Political Science Department.

The Graduate School also has a limited amount of scholarships, fellowships, and assistantships, including tuition scholarships for part-time students. Information can be found in the Graduate School catalogue and on the website.

All students who receive financial aid must maintain a high academic record, and, for graduate assistants, high performance in fulfilling the required responsibilities and duties.

Professional Development

Students are encouraged to take advantage of professional development opportunities through the University and other avenues. The Graduate Program faculty and staff are available to advise you on presenting papers at conferences, applying for fellowships, independent study projects, research projects and initiatives, and becoming active in professional organizations.

Professional Conferences

The Department of Political Science faculty are committed to providing academic and professional support for students interested in presentations and workshop participation at professional conferences. The Graduate Program may provide modest financial support for students who will be presenting a paper at professional conferences. Please see the Graduate Program Coordinator for more information regarding opportunities.

Fellowships

For students interested in applying for fellowships related to their area of study, please contact your faculty advisor or the Graduate Program Coordinator.

Independent Study

Independent study projects are subject to the approval of your faculty advisor and the Graduate Committee. Please contact your faculty advisor if you are interested in graduate credit for independent study as part of your degree requirements.

Research Opportunities

The Graduate Programs occasionally have opportunities and options for graduate students to participate in research projects. Please contact the Graduate Program Coordinator or MA Program Director for more information about these opportunities.

Professional Associations

Graduate students are encouraged to become members of the relevant professional organizations. Student memberships are generally available. Information is available on-line, and informally through your faculty advisor, MA Program Director, and Graduate Program Coordinator.

- American Political Science Association (APSA)– www.apsanet.org

Student/Alumni Associations

- Graduate Student Association (GSO): represents all graduate students at UNH on student matters. The Board of the Association consists of one student from every graduate program department at the University. For more information about the GSO: online at www.gradschool.unh.edu/GSO, or stop by the office at the MUB.
- Alumni Association: represents all graduate and undergraduate alumni of UNH. For information go to: www.alumni.unh.edu

Contact Information

MA Program Information

Please visit the Political Science Department's Graduate Program website: <https://cola.unh.edu/political-science/program/ma/political-science>

Or contact: Political Science Dept.
Horton, Rm 312
20 Academic Way
Durham, NH 03824
(603)862-1767

Students may also contact the Graduate Program Directors and/or Coordinator.

Graduate Program Directors/Coordinator

For Academic Year 2021, the Graduate Program Directors and Coordinator are:

MA Program Director

Professor Betsy Carter
Horton 312D
Elizabeth.Carter@unh.edu

Graduate Program Coordinator

Heather Austin
Horton 312C
Heather.austin@unh.edu

Information about Political Science Department faculty may be found online at <https://cola.unh.edu/political-science/faculty-staff-directory>

UNH Graduate School

Complete information regarding graduate study at UNH is available through the Graduate School at: www.gradschool.unh.edu.

Or contact: The Graduate School
Thompson Hall, rm 109
105 Main Street
Durham, NH 03824
(603)862-3000

UNH-Manchester: Center for Graduate and Professional Studies, Pandora Building

Information about courses offered at UNH-Manchester, schedules, registration, etc. may be found at: www.unhmangrad.unh.edu

Or contact: CGPS
UNH-Manchester
88 Commercial Street
Manchester, NH 03101
(603) 641-4313

OTHER HELPFUL CONTACTS

UNH Home Page: www.unh.edu
Directory Assistance: 862-1234 (off-campus)
Dial 0 (on campus)

Registration:

Durham 862-1500
<http://unh.edu/registrar/>

Manchester 641-4136
<https://manchester.unh.edu/>

Business Services: (billing and tuition)

Durham: 862-2230
<http://www.unh.edu/business-services>

Manchester: 641-4125 (fax)
<https://www.unh.edu/business-services>

Online Services: (email accounts, WEBCAT, and other technology)

<http://blackboard.unh.edu/>

Parking: 862-1010
<https://www.unh.edu/transportation/parking>

Wildcat Transit Bus: 862-2328 (Durham campus only)
<http://www.unh.edu/transportation/wildcat>

Financial Aid Office: 862-3600
<https://www.unh.edu/financialaid>

Affirmative Action Office: 862-2930
<http://www.unh.edu/affirmativeaction>

Housing and Residential Life:

On-campus: 862-2120

<http://www.unh.edu/housing>