The University of Arizona

FORMAT AND GUIDELINES FOR REQUESTING ACADEMIC DEGREE PROGRAM CHANGES

(Title change, transfer from one organizational unit to another, merging two or more academic degree programs)

Directions:
1. Provide information regarding the proposed program changes in the format requested on the attached pages. Respond to each item individually. Indicate “not applicable” where appropriate.
2. Obtain signatures of the department or committee head and college dean or Director of Graduate Interdisciplinary Programs. In some situations signatures of more than one dean or department head may be required. If the changed program had a commitment of resources from other than the initiating unit, the signature of the collaborating department/committee head and collaborating college dean is also required. If you have any questions, please contact Patti J. King, MLK 320, 621-4107.
3. Forward the original and one copy to the college office for the dean's signature and retain a copy for departmental files.
4. The dean should forward the original to the Curriculum Office - Academic Programs, Attn: Patti J. King, MLK 320, and retain the remaining copy for college files. An electronic version of the documents with appropriate signatures is preferred but not required. For electronic submission, only the signature page should be submitted as a PDF.
5. Documents must be submitted in a timely manner to move through the campus/tri-university/Arizona Board of Regents approval process. UA campus protocols include review by appropriate subcommittee(s) of the Undergraduate/Graduate; full Undergraduate/Graduate/ Graduate Interdisciplinary Programs Advisory Council review; Provost Management Group and Academic Council (deans) review; Instruction and Curriculum Policy Committee of the Faculty Senate and the Faculty Senate. Once through the UA campus protocols, proposals are sent for review by the Office of the Provost’s Office to the Chief Academic Officers at Arizona State University and Northern Arizona University as well as to the Board staff at the Arizona Board of Regents, for final review prior to submission to the Arizona Board of Regents for formal approval.

Initiating college, department, or committee: School of Government and Public Policy

Title of this proposal: The Ph.D. Program for the School of Government and Public Policy

Unit Administrator: (name and title) [Name and Title]  

Unit Administrator Signature: [Signature]  

Date: [Date]

College Dean Signature: [Signature]  

Date: [Date]
Academic Program Change Request

Program Name: Government and Public Policy, PhD/MA; formerly Political Science, PhD/MA

CIP Code: 45.1099 – Political Science & Government, Other

Requested by - School of Government and Public Policy, College of Social & Behavioral Sciences

 Desired Effective Term - Fall 2011

Background - On July 1, 2009, the Department of Political Science and the School of Public Administration merged to become the School of Government and Public Policy. The new unit is housed within the College of Social and Behavioral Sciences. In the 2009-10 academic year, the School created new bylaws and a Ph.D. program. The School of Government and Public Policy is requesting that ABOR and the University approve the Ph.D. program for the school. Attached are two documents, both of which were approved by the faculty of the School in Spring 2010. The "Ph.D. in Government and Public Policy" describes the basic structure of the doctoral program, and "Policies of the Ph.D. of the School of Government and Public Policy" provides the basic policies regarding major and minor fields, course requirements, exam procedures, etc.

Rational for the request - The program must be approved in order for the School to move forward with the doctoral program. Further, students who have entered in the Fall 2010 semester will be expected to work under the new system. All students who eventually enrolled for the Fall 2010 semester did so with the understanding that the SGPP would be implementing a new program.

Benefits to be derived - We expect the Ph.D. program to produce exceptional graduates who will compete for academic positions at top research universities. The program is designed to train students to become highly skilled, productive researchers as well as exceptional teachers.

Impact on Department/Institution - A central component of the future of the School of Government and Public Policy is a visible and high quality Ph.D. program. The success of the Ph.D. program is necessary for the success of the School. The faculty of the School believe that the proposed program provides the necessary foundation for a top flight Ph.D. program.

Implications for Students Affected by the Change - Students who began in the Fall 2009 semester or earlier will be allowed to pursue a Ph.D. under the guidelines of their respective departments or they may opt to follow the procedures of the newly created program. All incoming students will be admitted under the guidelines and procedures of the new Ph.D. program.

Implications for Faculty Affected by the Change - We expect little impact for faculty given that the new program replaces two existing programs.

Impact on Other Academic Units - The School of Government and Public Policy has the potential to become a central player on campus in a wide range of policy areas. The School is already collaborating with other units across campus.

Budgetary Impact - The budgetary impact of the creation of the School was negotiated at the time of the merger.

NOTE: The disestablishment of any Academic Degree Program requires approval by the Arizona Board of Regents prior to announcement and implementation. See ABOR Policy 2-203.
THE PH.D. PROGRAM OF THE SCHOOL OF GOVERNMENT AND PUBLIC POLICY

SCHOOL OF GOVERNMENT AND PUBLIC POLICY

UNIVERSITY OF ARIZONA

Version 7

Fall 2009

PREAMBLE

This document discusses the basic structure of the Ph.D. program for the School of Government and Public Policy, at the University of Arizona. The policies of the Ph.D. program are described in "POLICIES OF THE PH.D. PROGRAM." This document also includes the information contained here.

UNIVERSITY OF ARIZONA POLICY

In case of conflict, University of Arizona policies take precedence over policies in this document.

All University of Arizona rules and regulations regarding Ph.D. students apply, such as number of credit for the Ph.D., etc.

SUBFIELDS

The Ph.D. program is divided into six subfields: (1) American politics, (2) Methodology, (3) Political philosophy, (4) Comparative politics, (5) International relations, (6) Public administration and policy.

Faculty can be members of multiple subfields.

Faculty choose their subfield memberships.

SUBFIELD REQUIREMENTS

The student must have successfully completed a minimum of four courses in his or her major subfield.

Each subfield may establish additional course requirements for the major field, subject to discussion by the graduate committee and the faculty of the school.

Each subfield will establish its own course requirements for the minor field, subject to discussion by the graduate committee and the faculty of the school.

If taken within the School of Government and Public Policy the minor field requires a minimum of three courses.

If the minor is from an outside department then requirements are determined by that department.

The methods minor requires a minimum of six courses.

A student may have more than one minor.

METHODS

All students are required to take four methods courses.

RESEARCH REQUIREMENT BEFORE PH.D. EXAMS

Before the Ph.D. exams the student must complete and present a research paper. This paper must be
acceptable to the subfield faculty. This requirement must be fulfilled by the end of the fourth semester. This research paper will be presented before the School or subfield faculty.

Subfields may establish additional rules or guidelines.

PH.D. COMPREHENSIVE EXAMS

The Ph.D. exams will be conducted in a manner consistent with University of Arizona policy: LINK.

The student will choose a major and a minor field for examination.

If the minor exam is taken outside the School of Government and Public Policy then that department determines requirements and procedures.

Within four weeks of the passing of the written exam the student will take an oral exam. The content of that exam can include material from the written exam but also new material.

The committee makes a final recommendation of "Fail," "Pass," or "High Pass."

PH.D. DISSERTATION PROSPECTUS

The dissertation prospectus must be defended within one year after taking the Ph.D. comprehensive exams.

PH.D. DISSERTATION AND DEFENSE

University of Arizona guidelines are used regarding the composition of the committee, as well as the form and procedures of the dissertation defense.

EXCEPTIONS

The Ph.D. student may petition for an exception to any Ph.D. program or subfield policy. Such exceptions must be consistent with University of Arizona policy. The student's advisor and the Director of Graduate Studies and the graduate committee must agree to the exception.

AMENDMENT AND CHANGE TO THIS DOCUMENT

The Ph.D. committee will draft the proposed changes. After approval by the Ph.D. Committee and the Executive Committee the proposed changes must be approved by the faculty.

The process once at the faculty level will follow the Bylaws of the School of Government and Public Policy for discussion, amendment, and voting.
This document discusses the various policies of the Ph.D. program for the School of Government and Public Policy, at the University of Arizona. The basic structure of the program is described in "THE PH.D. IN GOVERNMENT AND PUBLIC POLICY".

MASTER'S DEGREE

The Master's Degree will be awarded to Ph.D. students after completion of University of Arizona requirements for a Master's Degree.

GRADUATE STUDENT ADVISOR

Every Ph.D. student must have an advisor. The Director of Graduate Studies will appoint an initial advisor for new students in collaboration with both the student and the prospective advisor.

COURSES OUTSIDE THE SCHOOL OF GOVERNMENT AND PUBLIC POLICY

There is no limit to the number of courses a Ph.D. student can take outside the school within the University of Arizona, subject to subfield requirements and advisor approval.

MINOR FOR NON-SCHOOL OF GOVERNMENT AND PUBLIC POLICY PH.D. STUDENTS

A Ph.D. student from another University of Arizona department may pursue a minor within the School. The student in conjunction with an advisor from the school will devise a course of study involving a minimum of three courses. This course of study must be approved by the student's minor professor or advisor. The Ph.D. exam in the minor will follow the rules and procedures for minors within the school.

NON-SCHOOL OF GOVERNMENT AND PUBLIC POLICY PH.D. STUDENTS TAKING SCHOOL PH.D. COURSES

Graduate students from outside the school may take Ph.D. courses only with the permission of the instructor.

PH.D. COURSES

Subfields are indicated in the course numbers by A--American politics, B--Methodology, C--Political philosophy, D--Comparative politics, E--international relations, G--public administration and policy.

Introductory graduate seminars in each subfield, except methods, are 595 classes.

596a-g are specialized research seminars.

Each subfield may add courses to the catalogue. This must be done if the course is a requirement, for either the major or minor subfield. In addition, subfields are encouraged to add substantive classes which they plan to offer on a regular basis, and which may be taught by different instructors. 596 should be limited to individual, special topic seminars.

New courses must be approved by the Graduate Committee.
A student normally may take the same class multiple times if the instructor is different. Also, research topics classes, i.e., 596a-g may be taken multiple times with the same instructor if the content of the class is significantly different each time.

METHODS

The typical sequence is (1) Research design (580), (2) Statistics I (582), Statistics II (681), plus an additional advanced methods class.

A methods minor subfield requires three courses, beyond the core requirement.

COURSE SUBSTITUTION

A student may, with the permission of his or her advisor, the Director of Graduate Studies, and the relevant subfield if it is a subfield requirement, substitute courses outside the school (either at the University of Arizona or other universities) for required courses. This substitution may be both in terms of substantive requirements as well as credits, as along as this substitution is consistent with University of Arizona policy.

MPA COURSES

Ph.D. students may take MPA courses with the permission of the instructor and in consultation with the student’s advisor.

MPA STUDENTS

MPA students may take Ph.D. classes with the permission of the instructor and in consultation with the student’s advisor.

PH.D. EXAM COMMITTEE

The major field exam committee consists of three or more members. At least half must be faculty of the school. An outside faculty member may be appointed with the approval of the Director of Graduate Studies.

The minor field committee consists of two members. At least one must be faculty of the school. An outside faculty member may be appointed with the approval of the Director of Graduate Studies.

Two of the three sets of major subfield will be constructed by the subfield, and given to all Ph.D. students taking that subfield in a given exam period.

One set of the major subfield questions will be constructed by the Ph.D. exam committee.

The minor questions are constructed by the subfield, and given to all Ph.D. students taking that minor subfield in a given exam period.

The Ph.D. exam committee administers and evaluates both the oral and written exam.

PH.D. COMPREHENSIVE EXAMS

Typically, these exams are taken in the third year of the course of study.

The oral and written exams must be completed by 31 March to allow the results to be taken into account in funding decisions.

The major field written exam will consist of at least three, but no more than six, sets of two questions. The student must answer one question from each set.
The major exam is a three-day take home (i.e., beginning at 9am and concluding 3pm, three days later).

The minor exam, if within the School, will consist of two sets of two questions. The student must answer one question from each set.

The minor exam is a two-day take home (i.e., beginning at 9am and concluding 3pm, two days later).

PH.D. DISSERTATION COMMITTEE

The PH.D. dissertation committee consists of three members. At least two must be faculty of the school. An outside faculty member may be appointed with the approval of the Director of Graduate Studies.

PH.D. STUDENT EVALUATION

At the end of each academic year each Ph.D. student shall be evaluated by the School faculty. The Director of Graduate Studies shall participate. In addition, other relevant faculty may attend, notably those who have taught methods classes that year or faculty who have taught Ph.D. classes that the individual took.

This annual evaluation has several purposes: (1) give the student feedback on his or her progress, (2) give all relevant faculty feedback on the student's progress, (3) recommendations on funding for the following year can be made, and (4) evaluate the student's progress in the Ph.D. program.

This evaluation can lead to a recommendation that the student be terminated from the program, no longer funded, or put on probation.

CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

These are *minimal* criteria and should not be considered as advice for making *good* progress.

The criteria for satisfactory progress are:

1. Maintain a grade point average of no less than 3.5 in all graduate course work (calculated at the end of each year).
2. Successfully complete the research presentation requirement by the end of the fourth semester.
3. Successfully complete both written and oral portions of a comprehensive examination within four years of starting the Ph.D. program. Students must take comprehensive exam within 6 months after completing course work requirements.
4. A formal dissertation proposal must be written, submitted, and approved (by all dissertation committee members) within 12 months following passing of the comprehensive exam.
5. Satisfactory progress must be made toward completion of the dissertation. If a student has not successfully defended the dissertation within three years of passing the comprehensive exam she or he can be deemed as not making satisfactory progress.

An evaluation of "not making Satisfactory Academic Progress" is grounds for expulsion from the Ph.D. program. A recommendation for expulsion can only be made as the result of a formal evaluation (as described above) and will be communicated to the Graduate College.

AMENDMENT AND CHANGE TO THIS DOCUMENT

The policies described in this document typically can be changed by the Ph.D. committee, with consultation as appropriate with the Executive Committee of the School. If the Executive Committee deems the issue of sufficient importance, it can bring the policy to the faculty for consultation and eventual voting.