



**DEPARTMENT OF POLITICS**

**STUDENT HANDBOOK  
2017-18**

THE NEW SCHOOL

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**THE NEW SCHOOL  
FOR SOCIAL RESEARCH**

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This Political Science Graduate Handbook is a general reference to graduate study in this department. It includes information on academic programs, program requirements, teaching and research assistant-ships, and other matters related to your academic progress. It is designed to help your life as a graduate student proceed as smoothly as possible and to enable you to anticipate each stage in your graduate career.

The Political Science Graduate Handbook accompanies the NSSR Catalog. The Catalog is the official source of information about the rules, regulations and requirements of the University, the NSSR, and the Department. As a companion to the Catalog, this handbook is designed to clarify NSSR and Departmental policy, and provide you with resources for solving any problems that may arise as you pursue your graduate studies.

The information published here represents the plans of the New School for Social Research at the time of publication. The division reserves the right to change any matter contained in this publication, including but not limited to policies, degree programs, names of programs, course offerings, academic activities, academic requirements, faculty and administrators.

*For further assistance, please contact the Political Science Student Advisor, the Department Secretary, or your faculty Advisor.*

## **INTRODUCTION**

Forget about Marx, Weber, and Rousseau!

This Politics Student Handbook will prove to be the most useful piece of literature for getting a degree in Politics at the New School for Social Research (NSSR). The Handbook explains procedures and department requirements for degrees offered in Political Science. Read it carefully and keep it for easy reference. Additional information about the Political Science Department and the New School for Social Research is available on the NSSR Web site at <http://www.newschool.edu/nssr/>.

Keep in mind that you must also fulfill the general requirements imposed by The New School for Social Research as a whole and should always read this handbook in conjunction with The New School for Social Research Catalog. Students can obtain a copy of the catalog from the NSSR Office of Admissions, on the web, or from the NSSR Office of Academic Affairs. Degree requirements and procedures implemented by The New School for Social Research are stated in the section titled "Degree Requirements and Academic Policies" in The New School for Social Research Catalog. These general New School for Social Research requirements and procedures are not repeated in the present Handbook. It is your responsibility to familiarize yourself with both sets of requirements and procedures.

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# THE MA IN POLITICS: PROCEDURES

## 1. ADVISING

During Orientation, all MA students will be given a faculty advisor. All MA students are strongly encouraged to meet with their faculty advisor when they start the program and they *must* meet with their faculty advisors before registering in spring semester of their first year.

## 2. CORE COURSEWORK REQUIREMENTS FOR THE MA

To earn an MA in Politics at the New School for Social Research, students are required to:

- Complete 30 credits
- Complete the MA seminar
- Take at least 18 (“core”) credits within the department (this means courses that are coded GPOL)
- Take at least one methodology course (if a GPOL course, it can be part of the 18 credits)
- Maintain no less than a B (3.0) grade point average
- Submit the written work requirement: MA Paper

### *Thematic Areas*

**The Politics Department commonly offers courses in the following thematic areas that reflect the interests of students and faculty:**

- Democracy in Theory and Practice
- History of Political Thought
- Identities, Culture, and Politics
- Global Politics
- Institutions, Policy, and Governance
- Political Development in Historical Perspective
- Politics in Economic and Social Context
- Migration and Citizenship

### *MA Seminar*

All MA students are required to take the MA Seminar, preferably in their first semester at the New School for Social Research. This course is designed to introduce students to the canon within Politics as well as to teach students on how best to conduct rigorous inquiries while pursuing their degree. It is taught during the fall semester of each year. The current course description, as posted on the Department webpage and in the catalog is:

**MA Seminar: Power, Culture, and Freedom (Fall 2017)**  
**Wednesdays 4:00-5:50 p.m.**  
**Prof. Plotke GPOL5100 (4482)**

Is it worthwhile to study politics? Why? Should political knowledge be valued for its role in an active political and civic life? Should it be a way to achieve desired political and social ends? Or is it a professional and scientific project? What is the relation between studying politics and creating or maintaining a democratic politics and political culture? We start with these questions and then analyze basic concepts: power, culture, action, and freedom. - What is power? What are the relations among force, coercion, and persuasion? - How does culture matter for politics? - Is political action normative, rational, or both? - What is freedom? What are the relations between capacities and constraints? The course provides a window onto major themes in the history of Political Science in the United States and elsewhere. It is required for MA students in Politics and open to PhD students in Politics. It is open to students in other Departments and programs. The course features presentations on these concepts and on their own related work by members of the NSSR Politics faculty. Authors include Hannah Arendt, Isaiah Berlin, G.A. Cohen, Robert Dahl, Michel Foucault, Martin Luther King, Jr., Steven Lukes, Jane Mansbridge, Martha Nussbaum, Susan Moller Okin, Elinor Ostrom, Orlando Patterson, Jean-Jacques Rousseau, William Riker, Amartya Sen, Michael Walzer, and Max Weber.

***Methodology***

**At least one of the following Courses**

- GPOL 6195 Qualitative Methods
- GHIS 6133 Historiography and Historical Practice
- MMTE 5070 Quantitative Methods (at the Milano the New School for Management and Urban Policy)
- GPOL 6134 Historical Methods

***Academic Writing 1 and 2***

One or both of these courses may be required for students entering for whom English is not their native language. Before registration, all incoming international students are required to take a diagnostic writing exam. The results of this exam are reviewed by the Graduate Writing Coordinator who determines if a student needs assistance in strengthening his/her English language abilities. If a student tests into one of these courses, then the student is allowed to take only up to two additional academic courses during that semester. Each of the *AWI* and *AWII* courses are considered full-time classes, enabling the student to receive three credits worth of equivalency for the class in addition to the six credits for the other

two courses. (Equivalency credits do not count toward the degree but do allow the student who takes 2 other courses to retain full time status.) Please speak to either the N SSR Admissions Office or the Student Advisor for further information.

**Should you find yourself struggling with writing, please visit the University Learning Center located at:**

66 W 12<sup>th</sup> St, 6<sup>th</sup> floor  
New York, NY 10011

[Learningcenter@newschool.edu](mailto:Learningcenter@newschool.edu)

212 229 5121

Hours: Mon – Fri, 10 AM to 7 PM

Graduate students book their own 40-min appointments at:

[www.newschool.edu/writingcenter](http://www.newschool.edu/writingcenter)

Graduate writing tutors are specified by "GRAD" on the schedule.

### **3. THE MA PAPER**

To receive the MA, a student must fulfill the MA written work requirement. Choose ONE of your papers prepared for courses or seminars:

- Approach a faculty member to act as an MA Thesis advisor (no later than 2 months before the MA thesis is due – see below)
- If you plan to work with a faculty member from another department, you need to first obtain a permission from the Department Chair
- Appropriately revise the paper upon the advice of the faculty member.
- Inform the Student Advisor who is your MA Thesis advisor.
- Hand in the revised paper with the paper that has the original comments from the faculty.
- The length should run between 20-25 pages including the bibliography.
- The final draft of the paper(s) should be submitted to the faculty member by May 1<sup>st</sup> for Spring graduation. Students whose MA thesis approval occurs over the summer, are eligible for summer graduation, as long as all program requirements are met before the Fall term starts.
- The reader will write an evaluation of the student's work, and will include a recommendation to the rest of the faculty as to whether or not the student has met the Department's expectations for the MA degree.

\*Please notify the student advisor which faculty member you chose to read the MA Paper no later than February 1<sup>st</sup>, 2018.

### *Writing as a Scholar*

- Papers should be written in an accepted scholarly format, as set forth in Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, or *The Chicago Manual of Style*.
- With this, as with all other papers, students are bound by law and academic ethics to scrupulously cite all material – whether quoted or paraphrased – that is taken from other authors. Not doing so may expose you to accusations of plagiarism.

### *Plagiarism*

Plagiarism is the use of another person's words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including proper expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the MLA Style Manual and Guide to Scholarly Publishing on documentation. The New School University Learning Center also provides useful online resources to help students understand and avoid plagiarism, at <http://www.newschool.edu/nssr/subpage.aspx?id=14522>.

Students must receive prior permission from instructors to submit the same or substantially overlapping material for two different assignments. Submission of the same work for two assignments without the prior permission of instructors is plagiarism.

Students should also consult the division's catalog to familiarize themselves the school's plagiarism policy and its consequences.

### **4. CREDIT LIMIT**

No MA student may take over 30 credits.

### **5. GRADES**

Grades in Political Science courses conform to the following standards:

A – Excellent: A contribution to the field; a paper that could be presented at a conference; an exam that shows mastery and originality.

A- (minus) – Very good work: An academic accomplishment and good progress in either the MA or PhD

B+ (plus) – Good work with significant merit

B – Acceptable for credit, but not strong.

B- (minus) – Not acceptable

(For additional information about all grades and grading policies in general, see the appendix to the handbook or the NSSR Catalog.

## **6. PROCEDURE FOR INTERNAL ADMISSION INTO THE PHD PROGRAM**

### *I. Eligibility*

MA Students in Politics, Historical Studies or Liberal Studies are eligible to apply for internal admission to the Politics PhD program.

### *II. Application Deadlines*

The deadline for submitting application is December 1st, 2018.

Note that current MA students are ineligible to apply as external candidates, do not submit your application to the Office of Admissions!

### *III. Application Materials*

All application materials listed below must be sent to the student advisor:

#### **A. Part 1 - Application Form**

The applicant must complete an “Application for Internal PhD Admission”. This form appears under the “Academic Petitions and Policies” link on the Academic Affairs website.

#### **B. Part 2 - Supplementary Materials**

##### **B1. Statement of Purpose**

In this statement (not to exceed 1000 words), the applicant should describe his or her interest in pursuing a PhD, his or her primary intellectual concerns, and his or her potential research question. The applicant should also identify the faculty member with whom he or she plans to work if accepted into the PhD program, as well as any faculty members that are familiar with his or her past work. NOTE: The applicant should have communicated with a potential PhD advisor and attained this faculty member’s support prior to submitting an application for internal admission.

##### **B2. Curriculum Vitae**

The CV should contain information about the applicant’s educational background, professional and research experience, and publications or conference presentations, if any.

##### **B3. Writing Sample**

This should be a substantial paper and not a short review or exam. The MA Paper is acceptable.

## **B4. Recommendation Letters**

Students are required to submit one recommendation letter from NSSR faculty.

- It is strongly encouraged that the applicant secures the support and endorsement of two Politics Department faculty for his or her application.
- It is the applicant's responsibility to obtain the support of faculty members and discuss the prospects of applying to the PhD track at least 2-3 months before the application deadline.
- Applicants must obtain a written letter of recommendation and submit it as part of his or her application. In this letter, the sponsoring faculty member should specify the role that he or she intends to play in the student's doctoral study.

## ***IV. Other Information***

### **A. Timing**

In general, the process of application starts in the third semester and is finalized in the beginning of the fourth.

### **B. Credit Restriction**

Students who have attempted 30 or more credits and have not won admission into the PhD program will not be permitted to register for further courses.

### **C. Competitiveness**

Internal PhD admissions are highly competitive. In general, the applicant should have a GPA of 3.7 or higher. Incompletes on the applicant's transcript will reduce his or her chances of winning admission. Applicants are not guaranteed a spot in the PhD program, and they should take this into consideration as they consider their future PhD options.

### **D. Evaluation**

Decisions on admission are based on a review of the applicant's entire record. They are made by the Politics Department faculty as a whole. A student's application is subject to special consideration by the faculty member with whom he or she intends to work.

Note that all internal admission to the PhD are 'provisional' pending completion of the MA requirements and continued good academic standing.

## 7. MA DEGREE CHECKLIST

**NAME:** \_\_\_\_\_

**YEAR ENTERED:** \_\_\_\_\_

**FAC. ADVISOR:** \_\_\_\_\_

**MA SEMINAR:** \_\_\_\_\_

**METHOD. COURSE:** \_\_\_\_\_

(if GPOL, counts toward one required “core” department courses)

**CORE COURSE 1:** \_\_\_\_\_

**CORE COURSE 2:** \_\_\_\_\_

**CORE COURSE 3:** \_\_\_\_\_

**CORE COURSE 4:** \_\_\_\_\_

**CORE COURSE 5:** \_\_\_\_\_

**CORE COURSE 6/ELECTIVE 1:** \_\_\_\_\_

**CORE COURSE 7/ELECTIVE 2:** \_\_\_\_\_

**CORE COURSE 8/ELECTIVE 3:** \_\_\_\_\_

**MA PAPER:** \_\_\_\_\_

## 8. RUBRIC FOR MA PAPER ASSESSMENT

CRITERIA	STUDENT LEARNING OUTCOMES FOR POLITICS MA	EXCELLENT	GOOD	FAIR	POOR
RESEARCH ABILITIES	Does the paper demonstrate students' ability to conduct independent research? Did the student consult a wide range of sources, including both primary and secondary?	Paper uses appropriate research materials for the research question, possibly including primary materials; research materials clearly address the research questions.	Paper demonstrates familiarity with research sources; presentation of evidence may not directly address research questions.	Paper shows adequate research, but with little depth: overall structure of paper is satisfactory.	Little or no research skills are evident; structure is poor.
QUALITY OF CONCEPTUALIZATION	How robust is the conceptual framework these students are deploying? Are students able to use key concepts precisely and consistently? With what other fields are students in conversation?	Demonstrates high level of proficiency in engaging with political concepts; does so in a theoretically sophisticated and thoughtful manner; demonstrates ability to connect concepts with empirical evidence in research materials.	Shows adequate command of relevant theoretical arguments and links them together in the analysis.	Uses and understands some conceptual material, but does not make use of it to further political analysis.	Little or no conceptual thinking evident.
ORIGINALITY	Are students capable of framing new questions and elaborating novel arguments?	Student comes up with a new question and elaborates an original argument. The originality of the argument is indicated through a brief review of competing theoretical or empirical accounts.	Student takes a position in the piece, but neither introduces a novel question, nor develops a novel theoretical or empirical argument.	Student may describe already-studied areas in the field, but does not add any new or interesting perspective of their own.	Student does not demonstrate potential for constructive scholarship.
QUALITY OF WRITING	Is the paper lucid and well organized? Can students cogently synthesize a substantial body of information? Are their theses written in a way that makes the work interesting - at least to fellow specialists, if not to general readers?	Paper has a clear thesis statement which adequately addresses the puzzle/question of the paper. They use clear, effective transitions between ideas. They use language that is appropriate for an academic audience.	Paper is mostly well-organized and conveys concepts appropriately, but is not compelling to the reader or the language is not always appropriate for their audience.	Paper is organized and uses solid writing, but is at times unclear or uses language or style inappropriate to the audience.	Paper is unclear and the paper is not written in a way that it is clear or interesting to the reader.
CAPACITY FOR CRITICAL REFLECTION	Does the paper demonstrate an awareness of fundamental dilemmas raised in social inquiry? For example, objectivity; the reliability of evidence; the limits to knowledge in different research settings. Have students demonstrated an ability to be responsive to constructive criticism?	Clearly outlines competing alternative explanations in the literature or in everyday politics; engages with these explanations in a fair and evenhanded, rather than polemical, manner. Student understands and responds to feedback given during writing and research process; incorporates new thinking or material into the written document over time; displays an aptitude to respond constructively to criticism offered.	Outlines competing arguments or explanations, and engages with them. Student understands feedback and responds to it appropriately in writing.	Presents competing arguments or explanations, but does not engage with them or does so poorly  (i.e., unfairly or polemically). Student understands some feedback, and responds to some of it in written form in an average manner.	Does not present competing arguments, or does so only in a superficial way. Student does not respond to constructive criticism.

# THE PHD IN POLITICS: PROCEDURES

## 1. ADVISING

During Orientation, all PhD students will be given a faculty advisor. All new PhD students are strongly encouraged to meet with their faculty advisor when they start the program and they must meet with their faculty advisors before registering in spring semester of their first year.

## 2. CORE COURSES AND METHOD REQUIREMENTS

**Students must complete a total of 60 credits of course work.**

### *Major and Minor Concentrations*

The four fields of concentration (political science subfields) are:

- American Politics
- Comparative Politics
- Global Politics
- Political Theory

**Students will declare one major and one minor field prior to taking exams.**

### *PhD Field Seminars*

Students are required to take two out of the four Field Seminars:

GPOL6299	Field Seminar in Global Politics
GPOL6301	Field Seminar in Political Theory
GPOL6332	Field Seminar in American Politics
GPOL6349	Field Seminar in Comparative Politics

### *Course in Methodology*

Students whose major field is Political Theory need to complete one methodology course.

Students whose major field is Comparative, American, or Global are required to complete at least two courses in methodology. One must be in qualitative methods and one must be in quantitative methods. The following courses are suitable for meeting these requirements. Other courses may be approved depending on students' research interests.

GPOL 6195	Qualitative Methods
MMTE 5070	Quantitative Methods
GHIS6134	Historical Methods and Sources
GHIS6133	Historiography and Historical Practice

*Approved courses from the Inter-University Consortium*

A number of other courses can also be taken to fulfill the Methodology requirement; however these courses should only be taken with the consultation of your Department Academic Advisor. These courses include: GSOC 6029 Text & Interpretation; GSOC 6030 Social Theory & Field Research; MTCH 7001 Research Methods; MTCH 6549 Introduction to Quantitative and Qualitative Research; and MMTE 6090 Statistical and Research Methods.

### *PhD Seminar*

This course extends over an entire academic year. It meets once every other week. It provides an opportunity for advanced PhD students to work on their dissertation prospectus:

GPOL7300                      PhD Seminar

The PhD Seminar is restricted to students who are working seriously on dissertation proposals. Admission to this course normally requires that the student has passed at least one field exam.

In addition, the student's advisor should be available for consultation with the instructor of the PhD seminar regarding the proposal. If the instructor of the seminar deems it appropriate, the student's advisor should also be available to help organize and participate in the session at which the proposal is first discussed. Students may defend their dissertation proposals while taking the PhD seminar.

To prepare for the PhD Seminar, students should have a 10 page draft of a proposal. Consider writing the proposal as one of your final papers in your qualitative methods course or other relevant course.

The PHD Seminar should be taken towards the end of their PhD coursework.

### *Directed Dissertation Study*

Students have the option to take up to 6 credits of directed dissertation study with the Chair of their dissertation committee. As of 2015, enrollment in Directed Dissertation is no longer a requirement (effective for both current and incoming cohort) and students should consult with their Chair in advance of enrolling.

### **3. EXAM REQUIREMENT: FIELD COMPETENCY FOR THE PHD**

Students must take a total of two field examinations from the following fields - *American Politics, Comparative Politics, Global Politics, or Political Theory*. They will declare one field as their *major field* and the other as their *minor field*.

The exam will be read and evaluated by faculty within the respective concentration. The major examination should be taken first. Students are strongly encouraged to take their first exam at the first sitting after they have taken 42 credits.

### ***Field Competency Examination***

- The student must be registered in the semester that he or she takes the exam.
- The exams vary by field, and have a ‘take-home’ component. Instructions about exams will be sent out by a faculty member serving as point person in each subfield.
- Field seminars offered during the 2017 – 2018 academic year:
  - Global Politics: Anne McNevin (Spring 2018)
  - Comparative Politics: Mark Frazier (Spring 2018)
- (Note that the Comparative field exam has both a written and an oral component. Contact Mark Frazier for more details).
- Exams in American Politics and Political Theory will be offered in 2017-2018 if there are students interested in taking them.
- Before sitting for an exam, a student must indicate in writing, two weeks prior to the exam both to the political student advisor and the Chair if the exam is in their major or minor field.

### ***Exam Evaluation***

Students will receive written notification of the results of their exam within one month after the date on which exams are submitted.

Grades for field exams will be as follows:

<b>High Pass</b>	excellent
<b>Pass</b>	accomplished command of a field
<b>Low Pass</b>	general but uneven command of a field
<b>Fail</b>	inadequate understanding of the main elements of a field

The committee evaluating the exam assigns these grades, and they refer to the exam as a whole.

Students who fail a field exam may appeal to the Department Chair for reconsideration. Students may also retake the exam. *However, students who fail the same field exam twice—or students who fail two different field exams—will not be permitted to continue in the program, except under exceptional circumstances **approved by the Chair.***

## **4. DISSERTATION**

Upon satisfactory completion of the preceding requirements, students proceed to

the preparation of their dissertation proposal and the oral examination. The dissertation proposal defense cannot occur before the completion of the field exams.

Preparation of the dissertation proposal is normally undertaken immediately after passing the field competency exams and it must be completed within one year of completing the PhD Seminar.

When the dissertation proposal is complete, to the satisfaction of the supervising faculty, the student will defend it in an oral examination before the dissertation committee.

### *Dissertation Committee*

The proposal is developed with the advice and guidance of a faculty committee member. The Department has a number of guidelines for forming a committee. Students should first determine a Committee Chairperson. A member of the Department should chair PhD committees. The student should consult closely with their Committee Chairperson in forming the committee.

PhD committees must have at least two other members (for a total of at least three committee members), one of whom must be a member of the Department. Students in the Political Science PhD and Historical Studies should have a CHS faculty serving in their committees.

A Dean's Representative is no longer required for Dissertation Proposal Defense. See the New School for Social Research Catalog for more information regarding the Dean's Representative selection process and role as a member of a dissertation committee.

Students may also add a third or fourth member of their committees from among faculty in the Political Science Department, faculty from other NSSR Departments, or faculty at other universities.

All committees are subject to the approval of the Department Chair.

Note: The student must submit a copy of the dissertation proposal to all committee members including the Dean's representative prior to the oral examination (proposal defense).

### *Dissertation Proposal*

The dissertation proposal is usually 15-30 pages long. Students must answer the following questions:

- What is the question? What is the problem or puzzle you intend to investigate?
- What contribution would your answer make to the relevant literature?
- How do you intend to research your question?

- What methodology will you employ?
- Why should students of politics and the wider academic community care about your findings? In other words, so what?

Samples of previous Dissertation Proposals in all fields are available from the Student Advisor. Please also see the PhD Handbook for further guidelines. (On the Website or in the NSSR Office of Academic Affairs)

### *Dissertation - Oral Examination (Proposal Defense)*

Students must arrange for the Oral Examination, which is also known as the Proposal Defense. During this examination the student will present and defend his/her Dissertation Proposal. Several steps are involved in doing this:

#### **Schedule the Exam**

Consult with your Dissertation Chair and Nancy Shealy to arrange a date and time with all dissertation committee members. Nancy Shealy will coordinate faculty schedules and arrange room reservation.

#### **Time Limit**

Students must defend their dissertation proposal within four years of beginning the PhD program.

#### **Submit Paperwork**

The student must also inform the Political Science Student Advisor so that he/she may fill out the appropriate paperwork for the chair of the committee, subsequently submitted to the Registrar's Office.

### *PhD Candidacy*

The PhD student formally becomes a PhD candidate (ABD) once she/he has successfully completed 60 course credits, passed the field exams and dissertation proposal defense, as well as the foreign language written proficiency exam.

Students working towards the Oral Examination are still classified as PhD students by the Department.

**\*\*Students who fail their proposal defense twice may apply for the MPhil Degree (see the NSSR Catalog about this degree) but are not entitled to continue on for the PhD).**

### *Writing and Completing the Dissertation*

As their central project within the PhD program, students must research and write a dissertation. The dissertation establishes their ability to do substantial and original scholarly work. The dissertation is normally written under the supervision of the chair of the committee, with appropriate assistance from other members of the committee, and advice as necessary from other scholars. Given the variety of forms of inquiry, it is not possible to specify a standard length or format for the dissertation.

There are a number of resources available for technical help in writing the dissertation. The American Political Science Association website provides a good starting point for locating some of these resources:

<http://www.apsanet.org/RESOURCES/For-Students>

### *The Dissertation Defense*

After receiving approval from his or her dissertation committee, the student will present an oral defense of the dissertation in accordance with procedures of the Department and the New School for Social Research.

The Dissertation Defense consists of an oral defense of the student's research findings. Please note that a student should contact Nancy Shealy to secure the participation of a Dean's Representative for the Dissertation Defense. Please follow the same procedures as outlined above for the Oral Examination in regards to arranging for a time and a place for the Dissertation Defense, as well as for completing the necessary paperwork.

Additional information on dissertation defense, filing, and graduation is available here: <http://www.newschool.edu/nssr/subpage.aspx?id=9258>

Please upload your dissertation here: [www.etdadmin.com/newschool](http://www.etdadmin.com/newschool) at least 1-2 weeks ahead of your scheduled defense.

### *The Dissertation Reader*

The dissertation reader is an individual from the NSSR Office of Academic Affairs. Students are responsible for turning in a completed copy of their dissertation to the New School for Social Research dissertation reader one month before the defense. The dissertation reader looks over the dissertation to make sure that it is in compliance with style and format guidelines. Please obtain a copy of the Dissertation Guidelines from the NSSR Office of Academic Affairs or from the New School for Social Research web site. In addition, students should write their dissertation in the Chicago Manual of Style in order to be in compliance with New School for Social Research guidelines.

## **5. THE LANGUAGE REQUIREMENT**

PhD students must demonstrate reading knowledge in an appropriate foreign language chosen in consultation with the principal dissertation advisor. The examination, administered by the department, will normally consist of a two hour translation of social science materials from that language into English. A dictionary may be used. Students whose undergraduate education was in a language other than English may be exempt from this requirement if that language is appropriate for their research.

### *Language Exam - Written Proficiency*

As a demonstrable written proficiency in a foreign language is required for final

completion of degree requirements, PhD students can receive tuition remission for relevant language courses offered at the New School. See the NSSR Office of Academic Affairs for further information.

## **6. RESEARCH WITH HUMAN SUBJECTS**

Please see NSSR Appendix and read the section titled “Institutional Review Board.” Information on the IRB is also available here:

<https://www.newschool.edu/provost/research-support-human-subjects-research/>

## **7. PHD IN POLITICS AND HISTORICAL STUDIES**

A student may opt to earn their PhD in Politics and Historical Studies. The student must apply for this program and must follow the program in close consultation with the NSSR Committee on Historical Studies (CHS) and the Political Science Faculty.

Students who are accepted into a PhD degree in Political Science and Historical Studies should also consult with the Chair of the Department. They are advised to refer to Historical Studies Handbook for more information about degree requirements and application procedures. Students accepted into the program need to see the Student Advisors from both Historical Studies and Political Science at the time of registration.

**8. PHD IN POLITICS CHECKLIST\***

**NAME:** \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_

*Credit Bearing Requirements:*

**MAJOR FIELD SEMINAR (3 CREDITS):** \_\_\_\_\_

**MINOR FIELD SEMINAR (3 CREDITS):** \_\_\_\_\_

**QUANTITATIVE METHODS (3 CREDITS):** \_\_\_\_\_

**QUALITATIVE METHODS (3 CREDITS):** \_\_\_\_\_

**PHD SEMINAR (3 CREDITS):** \_\_\_\_\_

**DIRECTED DISSERTATION STUDY (3 CR):** \_\_\_\_\_

*Non-Credit Bearing Requirements:*

**LANGUAGE REQUIREMENT:** \_\_\_\_\_

**MAJOR FIELD EXAM:** \_\_\_\_\_

**MINOR FIELD EXAM:** \_\_\_\_\_

**DISSERTATION PROPOSAL/ORAL:** \_\_\_\_\_

**DISSERTATION CHAIR:** \_\_\_\_\_

**COMMITTEE MEMBER #2:** \_\_\_\_\_

**COMMITTEE MEMBER #3:** \_\_\_\_\_

**COMMITTEE MEMBER #4 (OPTIONAL):** \_\_\_\_\_

**DEAN'S REPRESENTATIVE:** \_\_\_\_\_

**GRADUATION:** \_\_\_\_\_

*\*For students entering program Fall 2006 or later (60 credits, 20 courses, total may include 30 credits from NSSR MA or Transfer MA)*

# **GENERAL DEPARTMENT PROCEDURES AND INFORMATION**

## **1. THE UNION OF POLITICAL SCIENCE STUDENTS (UPSS)**

The Politics Department's student association is called the Union of Political Science Students (UPSS). Every Politics student is a member of the UPSS. Active student participation is key to improving resources, funding, and educational access in the department.

UPSS officers are selected by lot from the entire Politics Department student body. The lots are drawn once per semester. We use a lot system to encourage a democratic culture within the student body and to spread departmental responsibilities equitably across both categories of students in our department (MA and PhD).

The UPSS has eight officer positions: two presidents, one treasurer, one faculty representative, one alumni representative, two Graduate Faculty Student Senate (GFSS) representatives, and one Dean's Advisory Council (DAC) representative.

The UPSS plays an active role in the Politics Department. Its activities include: organizing conferences, co-moderating departmental town-hall meetings, participating in faculty hiring decisions, issuing recommendations on curricular changes, issuing recommendations on the department speaker series, and co-organizing departmental parties.

The UPSS holds general meetings once a month. All students in the department are invited by email to attend these meetings.

You can reach the UPSS via e-mail at: [upss.newschool@gmail.com](mailto:upss.newschool@gmail.com).

## **2. BULLETIN BOARDS, EMAIL, AND STUDENT MAILBOXES**

Students are urged to consult the bulletin boards and student mailboxes outside the Department office. If you are a registered student in Politics there will be a mailbox with your name on it and an assigned e-mail address. Make sure that you register for your free email account the first week you register if you are a new student. The mailboxes and e-mail are essential to communication within the department and New School for Social Research. Use them!

Listings of lectures, movies, student programs, conferences, etc., are continually posted on the boards, as well as listings of research jobs, teaching positions, and fellowships.

## **3. HOUSING**

Information on on-campus and off-campus housing can be found at the Student Housing and Recreational Education website.

#### **4. REGISTRATION AND ACADEMIC ADVISING**

Before each registration period, the New School mails an information packet to students. Read this packet carefully and bring it along when you register with the Student Advisor. Course registration is normally conducted through the web-based MyNewSchool found on the university's website. Students should familiarize themselves with the MyNewSchool network.

##### *The Student Advisor*

Course registration begins in the Political Science Department with an appointment with the Student Advisor. Students consult with the Student Advisor about course availability and selection. Each student completing on-line registration must obtain their pin number from the Student Advisor before proceeding with registration. New students should make an appointment to see the Student Advisor during registration. Alternatively, continuing students may conduct the registration advising process through e-mail. (Because this process involves private information and data, the University requires that registration e-mail communication only be conducted through New School e-mail addresses.)

The Student Advisor is an advanced graduate student who assists students during orientation and registration. The Student Advisor counsels students about course selection during registration. The advisor may also inform students about requirements for MA and PhD comprehensive examinations, about paper and dissertation requirements, credit transfers, various academic petitions, etc.

##### *The Faculty Advisor*

Students should consult with their Faculty Advisor about course selection. Students who are registering for the first time will be assigned a Faculty Advisor. The Faculty Advisor helps the student in making course selection and other academic decisions, and should be consulted routinely. Students experiencing problems or difficulties with their academic progress, or the New School Administration, are invited to discuss them with their Student or Faculty Advisor. A student is free to change his or her faculty advisor at any time she/he thinks fit. Students should consult the Department webpage for information regarding faculty members' academic background and interests.

All new students are strongly encouraged to meet with their faculty advisor when they start the program and they must meet with their faculty advisors before registering in spring semester of their first year.

#### **5. TRANSFERRING CREDIT**

Transfers between programs within the New School for Social Research

All transfer decisions are the prerogative of the Chair, though in practice, several additional Department faculty (one from the proposed field of concentration) are usually consulted. Grades and content relevant to the Department's program have

been the primary considerations in the decision. The Department has always accepted courses cross listed in our own curriculum. However, the Department may refuse to permit a student to transfer candidacy into the program when his or her academic standing in the "home" department was not satisfactory (e.g., cumulative GPA was below 3.00).

Academic Credit earned outside the New School for Social Research

Department practice has been to require twelve credits of completed course work in order to provide a clearer picture of the student's abilities and prior training. Criteria for acceptance of credit are content relevance, grades, and the University from which the credits are being transferred.

No PhD Students in Political Science will be allowed to transfer graduate credits with a grade below a B+.

Applications for transfer credits may be obtained from the Student Advisor and the completed application is returned to the Advisor's office. In addition, it is the student's responsibility to provide the Advisor and Department Chair with a transcript and syllabi from those relevant courses that the student hopes to transfer. The student will receive an email notification on the number of credits approved for transfer from the Office of Academic Affairs.

## **6. WAIVERS**

### *Waiver of Program Requirements*

The Chair of the Political Science Department can, under New School for Social Research regulations and past practice, substitute program requirements in individual cases upon petition by the student.

The Department has accepted a variety of equivalent courses as a satisfactory substitute for this requirement. The student has been asked to provide a transcript carrying the grade for the course, an official course description from the appropriate catalog, and a copy of the syllabus for the course.

## **7. DEPARTMENT RESEARCH ASSISTANTSHIPS**

Each year the Department hires a few research assistants to work in close collaboration with one or several faculty members. A research assistant may work up to 10 hours per week. Applications for the positions are usually due in March. Check the Department bulletin boards for information. Interested students should also speak directly to the faculty member with whom they would like to work. Assistantships consist of a stipend.

Any student may apply. Preference is given to advanced students.

Applications must be submitted to the NSSR Office of Academic Affairs and Scholarships

## **8. WORK-STUDY**

There are two types of work study jobs at the New School: (a) assignment to an administrative office (e.g., Financial Aid, Admissions, Department office); (b) assignment to a professor in the Political Science Department for duties such as library work, data collection, photocopying, etc. These work study positions can be an integral part of your graduate career, and often are an important part of the apprenticeship process, which may eventually lead to a Department Research Assistantship position.

## APPENDIX 1 - NSSR ACADEMIC AFFAIRS

**Note:** University policies and structures change throughout the year, so please check web links for the most up to date information before making decisions based on material in the printed version of this handbook.

- Check your email every Thursday for *NSSRNews:Weekly*. There you can find information on events, funding, job opportunities, student, alumni, and faculty news, as well as links to photos, social media, and more.
- Visit the Academic Affairs webpage for information about NSSR policies and procedures.
- View our catalog for a comprehensive look at NSSR and New School information and resources.

### INSTITUTIONAL FINANCIAL AID, SCHOLARSHIPS, AND ASSISTANCE

#### *Scholarship Information*

Continuing students within the same degree program should expect their scholarship to renew each academic year, if they are meeting [criteria](#). Students advancing to the PhD are considered for increases and full funding at the time of application. Students who wish to be considered for increases to their scholarship funding should contact [Student Financial Services](#). Applications for special awards and instructions are available starting February 1st. More information is available [online](#).

#### *Assistantship Information*

Applications for Research Assistantships, Teaching Assistantships and Teaching Fellowships are administered through the [Provost's Office](#). Students will receive announcements of applications and deadlines well in advance of the deadline.

#### *Student Travel Fund Information*

The New School for Social Research will provide support for student research and conference travel. Submission of proposals will be due twice in the academic year, on **November 1** for travel and conferences occurring between **December 15** and **June 15** and **April 1** for travel and conferences occurring between **June 15** and **December 15**. Please see the [Academic Affairs website](#) for more information.

#### *Fee Board*

The Fee Board offers partial reimbursements for costs incurred while representing the university at academic conferences. The Fee Board is made up of student representatives from each department and is coordinated by the Graduate Faculty Student Senate. They meet at the end of each semester

## **ACADEMIC RESOURCES**

### *NSSR Career Services Information*

The Center for Graduate Career and Professional Development provides advice, guidance, and resources for masters and doctoral students seeking academic and professional careers. It regularly hosts workshops and seminars on a wide range of topics that help boost your professional development from topics that show you where to look for external funding to those geared to helping you create your academic job search materials. Students are also encouraged to meet with their career advisor, Jennifer MacDonald, director of the Center, for one-on-one career advising appointments which are made through [Starfish](#).

### *Inter-University Consortium:*

Along with The New School for Social Research, Columbia University (including Teachers College), CUNY Graduate Center, Fordham University, New York University, Princeton University, Rutgers University at New Brunswick, and Stony Brook University form a graduate-level consortium in the arts and sciences. PhD students may petition to take courses through this consortium. Some restrictions apply. More information [online](#).

### *Institutional Review Board*

New School students, faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Information for the IRB is available at [online](#).

### *Graduate Faculty Student Senate (GFSS)*

[GFSS](#) is the representational student governance body for the New School for Social Research. It is charged with representing student interests across departments, and it is the student liaison to the Graduate Faculty administration. Contact: [GFSS@newschool.edu](mailto:GFSS@newschool.edu)

### *University Student Senate (USS)*

[USS](#) is the representational student governance body for the New School. All schools are allocated representatives based on their student population.

### *University Learning Center*

The [Learning Center](#) helps students become better writers through individual tutoring sessions. Students may work with tutors on any phase of the writing process, from brainstorming ideas, to developing an outline or rough draft, to revising and editing. Writers of all skill levels benefit from the center's services.

## **ACADEMIC POLICIES**

### *Academic Review*

NSSR students receive an audit of their academic performance each semester. The Office of Academic Affairs works with Student Advisors and Department Chairs to ensure that students receive updated information about their progress through the department. Academic Affairs coordinates student petitions related to transfer credits, changes of status, changes of department, extensions of time to complete degree requirements, leaves of absence, withdrawals, and grievances. For forms and questions, please contact [NSSRAcademicAffairs@newschool.edu](mailto:NSSRAcademicAffairs@newschool.edu)

### *Time to Degree*

Students have five years to complete all requirements for the MA degree. Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. An extension of time must be granted to continue doctoral studies beyond ten years.

### *Transfer of Credit*

Up to 30 transfer credits, including those granted towards the MA degree may be granted toward the PhD degree for courses. MA students are allowed to transfer up to 3 credits to their MA degrees. Credits older than 10 years from the date of matriculation will not be accepted nor will courses that received a grade of B- or below. Additional requirements set by NSSR and individual departments also apply.

### *Reenrollment*

Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies. Students who have not registered for four or more semesters must apply for readmission through the Admissions Office.

### *Changes of Department*

Forms, available in Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. This form should only be used if a student is remaining within the same degree program (MA or PhD) but changing their major.

### *Student Exit Guidelines: Leave of Absence*

Students in good academic standing may petition for a leave of absence [here](#).

- Students may not complete work toward their degree while on leave of absence
- There is a maximum of four semesters' leave throughout a student's entire period of study

- First-year students must obtain special permission from the assistant dean to go on leave
- Leaves cannot be granted retroactively

Recipients of student loans should consult the Office of Financial Aid when contemplating taking a leave of absence. International students in F-1 or J-1 I-94 status must consult with the International Student Services before taking a leave.

## **GRADING POLICY**

### *Grade Point Average*

The semester grade point average is computed at the end of each term by multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits completed, including failed courses, if any. The numeric values of the grades are as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2
C-	1.7
F	0.0

The following grades are not figured into GPA:

W	Withdrawal
Z	Withdrawal, assigned by instructor
I	Temporary incomplete
P	Pass
IE	Incomplete extension
U	Unsatisfactory
N	Permanent incomplete
AU	Audit
GM	Grade missing

### *Incompletes*

A grade of I is a temporary grade and indicates that assigned work has not been completed. The time allowed for the removal of an incomplete is one year after the

end of the semester in which the course was offered. After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned. Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class through [this form](#). Grades of GM will be converted to N if a grade is not entered within the year. In unusual circumstances, PhD students (only) are eligible to request a 6 month [extension for the incomplete](#). This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may require an additional and final 6 month extension. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. To appeal an N that is older than 2 years, fill out the Permanent Incomplete Removal Petition.

### *Pass/Fail*

Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, the request must be approved by the instructor. Present your instructor's approval to your student advisor and they will make the change. This must be completed by the last day to add classes. Changes to pass/fail cannot be approved once the semester is over.

### *Grade Review Process*

A student can petition for academic review of a grade by following the procedure outlined below within 60 days from the date the grade was posted. Before appealing for a change of grade, you should first ask the instructor to explain his or her reasons for assigning the grade. If you are not satisfied with the explanation, you can appeal the grade as follows:

Write a letter to the faculty member stating clearly your objection to the grade received and requesting a different grade. Copy your letter to the department chair or director, or, if the faculty member is also the department director, to the dean or division director.

The instructor must return a written response to your letter within one month of receipt, likewise copied to the department chair or director (or the division dean or director).

If you are not satisfied with the faculty member's response, you can appeal further by writing to the division dean or director, who will designate another member of the administration or faculty to review your and the instructor's previous communications.

The person designated will convene an appeals committee to investigate your outstanding differences and make a recommendation to the dean or director. The dean or director will make a final decision about the grade.

Please see the [Academic Policies](#) page on the Registrar's website for updated information.

### *Repeating a Course*

With approval, graduate students with a grade of B- or below are eligible to petition to repeat that course. Students can request to repeat up to three courses during a single degree program. The initial grade will continue to appear on the transcript, but only the grade earned the second time will be computed into the grade point average. Click [here](#) to petition to repeat a course.

## **UNIVERSITY POLICIES, VALUES AND STANDARDS**

### *Graduation*

The New School confers degrees three times a year, in January, May, and August. The commencement ceremony for all graduates is held in May. All degree requirements, as specified in this handbook, must be completed prior to the graduation date for a degree to be awarded. To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Some doctoral programs may require a cumulative GPA above 3.0. Advisors identify students who are ready to graduate and those students are notified of their status. If you are ready to graduate, please be sure your student advisor knows your plans.

### *Academic Honesty and Integrity Policy*

Academic honesty, the duty of every scholar to claim authorship of his or her own work and only for that work and to recognize the contributions of other scholars accurately and completely, is fundamental to the integrity of intellectual debate and the pursuit of knowledge. You can find the full policy [here](#).

### *University Code of Conduct*

Student rights and responsibilities codes help ensure that the NSSR is a safe environment conducive to learning. The student code of conduct is based on the principles of fairness, civility, and diversity, and intended to guide our community's development. .

### *Course Evaluations*

Students may submit anonymous course evaluations each semester for the classes in which they are currently enrolled. The evaluation process occurs at the end of each semester with an online resource sent to students' New School email address.