

**POLITICAL SCIENCE**

**GRADUATE PROGRAM**

**HANDBOOK**

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POLITICAL SCIENCE GRADUATE PROGRAM

The purpose of this booklet is to help guide you through department and USU procedures that relate to the Political Science graduate program. If there is anything you need to know, do not hesitate to ask the graduate director, the graduate coordinator, or your major professor (chair of your committee). **You are responsible for knowing and meeting the requirements of the university and the department. It is your responsibility to see that all necessary forms are properly completed and filed with the School of Graduate Studies. Failure to do so may result in delays in completing your degree.**

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## PROGRAM TIMETABLE

- Before first day of class (August 19-23)
- Meet with the Business Assistant to complete paperwork regarding tuition waivers, assistantships, etc.
  - Pick up your office key from the Key Office.
  - Attend pre-semester Graduate Student Boot Camp.

### YEAR ONE – FALL SEMESTER

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- September**
- Graduate students are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by September 12. Direct any questions to the Business Assistant.
  - Meet with your mentor by the end of the month (you will meet with your mentor approximately three times a semester).
- October**
- Meet with the Graduate Program Director (GPD) and the Graduate Program Coordinator (GPC) to discuss your Program of Study.
  - Meet with your mentor.
- November**
- Register for Spring Semester 2020 classes.
  - Meet with your mentor one more time before the semester ends.

### YEAR ONE – SPRING SEMESTER

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- January**
- Graduate students are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by January 9. Direct any questions to the Business Assistant.
  - If applicable, apply for department scholarships between January 1<sup>st</sup> and February 15<sup>th</sup>.
- February**
- Choose your major professor/thesis chair. Meet with your major professor to choose additional committee members (three committee members total: one major professor, one additional

department faculty, and one outside faculty). *Committee changes cannot be made 6 weeks prior to thesis defense.*

- March**
  - Meet with your mentor.
  - Complete Supervisory Committee Form (SCAF) with the GPC by March 31<sup>st</sup>.
  - Meet with the GPD and the GPC to discuss and update your Program of Study. Prepare to submit the Program of Study.
- April**
  - Meet with your mentor.
  - Register for Fall and/or Summer Semester classes.
  - Defend your thesis proposal and complete the Thesis Proposal Approval (TPA) form. Email the TPA form to the GPC; note that you cannot register for thesis credits until this is done. Once your proposal has been successfully defended, you are eligible to register for thesis credits.
- May**
  - Meet with your mentor.
  - Clean out your office/ desk space by May 8<sup>th</sup>.

SUMMER

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- July/August**
  - Establish residency: <https://gradschool.usu.edu/utah-residency/>

YEAR TWO – FALL SEMESTER

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- August**
  - Meet with your mentor.
- September**
  - Graduate students are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by September 12. Direct any questions to the Business Assistant.
- October**
  - If you are changing from an MS to an MA, you must fill out a transfer request.
- November**
  - Register for Spring Semester, including thesis credits (3 credits for Plan B, 6 credits for Plan A), which requires completing a thesis credits form.
  - Meet with your mentor.

YEAR TWO – SPRING SEMESTER

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- January**
- Graduate students are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by January 9. Direct any questions to the Business Assistant.
  - Attend at least one Thesis/Dissertation Information Session offered by the School of Graduate Studies.
- February**
- Meet with GPD and GPC to make sure that all forms are submitted for graduation.
  - Complete a draft of your thesis and submit the draft to your committee; if the committee feels the draft is defensible, fill out Appointment for Examination form (AFE). If you are completing a Plan A Thesis, email a draft of your title page to the GPC.
  - Review the Thesis/Dissertation Format and Style and Electronic Publication Approval:  
<https://gradschool.usu.edu/dissertation-thesis-format-style/>
- March**
- Defend your thesis. The Record of Examination form (RoE) will be filled out by the GPC and sent out by the Grad School for electronic signatures. Students do not need to sign this form, and are not allowed access to it following the defense.
  - complete graduation application.
  - submit authorship and copyright form (AC) to the library.
  - If you are a plan A student, submit the title page of your thesis to the GPC.
  - Fill out graduation check form.
  - Word of advice: defending towards the beginning of the semester rather than in the middle of the semester gives you plenty of time to complete your paperwork by the School of Graduate Studies deadlines for spring commencement.
- April**
- Confirm that you have completed all forms for graduation.
- May**
- Clean out your office/desk space by May 8<sup>th</sup>.
  - Return your keys to the Key Office by May 8<sup>th</sup>.

## NOTICE OF NON-DISCRIMINATION

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

### **Executive Director of the Office of Equity**

Alison Adams-Perlac

[alison.adams-perlac@usu.edu](mailto:alison.adams-perlac@usu.edu)

Old Main Rm. 161

435-797-1266

### **Title IX Coordinator**

Hilary Renshaw

[hilary.renshaw@usu.edu](mailto:hilary.renshaw@usu.edu)

Old Main Rm. 161

435-797-1266

For further information regarding non-discrimination, please visit

<https://equity.usu.edu/>, or contact:

U.S. Department of Education

Office of Assistant Secretary for Civil Rights

800-421-3481

[OCR@ed.gov](mailto:OCR@ed.gov)

U.S. Department of Education

Denver Regional Office

303-844-5695

[OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

## FINANCIAL AID

The department normally appoints a number of teaching assistants, each with about a \$10,000 annual stipend. Most appointments are for one year, but renewable for a second if performance is satisfactory. Research assistantships and government assistantships are sometimes available as well. Applications are available from the Political Science Department.

## DEGREE COMPLETION DEADLINES

Degree completion deadlines are set by the graduate school. It is the responsibility of the student to be familiar with these deadlines. Visit the graduate school's website for specific information.

Final Thesis Defense Information: <https://gradschool.usu.edu/final-defense/>

Degree Completion Information: <https://gradschool.usu.edu/degree-completion/>

## ACRONYMS

SGS	School of Graduate Studies
SCAF	Supervisory Committee Approval Form
POS	Program of Study
LOA	Leave of Absence
AFE	Appointment for Examination
TPA	Thesis/Project Proposal Approval Form
ROE	Record of Examination
FS	Thesis/Dissertation Format and Style Form

(*Inverted pyramid format*) THESIS  
TITLE

by

Your Name

A thesis proposal submitted in partial fulfillment of the requirements for the degree

of

MASTER OF SCIENCE (OR ARTS)

in

Political Science

Approved:

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Type name of major professor  
Major Professor

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Type name of committee member  
Committee Member

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Type name of committee member  
Committee Member

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Type name of committee member  
Committee Member

UTAH STATE UNIVERSITY  
Logan, Utah

Semester year