

POLITICS and INTERNATIONAL AFFAIRS

GRADUATE HANDBOOK

2016-2017

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| **TABLE OF CONTENTS** |  |
|  |  |
| Preface …………………………………………………………………………………………………… | 3 |
| Faculty in Department of Politics and International Affairs ..………………………………………... | 4 |
| The Graduate College …………………………………………………………………………………... | 6 |
| Departmental Information ………………………………………………………………………………. | 7 |
| Graduate Student Association (GAPS) ………………………………………………………. | 7 |
| Graduate Program Committee ………………………………………………………………… | 7 |
| Advisors and Faculty Contacts ………………………………………………………………... | 8 |
| Department Chair ………………………………………………………………………………. | 8 |
| Department Office …………………………………………………………………………….… | 8 |
| Supplies, Mailboxes, and Copying ……………………………………………………………. | 9 |
| Student Departmental Files ……………………………………………………………………. | 9 |
| POS-GRADS Listserv ………………………………………………………………………….. | 9 |
| Graduate Policies ……………………………………………………………………………………….. | 11 |
| Petition for Transfer Credit …………………………………………………………………….. | 11 |
| Leave of Absence ………………………………………………………………………………. | 11 |
| Work Outside of the Department ……………………………………………………………… | 12 |
| Criteria for Maintaining Regular Status ……………………………………………………………….. | 13 |
| Academic Criteria ………………………………………………………………………………. | 13 |
| Incomplete Policy ………………………………………………………………………………. | 13 |
| In Progress Policy ………………………………………………………………………………. | 13 |
| Time Limit Policy ………………………………………………………………………………... | 14 |
| Non-Academic Criteria – University Regulations ……………………………………………. | 14 |
| Professional and Ethical Standards …………………………………………………...……… | 16 |
| Procedures When Students Do Not Meet Standards ………………………………………. | 16 |
| Procedures for Graduate Assistant Assignment and Selection ……………………………………. | 17 |
| Graduate Student Evaluation ………………………………………………………………………….. | 21 |
| Timeline for Normal Progress …………………………………………………………………………. | 22 |
| Master’s of Arts in Political Science…………………………………………………………… | 23 |
| Doctorate in Political Science………………………………………………………………….. | 27 |
| Master’s in Public Administration……………………………………………………………… | 33 |
| Thesis and Dissertation Requirements ……………………………………………………………….. | 41 |
| PhD Residency Requirement ………………………………………………………………………….. | 41 |
| Graduate Teaching ……………………………………………………………………………………… | 42 |
| Graduate Travel and Resources ………………………………………………………………………. | 43 |
| Graduate Student General Resources ………………………………………………………………... | 51 |
| Sources of Funding for Graduate Students …………………………………………………………... | 52 |

Preface

The guidelines and policies contained in this handbook are designed to serve as aids for graduate students, academic advisors, faculty, and thesis committee members in the discharge of their responsibilities. This document is intended to establish procedures that are clear and current and should help the graduate student make consistent progress toward the MA and PhD degrees in Political Science and the MPA degree. In addition, sections of this handbook will be useful for students pursuing a Public Management Emphasis in the Master’s of Administration Program and/or a Public Management Certificate. While these are the current guidelines and policy statements, they are subject to change. Students will be notified of any relevant changes in policy; however, students should consult with their academic advisor on a regular basis.

In addition to using this handbook, graduate students should also become familiar with the Graduate Catalog. The Graduate Catalog also contains important information on residency requirements, enrollment requirements, and financial support. The catalog of relevance to the 2016 incoming graduate class is the [2016-2017 graduate catalog](http://www.nau.edu/gradcol/). Please refer to the Graduate College web site for further information regarding the Graduate Catalog and other Graduate College Policies. It is required for you to read thoroughly the policies contained on the Graduate College website.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (print name) have read and understand the policies and procedures outlined in the Department of Politics and International Affairs Graduate Student Handbook.**

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Signature Date

**Please submit this form to the Politics and International Affairs Office by the third week of the fall semester. A copy will be placed in your graduate student file.**

Faculty in the Department of

Politics and International Affairs

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| --- | --- | --- |
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| Michal Lerma, Ph.D.Associate Professor | International Relations,Applied Indigenous Studies | Michael.Lerma@nau.edu |
| Sheila Nair, Ph.D.ProfessorDirector, Women & Gender Studies | International Relations Theory,International Political Economy,Comparative Politics, Globalization, Social Movements, Southeast Asia,U.S. Foreign Policy | [Sheila.Nair@nau.edu](file:///C%3A%5CUsers%5CCarol%20Thompson%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CGraduate%20Handbook%5CSheila.Nair%40nau.edu) |
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| Zachary A. Smith, Ph.D.Regents Professor | Environmental & Natural Resources Policy & Administration,Public Administration,State, Local, & Public Policy | Zachary.Smith@nau.edu |
| Frederic I. Solop, Ph.D.Professor | American Government,Elections, Public Opinion,Internet Democracy,Social Movements | Fred.Solop@nau.edu |
| Halit Tagma, Ph.D.Lecturer | International Relations,Comparative Politics,International Security,Europe and Middle East | Halit.Tagma@nau.edu |
| Alan Wood, Ph.D.Senior Lecturer | Public Administration,Ethics | Alan.Wood@nau.edu |
| Stephen Wright, Ph.D.Professor, Associate Dean, Franke College Of Business | Comparative Politics,International Relations,European Politics,African Politics | Stephen.Wright@nau.edu |

**The Graduate College**

The Graduate College (nau.edu/gradcol/) is located in the Ashurst Building. The Graduate College governs all graduate programs and has dual and cooperative functions with academic departments throughout the University. It is responsible for many policies and procedures, which affect graduate students in the Department of Politics and International Affairs. The Graduate College determines minimum standards of admission and retention, requirements for graduation, regulations governing transfer credit, and other matters pertaining to academic activities. The Department of Politics and International Affairs supports the mission statement of the Graduate College which is as follows:

• Serving the citizens of Arizona as the state’s premier residential university by preparing our students to be well-educated, informed, and productive participants in their communities and the larger society.

• Offering graduate programs and supporting research in areas that are important to the development of our state and region.

• Providing an educational environment that offers a global perspective and values the diversity of human experience.

• Encouraging independent and critical thought and creativity in our students and staff as well as the habits of cooperation and teamwork.

• Addressing critical challenges facing the American Southwest by providing educational opportunities in both residential and nonresidential environments.

• Offering instruction through educational partnerships throughout the state that employ a variety of strategies to support distance learning.

• Providing public service in areas such as teacher education, natural-resource management, and rural community development.

Graduate College policies apply in all areas of academic performance and can be found at: nau.edu/gradcol/policies-and-forms/.

**Departmental Information**

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### GRADUATE STUDENT ASSOCIATION

The Graduate Association of Political Science (GAPS) was established to facilitate communication between the graduate students, as well as between students and the faculty/Department. We seek to provide professional opportunities for graduate students and to facilitate relations between graduate students and faculty in the Department of Politics and International Affairs. All political science students are members according to our charter. We seek to provide information, advocacy, and community to graduate students.

###

### ****Why should you get involved?****

* Build your CV/Resume by sitting on a faculty committee or a faculty search committee.
* Enhance your learning experience by attending professional meetings, development seminars, and publishing academic papers while growing your scholarly contacts.
* Enhance the graduate student community with your unique experience and ideas.

###

### ****What has GAPS done?****

* Sponsored speakers such as Amy Goodman, Ralph Nader, and Toni Morrison.
* GAPS proposes and facilitates changes to graduate program requirements and policies.
* GAPS organizes annual events and speakers.
* GAPS hosted Intellectual Intersections: A Multidisciplinary Student Conference in 2010 and 2011.
* GAPS aided the conference committee for “Fanaticism and the Abolition-Democracy: Critical Theory in the Spirit of Joel Olson”in 2013. This conference broadly examined themes in the late Dr. Joel Olson’s work of fanaticism, racism, critical race theory, critical theory, praxis, political theory, and grass-roots politics

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### ****How can you get involved?****

Contact the current president who would be happy to talk with you about any questions. In addition to GAPS, there is also a university Graduate Student Government (GSG). GAPS sends a representative to the GSG. All graduate students are strongly encouraged to become involved in the organization.

### GRADUATE PROGRAM COMMITTEE

The Graduate Program Committee (GPC) is responsible for overseeing policies related to the graduate program as well as recommending admissions decisions to the full faculty. The GPC also serves as an initial hearing committee for graduate student appeals, generally as they relate to the comprehensive exams. Students, through GAPS, select their faculty representative to the committee. The Graduate Coordinator serves as the head of the GPC. The current Graduate Coordinator is Professor Stephen Nuño. The GPC generally meets once a month to discuss and work on graduate policy.

### ADVISORS AND FACULTY CONTACTS

Students will be assigned a faculty contact upon matriculation in the graduate program. These assignments are made by the Graduate Program Coordinator. The function of the faculty contact is to be an initial person with whom the student can interact to address questions and first semester course schedules. You must designate an advisor by the beginning of your third semester of study. A form to do so is available on the departmental homepage: Graduate Forms,[*Designate Advisor*](http://politics.nau.edu/page/GRADUATE-FORMS)*.* The purpose of the Academic Advisor is to help students in the construction of their degree plan and to address issues and problems that arise while enrolled in the program. Refer to the appendixfor a copy of the Program of Study forms related to each degree program. It is the responsibility of the student to regularly update and file a Program of Study form. The student is responsible for filing the Program of Study form with the Department and with the student’s academic advisor.

Note: A graduate student’s academic advisor may be different from the graduate student’s thesis/dissertation chair. (Guidelines on selecting a thesis chair are outlined in the **Thesis/Dissertation Requirements** section of this handbook.)

###

### DEPARTMENT CHAIR

The general responsibility of the Department Chair is to oversee all programs in the Department of Politics and International Affairs. With advice and feedback from faculty, the Department Chair coordinates curricular offerings, facilitates the development of faculty, coordinates faculty evaluation, and oversees staffing in the office. Additionally, the Department Chair is responsible for signing off on many of the forms related to your graduate study and is involved in dispute resolution and appeals made by students related to grade and non-grade appeals. The Chair also manages the budget, maintains communication with all centralized university units, and represents the Department in interactions with the Dean and Associate Dean of the College of Social and Behavioral Sciences. The current Department Chair is Lori Poloni-Staudinger, Ph.D.

###

### DEPARTMENT OFFICE

During the academic year, the Department office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Summer hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. The Department staff are available to assist you in accessing your student file, providing certain forms (e.g., for class registration), stamping over faculty and Chair signatures on specific forms, and generally to answer questions. Please respect student privacy; it is against policy for you to access any files in the office without prior approval from the office staff.

The Administrative Associate is Pam Bowen. The Administrative Associate is responsible for all paperwork related to the graduate programs and is also the graduate student liaison with payroll and the Graduate College. The Administrative Associate is also the travel specialist. The office staff will be happy to assist graduate assistants with questions that arise.

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### SUPPLIES, MAILBOXES, AND COPYING

Computers (PCs and Macs) are available for use in the Graduate Assistant’s (GAs) office in SBS 204. This workspace is provided to aid GAs in the implementation and completion of assistantship duties.

Office supplies are available in SBS 221. Please speak with the office staff or student worker in the departmental mailroom for access to office supplies. Departmental office supplies are to be used only for assistant-related functions and not for personal use. In this room, there are also mailboxes for all faculty and GAs. Graduate students who are not GAs can request a mailbox by e-mailing or calling the Administrative Associate in the Department office. Copy jobs related to GA duties may be requested from the student worker. There is a form in the department workroom, SBS 221. Please allow at least 48 hours for completion of copy jobs.

The Department is not responsible for the costs associated with coursework, theses, or other student research. For example, if a student uses a GA office computer to write and print a thesis, the student must supply paper and ink cartridges. For assistance, please see the office staff. For personal copies, please use other copying services available across campus.

**STUDENT DEPARTMENTAL FILES**

The Department maintains a file for every graduate student. It is strongly suggested that students place a copy of his/her curriculum vita, teaching statement, or other documents in the file. It is the responsibility of the student to keep all documents current. This file is open to faculty and to the individual student. If the student needs to examine his/her file, the office staff will allow student access to the file. Items from the file may be copied. However, the file should remain in the office. Note: Recommendation letters with waived right of access are to remain sealed in an envelope in the student file.

It is the student’s responsibility to add copies of awards, presentations to his/her file, and check to see if the documents have been added. The student should also check to make sure that semester GA evaluations have been completed and placed in the file.

It is also important that the student notify the office staff of an upcoming thesis proposal or defense. The form outlines each step of the thesis process and can be found on the Graduate College Website, [*Theses and Dissertations*](http://nau.edu/GradCol/Student-Resources/Current-Students/Theses-and-Dissertations/.). It is the student’s responsibility to see that the form remains current. A copy of this form is kept in the student file.

**POS-GRADS**

POS-GRADS is an open listserv for graduate students and faculty in the Department of Politics and International Affairs. Its purpose is to facilitate communication and be a way of communicating en masse with the graduate students in our Department. Signing up for listserv is not required, but strongly encouraged. Important departmental updates, announcements, and other important communication occurs using the listserv. This list should be used only for graduate-related information regarding job opportunities, grants, conferences, publication opportunities, and departmental announcements, etc.

To sign up, send an e-mail message to: Pamela.Bowen@nau.edu requesting to be added to the POS-GRADS listserv, with your first name, last name, and your NAU e-mail address.

POSGRADASSISTS is a listserv for Graduate Assistants, the Graduate Coordinator, Chair, and Administrative Associate to facilitate communication from these sources to all Graduate Assistants. All Graduate Assistants are automatically added to this listserv.

Graduate Policies

All students are expected to adhere to the policies and procedures as outlined in this handbook (Note: There are some time lines you are expected to meet.). Failure to adhere to these can lead to disciplinary actions ranging from a reprimand to expulsion from the program.

Following completion of review of this handbook, the student will be asked to sign an acknowledgement of awareness and understanding of the outlined policies and procedures.

### PETITION FOR TRANSFER CREDIT

If you have taken graduate coursework elsewhere and want to apply it toward your graduate degree at NAU, the student must first obtain advisor and graduate director approval.

**You must seek approval from the Department before petitioning the Graduate College**.

 To be considered for transfer credit, previously taken courses must:

* Have been earned at a regionally accredited institution.
* Have been earned with a grade of A or B. (We will accept a pass grade if the course is graded only on a pass-fail basis.).
* Have been earned within the six-year period required for completing your degree at NAU (master’s degree only).
* Be applicable to a graduate degree at the institution where the credit was earned.
* Meet the Arizona Board of Regents’ requirement for credit: A minimum of 45 hours of work is required for each unit of credit. (*Note:* An hour of work is equivalent to 50 minutes of class time, often called a “contact hour,” or 60 minutes of independent study work. We require at least 45 contact hours for each 3-credit course, and we assume at least 90 hours of student homework for that course.). Ordinarily, a course must cover a one-week period for every unit of credit given.
* The number of units you transfer from other institutions cannot exceed 25% of the total minimum units of credit required for your degree. Please see the Graduate College policy on [*Transfer Credits*](https://policy.nau.edu/policy/policy.aspx?num=100336)

**Core requirements (as indicated on the program of studies for each degree program) are not substitutable and must be taken at NAU.** Exceptions to this rule can be made only with consent of the advisor and Graduate Program Coordinator.

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### LEAVE OF ABSENCE

A leave of absence may be granted for extenuating circumstances. If students are experiencing problems or environments that make it difficult to focus on their graduate studies and/or GA obligations, it is recommended that the Graduate Program Coordinator (and, where appropriate, the Department Chair) be consulted. If a leave of absence appears advisable, a petition should be submitted to the appropriate program committee (through the Graduate Program Coordinator). With the committee’s approval, the leave request is forwarded to the Graduate College for final approval. A leave of absence will be extended beyond a year only under exceptional circumstances.

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### WORK OUTSIDE THE DEPARTMENT

Students are required to advise the Graduate Coordinator of any volunteer or paid community activities in which they are involved when enrolled full time in the graduate program in the Department. Students also are required to notify the Chair of any NAU-paid employment obtained outside the Department of Politics and International Affairs. Paperwork for paid positions on campus must be coordinated with that in the Department. Furthermore, no student can receive more than 20 hours in a semester of total funding from NAU. The Request for Additional Work Hours form can be found on the Graduate College Website: [*Request for Additional Work Hours*](http://nau.edu/GradCol/Financing/Grad-Assistantships/)*.*

*Caution:* Although you should expect to work hard in graduate school, it is important that graduate students take care not to overextend themselves with too many courses, research commitments, graduate assistantship responsibilities, and outside employment.

**CONTINUOUS ENROLLMENT**

Changes have been made to "Continuous Enrollment, Graduate" and "Requirements for Theses and Dissertations" policies. These now specify NAU and Graduate College guidelines for degree posting, as well as when students would need to enroll in additional thesis or dissertation credits after coursework is completed or a defense is passed, as well as the window of time allowed for final required edits on a thesis or dissertation past the end of a term.

Continuous Enrollment, Graduate: <https://policy.nau.edu/policy/policy.aspx?num=100326>

Requirements for Theses and Dissertations: <https://policy.nau.edu/policy/policy.aspx?num=100806>

**Criteria for Maintaining Regular Status**

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### ACADEMIC CRITERIA

Students are allowed two grades of a “C” or lower. If a student earns more than two grades of “C” or lower, they are dropped from the program. Additionally, a GPA of 3.0 is required to remain in the program. If a student’s GPA drops below a 3.0, the student will be placed on academic probation and have one additional semester in which to raise their GPA to a 3.0. If the student does not achieve a GPA of 3.0 by that time, the student will be dropped from the program. In graduate work, B’s are “average” grades. Additionally, graduate students cannot retake a course for a better grade.

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### INCOMPLETE POLICY

If, for reasons beyond student control, a student is unable to complete coursework in a scheduled course within the term, the student may petition the course instructor to receive a grade of “incomplete” (I). If the instructor agrees to assign the student an incomplete, the student and instructor must complete a written agreement indicating the exact work required of the student in order to finish the course. A copy of this agreement must be submitted to the Departmental office. The form can be found in the department office, SBS 224*,* or by sending an e-mail to Pamela.Bowen@nau.edu, requesting an *“Application for an ‘Incomplete.’”*

The written agreement must also indicate the anticipated date of completion. The date of completion must be within one calendar year. For example, if a student takes a grade of “I” in a course during the fall of 2016, all agreed upon requirements must be finished by the end of the fall 2017 semester.

When the student has completed the coursework, the instructor submits a final grade to the Registrar’s Office, and that grade and the student’s earned credits are then entered on the permanent transcript. The contract must specify the consequence if the work is not completed by the specified deadline (even if the student withdraws from the University), such that the faculty member for the course will convert the “I” grade to an “F,” convert the “I” grade to the earned grade without the required work, or to a permanent “I” (the permanent “I” grade cannot be changed and it is not included in the students’ GPA calculation).

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### IN PROGRESS POLICY

Graduate students may receive the “In Progress” (IP) grade for professional paper/practicum (689), thesis (699), dissertation (799), independent study (697), directed reading, and internship. These are courses “that, by their content and requirements, normally require more time than the semester or summer session for which you have registered.” In addition, the student “must also be making satisfactory progress in the course to receive a grade of ‘IP’.” Thesis advisors evaluate student progress each semester to determine whether the student has earned an “IP” grade, or whether the student has earned an “F” grade.

For independent study (697), directed reading, and internship courses, the student “must complete the work for an IP grade within two calendar years from the end of the semester” in which the course was taken. If it is not completed within two years, then the “IP” grade becomes permanent and may not be changed. IP grades in professional paper (689), thesis (699), and dissertation (799) must be completed within the time limit on the degree.

An additional set of policies concerning “In-Progress and Incomplete” grades was approved by the ASC (Academic Standards Committee) in April. These were modified only for clarification of policy (the substance of the policies remain unchanged). New and separate “Incomplete Contracts” for undergraduate and graduate students are now available on the Registrar’s website under “Forms and Policies” / “General Forms."

Grades of In-Progress or Incomplete complete:

<https://policy.nau.edu/policy/policy.aspx?num=100406>

### TIME LIMIT POLICY

Students must complete all requirements for the Master’s degree within a 6-year period. Students in the PhD program with an earned Master's degree have 8 years to complete all requirements for the doctoral degree.  The 8 years starts with your first semester of doctoral study at NAU.  Students who start the PhD program with a bachelor's degree have 10 years to complete all requirements for the doctoral degree.

Extensions beyond the time limits are granted only for extenuating circumstances. Extensions are typically only granted for a total of 1 year. The student must petition in writing to be considered for an extension. The petition must be approved by the Graduate Program Committee first. Once approved by the GPC, the student request is forwarded to the Graduate College. For further information regarding university rules see the Graduate Catalog.

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### NON-ACADEMIC CRITERIA - University Regulations

When a student accepts admission to NAU, the University assumes that the student thereby agrees to conduct himself /herself in accordance with University standards. The University reserves the right, on the recommendation of the Dean of Students and with the approval of the President, to terminate at any time the enrollment of a student who proves to be an undesirable member of the student body.

In compliance with state law, the Arizona Board of Regents has adopted and promulgates a uniform Code of Conduct, which establishes rules and regulations governing the behavior of any person going upon or remaining upon property of the University. Copies of the Code of Conduct may be obtained in the Office of Student Life or on-line: Rights, Responsibilities, and Student Safety,[*Student Code of Conduct.*](http://nau.edu/Student-Life/Student-Conduct-Safety/)

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### PROFESSIONAL AND ETHICAL STANDARDS

The Student Handbook outlines a number of rules and regulations applicable to all students of Northern Arizona University. Part of the handbook carefully outlines professional and ethical standards. The following link contains all of the components of the handbook: [*Student Handbook*](http://nau.edu/Student-Life/Student-Handbook/)*,* “Academic Dishonesty.”The Graduate College Academic Integrity (Dishonesty Policy) can be found through the Graduate College: [*Graduate College Policies*](http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/)*,* “Academic Integrity (Dishonesty Policy).”

As described there, and drawn from the Webster’s New World Dictionary, plagiarism is the taking of ideas, writings, etc., from another person and offering them as one’s own. The Cline Library guide adds that...*“At NAU, plagiarism is a form of misconduct known as ‘Academic Dishonesty.’ Check the Academic Dishonesty appendix of the NAU Student Code of Conduct and you’ll see the various forms: plagiarism, cheating, fabrication, fraud and facilitating academic dishonesty. All are subject to disciplinary action under the Student Code of Conduct. Plagiarism can be deliberate or unintentional. NAU students are responsible for knowing what plagiarism is and how to avoid it.”* Plagiarism may result in dismissal from the program.

In addition to plagiarism, other forms of academic dishonesty include the submission of work previously submitted for another class and without the knowledge or consent of the instructor. All work done for seminars will be assumed to be original and students shall not submit the same work in different classes.

Just as there are general rules against plagiarism, it is not acceptable for a graduate student to utilize the services of consulting firms, companies, or individuals who conduct statistical analyses or prepare written reports for the student. It may be appropriate for the student to consult such groups about statistical analyses, developing good writing style, and so on, but it is expected that the work submitted by the student (e.g., the thesis) will be the student’s own work.

Another category of potential reasons for dismissal from the program includes instances of unprofessional or unethical behavior. As representatives of the Department of Politics and International Affairs and Northern Arizona University, it is important to dress and act in a professional manner. Graduate students commonly receive constructive feedback on professional and ethical behavior from their academic advisors, thesis chair, and graduate assistantship supervisors. This should not necessarily be construed as a negative evaluation. However, if the behavior of a graduate student is judged a serious professional or ethical violation, the student may be dismissed from the program. Additionally, if the student consistently displays errors in judgment or inappropriate behavior, he or she may be dismissed from the program.

### PROCEDURES WHEN STUDENTS DO NOT MEET STANDARDS

The procedure for dismissal typically involves a probationary period during which the Graduate Program Committee (GPC) provides the student (and his or her academic advisor) with detailed feedback about his/her behavior, and/or academic performance. The GPC may recommend additional arrangements for supervision or supervision by another (other) faculty member(s). The GPC and the student’s faculty advisor outline specific parameters for acceptable behavior to be addressed by the student during the evaluation period. The student would be monitored closely during this period and reevaluated at the end of the specified time. Within a specified period, the student would be expected to remediate the difficulty. After the probationary period, the GPC will make a recommendation as to whether the student is dismissed or returned to regular standing.

**Procedures for Graduate Assistant**

Assignment and Selection

Each year the Department awards a limited number of graduate assistantships. These assistantships often are accompanied with tuition and out-of-state fee reductions. Faculty members may also have additional funds with which they may hire research assistantships and the number of such opportunities varies each year. Graduate assistants are assigned to faculty members. The nature of the duties of the GA varies based upon the needs of the supervising instructor. Generally, GAs will assist their faculty member with teaching, research and administrative duties for 20 hours per week.

GAs are assigned to faculty based upon need and schedules by the Graduate Coordinator. Every effort is made to match requests between students and faculty; however, funding or scheduling restrictions make this difficult and not all requests can be met. In addition to Graduate Assistantships, the department also has a limited number of in-state and out-of-state tuition waivers. All awards are competitively awarded based upon merit. The department may impose other duties and conditions of service as announced.

Each graduate assistant must sign a set of Conditions of Appointment required by the NAU Graduate College. These include working for the entire required contract term, which begins one week before classes start and continues through the last day of finals week.

All graduate assistants are ***required*** to attend a departmental GA Orientation session at the beginning of the contract period each academic year. The orientation will discuss, in depth, GA rights and responsibilities.

Typically, Graduate Assistantships (GA) canl be renewed for four semesters for Master’s students and six semesters for Doctoral students (exceptions are noted under renewable assistantships on the next page), pending budgetary availability and satisfactory academic and graduate assistant performance. *Note:* Students entering the PhD program directly from a baccalaureate program are typically able to apply for a total of eight semesters of renewal.

Satisfactory performance for Graduate Assistant renewal is defined according the following criteria:

1. Maintenance of at least a 3.5 GPA.
2. Incompletes fulfilled within one semester, instead of the one year given for completion by the Graduate College.
3. Consistent GA evaluations of “good” or “excellent” (based upon the GA evaluation form).
4. For newly admitted students, completion of conditions of admission before the first day of the GA contract.

Failure to meet any of the above criteria will be grounds for non-renewal of the GA. Failure to satisfactorily carry out the conditions of the assistantship and maintain adequate academic progress is grounds for termination or non-renewal. All awards can be revoked if normal academic progress is not made and/or if the GA does not satisfactorily complete his or her duties.

A call for application for GAships and tuition waivers will be sent out at the end of the fall semester. Typically applications are due in early February. Additional information on the rights and responsibilities of Graduate Assistantships can be found in the Graduate Assistant Handbook.

**POOL, RANKING, AND OFFERING GRADUATE ASSISTANTSHIPS**

During the annual spring admissions process, the GPC considers all newly admitted applicants who applied for an assistantship and/or waiver, as well as continuing students who submitted an application, and determines who will be in the GA and waiver pools. Award offers are extended in order of ranking.

In order to recruit high quality candidates, at least two assistantships per year are designated for recruitment of incoming students. One assistantship per year is designated for an incoming MPA student if there is a well-qualified applicant. Assistantship awards are for a full 20 hours whenever possible.

A student who is offered an assistantship and declines it may request in writing to be reinstated in that year’s pool. The student would be placed at the bottom of the ranked GA list. If the student was originally ranked for a renewable award, the ranking would still be for renewable status.

The GPC reports its GA/waiver award determinations to the full faculty for approval. Then, the entire faculty has the opportunity to engage in the decision process by approving GPC determinations selectively, requesting changes, or GPC reconsideration on specific points.

**RENEWABLE ASSISTANTSHIPS**

Assistantship awards are considered *renewable*, unless specifically designated “non-renewable” (See below). Renewal is not automatic. Students with renewable assistantships must demonstrate satisfactory work performance, demonstrate adequate academic progress, must continue to meet all eligibility requirements of the Graduate College, and must reapply annually. The department commits to renewable assistantship awards according to the following formula (assuming eligibility requirements are met):

|  |  |
| --- | --- |
| MA/MPA students | 80 hours, e.g. 4 terms @ 20 hours per term *(typically original award year + 1 year)* |
| PhD students entering with master’s | 120 hours, e.g. 6 terms @ 20 hours per term*(typically original award year + 2 years)* |
| PhD students entering with bachelor’s | 160 hours, e.g. 8 terms @ 20 hours per term*(typically original award year + 3 years)* |

Students who receive an 80-hour GA while earning an MA or MPA from the NAU Department of Political Science and International Affairs may reapply for a renewable assistantship when entering the PhD program. The maximum funding commitment is limited to 160 hours/4 years funding, in Master’s and PhD programs combined. Assistantship funding from a source outside the Politics and International Affairs is not counted in this funding formula.

**NON-RENEWABLE ASSISTANTSHIPS**

Some assistantship awards may be designated *non-renewable.* When assistantships are *non-renewable*, there is no commitment to funding beyond the specified award period. All spring term awards are non-renewable. Other partial-year awards and awards based on restricted-source funding may also be designated non-renewable. A GA with a non-renewable assistantship may apply during the next award cycle for available (renewable or non-renewable) assistantships.

**EXHAUSTED GA POOL**

If an assistantship opportunity becomes available and the pool of ranked candidates is exhausted, the GPC will put out an open call to POS graduate students, rank applicants, and make an offer based on those rankings.

**TUITION WAIVERS**

Students who apply for both an assistantship and a waiver may be ranked for both. An assistantship is assumed to be the preferred award unless the application indicates otherwise. The Department does not award both assistantship and waiver to an individual student. A student who is awarded a waiver and is subsequently offered an assistantship must relinquish the waiver. The GPC may make an exception in rare circumstances after the academic year has commenced. Recipients of tuition waivers do not perform any work as a condition of the award. They must continue to meet all eligibility requirements of the Graduate College.

**ADDITIONAL TRAINING**

\*\*\*All graduate assistants are required to take the workshop, “Safe Working and Learning Environment,” which is offered at the Graduate College orientation. The policy is located on the Office of Affirmative Action and Equal Opportunity webpage: Office of Affirmative Action and Equal Opportunity, [*Safe Working and Learning Environment Policy.*](http://home.nau.edu/diversity/)

\*\*\* Graduate assistants are also required to complete the **FERPA** tutorial: [*FERPA Training*](http://nau.edu/registrar/ferpa/)*.*

**GRADUATE ASSISTANT EVALUATIONS**

Each faculty supervisor completes an evaluation form for his/her graduate assistant(s) at the end of each term, using the department-supplied form. The supervisor personally discusses with the GA his/her performance and the written evaluation. The GA must be shown the evaluation, sign it acknowledging receipt of a copy, and have an opportunity to add comments. Evaluations are due in the department office within a week after the end of each semester. They are retained in the departmental file on the student. (See next page)

**Graduate Student Evaluation**

Graduate students are evaluated on an ongoing basis. The Graduate Program Coordinator oversees the evaluation of graduate students. Copies of all of student evaluations are placed in the student’s departmental file and are used for various reasons such as making GA assignments, serving as foundations for letters of recommendation, etc. In addition, each spring, the Graduate Coordinator reviews files to make sure that all students are maintaining regular status within the department. If a student is not making satisfactory academic progress, a letter will be sent to the address on file. The various categories of performance upon which graduate student evaluations are based are the following:

**STATEMENT OF ACCOMPLISHMENTS**

**Q: What is a statement of accomplishments (SOA)?**

**A:** Graduate study goes beyond coursework and many activities contribute to the development of each student as a professional in the field. These activities often go unnoticed. A statement of accomplishments (SOA) is a document that specifies a graduate student’s workload accomplishments throughout the academic year. The SOA is inserted into the student’s academic file and serves as a record of achievements that can be used to gain a more holistic view of the student’s progress throughout their tenure at NAU.

**Q: Who is expected to have a SOA and when are SOAs created?**

**A:** All graduate students are expected to complete an SOA before the end of each academic school year. Specific dates will be announced.

**Q: What is included in the SOA?**

**A:**  The SOA should include the following elements:

1. An up to date curriculum vitae
2. An up to date program of study form
3. A narrative that includes (1) any teaching or GA responsibilities (2) scholarship, research, and/or creative activity; and (3) service to the profession, the department, the university (administrative and/or university, college and unit levels) and the community (local, state, national, and international) as it relates to the degree.
4. A statement of goals and expectations for the following year.

**Q: Who reviews and signs off on the SOA?**

**A:** The SOA is signed by the graduate coordinator and presented to the Chair of the Department. The Chair will retain copies of the signed SOAs in the academic file kept for each graduate student.

**ACADEMIC PERFORMANCE**

Students receive grades for their coursework performance at the end of every semester. Students are expected to maintain a minimum GPA of 3.0 in order to remain in the program. Additionally, students may not receive more two “Cs”. Incompletes must be completed according to incomplete contracts, with Graduate Assistants completing within one semester; the longest time for completion for other graduate students is one year from receipt of the “I” grade.

ACADEMIC REQUIREMENTS

The student will work with his/her academic advisor in planning a Program of Study (see Program of Study forms in Appendix). Additionally, information on program requirements can be found at the beginning of this handbook. Every year, the Program of Study form needs to be up to date and in the student’s file. Prior to graduation, the student’s academic advisor will approve the final Program of Study. It will also need to be approved by the Graduate Coordinator and is a required document when filing for graduation with the Graduate College. In addition to coursework requirements, students in the MA program will need to complete either the MA exam or the thesis. Students in the MAdmin and MPA programs are required to complete capstone projects. Finally, students in the PhD program must pass comprehensive exams (more on this below) and complete a PhD dissertation.

**APPLICATION FOR GRADUATION**

The semester before the student plans to graduate, he/she must complete an Application for Graduation Form. Dates for completing this form will be published by the Provost’s office (the date is usually in the middle of the semester beforeanticipated graduation). Instructions for the application for graduation and the application itself are available at the following website: Graduate College, [*Graduation*](http://nau.edu/GradCol/Student-Resources/Current-Students/Graduation/)*.* A $25 matriculation fee must accompany the student’s application.

**Timeline for Normal Progress**

While individual student experiences are different, the following traces a progression towards timely graduation for fulltime (9 credit hours/semester) graduate students. The following timelines are merely a guide, for there is no way to guarantee program completion based on the following timelines.

**Master’s of Arts in Political Science**

MA students can expect to complete the degree program in two to two-and-a-half years, provided the student maintains minimum GPA and course grade requirements, and prepares in advance for the thesis or oral exam. The following timeline can serve as a guide as students advance through the program. *Note:* students should be in continual communication with their advisors as they prepare for their thesis or exams.

* **Fall Semester 1:** 9 credits of coursework including POS 600.
* **Spring Semester 1:** 9 credits of coursework including POS 601 forming of thesis and/or exam committee, naming of advisor.
* **Summer 1:** Begin thesis research and/or exam preparation.
* **Fall 2:** 9 credits of coursework; continue thesis and or exam preparation.
* **Spring 2: 9** credits of coursework including 6 hours of thesis credit if thesis option; completion and defense of thesis (if thesis option)/completion of oral exam (if exam option).

Students will have the flexibility to tailor their degree to their particular interest. The Department offers course work in the traditional disciplinary subfields of American Politics, Public Administration, Comparative Politics, and International Relations. Additionally, the core curriculum will provide a strong foundation in the discipline, including public policy.

Students will develop foci that align with the foci of the Politics and International Affairs Department. The Department has a particular strength in Social Movements with focal areas in Environment, Development, and Diversity. Students are encouraged to choose courses in such a way as to possibly earn a certificate in addition to their PhD.

**Master’s of Arts in Political Science Program of Study**

|  |  |  |
| --- | --- | --- |
|   | **Course No.** | **Course Title** |
| **I. Core Courses (12 Units required)** |
|  1 | POS 600 | Approaches to Political Inquiry |
|  2 | POS 601 | Research Methods and Analysis |
| 3 | POS 607 | Political Theory |
| 4 | POS 671 | Policy Analysis |
| **II. Political Science Specialization (9-12 units; 6 minimum in POS)– See below for suggested options** |
|  4 | POS xxx |   |
| 5 | POS xxx |  |
| 6 | Elective |   |
| 7 | Elective |   |
|  |  |  |
| **III. Foci Specialization (6-9 units; 3 minimum from POS)** |
| 8 | Elective |
| 9 | Elective |  |
| 10 | POS xxx |   |
|  |  |  |

**Total Credits:**

**Thesis Option:** 27 units of course work plus at least 9 additional units of thesis credit.

**Non-Thesis Option:** 33 total units of course work plus an oral exam (3 units) to be completed in the final semester. The oral exam will include a 20-25 page synopsis research paper in which the student integrates knowledge learned throughout the program. This research paper will form the basis of the oral examination.

**Thesis Committee:** Advisor from Politics and International Affairs and two other members to represent the foci and specialization areas. The committee will be chosen by the student in consultation with the advisor and signed off by the Graduate Coordinator and Department Chair. At least two of the three members of the committee must be from the Politics and International Affairs Department.

**Exam Board for Non-Thesis Option:** Exam board to be made up of student’s advisor (from Politics and International Affairs) and two other members to represent the foci and specialization areas. The board will be chosen by the student in consultation with the advisor and signed off by the Graduate Coordinator and Department Chair. At least two of the three members of the committee must be from the Politics and International Affairs Department.

**Political Science Specialization Areas**

***American Politics:***

POS 610 American Political Institutions

POS 612 American Political Processes

POS 619 Topics in American National politics

POS 620 Topics in American Subnational Politics

POS 621 Topics in American Public Law

POS 657 American Indian Policies and Laws

POS 658 Topics in Environmental Politics (depending on topic)

POS 659 Environmental Policy

(Also POS 603, Special Topics; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***Public Administration:***

POS 527 Ethics of Public Admin and Management

POS 541/641 Public Administration

POS 543/643 Organizational management

POS 642 Human Resources Admin

POS 644 Government Budgeting

POS 648 Comparative Policy and Administration

POS 657 American Indian Policies and Laws

POS 658 Topics in Environmental Politics (depending on topic)

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***International Relations:***

POS 552 Political Economy

POS 680 IR Theory

POS 679 Topics in Global Environmental Politics

POS 683 Topics in International Policy Studies

POS 684 Issues in Global Society

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***Comparative Politics:***

POS 648 Comparative Policy and Administration

POS 670 Comparative Politics

POS 676 Area Studies

POS 679 Topics in Global environmental politics

POS 684 Issues in Global Society

POS 672 Political Development

POS 658 Topics in Environmental Politics (depending on topic)

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

**From Graduate College:**

To earn a master’s degree at Northern Arizona University under the thesis option, students must complete at least 18 units of formal coursework, that is, courses other than such individualized studies as independent studies, directed readings, and research. No 400-level courses may be used toward this 18-hour formal coursework requirement.

To earn a master's degree at Northern Arizona University under the non-thesis option, students must complete at least 24 units of formal coursework—that is, courses other than such individualized studies as independent studies, directed readings, and research.

The student's program may allow the student to take a maximum of two 400-level courses (6 credit units) at Northern Arizona University as part of the student's master's program with prior approval by the student's program committee. Students must file the "Override Authorization—Audit/Class Links/Out of Career form" (available on the [Registrar's Office](http://nau.edu/Registrar/Forms-and-Policies/) website), to get credit for a 400-level course in their master's degree.

**Doctorate in Political Science**

PhD students can expect to complete degree programs in 4-6 years. This is dependent upon previous degrees, performance on coursework and qualifying exams, time needed for thesis preparation and research, and focus of the student. The following should be considered a suggestedtimeline for completion. Individuals will vary widely from this suggested timeline. In recent years some students have completed PhD study in four years. Others have taken as long as ten years. The following timeline illustrates an optimal scenario for a student entering the program without any transfer credit who remains focused and uses summers for dissertation and exam preparation.

* + **Year 1:** 18 credits of coursework, including POS 600 and POS 671(fall) and POS 601 (spring); choose permanent advisor by Spring semester.
	+ **Year 2:** 18 credits of coursework including POS 607(fall); begin research on dissertation prospectus (summer); begin thinking about possible dissertation committee members; choice of advisor required by third semester.
	+ **Year 3:** 18 credits of coursework; completion of 2 publishable papers; submit papers for publication.
	+ **Year 4:** 18 credits of coursework; dissertation research.
	+ **Year 5:** Dissertation credit (minimum of 6 credits); complete and defend dissertation.

*Note:* Students need to maintain regular contact with advisors as well as other members of their committee throughout their coursework, paper and dissertation processes.

**Overview**

Below is a graphic that illustrates the major segments of the Ph.D. program.

Typically, full-time students will finish the program in 5 years. Students’ files will be examined yearly by the Graduate Coordinator. Those not making normal progress will be sent a letter indicating what they need to do to get back on track or risk removal from the program. Typical progression through the program is illustrated below:

**Program of Study Overview:**

The Core Courses are to address the “state of the discipline” in Political Science, including research methods and theoretical approaches. Students will be expected to enroll in the core courses when first offered, so that in their first semester they enroll in 600 and 671, in their second semester 601, and in their third semester 607.

Students will have the flexibility to tailor their degree to their particular interest. The Department offers course work in the traditional disciplinary subfields of American Politics, Public Administration, Comparative Politics, and International Relations. Additionally, the core curriculum will provide a strong foundation in the discipline, including public policy.

Students will develop foci that align with the foci of the Politics and International Affairs Department. The Department has a particular strength in Social Movements. Focal areas within the Department include Environment, Development, and Diversity. Students are encouraged to choose courses in such a way as to possibly earn a certificate in addition to their PhD.

**Doctorate in Political Science Program of Study**

|  |  |  |
| --- | --- | --- |
|   | **Course No.** | **Course Title** |
| **I. Core Courses (12 Units required)** |
|  1 | POS 600 | Approaches to Political Inquiry |
|  2 | POS 601 | Research Methods and Analysis |
| 3 | POS 607 | Political Theory |
| 4 | POS 671 | Policy Process |
|   | Political Science Specialization (**15 units, 9 minimum in POS**)– See below for suggested options  |  |
|  5 | POS xxx |   |
| 6 | POS xxx |  |
|  7 | POS xxx |   |
|  8 | Elective |   |
|  9 | Elective |  |
|  | Foci Specialization **(9-12 units; 6 minimum from POS**)Environment, Development or Diversity |
| 10 | Elective |  |
| 11 | Elective |  |
| 12 | Elective |   |
| 13 | POS xxx |  |
| 14 | POS xxx |  |
|  |

|  |
| --- |
| **II. Qualifying Paper Exams** |
| 13 | POS xxx | Qualifying Paper Exam, (6 units) |
| 14 | POS xxx | Qualifying Paper Exam, (6 units) |
|  |  |  |
|  |  |  |
|   |   |   |
| **III. Additional Coursework:** Further coursework, beyond the minimum 63 units required for your plan of study needed to complete your language and/or research requirements, complete qualifying exam papers, and ensure adequate preparation for your dissertation research. |
| 17 |   |   |
| 18 |   |   |
| 19 |   |   |
|   |   |   |
| **IV. Dissertation (minimum of 15 units)** |
|   | POS 799 |   |

**Political Science Specialization Areas**

***American Politics:***

POS 610 American Political Institutions

POS 612 American Political Processes

POS 619 Topics in American National politics

POS 620 Topics in American Subnational Politics

POS 621 Topics in American Public Law

POS 657 American Indian Policies and Laws

POS 658 Topics in Environmental Politics (depending on topic)

POS 659 Environmental Policy

(Also POS 603, Special Topics; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***Public Administration:***

POS 527 Ethics of Public Admin and Management

POS 541/641 Public Administration

POS 543/643 Organizational management

POS 642 Human Resources Admin

POS 644 Government Budgeting

POS 648 Comparative Policy and Administration

POS 657 American Indian Policies and Laws

POS 658 Topics in Environmental Politics (depending on topic)

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***International Relations:***

POS 552 Political Economy

POS 680 IR Theory

POS 679 Topics in Global Environmental Politics

POS 683 Topics in International Policy Studies

POS 684 Issues in Global Society

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

***Comparative Politics:***

POS 648 Comparative Policy and Administration

POS 670 Comparative Politics

POS 676 Area Studies

POS 679 Topics in Global environmental politics

POS 684 Issues in Global Society

POS 672 Political Development

POS 658 Topics in Environmental Politics (depending on topic)

(Also POS 603, Special Topics ; POS 604, Politics of Gender; POS 605,Topics in Research Methods and POS 606, Topics in Political Theory depending on topic)

**Total Units Needed**: 63 Units; comprised of 36-39 units from courses in first two years in political science and foci specializations, 12 units for qualifying exam papers in third year, and 15 units of dissertation credit. Typically, independent studies and directed readings should account for no more than 9 units. Students may need to take additional credit if their research and/or language preparation is insufficient to complete their dissertation and meet university requirements. Students will make decisions about this in consultation with their advisor.

**Qualifying Exam Papers:** Students are required to complete two (2) qualifying exam papers by the end of the 3rd year. Qualifying exam papers are to cover a topic of interest related to the student’s substantive disciplinary and foci areas. The quality of the paper must be “submittable” to a reputable peer-reviewed journal in the students’ area of research or a Political Science journal.

Qualifying exam papers are to be approved by a Qualifying Exam Committee. Each qualifying exam committee will consist of a primary and secondary reader. The student will choose one person to sit on the qualifying paper committee. A second member will be chosen by the Graduate Program Committee. At least one member must be a member of the Politics and International Affairs faculty. The committee will be approved by the Graduate Coordinator and Department Chair.

A faculty member can serve on both qualifying exam committees, but both qualifying exam committees cannot have the same two faculty members. No faculty member can be the primary reader of both qualifying exam papers. The primary reader has ultimate advisory control over the quality of the paper. Approval of each qualifying exam paper will require a signature by the advisor and committee member, acknowledging that the paper is suitable for submission.

**Qualifying Exam Paper Guidelines:** While the primary advisor is responsible for the students’ progress on their qualifying exam papers, broad guidelines should be adhered to in order to receive approval beyond the “submittable” standard. Qualifying exam papers are to be used for preparation of the skills necessary to write a dissertation. Therefore, broad guidelines should be used to assess the quality of the qualifying exam paper. All papers should satisfy the advisors in the following areas:

* Writing quality
* Clarity of objectives
* Clarity of research methodology
* Demonstrate appropriate critical thinking skills
* Demonstrate significant originality, creativity or insight
* Promise for publishability

Qualifying exam papers are to be completed by the end of the third year. An appeal can be made for an additional year.

**Oral Exam:** Students are required to pass an oral exam based on the students’ program of study and shall be conducted by the student’s oral exam committee.

Oral exam committees will be comprised of three to four faculty members, pulled from the qualifying exam paper committees. The student is to identify a committee chair to guide the student through the oral exam process. The chair must be a Department faculty. The oral exam should test the student’s command of the literature learned in the core course curriculum and the literature in their primary and secondary fields. The qualifying exam papers are to also be used in developing the questions in the oral exam.

Oral exams are to be completed by the end of the third year. An appeal can be made for up to one year.

**Prospectus/Dissertation:** Upon completion of the oral exam, a prospectus must be completed and defended by the end following semester. An appeal can be made for up to one semester.

The process for the prospectus defense and dissertation will follow the current guidelines of the Department.

**Master’s in Public Administration**

MPA students can expect to complete the degree program in two to two-and-a-half years, provided the student maintains minimum GPA and course grade requirements. The following timeline can serve as a guide as students advance through the program. *Note:* Students should be in continual communication with their advisors throughout their course of study.

* **Fall Semester 1:** 9-12 credits of coursework.
* **Spring Semester 1:** 9-12 credits of coursework including POS 601; choosing of advisor.
* **Fall Semester 2:** 9-12 credits of coursework.
* **Spring Semester 2:** 9 credits of coursework including POS 681.

*Note:* Students in the MPA program may be able to complete some requirements during summer terms. Please consult course offerings.

**Master’s in Public Administration Program of Study**

|  |  |  |
| --- | --- | --- |
| **\*** | **Course No.** | **Course Title** |
| 1. **Core Courses (24 units required)**
 |
| \* | POS 501 | Research Methods and Analysis |
| \* | POS 527 | Ethics of Public Administration and Ethics |
| \* | POS 541 | Public Management |
| \* | POS 543 | Organizational Management  |
| \* | POS 642 | Human Resources Administration |
| \* | POS 644 | Government Budgeting |
| * 1. **Seminar or Independent Study Plus Field Work Experience (6 units required): A**fter you have completed the Public Administration Coursework, choose either POS 681, with a grade of “B” or better (6 units) **OR** a combination Field Work Experience, POS 681 (3 units), and Independent Study, POS 697 (3 units).
 |
| \* |       |       |
| \* |       |       |
| 1. **Electives (15 units required):** Select 15 units of electives, which may include the POS courses listed below or other NAU courses chosen in consultation with your advisor. Note that POS 428 or POS 581 can be taken twice with different topics.
* POS 428, POS 581, POS 600, POS 605, POS 610, POS 612, POS 627, POS 648, POS 657, or POS 671.
 |
| \* |       |       |
| \* |       |       |
| \* |       |       |
| \* |       |       |
| \* |       |       |

* You may choose a concentration from a particular field or take several interdisciplinary courses that comprise a coherent area of study.
* Areas from which you may select a concentration or area of study include, but aren't restricted to, Criminal Justice Administration, Educational Administration, Environmental Management, Applied Sociology, and Tribal Government.
* Choose all courses in consultation with your academic advisor. You may count up to two 400-level courses toward this degree if they haven't previously been counted toward a bachelor's degree.

**Thesis and Dissertation Requirements**

One of the major projects facing graduate students is the preparation of a Master’s thesis or PhD dissertation. The following guidelines are provided in the hope that they will reduce some of the ambiguity commonly associated with a thesis project. Students must defend prior to finals week. Consult the Graduate College website for key dates for defense and degree posting. The following guidelines mainly reference PhD dissertations; however, the same guiding principles apply for Master’s theses as well. The one difference is that Master’s students do not defend a thesis prospectus. Instead, students should work with committees and chairs to develop their thesis project.

**IDENTIFYING A DISSERTATION CHAIR**

After passing comprehensive exams, PhD students select a dissertation chair to guide them through the dissertation process, and they designate a dissertation committee. The dissertation chair can be, but need not be, the same person who served as program chair previously. The dissertation chair must be a member of the NAU Political Science tenure-track faculty. Co-chairs are permissible, and a co-chair can be from outside the Department. The decision to assign a dissertation chair should be based upon common research interests as well as interpersonal compatibility. It is a good strategy to read theses completed by previous students under the faculty member. It is also helpful to read the curriculum vitae of faculty members. Copies of curriculum vitae are held in the departmental office. Students will need to fill out an Advisor Designation form, which requires the signatures of the new advisor and the approval of the Graduate Coordinator.

The dissertation committee consists of four members. At least 50% must be NAU Political Science faculty and one member must be from outside the Department. One of the four may be from another university; however, that member must be available by speakerphone for both the dissertation proposal defense and the final oral defense of the dissertation.

At any time after beginning the PhD program, a student may work with an advisor on defining and developing dissertation research proposals and applying for dissertation grants. However, the official process of defending a proposal and writing a dissertation can only start after comprehensive exams are satisfactorily completed.

It is the student’s responsibility, in consultation with the dissertation chair, to complete and file the form documenting dissertation committee membership. This form is available in the Department office, SBS 224. The form must be submitted to the Graduate Program Coordinator for approval.

Only under exceptional circumstance should a thesis committee be changed after the student has invited faculty members to serve on his or her committee and strongly discouraged after the prospectus defense. In the event that changes are made, professional norms should be adhered to including explaining the reasons for removal of members or members’ opting out of the committee to those involved, as well as direct discussion between the student, the committee chair, and any committee member directly involved. Consultation with Graduate Coordinator is also encouraged, but not mandatory. If after consultations, the student, the committee chair, or a committee member still seeks a change, the next step is for the party requesting the change to submit written notice to the Graduate Coordinator and to update the committee membership form. No committee member should be removed without her/his explicit consent or request in the semester of the defense.

**IDENTIFYING A THESIS CHAIR (MA)**

One of the first steps to be taken by the MA graduate student is identifying a thesis chair. After the initial orientation week, the student should have a relatively good idea of faculty members’ areas of expertise and interests. During the first fall semester, it is the responsibility of the student to approach faculty with similar research interests. The decision to assign a thesis chair should be based upon common research interests as well as interpersonal compatibility. It is a good strategy to read theses completed by previous students under the faculty member. It is also helpful to read the curriculum vitae of faculty members. Copies of curriculum vitae are held in the Departmental office. Students will need to fill out an Advisor Designation form, which requires the signatures of the new advisor and the approval of the Graduate Coordinator.

The student must also select two additional faculty members to serve on the thesis committee. MA thesis committees are typically comprised of two faculty members from Politics and International Affairs and one outside member. Thesis committee members should be selected in consultation with your thesis chair.

It is the student’s responsibility, in consultation with the thesis chair, to complete and file the form documenting thesis committee membership. This form is available in the department office, SBS 224. The form must be submitted to the Graduate Program Coordinator for approval.

Changing the composition of a thesis committee is an unusual move that should first involve discussion between the student, the committee chair, and any committee member directly involved. Consultation with Graduate Coordinator is also encouraged, but not mandatory. If after consultations, the student, the committee chair, or a committee member still seeks a change, the next step is for the party requesting the change to submit written notice to the Graduate Coordinator and to update the committee membership form.

**DISSERTATION PROPOSAL/PROPECTUS AND APPROVAL (PHD)**

Graduate students develop a prospective dissertation project in close consultation with the dissertation chair. Depending on the chair and student, committee members may be more or less involved in this aspect of the project. However, the committee typically becomes more involved and has more input at the time of the prospectus defense. All committee members make recommendations about the proposal prior to the defense and during the prospectus defense. The prospectus defense must be scheduled after successfully completing comprehensive exams and before major writing begins for the dissertation. Students must provide their committee a completed proposal at least two weeks prior to the proposal defense meeting. While every committee is different, in general, the dissertation prospectus ought to include the following components:

* Introduction and statement of research problem/question, significance of project
* Relevant In-Depth Literature Review
* Expected Results
* Suggested Plan of Research (where, when, how will collect data or research topic)
* Suggested Chapter Layout

In general, dissertation proposals (prospectus) are between 25-50 pages in length and provide a fairly detailed blueprint of how one will carry out dissertation research.

The American Political Science Association provides many useful resources for prospectus writing: [*Dissertation Articles from PS.*](http://www.apsanet.org/content_12965.cfm)

**IRB APPROVAL FOR RESEARCH**

Once the thesis proposal is approved, the graduate student must submit the research proposal to the NAU Institutional Review Board (IRB), if the research involves any interviews or questionnaires or focus groups. If you are in doubt whether or not you need IRB approval, please contact the IRB: [*Human Subjects in Research*](http://nau.edu/Research/Compliance/Human-Subjects/)*.* Before submitting a research proposal to the IRB, students are required to complete the IRB tutorial: [*Applying for Institutional Review Board Approval*](http://nau.edu/Research/Compliance/Human-Subjects/IRB-Approval/)*, “The Collaborative Institutional Training Initiative.”* It is the student’s ethical responsibility as a scholar to meet all IRB requirements before beginning research.

The IRB reviews all human research projects at Northern Arizona University, and the IRB must approve student projects before data collection begins. In many instances, the IRB will grant an expedited review, which typically means that the research proposal will be reviewed and approved quickly. Students can anticipate that the IRB review process will take at least one month. Remember that all interview questions, observation procedures, and/or survey instruments require IRB approval.

**DISSERTATION DATA COLLECTION**

Once the committee approves both the prospectus and the IRB approves human research, the student may begin data collection. Often this involves fieldwork. While timelines differ greatly, data collection typically takes several months to one year. Potential existing data sources, interview subjects, survey instruments, etc. need to be identified in the dissertation proposal. Data for the dissertation will be from both primary and secondary sources, but the purpose of the dissertation is conduct and write *original analyses.*

**WRITING THE DISSERTATION**

After data is collected and the research is completed, the student will begin to write the dissertation following the proposed chapter outline approved at the prospectus defense. If the student needs to deviate from the proposal, changes must be communicated to the dissertation committee. Some committee members may wish to see chapters as they are completed. Some committee members may wish to review only a complete draft of the dissertation. This stage of your project can take anywhere from three months to several years depending upon student focus, the degree of analysis, type of research/data collection, and the quality of the original proposal. Typically, dissertations in the field of Political Science range from five to eight chapters and total 250-500 pages.

**COMMITTEE REVIEW AND DEFENSE**

(*Note:* for Master’s theses, the same procedures apply, but defenses are slightly shorter and a Graduate College representative is not present).

All members of the dissertation committee must be willing to hear a dissertation defense before it is scheduled. Thus, constant communication is strongly encouraged. Your chair gives final consent that you are ready for the oral defense.

In preparation for the dissertation defense, students are required to work with the Graduate College. All dissertation defenses must be scheduled through the Graduate College, and a Graduate College representative must be present. Defenses typically last for two hours and require the graduate student to present and defend the dissertation. The dissertation chair will organize specific protocol during the dissertation defense.

Students should provide their committee members with a final copy of the thesis or dissertation at least two weeks prior to the thesis defense meeting.

Students are not to provide food or drinks during defense meetings. Students are not to buy committee members or committee chairs gifts or gift certificates in advance of graduation.

Students must be prepared to answer a variety of questions about the dissertation project during the defense. The committee will vote to pass the dissertation or thesis. A minimum of 2/3 (MA), 3/4 (PhD), or 3/5 (PhD) votes for approval is required for successful defense. Dissertation defense forms should be brought to the meeting for committee signatures. Dissertation defense form is available in the Department office, SBS 224.

**FUNDING FOR DISSERTATION**

Graduate students are expected to cover the expenses associated with conducting a dissertation or thesis. There are, however, limited funds available through the Department of Politics and International Affairs and a Graduate Research Award recently developed for this purpose. These awards are typically $1,000 each. A call for proposals will go out in January, and proposals are due on April 1 of each year. Students will be notified by May 1 of their selection for the award. Funds are disbursed on July 1 of each year and must be spent on approved research expenses by June 30 of the next year.

**FINAL PRODUCTS**

The NAU Graduate College distributes two documents entitled, **Turning In Final Theses Copies** and **Bindery and Microfilming Requirements**. These documents provide detailed information regarding procedures, format, typing instructions, deadlines, etc. Additional requirements and forms are located through the Graduate College Website: [*Student Checklists and Thesis/Dissertation Formatting and Procedures*](http://nau.edu/GradCol/Student-Resources/Current-Students/Theses-and-Dissertations/)*.*

**ELECTRONIC THESIS AND DISSERTATION SUBMISSION (EDT)**

All NAU theses and dissertations are submitted electronically online via the NAU Electronic Thesis and Dissertation (ETD) website. An EDT is an electronic version of a thesis or dissertation. In general, it is the same product as a paper thesis or dissertation, only in electronic form.

Advantages of EDTs:

* The results of research presented in a thesis or dissertation are more immediately accessible to scholars all over the world via the World Wide Web. Potential employers may also more easily view these documents.
* Students and departments will have the ability to place a hyperlink to the thesis/dissertation on homepages and electronic CVs.

For more information from the Graduate College: [*Electronic Theses and Dissertations (ETD).*](http://nau.edu/GradCol/ETD/)

**APPROVAL OF DISSERTATION DRAFTS**

A copy of the dissertation must be submitted to the Graduate College *prior to scheduling the defense*. The Graduate College must approve of dissertation or thesis drafts before the oral examination is scheduled.

After a successful defense, the graduate student makes revisions and obtains final approval from the committee members and the chair via signatures on the cover page. Note: The cover page of the dissertation must be signed in blue ink.

The student is also responsible for submitting an unbound final draft of the dissertation to the Graduate College’s formatting editor. The editor will review this final draft and issue a report indicating any remaining formatting changes. Note: This step does not delay your ability to march in a graduation ceremony but it may delay the actual date of your graduation by a full semester. Therefore, students are strongly encouraged to submit dissertation projects in advance and to follow carefully all Graduate College requirements, including their scheduled times.

**ENROLLMENT POLICIES**

The Graduate College requires that the student must be enrolled for dissertation or thesis credit hours during all semesters that the student uses university facilities or requires the time of faculty members.

Students must register for the number of credit hours that adequately accounts for student use of faculty involvement and university resources. This requirement is for the protection of the student and the University.

If the student is in residence and using laboratory and other research facilities and is interacting with the faculty adviser on a regular basis, the student should register for at least 3 or more credit hours. If the student is not on campus, but still in regular communication with faculty, the student should register for a minimum of 1 credit hour. It is possible for the student to register for 1 to 12 hours of thesis (POS 699) or dissertation (POS 799) credit during any fall or spring semester or 1 to 6 hours of credit during any summer session that the student is working on the thesis or dissertation.

For the semester of anticipated defense, the student must register for 2-3 credit hours to reflect student demands of faculty time. If the student does not successfully complete the thesis or dissertation defense during the anticipated semester, the student is required to register for thesis or dissertation credit until the final copy of the project is submitted to the Graduate College.

Failure to continuously enroll in the appropriate number of credit hours is grounds for dismissal from the program.

**PhD Residency Requirement**

Residency must be established by doctoral students during their degree progress. *Note:* This refers to academic residency and differs from residency for tuition classification. The Graduate College has a residency requirement. Additionally, the PIA Department has an alternative way in which to meet residency requirements. Students can meet residency in either way.

**GRADUATE COLLEGE POLICY**

The purpose of our doctoral residency requirement is to provide students with opportunities for conferences, seminars, individual study, and interaction with resident faculty and other graduate students. To make this possible, the student must agree to remain free from outside activities that would detract from scholarly study, research, writing, and other professional activities that further student progress through the program. For example, students who choose to work full time will not be able to satisfy the residency requirement articulated below.

Students are required to spend two consecutive semesters of full-time study in residence after admittance to the program. Residency is defined as enrolling in and successfully completing 9 units during a semester or 5 units during a summer session. The student’s faculty advisor and Graduate Program Committee must approve all courses. Credits applied to the residency requirement may only be considered after formal admittance to the program.

**ALTERNATIVE RESIDENCY REQUIREMENT**

Within the first six semesters of doctoral study, students will maintain 6 credit hours toward the program of study for three semesters (excluding summers)in addition to one of the following:

* Present one academic conference presentation **OR**
* Publish an academic article or book chapter **OR**
* Take the Professional Development Seminar (691)

In addition, students must maintain:

* Continual enrollment of at least 3 credit hours per semester until comprehensive exams (excluding summers)
* One face-to-face course (3 credits) per academic year
* Complete Program of Study form by end of first semester that shows course-work plan by semester in order to ensure be updated and resubmitted as changes are made.

After the first six semesters, students will undergo a review by the Graduate Coordinator. If the above conditions have not been met, students will be dropped from the program. Students can petition the GPC for an additional semester to meet the requirements.

**Graduate Teaching**

In considering advanced PhD students for individual responsibility for teaching a class, students should meet all the following criteria:

* Passed the PhD comprehensive exams.
* Completed POS 691 Professional Development.
* Recommended by his/her program advisor for an instructor assignment.
* Apply for consideration by the announced application deadline.

Preference will be given to students who meet all these criteria. Doctoral students who do not meet all the above requirements may submit an application, including an explanation of any exceptions and extenuating circumstances.

The Graduate Programs Committee will review all applications and determine which students receive class assignments. The GPC may rank the applicants or provide the Department chair with a list of recommended candidates. The Department chair has the final authority for making course assignments, in accordance with Departmental scheduling needs, faculty teaching loads, and the ability of potential instructors to teach courses that must be offered in the curriculum.

The Department will support new graduate student instructors in the form of orientation and assistance with procedural matters (e.g., book ordering procedures, syllabus construction, etc.). Graduate student instructors should have their syllabi reviewed by the chair before the start of the semester.

The Chair will assign a faculty member to mentor and evaluate each graduate student who teaches a class. This faculty member will visit the class several times during the semester, prepare a written evaluation on the student’s teaching performance, and submit the evaluation to the chair. Graduate student instructors are strongly encouraged to consult regularly with their mentors.

**CRITERIA FOR EVALUATION**

* Completed major coursework in major fields.
* Completed Professional Development course.
* Previous teaching/classroom-related experience (usually as GA) preferred.
* Letter from faculty member commenting specifically on student’s teaching/classroom abilities.
* Proficiency in English language.
* Previous student teaching evaluations, if applicable.

Graduate student instructors are encouraged to teach for only one year, allowing other eligible students the opportunity to teach. Students, however, are not be forbidden to teach after one year, especially if no other students are available to teach for the Department.

**Graduate Travel**

**PIA DEPARTMENT PURPOSE OF GRADUATE STUDENT TRAVEL FUNDING**

Departmental funding is intended for travel to professional conferences for the purpose of presenting a paper. **Graduate travel for *research only* is funded through the graduate research award and not through travel funds.**

**REQUIREMENTS OF STUDENT APPLICANTS**

Applicants must have taken POS 600 or 601 plus core courses in their field applicable to the conference paper.  Applicant’s faculty advisor must support the application. Applicants are encouraged to give a trial presentation in the department. A report following the travel is *not* required. Applicants must meet NAU travel requirements, *including applying in advance of travel*, and must consult with the travel specialist regarding procedures before traveling. A student may only apply for and receive funding once per year. However, if presenting at two conferences, the Chair may allow the departmental award to be split between the two conferences.

**DEPARTMENTAL PROCEDURES**

**The Department Chair must approve via e-mail all travel requests**. Applications for travel will not be accepted by the Travel Liaison without this e-mail correspondence.

Preparation for Travel Before and After

* Travel applications are available in the department office, SBS 224, or by contacting the Travel Liaison. The application should be submitted on the **PIA Department’s Travel Form** and must document that the applicant has submitted a paper for conference acceptance. *Funding requests from the SBS Dean requires a separate, additional form.*
* For any travel in which NAU or any department of NAU pays all or part of the expense, any stipends, honorarium, or other compensation to be paid to the traveler from third parties must be disclosed on the PIA Travel Application (Grad College, Provost, Scholarship from Conference, etc.).
* Research the most economical route for travel and provide proof of purchases made via list of choices from the designated web site. (If you require help finding the most economical choice of transportation or lodging, it is imperative that you work with the Travel Liaison.)
* You must present to the Travel Liaison all receipts for public transportation, personal transportation, and lodging, if applicable, with the signed PIA Travel Application.
* If you plan to drive a vehicle at any point during the trip, you must have an Annual Travel Certificate on file in the Department office. You must register your license with the NAU Transportation Department and become an authorized driver. [Graduate Students/Volunteer Drivers/ Student Driver’s license registration](https://www7.nau.edu/facsrv/veh_request/Student-NonAffliated_Driver_License_Registration.htm). [Authorized](http://nau.edu/uploadedFiles/Administrative/Finance_and_Administration/Facility_Services/Documents/Operations/Transportation/Authorized-Driver-Policy.pdf) Driver Policy.
* If the travel is by personal vehicle, the traveler must have a valid AZ driver’s license and carry liability insurance. Again, you must be an Authorized Driver.
* If claiming mileage (again, you must be an Authorized Driver). provide a map by going to MAPQUEST.COM or GOOGLE MAPS to document all mileage.
* All appropriate documentation must be presented to the Department Travel Liaison no later than one week prior to departure.
* After travel, present all original receipts that were not purchased in advance and a program or itinerary of the event/conference attended. *This documentation must be presented to the Travel Liaison within 5 working days after returning from the trip to ensure final processing of your reimbursement within 30 days*.
* The more you plan in advance, the quicker you will receive your reimbursement.
* *Please contact the Travel Liaison if you have any further questions*.

**COLLEGE OF SBS STUDENT TRAVEL**

**Student Travel Support Program 2016-17, College of Social and Behavioral Sciences**

The Office of the Dean of the College of Social and Behavioral Sciences provides modest funding for individual students or groups of students to represent Northern Arizona University at regional, national, or international conferences, subject to the availability of funding.

**Eligibility**: To be eligible for consideration, the student must be enrolled at NAU in a program in SBS and in good academic standing at the time of the application and travel. Both undergraduate and graduate students are eligible. Students are eligible for one travel award per academic year. Awards are typically in the $50 - $250 range, dependent upon the availability of funding.

**Application Process**: Applicants should submit a brief narrative describing the purpose and expected outcomes of the travel. Documentation of conference participation, awards, or competitions and a completed **SBS Travel Application** must be provided. (Separate from the PIA Department form).

Applicants must have their Faculty Major Advisor approve their application before being submitted to Department Chair or Director of the student’s program for review and prioritization. Applications can be obtained in the Dean’s Office, academic departments, or online at <http://www.nau.edu/SBS/Faculty-Staff-Resources/Forms/>.

Applications with supporting documents are due to the Department Chair or Director on:

 September 15, 2016 and February 1, 2017

Applications are then to be forwarded to the Dean’s Office by the Travel Liaison within one week of the application deadline.

**Award Conditions**: Available funding for the following in order of priority:

1. Travel for an individual student or student group to **present** their scholarly or creative work at a regional, national, or international professional conference.
2. Travel for an individual student or student group to attend academic competitions at a regional, national, or international level.
3. Travel for an individual student or student group to accept an award from a professional organization or academic institution.

Available funding may only be used to cover the following costs:

* Transportation to and from the conference
* Lodging (but not food)
* Conference registration fees

***Incomplete applications will be returned and not considered.***

**OFFICE OF THE PROVOST-UNIVERSITY COLLEGE STUDENT TRAVEL AWARDS**

The Office of the Provost - University College provides some funding for NAU students or groups to present, compete, or accept awards at regional, national, or international conferences.

**Eligibility**

1. Travel for an individual student or student group **to present** their invited scholarly or creative work, **to accept an award** from a professional organization or academic institution, or **to attend academic competitions** at the regional, national, or international level.
2. The applicant(s) are current undergraduate or graduate students in good academic standing at the time of application and at the time of travel.
3. The applicant(s) **MUST** have already received written confirmation from the sponsoring organization of the applicant’s acceptance to make a presentation, receive an award, or compete.

***NOTE: Students may receive only one travel award per academic year (July 1 - June 30).***

**Funding**

* Awards are disbursed on a **reimbursement basis** (e.g., after the travel has occurred and acceptable receipts have been submitted).
* Funds may only be used to cover the following costs:
	+ Transportation to and from the conference (e.g., airfare, van rental, mileage)
	+ Lodging (maximum: 2 nights)
	+ Conference registration fees
	+ Meals and faculty/chaperone expenses cannot be reimbursed by Student Travel Awards.

**Application and Award Process**

* Prepare the Student Travel Award (STA) application packet, which includes the following:
	+ **[Application form](http://nau.edu/Undergraduate-Research/_Forms/Student-Travel-Award-Application/%22%20%5Ct%20%22_blank%22%20%5Co%20%22student%20travel%20award%20application%20form), with completed student section, and saved as a Word document.**
	+ PDF copy of proof of acceptance/invitation from the sponsoring organization
	+ PDF copy of your current unofficial transcript
	+ Group application only: PDF document listing all student participants, their email addresses, and academic status (e.g., undergraduate or graduate)
* E-mail all of the above documents as attachments to your faculty advisor.  *NOTE:* It is the student’s responsibility to make sure the faculty advisor completes the next steps in the process.
* Faculty Advisor reviews your Student Travel Award application documents and completes the Faculty Approval section of the application form.  Faculty sends completed STA application packet, including all supporting materials, to ug-research@nau.edu.
* Deadlines: Complete applications are reviewed on the 15th of each month, for travel after the 1st of the following month.
* After processing, an award letter will be sent to applicant via e-mail with amount of application (with cc to Faculty Advisor and Department Travel Liaison).

**Reimbursement (upon completion of travel)**

* Within 5 days, submit receipts for allowable expenses (e.g., airfare, mileage, conference registration fees, lodging bill with zero balance) to your Department’s Travel Liaison.

**GRADUATE STUDENT GOVERNMENT TRAVEL AWARD PROGRAM**

As part of our goal to represent the interests of Northern Arizona University graduate students, the Graduate Student Government (GSG) is pleased to be able to distribute funding for graduate student travel.

**Travel Award Eligibility**

Variables that we consider when awarding the funds are:

* the value of the presentation to the student and Northern Arizona University
* whether the conference is international, national, or regional
* whether or not the student applied for other funding
* quality of the application, including typos and missing information
* whether the costs are reasonable and well-explained

Historically, we have not funded applications which:

* contained missing information
* used the wrong application form
* had extremely high costs that were not justified

Travel awards range from $75 to $200, depending on available funds and the number of applicants.

**Travel Award Opportunities**

Please submit all questions concerning the Travel Award to GSGTravel@nau.edu, or contact your Graduate Student Government representative.

We also encourage you to apply to the [Office of the Provost: University College](http://nau.edu/Undergraduate-Research/Student-Travel-Awards/) for travel funding (see above section).

**Travel Award Requirements**

The travel award is available to:

• degree‐seeking graduate students only.

• students in good academic standing both at time of application and commencement of travel.

Graduate students receive only one travel award per academic year (defined as July 1 through June 30). Students who are traveling together to the same event may submit a group application. Awards received through the group application count towards the one travel award per academic year. All students who are part of the group application must have the same role at the conference (i.e., presenting or attending).

The Graduate student Government Travel Award Committee has changed the process for application submission including deadlines. Complete applications are reviewed no later than the 15th of each month, for travel after the 1st of the following month. Applicants are encouraged to submit their applications as early as possible to provide lead time for planning and taking advantage of early bird registration fees and savings on airline tickets/hotel accommodations. Please read the instructions carefully before filling out the application form. All applications must be submitted electronically by filling out the [Graduate Student Government travel award application](https://docs.google.com/forms/d/1SYclYvWWWfoM48awRXe9ESxMnzGMhkIEofOwHsMXIE8/viewform?c=0&w=1&usp=mail_form_link).

**Application Process**

Applicants must complete the online application at: [Graduate Student Government travel award application.](https://docs.google.com/forms/d/1SYclYvWWWfoM48awRXe9ESxMnzGMhkIEofOwHsMXIE8/viewform?c=0&w=1&usp=mail_form_link)

Complete applications are reviewed no later than the 15th of each month, for travel after the 1st of the following month. Applicants are encouraged to submit their applications as early as possible to provide lead time for planning and taking advantage of early bird registration fees and savings on airline tickets/hotel accommodations.

Applications must have be completely filled out (quality of information will be taken into consideration; avoid typos).

Per the application requirements, applicants' faculty/department sponsor/advisor must submit an e-mail directly to GSGTravel@nau.edu indicating support of applicant travel.

**Sending In Your Completed Application**

Applicants should submit their electronic application for review after they completely fill out the online form.

Applications will be reviewed by a Graduate Student Government-appointed committee, consisting of representatives from at least three colleges, plus the GSG Travel Award Committee, and a Graduate College representative. Do not include original receipts with your application; please send copies only.

**Funding Decisions**

Applicants will be notified about funding decisions by the **25th** of each month.

Funding will be based on the demonstrated value to:

• the student’s professional development

• the program in which the student is enrolled

• Northern Arizona University

We expect applicants to seek additional funding and to keep costs as reasonable as possible. Applications from students who travel together or share costs will be looked at more favorably.

**GSG Travel Award Rubric**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| **Conference** | Presenting at international conference | Presenting at national conference | Presenting at regional conference | Performing research | Attending international conference | Attending national conference | Attending regional conference |
| **Completion of Application** | Complete application including a copy of an acceptance letter and a sponsor signature with explained high value, and no typo | Complete application including a copy of an acceptance letter and a sponsor signature with explained high value, but typos | Complete application including a copy of an acceptance letter and a sponsor signature with explained medium value and no typo | Complete application including a copy of an acceptance letter and a sponsor signature with explained medium value and several typos | Complete application including a copy of an acceptance letter and a sponsor signature but no explained value | 1-2 parts of missing information but still with explained high value and no typo | 1-2 parts of missing information and several typos  |

* Incomplete applications will NOT be reviewed.
* Score 14.00 – 12.50: $200, Score 12.49 – 11.00: $175, Score 10.99 – 8.50: $150, Score 8.49 – 7.00: $125, Score 6.99 - 5.50: $100

**Eligible Costs**

Funding may only be used to cover the following costs:

• transportation to and from the conference or research site

• lodging (but not food)

• conference/competition registration fees

**Reimbursements**

We distribute awards on a reimbursement basis (e.g., after you have traveled and submitted acceptable receipts).

You will need to work with your Department Travel Specialist to receive your reimbursement. Please contact her prior to your travel to complete paperwork that might be necessary prior to your travel in order to receive your travel reimbursement award. You will submit your receipts to your Department Travel Specialist for allowable expenses.

**Graduate Student Resources**

Computer labs for general student use are located in various buildings around the campus. The various locations have different equipment including IBM compatible and Macintosh personal computer and mainframe computer access.

Services provided to all NAU students include the following, with some of these services free, others offered at reduced rates:

The Career Planning and Placement Office provides consultation and information regarding development of a professional profile, as well as on-campus interview opportunities with a variety of employers.

Dental Hygiene Clinic provides dental services.

Fronske Student Health Center provides health services.

NAU Counseling Center offers services including individual and group counseling, substance abuse intervention and education, services to students with special needs, and educational, interest, aptitude, and personality testing.

**GRADUATE STUDENT LIBRARY PRIVILEGES**

Graduate students have special library privileges available to them at the NAU Cline Library. Students are encouraged to avail themselves of these services.

* Graduate students are afforded 3-month checkout.
* InterLibrary Loan will locate and provide almost any book or item ever published, anywhere. They are very prompt, but sometimes it takes 7- 10 for an item to arrive.
* Databases, including JSTOR and Academic Search Premier are available on line.
* When working on comprehensive exams, the thesis, or dissertation, students may obtain a library carrel. Students should contact the library to make these arrangements.

**GRADUATE STUDENT CONFERENCES**

The Graduate College and the Faculty Development Program sponsor a two-day Graduate Student Interdisciplinary Symposium during the academic year where graduate students from the United States present papers for competition. The symposium is an opportunity to gain experience in doing professional presentations and you are encouraged to participate. Additionally, the Graduate College sponsors presentations, brown bag seminars, and workshops for graduate students. Check your mailbox and the graduate student board for announcements.

**Sources of Funding for Graduate Students**

**THESIS SCHOLARSHIPS**

Students are encouraged to search for funding through APSA ([www.apsanet.org](http://www.apsanet.org)) or other outside sources.

**OTHER SCHOLARSHIPS**

NAU, as well as state and national organizations, frequently sponsor funds or scholarships for graduate students; sometimes these are specific to graduate students. Notices of such opportunities will be placed in your mailbox, posted on the graduate student board in the workroom/mailroom, or forwarded to you via e-mail. You can access some of this information through the University’s web site at: <http://home.nau.edu/admissions/finaid/main.asp>.

**NON-ACADEMIC GRADUATE ASSISTANTSHIPS**

In addition to departmental graduate assistantships in the Department of Politics and International Affairs, other assistantships (non-academic graduate assistantships) are available around campus. Information about these graduate assistantships can be found at the Graduate College website.