

UCLA DEPARTMENT OF POLITICAL SCIENCE
GRADUATE HANDBOOK
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Introduction

This handbook is intended to introduce students to the basic elements of the graduate program, with special attention paid to the most frequently asked practical questions. It brings together information from university policy, department policy and the regular practices of successive Graduate Studies Committees. It is intended as a supplement to the UCLA General Catalog and Graduate Division's websites, which should also be consulted for information on rules and procedures.

I. Enrollment & Advisors

Enrollment: For graduate students, 12 units is full-time enrollment. If you are advanced to candidacy, you must be enrolled in 8 units. You are expected to enroll in classes and drop and add courses by the end of the 2nd week of the quarter. Any late enrollments must be completed by the end of the 3rd week of the quarter. It is necessary to maintain full-time enrollment throughout the quarter in order to protect your employment benefits and to meet the terms of any financial awards.

The last day of classes in a quarter (i.e., Friday of the 10th week) is the deadline for dropping classes. When you drop, no notation appears on your transcript.

You are allowed to take 3 quarters leave of absence during your graduate career at UCLA. You may request up to 3 quarters at one time. To activate a leave, see the Graduate Advisor for the form. When you are on leave, you will have access to Young Research Library (YRL) and Bruin Online. All other university services will be closed to you.

Advisors: When you enter the program, the graduate vice chair selects first year advisor for you based on the interests you mentioned in your admission application. If you request a particular advisor, the graduate vice chair will try to assign that faculty member to you. Responsibility for both initially contacting the advisor and maintaining contact rests with the student.

By the end of the second week of the fall quarter of your second year, you are required to submit a Change of Advisor form, even if you wish to continue with the same faculty member as the department assigned you as your first year advisor. Please note that you will only be permitted to submit your qualifying papers if you have a Change of Advisor form on record with the Graduate Office.

You may change your advisor at any time — if, for example, you have developed a working relationship with a different member of the faculty or the initial advisory relationship is not satisfactory. To make such a change, submit a Change of Advisor form at any time to the Graduate Advisor. You need not give a reason for the change, and you need not notify the former advisor.

II. Course Requirements & Fields of Study

There are six fields within the Department: American Politics (AP); Comparative Politics (CP); Formal Theory and Quantitative Methods (Methods); International Relations (IR); Political Theory (PT); and Race, Ethnicity & Politics (REP). You choose two of these fields as major fields and two as minor fields. Each field has a field chair. Collectively, the field chairs and the Vice Chair for Graduate Studies compose the Graduate Studies Committee (GSC). The fields each specify their own course requirements. The current requirements are below.

You are required to take **16 graded courses** overall including: **4 courses in each of your 2 major fields; 1 course in each of 2 other fields (these are your minors); P.S. 200A; and 5 electives.** The electives may be more Political Science graduate courses, undergraduate courses, or courses in other departments. You are very strongly encouraged to take more than the minimum required number of courses, and most students do this.

You are expected to complete at least **7 graded courses by the end of the first year** and at least **12 (cumulative) by the end of the second.** The M.A. degree is awarded after you complete 12 courses and pass one qualifying paper (see section IV below).

Independent studies courses (P.S. 596) may satisfy major or minor field requirements by petition only.

Transfer of previous graduate work: It is possible to apply courses taken at another graduate program to your degree requirements here. If you have graduate level course work but no M.A., you may petition to apply 2 courses from your previous graduate program to UCLA requirements. The courses should be similar to UCLA courses and should fit into your program of study. Syllabi and transcripts for these courses should be turned in to the graduate vice chair along with the petition. The graduate vice chair will consult with the appropriate field chair before approving petitions. Once approved, the petition is submitted to the Graduate Division. If the petition is approved by the Graduate Division, a notation will appear on your transcript. No units or grades will transfer, but the number of courses you must take will be reduced to 14.

If you already have an M.A.: you may petition to apply a maximum of 6 courses from your previous program to the requirements here. The petition, accompanied by transcripts and syllabi, is reviewed in the same manner described above but in the department only. No notations appear on your transcript. If you receive approval for 6 courses, the number of courses you must take will be reduced to 10. **You are still required to satisfy all other program requirements, and a UCLA M.A. will not be awarded.**

Field Requirements:

Field	Major Requirements	Minor Requirements
American Politics	<ul style="list-style-type: none"> • 260A, 260B, and any 2 other substantive courses, e.g., 261A and 270; (recommended: 2 additional research seminars, e.g., 275, 269). • No transfers or 596s. • In addition, 200A, 200B and 200C/200C AL must be completed during the first year.¹ 	Any (transfer courses not allowed)
Comparative Politics	Any 4	Any
Formal Theory and Quantitative Methods	<ul style="list-style-type: none"> • Formal Theory Concentration: any 4 • Quantitative Methods Concentration: any 4 except 200A, 202, and 209 (Data Analysis) • Mixture: any 4 approved by advisor; field decides which outside courses meet field requirements 	Formal Theory: Any Course Quantitative Methods: 200B, 200C and 200C AL
International Relations	<ul style="list-style-type: none"> • 220A and 220B • plus 2 from 221-231 or 239 	Any from 220-231 or 239
Political Theory	Any 4	210A, 210B, 217, or 218
Race, Ethnicity & Politics	<ul style="list-style-type: none"> • Any 4 of the following: 214, 241, 261A, 261D, 264C, 289A/B, Psych 	Any from the same list

¹ Petitions for waiving 200B, 200C and 200C AL will only be approved in the unusual circumstance in which the student can document a feasible research agenda that does not involve statistical analysis.

222C, Psych 255.

- Students may petition to count PS 259/269 when relevant topics are taught under these course numbers.

III. Course Grading

All courses used to meet degree requirements must be taken for a letter grade. Courses taken on an S/U basis do not compute into the GPA.

Cumulative GPA: You must maintain a cumulative GPA of 3.0 to remain in good standing with the university. Failure to meet this minimum will result in your being put on probation. If your GPA falls below 3.0 for more than 2 quarters (not necessarily consecutive), you may be recommended for termination. According to university guidelines, termination due to low GPA is not subject to appeal.

Incompletes: While taking a short-term Incomplete may occasionally be an appropriate way to deal with the crunch of work at the end of a quarter, in general the accumulation of incompletes will be cause for concern on the part of the Vice Chair for Graduate Studies.

Be aware that some instructors do not grant incompletes. If you need to take an Incomplete in a course, be sure to discuss this ahead of time with the course instructor. There is no paperwork you need to file to take an Incomplete; your instructor will report that grade along with the others on his/her end-of-semester report. Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course.

You have one quarter in which to remove an Incomplete before it automatically lapse into a F. When you hand in all the missing assignments to the course instructor, contact the instructor to make sure he or she has received them and informs the Graduate Advisor. He will give the instructor a UCLA Report of Academic Revision form. Once the form is filled out with a grade, it will be sent to the Registrar's Office and the grade will then be officially posted on your transcript. Typically it takes several weeks before the grade is entered on your transcript. Do not assume that faculty will grade the work immediately or that the revised grade will appear instantaneously on your transcript.

Incompletes do not factor into your GPA. However, **if you fail to remove an Incomplete in the subsequent quarter, the Incomplete lapses to an F**, which is averaged with other grades to compute GPA. You may clear up the F the same way you would remove an Incomplete.

IV. Qualifying Papers

Besides completing course requirements, **students must complete two research papers of passing quality in order to qualify for advancement to candidacy.** These papers take the place of the qualifying or comprehensive exams used in many departments. Often, qualifying papers develop out of research papers written for a seminar but there is no requirement that this be the case.

Deadlines

Old schedule: Papers for all students who entered prior to fall 2010 are to be submitted according to the following calendar:

- A. The first paper is due at the beginning of the second week of the seventh quarter (normally, fall of the third year).
- B. If the first paper passes on its initial submission, the second paper is due by the beginning of the second week of the ninth quarter (normally, spring of the third year).
- C. If the first paper does not pass on its initial submission, a resubmission is due at the beginning of the second week of the ninth quarter (normally, spring of the third year). The first submission of the second paper is then due the second week of the tenth quarter (normally, fall of the fourth year).
- D. If the second paper does not pass on its initial submission, it must be resubmitted by the beginning of the fifth week of the eleventh quarter (normally, winter of the fourth year).

New schedule: Papers for all students who entered in or after fall 2010 are to be submitted according to the following calendar:

- A. The first paper is due on Monday of the second week of the sixth quarter in the program (normally, spring quarter in the second year).
- B. The second paper is due by the Monday of the second week of the eighth quarter in the program (normally, winter quarter in the third year).
- C. If the first paper does not pass on its initial submission, a resubmission is due on the Monday of the second week of the seventh quarter (normally, fall quarter in the third year).
- D. If the second paper does not pass on its initial submission, it must be resubmitted by the Monday of the eighth week of the ninth quarter (normally, spring of the third year).

Failure to submit papers by the deadlines will count as failed papers.

Students who wish to turn papers in early should do so on the dates when other papers are due.

Procedures:

You must get written approval of your paper topic from the chair of the relevant field and from a member of the faculty who is an appropriate mentor for the project. (The latter may, in certain instances, be the field chair.) Your field paper advisor need not be the same person as your faculty advisor, and students are encouraged to work with multiple faculty members during their initial years in the program. The field paper form is available in the Graduate Office. The chair and the appropriate faculty member sign the approval form, to which a 1-2 page field paper proposal is attached. **The approval of your proposal must be filed in the graduate office by the beginning of the third week of the quarter prior to the quarter in which the paper is due.** Your field paper form will **not** be accepted if you do not have a Change of Advisor form in your file. If your field paper topic changes during the course of writing, new approval is needed. **Papers for which approval forms have not been submitted by the due date will not be evaluated and will be counted as fails.**

Fall paper submission dates are announced the previous spring quarter. Winter and spring dates are announced in the fall. You must submit papers by the stated deadlines. Postponements will be allowed only in extreme circumstances and must be approved by the graduate vice chair. Petitions to postpone because of an inability to locate or gather data will not be approved.

Requirements: The two papers may be in the same field but must be on different topics and, if data sets are used, must use different data sets. At least one of the papers must be in one of the student's major fields.

Evaluation: Papers are assigned by the appropriate field chair for evaluation to two faculty members in the relevant field or fields. In the event that the two readers return different evaluations, a third reader is chosen by the field chair. All readers submit written reports. You cannot choose your own readers, but you will be told who the readers are once the evaluation process is complete and you receive the written reports. (Your field paper advisor is not excluded from being a reader; nor is the advisor a guaranteed reader.)

Papers are graded: Qualified; Not Qualified; or Qualified with Distinction. They are evaluated for knowledge of subject, originality of ideas, and craftsmanship of research. They are also evaluated for conciseness. They need not be of publishable quality, but they must follow *APSR* guidelines for format. Good papers should not exceed 30 pages; and papers, including footnotes, bibliography, etc., may not exceed 40 pages. **Papers longer than 40 pages will not be read.**

If your resubmitted paper is a revision of a previously failed paper, the Graduate Advisor will attach the comments received on the original submission to the revision before it is distributed for review. You should provide a response to the comments, explaining how

you addressed them in your revision. If you have changed your topic, you should attach a new abstract.

Failure of a resubmitted paper is grounds for review leading to possible dismissal from the Ph.D. program.

Appeals: If your paper fails, you are entitled to appeal the decision. Appeals may be substantive or procedural. In either case, appeals must be filed within two weeks after you are notified of the grade. Substantive appeals are to be submitted in writing and offer a detailed response to the readers' comments. They must provide intellectual grounds for appeal. A substantive appeal goes to the original readers of the paper. If two readers initially agreed the paper should fail, a third reader is added for purposes of appeal. If three readers were initially involved in evaluating the paper, the paper is returned to the same three readers. The readers of an appeal will receive copies of the written comments by the first set of readers. The appeal is successful if two readers agree that the paper should pass. In that case, the paper passes.

Procedural appeals go to the GSC. A procedural appeal argues that something was at fault with the administration of the paper process that caused you to fail. To exercise a procedural appeal, you must submit a written statement describing what procedure was violated. If the appeal is successful, the paper result is voided. It is as if the paper had not been handed in. The student must resubmit the paper the following quarter, at the next regular submission date.

V. Foreign Language Requirement

The foreign language (or research methodology) requirement should be passed before you take your oral Ph.D. exam. It must be passed before you will be advanced to candidacy and no later than your 15th quarter in the program. The foreign language requirement is satisfied by passing the 6th quarter or 4th semester of a 2-year language class sequence with a grade of B or better. Any course beyond the first 2 years also meets the requirement.

An alternative method is to take a language exam at UCLA. If the instructor in one of UCLA's language departments certifies comprehension at the 2nd year level, this satisfies the requirement.

If research methodology is more useful to you than a foreign language, the requirement can be met by taking 3 quantitative methods courses at the P.S. 200B level or above. All courses must be graded.

VI. Advancing to Candidacy and Doctoral Committees

You are expected to advance to candidacy by the end of your twelfth quarter in the graduate program. In order to Advance to Candidacy, you must complete all course requirements, qualifying papers and the foreign language requirement. Then you must

assemble a doctoral committee and defend a written dissertation prospectus. (Technically, you can defend your prospectus without fulfilling the foreign language requirement. However, you cannot officially advance to candidacy without completing it.)

Doctoral Committees: Doctoral orals committees must have a minimum of 4 members: 3 in Political Science and 1 from another UCLA department. No more than 2 can be at the assistant professor level. Faculty at other universities may be included (by petition to Grad Division) among the 4 members. For full regulations regarding doctoral committees, students should consult *Standards & Procedures for Graduate Study at UCLA*, published by Grad Division (<http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>).

Prospectus: The dissertation prospectus is generally about the length of a research paper. It should describe the central argument of your proposed thesis, the relevant existing literature on the topic, the research you have accomplished thus far, the research that needs to be completed, and your strategy for completing it. It should also generally contain a chapter outline. You should, however, consult closely with your major advisor about the contents of your prospectus, since s/he may not require each of these elements or may require others not listed here.

Procedures: As soon as all 4 members agree to be on your committee, notify the Graduate Advisor. There is a form the graduate office completes and sends to Graduate Division for its approval. It must be filed at least 2 weeks, and preferably more, before your oral. **Grad Division's approval of your committee is not automatic — especially if it includes faculty from outside UCLA, in which case approval can often take up to six weeks.** Do not assemble your committee so late that if Grad Division disapproves it, disaster will befall you.

The University requires an oral exam on your dissertation prospectus. You are expected to distribute a copy of the prospectus to committee members at least three weeks before the oral exam. Scheduling a date and time when all members can attend the oral is your responsibility. Once you have arranged it, let Joseph know the time and date. He can help you reserve a room. Normally you should not schedule an oral exam until your committee members have indicated that they believe your prospectus is ready to be examined. Naturally, such indications are not a guarantee that your advancement to candidacy will be approved.

After the oral, provided the committee approves your advancement to candidacy, 3 committee members must be designated as those who will read and sign your completed dissertation (the Certifying Members). One of these must be the non-Departmental member, and one must be the chair of your committee. The form the committee signs upon completion of the oral indicates who the 3 readers are and reflects your advancement to candidacy.

If the committee does not approve your advancement to candidacy, consult with your advisor on necessary revisions to your prospectus. The expectation that you will advance to candidacy by the end of your twelfth quarter does not change.

As you research and write your dissertation, you may find it necessary to drop or add members, change the Certifying Members, or waive the final oral requirement. Check with the Graduate Advisor about how to do this.

For rules governing the final completion and deposit of your dissertation, please see the appropriate website of the Graduate Division.

Final oral exams for completed dissertations take place only in the circumstances described in section IX below or whenever the committee requires it.

VII. Funding

Graduate funding is determined in the first place by commitments that incoming students receive in their offer letters from the Vice Chair of Graduate Studies. These commitments require continuing good performance in the program on the part of recipient students in order to retain their financial guarantees. For students who did not receive an initial departmental commitment or for other students in the period after those commitments are fulfilled or lapse, many department funding decisions are based on a ranking of all graduate students determined by the TA/Funding algorithm.

The TA Ranking/Student Funding Algorithm

This is a GPA-like algorithm that calculates performance by awarding points for various achievements, summing those points, and dividing by the number of achievements that have been or should have been attempted. Points for achievement range from 0 to 5. Achievements are defined as course grades, passed qualifying papers, having advanced to candidacy, and research accomplishments (articles published in refereed journals, papers published in books, prizes, and convention papers -- which count only after the MA has been awarded or the first qualifying paper passed). For most students, course grades determine the algorithm score during the first year. Program accomplishments (qualifying papers and advancement to candidacy) begin to matter in the second year. In any year, the ranking score includes any research accomplishments (book chapters, articles, etc.) achieved after the student has begun the graduate program at UCLA and up to the time of the ranking. All details of the algorithm are contained in an appendix to this handbook. Four things should be noted about the algorithm.

- Research accomplishments, passing the field paper requirement, and being advanced to candidacy are awarded points in the same way that a course grade is given points.
- While the number of accomplishments can have a small effect on the ranking score, the **quality** of the performance is the overwhelmingly important factor. A

first-year student who publishes an article in a refereed journal will receive a strong score boost. A student who passes a qualifying paper ahead of schedule will also receive a higher score, *ceteris paribus*.

- Non-course accomplishments affect the ranking score in the same way that receiving grades of A or A+ in a course would. For example, consider two second-year students with a GPA of 3.71 over ten courses (4 courses with a grade of A, 5 with a grade of A-, and 1 with a grade of B+): If one student had only course work while the other had published a paper in *World Politics*, the TA ranking score for the first student would be 66, but the score of the student with the *World Politics* article would be 80. The impact of articles and other accomplishments declines, *ceteris paribus*, as more course work is completed.
- The algorithm punishes a failure to complete requirements at the rate specified in the program requirements. The algorithm is set up with a denominator (the "Base") that assumes that the qualifying papers have been passed by the 6th and 8th quarters (for those who began the program during or after fall 2010) and that the oral qualifying exam has been passed by the 12th quarter. Each failure to meet these deadlines is treated as an "F" for the item. Failing to take the oral on time is treated as two "F" grades. The algorithm does not punish such schedule failures if the student has been formally permitted to delay meeting a requirement. See item 6 in *Other Things to Note*.

Your most recent algorithm score should be available on the Graduate Portal found on the Department webpage. You can find a record of the factors that go into your score in the same place.

Some Other Things to Note

1. S/U courses are ignored in the calculation of the TA/Funding algorithm.
2. An Incomplete that has lapsed to an "F" is treated as an "F." A grade of less than "B-" is also treated as an "F."
3. A grade of Incomplete that has not lapsed is ignored in the calculation of the ranking score.
4. Up to three graded language courses may be counted in the calculation of the TA ranking score. Subsequent language courses, whether taken for a letter grade or on an S/U basis, are not included in the calculation of the ranking score. A similar three course constraint applies to graduate courses taken outside the social sciences and to all undergraduate courses. (Therefore, a maximum of three language courses, three undergraduate courses, and three graduate courses outside social sciences will count in the calculation.) The three language courses noted above are not counted as part of the undergraduate course limitation. A grade of "A+" in any undergraduate course is recorded as an "A" for the purpose of calculating the TA ranking score.

The computer program that computes the algorithm automatically counts the first three grades in any of these categories that it encounters. If you wish to eliminate any of these grades from your GPA calculation, you must ask Joseph to exclude them manually.

5. With certain exceptions, multiple quarter courses are counted as a single achievement. In cases where a multiple-quarter course involves multiple quarters of class work, the student is encouraged to petition the GSC to count the course as more than a single achievement. An example of a multiple quarter course that would be counted as multiple quarters of work would be a three quarter course in survey research design and analysis, where the first quarter dealt with sample design and questionnaire construction, the second with the analysis of survey data, and the third quarter involved data collection and the submission of a research paper.

6. Grades, publications, forthcoming publications, and convention papers of any type or description that precede admission to the Department are not counted by the algorithm.

7. Qualifying paper submissions that have been postponed by petition are ignored in the calculation of the ranking.

8. All data to be included in the initial rankings must be submitted to Joseph by the end of the first week of spring quarter. The rankings used to distribute the first round of TAs for the following year are done during spring quarter. Those who have not yet been awarded a TA as of June 30 will have their ranking on the alternate list recalculated based on information available in the graduate office by the close of business on June 30. If June 30 falls on a weekend day, the deadline date is the next business day. **Please note:** Deadlines are absolute, not approximate.

Addenda: a) Conference papers for which proof of acceptance is provided and which will be given prior to the end of spring quarter may be counted in the spring quarter rankings; b) Conference papers for which proof of acceptance is provided and which will be given prior to the beginning of fall quarter may be counted in the summer re-ranking (this provides for the inclusion of APSA papers).

9. It is very important that you check your records on the Grad Portal prior to the TA rankings and that you check your own algorithm score after the rankings. Mistakes are sometimes made. It may not be possible to fix them if TAs have already been allocated.

10. By departmental decision, five TA positions will be left unfilled by the initial ranking. These last five positions will be decided upon by faculty at the meeting which approves the TA list and the alternate list in the spring.

11. Students are ineligible for TAs if they: a) have not completed 7 graded UCLA courses in their first year; b) have not completed 12 graded UCLA courses by the end of

the second year; c) have already TAed for 12 quarters; or e) have remained in the graduate program more than 8 years.

12. Students may drop grades from up to three classes taken outside the department for purposes of the TA algorithm. If you wish to drop non-Political Science grades from calculation of the algorithm, you must ask Joseph to do it for you.

13. No grades from classes taken before you entered the UCLA Political Science Department graduate program count toward your algorithm score.

14. All students enrolled or on leave at the time the TA algorithm is calculated will be ranked. Those who are not enrolled but who expect to return the following year and wish to be included in the TA ranking must notify Joseph that they wish to be ranked. After the ranking is done, you will be emailed a list of the students included. You should check this list to make sure your name is on it if you think you might want a TAship the following year.

15. Conference papers will not count toward the algorithm score until the MA has been awarded or the first qualifying paper passed. No more than five conference papers count toward the algorithm score.

Other funding:

1. Departmentally controlled fellowship funds are allocated to continuing students by the GSC on the basis of algorithm ranking, review of student dossiers, consultation with students' advisors, and fit between student interests and fellowship designations (e.g., a fellowship restricted to CP students must perforce go to a CP student).

2. Students who have advanced to candidacy should provide a copy of their prospectus to Joseph for inclusion in their files. Each year following advancement to candidacy, students should submit a dissertation project update. These are kept in your dossier for fellowship review.

3. You may apply once a year for funds to help defray the cost of travel to conferences where you are presenting a paper. Awards are up to \$150 for conferences in California and up to \$300 for conferences outside of California. Poster sessions will be funded for the APSA meetings only. Funds are distributed on a first come, first served basis. In order to receive funds, you must turn in to Joseph receipts for your expenses.

4. Students are advised to apply for other forms of university support, such as, e.g., Graduate Research Mentorships and Dissertation Year Fellowships. See Joseph to get a copy of the university's fellowship information packet.

5. Students are strongly encouraged to apply for extramural funding. Information about funding can be found on the APSA website.

6. If you are awarded a Dissertation Year Fellowship by the university, it is expected that you will finish your dissertation during the fellowship year. Once you accept a DYF, you are ineligible to receive any future funding from university or departmental sources. (You can, of course, receive outside funding after a DYF.)

7. The department will not offer funding or travel reimbursement to students who have been here more than 8 years. (That is, for students enrolling in fall 2009, spring 2017 will be the last quarter in which they will be eligible to receive any department funds.)

TA Requirements & Regulations:

By University rule, you may serve a maximum of 12 quarters as a TA or a maximum of 18 quarters in TA/GSR positions combined. This rule can be waived by petition to Graduate Division, but students should be aware that such waivers are not always granted.

All new TAs must complete the TA training course, P.S. 495, prior to their first appointment or concurrently with it. The course is offered in the fall each year, so if you expect or hope to work as a TA at any time during the year, you must take the TA training course in the fall. In addition, students whose native language is not English must pass an oral English (SPEAK) exam before their first appointment to a TAship. Failure to take and pass the exam will result in loss of the appointment.

A TA appointment in the department is at 50% time (20 hours/week). If you wish to work for the university in any other capacity at the same time as your TA appointment (bringing your total employment to above 20 hours a week), a letter of exception to Grad Division will have to be written by the Graduate Vice Chair on your behalf. Letters of exception are written only if your GPA is 3.5 or above and if you have no lapsed Incompletes. Do not assume Grad Division will grant the exception. Ask to have the letter of exception written before the start of the relevant quarter.

You may hold multiple fellowship awards or a combination of TAship and fellowship, provided total funding equals no more than the equivalent of 5 quarters TAship and provided the agency granting the fellowship allows you to work or accept additional funds.

TAs are appointed to courses by a process of matching student preferences about classes with instructor preferences about TAs. Joseph distributes the preference forms to both TAs and faculty members during the quarter prior to the one in which the student has been offered a TAship.

If an eligible TA decides to decline the appointment, he or she should do so as early as possible. Alternates are then appointed according to their position in the algorithm rankings.

TAs at UCLA have union representation. TA appointments, contracts, and any possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions) conform to union guidelines.

VIII. Leaves and Re-admission

If you withdraw from the program and then want to re-enter, you will need to apply for re-admission. If you are advanced to candidacy when you re-apply, your admission is automatic. If you had not advanced at the time you withdrew, the GSC will review your applications for readmission in comparison with more recent applicants. Do not assume you will be readmitted. If you have met all requirements except for the oral exam, you should consult an advisor before applying. The advisor must write a letter to the graduate vice chair confirming that you are ready for an oral, and this letter must accompany your application. The standards for re-admission will be the same as those for admission for the current year.

IX. Time-to-degree

The expected time-to-degree in Political Science is 18 quarters. Students must advance to candidacy by the 12th quarter. The department does not receive funds from the university if you fail to advance by the end of your 12th quarter. The university and department receive no funds from the State if you have been here more than 3 years beyond advancement.

If you want to file your dissertation more than 10 years after your oral, you will be required to take a final oral exam. There are no exceptions. In addition, your chair must write the Graduate Division, explaining why you should not be asked to repeat other program requirements (e.g., qualifying papers, courses). Do not assume that your petition will be granted.

X. Dismissal and Dismissal Evaluations

Students who fail a qualifying research paper for the second time, whose GPA falls below 3.4 for more than two quarters, who fail to complete seven graded courses by the beginning of the fourth quarter or twelve graded courses by the beginning of the seventh quarter, or who fail to take the oral Ph.D. exam by the end of the sixth year may be recommended for termination from graduate study. Dismissal evaluations are made by a field committee of at least five members and based on the student's entire record in the graduate program. The evaluation committee will include members of the field(s) the student identifies as his or her most important one(s), and it will include the student's advisor. It may include other faculty who have had experience with the student. Final decisions to recommend termination are made by the Graduate Studies Committee after reviewing the field committee's recommendation. Termination decisions are made by Graduate Division.

If the field evaluation committee recommends that a student who has failed a resubmitted qualifying paper not be dismissed and the Graduate Studies Committee concurs, the student is given one additional opportunity to submit a passing qualifying paper. That paper will usually be due at the next qualifying paper submission date.

No student is evaluated for dismissal or recommended for termination unless so notified in advance by the departmental vice chair for graduate studies. Students may include any materials they wish in the file to be evaluated by the field committee and the GSC.

XI. Questions and Problems

Routine administrative questions should be addressed first to the Graduate Advisor and, next, to the Vice Chair for Graduate Studies. In addition, the graduate Vice Chair functions as informal ombudsman for graduate affairs. Graduate students and faculty should bring all matters of concern to her attention.

This handbook represents an effort to bring together information, university policy, department policy and the regular practices of successive Vice Chairs for Graduate Studies. However, students should be aware that these policies and practices can change (by vote of the Department or by decision of the Vice Chair, the GSC, the University Graduate Council or Graduate Dean, depending on the policy) and that the existence of this handbook does not represent a promise that they will not be subject to change. Often, however, when university or department policies are changed, currently enrolled students are grandfathered into preexisting requirements.

Appendix: Algorithm Specifics

The TA ranking score is: $(\text{Achievements} / \text{Base}) \times 20$. The definition of each of these terms appears below. The multiplication by twenty produces a theoretical range of 0 through 100 (although the likely maximum will be slightly greater than 80). Achievements and Base are defined as follows:

Achievements = Grade points + Program points + "Publication" points

Grade Points:

- A+ = 5 points
- A = 4 points
- A- = 3 points
- B+ = 2 points
- B = 1 point
- B- = 0.5 point
- Less than a B- = 0 points

Program Points:

- Each qualifying paper: 5 = Distinction, 4 = Qualified; 0 = Not Qualified or not turned in by the deadline
- Oral: 10 points when passed, 0 if not passed

Publication Points:

- 4 points for each convention paper, with no more than five papers counted; Conference papers will not count until the MA has been awarded or the 1st field paper passed
- 9 points for book chapters; no limit
- 15 points for a single-authored article in a refereed journal; 10 points for co-authored; no limit

Other Points

- The department awards prizes for best article in a refereed journal, best conference paper, and outstanding TA performance. The winner of the best article prize gets the equivalent of 1 single-authored article added into the algorithm. The winners of the paper and TA prizes get the equivalent of 1 conference paper added into the algorithm.

Base = N of courses + "Publication" items + Requirements

N of courses: is the number of courses for which a grade has been assigned, per the stipulations presented above

Publication items are a number which sums:

- 1 point per conference paper, to a maximum of 5

- 2 points per book chapter
- 2 points for every article published in a refereed journal

Requirements: For most students, these base points are inserted into the denominator according to the number of quarters of residence. One point is added after the student has been in residence for 6 quarters; two points are added to the denominator if the student has been enrolled for at least 8 but not more than 12 quarters; 2 more points are added to the denominator after 12 quarters (for a total of 4 points). This variable accounts for the points added to the numerator for the field papers and the oral. In cases where a student submits field papers or passes the oral ahead of deadlines, these denominator points are included when the student satisfies the requirement.