



# JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES

2020-2021  
PhD Handbook

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This handbook provides the principal information and internal rules of the doctoral program, along with advice, guidance, and further program details. It does not, however, supplant information/requirements posted in the [Graduate Bulletin](#), the terms of which reflect official DU policy and requirements; the Handbook terms are consistent with the Bulletin and is designed to supplement the information provided there, particularly with regard to policy.

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## Our Mission: Engaged Research for the Global Public Good

The Josef Korbel School of International Studies Doctoral Program provides an advanced learning environment for research on pressing global challenges and opportunities. The program operates in ways that value inclusivity, respect for diversity, gender equality, access to justice, and environmental protection. Its education, research, and policy-and-practice related engagement are driven by a deep concern for improving the human condition and striving toward a more equitable and sustainable world.

The program focuses on engaged research related to contemporary international studies, an interdisciplinary field which encompasses interactions from global to regional to local levels involving states and other social groups through which people manage their daily lives.

The doctoral program is designed for those seeking to acquire advanced knowledge and research skills for careers in both academia and in applied policy settings.

The program curriculum is centered around three central concerns in international studies:

- **Contemporary global challenges and opportunities** | From climate change, regulating trade and labor, managing migration, protecting the oceans and atmosphere, preventing violence against women, and controlling weapons of mass destruction, global challenges abound. So, too, are there global opportunities such as expanding rights for those with disabilities, further reducing poverty and inequality, and advancing the rights of women and girls and other marginalized communities.
- **Global dynamics and local effects** | The world is increasingly interdependent, and dynamics and relations among states in the international system have deeply local effects. The program provides curriculum in the underlying theoretical and conceptual foundations of the international system, and how the contemporary world order and relations among governments and “non-state” organizations are shaped through complex dynamics at global and local levels.
- **Ethical approaches to global engagement** | Consistent with the University of Denver’s commitment to ethical engagement toward the public good, the doctoral program in international studies takes seriously the ethical considerations of international engagement. The program seeks to prepare its graduates for responsible research-to-policy engagement in a manner that contributes to policies and interventions that serve public concerns.

# **Degree Program Requirements**

## Summary of Requirements

The Doctor of Philosophy Degree:

1. Formal Admission to the Program at Josef Korbel School of International Studies
2. Approved Program Statement
3. 90 hours of total graduate credits, of which 60 must be taken at the University of Denver, with the following specifications:
  - a. Maintaining a GPA at least 3.5
  - b. Completion of degree requirements in no more than 7 years (6 years if entering with a Master's degree)
4. Program Core Curriculum (4 courses)
5. Two Major Fields (5 courses each)
6. Methodology (2 courses)
7. Foreign Language Proficiency
8. Written and Oral Comprehensive Exams in Two Fields
9. An Approved Dissertation Prospectus
10. Dissertation Defense
11. Official Graduation

Please see the [Doctoral Degree Requirements](#) section of the Graduate Bulletin for more details.

## Program Statement

The Program Statement serves as guide for mapping each student's intended coursework plan while at JKISIS, and is required by the DU Office of Graduate Education in order to review [graduation application](#) and [advancement to candidacy](#) requests, and to conduct the graduation check and certification process. Furthermore, preparing a Program Statement facilitates orderly and coherent selection of courses and requires students to be aware of their particular degree requirements. We encourage you to use the program statement as a planning tool early on during your graduate studies, maintain an editable copy, and revise it periodically as needed in consultation with your degree director. *A final copy, which has been approved and signed by your respective degree director, must be submitted to the JKISIS Director of Graduate Student Affairs at the time you apply for graduation.* Graduation application deadlines for graduate students can be found [here](#).

The relevant forms can be found on our Portfolio website (<http://portfolio.du.edu/issta>) under the “Handbooks & Program Statements” tab and also in the appendices of this Handbook.

Please note: *failure to submit a final Program Statement by the required deadline may result in unnecessary graduation delays.* It is the student’s responsibility to ensure that the Program Statement is submitted on time, with degree director approval, for the JKISIS Office of Academic and Student Affairs and the DU Office of Graduate Education to facilitate all required administrative operations.

## First Year Student Checklist

Complete within the first month of starting coursework

- ✓ Check with JKISIS Office of Graduate Enrollment to confirm that your file is complete.
- ✓ Check with the DU Health Services to make sure that your immunizations are up-to-date.
- ✓ Pick up Pioneer ID Card at the Pioneer Office in the Driscoll Center.
- ✓ Check in with the DU Financial Aid Office in University Hall to make sure loans are secured.
- ✓ Log onto <http://myweb.du.edu> to become familiar with the system and make sure your address is correct.
- ✓ Check out the e-reserve system at the University Library website, <http://library.du.edu/>.

## Ph.D. Coursework Requirements

The typical course-load for Ph.D. students is three courses per quarter. Students are strongly encouraged to take required courses as early as possible, followed by chosen electives.

\*Note: Courses with a single asterisk are generally offered every other year, not annually.

### 1. International Studies Core: Four courses

- INTS 4324 International Political Economy
- INTS 4501 Comparative Politics in the 21st Century
- INTS 4900 International Politics
- INTS 4327 Doctoral Field Seminar: Advanced Issues in International Relations and Comparative Politics
- INTS 4301 Introduction to Political Theory; or INTS 4822 Contemporary Political Theory

### 2. Fields: Two fields, five courses per field

*Comparative Politics (CP):*

- INTS 4501 Comparative Politics in the 21st Century
- INTS 4349 Comparative Public Policy and Finance
- PLUS two additional courses in Comparative Politics

*International Relations (IR/IPE):*

- INTS 4900 International Politics
- INTS 4648 Theories of Security and World Politics\*
- INTS 4320 International Monetary Relations\*\* or INTS 4310 International Trade\*\*  
\*\* Prerequisite: grade of B- or better in undergraduate course in Introductory Macroeconomics & Microeconomics (or undergraduate Principles of Economics or undergraduate International Economics). Students who have not completed the undergraduate prerequisites for INTS 4310 or INTS 4320 should first complete INTS 4536: Economics: Fundamental Knowledge with Global Applications, offered every fall.
- INTS 4903 Social Construction of International Society or INTS 4622 Global Governance\*

*Political Theory (PT)*

- INTS 4301 Introduction to Political Theory
- INTS 4526 Modern Islamic Political Thought
- INTS 4802 Foundational Ideas in Social Science: Marx and Weber
- INTS 4820 Democracy and War
- INTS 4822 Contemporary Political Theory

**3. Methodology:** Two courses

- INTS 4010 Epistemology\* or INTS 4522 Philosophy of Social Science\*
- INTS 4500 Social Science Methods\*

Methodology training beyond these required courses is a matter of individual needs and interests, and students should consult their advisor or potential dissertation committee chair and members about available options. A limited fund is available to fund students to study methods courses outside of DU, at for example, methods summer schools. Awards for this purpose will be made on a competitive basis and when such training is vital for completion of the Ph.D. dissertation.

**4. Extended Research Paper**

Please note that Ph.D. students are required to write at least one extended research paper during their period of fulfilling course work requirements. This paper should be written in **one** of your two fields, preferably in your major field. All fields will require that students demonstrate a capacity for independent research in writing the extended research paper. Ideally this research paper will allow students to work toward publication while pursuing their degree. Please note that at some point the titles of these papers and the courses for which they are written should be included in your Program Statement (see the Appendix). Students should work with the principal advisor and the PhD program director on the preparation and sequencing of the extended research paper. An approved extended research paper must be finalized before advancement to candidacy and final approval of the dissertation prospectus.

**4. Electives:** as needed to reach a total of 90 credit hours earned

**5. Foreign Language Proficiency:** Required (see the “Foreign Language Requirement” section of this handbook for more information)

**6. Internships:** Ph.D. students cannot use internship credits towards the degree



## Independent Study – INTS 5991

Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by regular class offerings. Any Ph.D. student that wishes to complete a graduate independent study (INTS 5991) must obtain approval from an appointed JKSSIS faculty member. As a starting point and in order to facilitate this process, students are advised to draft a one to two-page project proposal—with a representative list of scholarly sources that the student intends to consult—and submit it to the faculty member for review.

**Ph.D. students are limited to 4 credits of independent study.** For more information, contact the Ph.D. Program Director or the Director of Graduate Student Affairs

### Requirements and Recommendations:

- The final copy of the independent study should be formatted according to *Kate Turabian: A Manual for Writers, Chicago: University of Chicago Press*. With permission of the student's independent study advisor, another format (e.g. APA, MLA, or "Blue Book") may be permissible if it is the standard for the primary discipline in which the research is being conducted.
- The faculty advisor must be an appointed faculty member at JKSSIS. Adjunct faculty may not advise independent study in either an official or unofficial capacity without prior approval from the program administration.
- Students must register INTS 5991 for credit during the quarter in which they are actually working on the independent study. It is not permissible to register for credit before work has commenced or after the work has been completed.
- Students are expected to complete the independent study in the same quarter in which INTS 5991 is registered.
- In order to register for INTS 5991, the student must use [the designated form](#) and receive departmental permission (which entails receiving the approval and signature of both the faculty director ["instructor" field] and the Director of Graduate Student Affairs ["advisor" field]). After obtaining the required approvals, the student must take the form to the Registrar's Office for processing in order to be registered officially.
- All independent study must be in accordance with established DU policies and requirements. For more information, please review the "[Course Information](#)" section of the Graduate Policies and Procedures Bulletin.

### Course Waivers/Substitutions

Occasionally, your degree program may require you to take a required course that substantially duplicates a graduate course you completed at an earlier point in your graduate academic career. If this is the case and you can document the duplication, you may petition the Ph.D. Program Director and the Associate Dean to request course waiver. You will not receive credit towards the degree, but neither will you be required to repeat work that you have already done.

Please note that it is *very important to discuss any course waivers with the Ph.D. Program Director*, to avoid waiving courses that may be essential for comprehensive exam preparation. Students have sometimes jeopardized their comprehensive exam performance by not taking advantage of the full array of courses when preparing for them. *All course waivers at the Ph.D. level must be approved by the DU Office of Graduate Education.*

Furthermore, in rare instances, students may receive authorization to complete a substitution course in lieu of a required course. As with waivers, students must consult with and receive permission from the Ph.D. Director in order to pursue course substitution. \*Note: substitutions will *not* be granted in instances of failing to complete coursework selection and degree planning and in a timely and proactive manner.

Ultimately, both processes entail completing a [course waiver/substitution approval form](#), an obtaining the explicit approval and signature of your degree director (advisor) and the JKSSIS Associate Dean for Academic Affairs (department chair). Completed forms must be delivered directly to the DU Office of Graduate Education for processing. Failure to complete the course waiver/substitution process as required by University Policy may jeopardize your ability to satisfy degree requirements and graduate on time.

## Foreign Language Requirement

Students are encouraged to plan accordingly and complete this requirement as early as possible, given that *the requirement must be satisfied by the time a student applies to graduate.*

Please note the following mechanisms are available for satisfying the foreign language requirement:

### English Language Proficiency

*Regardless of citizenship status*, students whose native language is not English or who have been educated in countries where English is not the native/official language, must demonstrate proficiency in the English language in *one* of the following ways:

1. Passing the Test of English as a Foreign Language (TOEFL) with a minimum score of 95 (Internet-based), 240 (Computer-based), or 587 (Paper-based).
2. Passing the International English Language Testing System (IELTS) with a minimum score of 7.0.

Note: International students that were admitted to DU/JKSIS without having taken one of the aforementioned exams, *may* satisfy the requirement if they have earned a Bachelor's degree or higher from a formally-recognized/accredited institution where the entire language of instruction and examination is English.

Relevant documentation attesting to English language proficiency *must* be submitted to and on file with the DU Office of Graduate Education, as part of the student's original application to the University of Denver.

### Other Language Proficiency

For native English speakers and non-native English speakers that have *not* taken the TOEFL/IELTS—*regardless of country of origin, citizenship, or international student status*—the requirement entails demonstrating proficiency in one language other than English. The target language should have been studied formally (high school level or higher), must allow for testability (e.g. reading, writing, listening, speaking), and may be satisfied in one of the following ways:

1. Provide documentation of a high school diploma or Bachelor's degree from a formally-recognized/accredited institution where the entire language of instruction and examination was in a language other than English.
2. Provide documentation of a Bachelor's degree in a foreign language (major or minor) field of study.
3. Provide documentation that demonstrates successful completion (i.e. grade of "B" or higher) of the intermediate sequence of one foreign language during undergraduate study (e.g. FREN 2003 [quarter system] or Intermediate French II [semester system]).
4. Provide documentation of passing a graduate degree proficiency exam in a foreign language at another university *before* entering at JKIS, but no more than *three years prior*. The exam must be the STAMP4S test to be eligible.
5. Pass a foreign language graduate proficiency exam offered through [The Center for World Languages and Cultures](#) (CWLC) at DU. The CWLC offers tutoring, language groups, proficiency testing and other language resources and may be reached via email at [cwlc@du.edu](mailto:cwlc@du.edu).
  - a. The main type of foreign language graduate proficiency exam offered at the CWLC is the STAMP4S test. The STAMP4S test is currently available in Arabic, Chinese, French,
  - b. The paper "Translation and Reading" test is used for Latin.

- c. Foreign language graduate proficiency exams are offered at various times each quarter (except summer) by the CWLC. Please review the schedule of [testing dates](#) for more details. Students must register online at least 72 hours in advance to be eligible to take the exam.
  - d. Students may take the foreign language proficiency exam once per quarter, and are eligible to take the exam a maximum of three times during their academic career at DU.
  - e. Foreign language graduate proficiency exams are not offered during summer quarters. Please plan accordingly.
  - f. The CWLC also offers Directed Independent Language Study in Korean, Hindi, Portuguese, Swahili, Swedish, and Turkish. Please contact the CWLC for more information.
6. Pass the final course in the intermediate sequence of a foreign language (e.g. FREN 2003) offered at DU with a grade of “B” or higher.
    - a. The DU Department of Languages and Literatures offers language courses in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Russian and Spanish.
    - b. Please visit the [Course & Schedules](#) page on the Office of the Registrar’s website to search for language offerings at DU. Given that most language offerings are sequenced, students must plan accordingly and in advance.
    - c. Credit earned via completion of a foreign language class at DU is not eligible to be applied to the overall required credits for your graduate degree. Students that pursue this option are responsible for all associated tuition and fees.
  7. Alliance Française:
    - a. Students must complete and pass Class 203 at Alliance Française in Denver.
    - b. For more information: <http://www.afdenver.org> or 303.831.0304.
  8. Berlitz Language Learning and Cultural Training:
    - a. Students must complete and pass a Level 4 language course take a language class at Berlitz in Denver.
    - b. Berlitz offers many different languages and many different course options. For more information: <http://www.berlitz.us/> or 888.645.5447.
  9. Bridge Language School:
    - a. Students must complete and pass the CEFR B1 Level exam at the Bridge Language School in Denver.
    - b. For more information: <http://www.bridge.edu> or 303.777.7783.
  10. Colorado Free University:
    - a. Students must complete and pass an intermediate level 5 or 6 Spanish course at Colorado Free University in Denver. Note: Accelerated Spanish 2 is the equivalent of Spanish 3 and 4, and does not satisfy the requirement.
    - b. For more information: <http://www.freeu.com/spanish/> or 303-399-0093.
  11. If you formally studied (high school level or higher) a target language for which testing is not available through [the Center for World Languages and Cultures](#), students may work with the CWLC to explore alternate testing options (e.g. [Language Testing International](#)). In order to be approved and satisfy the JKSSIS foreign language requirement, an alternate exam must meet institutional standards and must be pre-approved by both the JKSSIS Director of Graduate Student Affairs and the Center for World Languages and Cultures. Moreover, please note the following:
    - a. The student is responsible for scheduling, completing, and paying for any and all required exam components.
    - b. Once pre-approved by JKSSIS and the CWLC, the relevant exam(s) must be proctored by [CWLC](#) staff.
    - c. Once the test has been scheduled, students must check-in with the [CWLC](#) to ensure that all arrangements are in order and formally approved.

- d. Final results must be communicated directly to JK SIS by the [CWLC](#) for verification and recording.

Note: target languages that do not have appropriate and approved tests available, cannot be used to satisfy the JK SIS foreign language requirement. Relevant documentation attesting to proficiency in a language other than English *must* be submitted to the JK SIS Office of Academic and Student Affairs for verification, **at least two quarters prior to the intended date of graduation.**

**Other Helpful Resources for Graduate Foreign Language Proficiency:**

**Student Conversation Tables:** In past years, JK SIS students have organized informal foreign language conversation tables that allow participants to practice their spoken foreign language skills and prepare for the graduate proficiency exam. If you are interested in this option, you are encouraged to inquire around JK SIS (and perhaps check your class's Facebook group) for more information.

**Online Language Learning Tools at the University Library:** Students may prepare for their graduate proficiency exam using online resources available at the University Library. Information about these tools (which are free of charge to you) can be accessed [here](#).

## Ph.D. Comprehensive Exams

All students must pass written and oral comprehensive examinations in two fields. These exams are not limited to the materials covered in courses but range across the entire field. Copies of old exams are available from the Office of Student Affairs.

Exams are normally given twice a year, in October and April. Those intending to take an exam in any quarter must notify the Ph.D. Degree Director and the JKSSIS Office of Academic and Student Affairs prior to the beginning of the quarter in which exams are to be taken.

Students should take both field exams at the latest by the Spring quarter of the “third year” (i.e., the year after completion of coursework). Exceptions require consultation with the field director and the Ph.D. Program Director. Students may take one or both exams prior to the third year only with the approval of their faculty advisor and field director. Failure to take an exam by the Spring of the third year, without a deferral approved by the Program Director, will count as a first failure of the exam.

Comprehensive exams are administered as a take-home written exam completed within a prescribed time frame designated by the field directors followed by an oral examination (typically organized within two weeks of the written exams). Examiners for both the written and oral exams are tenured or tenure-track Josef Korbel School of International Studies faculty, except when the necessary expertise is unavailable within that group. Separate oral exams are given in each field. Ordinarily, a three-professor committee for each field will be designated.

Comprehensive exams in each field will be evaluated as (1) Pass with Distinction; (2) Pass; (3) Conditional Pass; or (4) Fail. For a conditional pass, the committee will specify in writing what necessary additional work should be completed before the student may advance to candidacy. Failure to meet these conditions as specified will result in the grade for the exam being changed to “fail.”

Each student will have two opportunities to pass each field examination. If a student does not pass a field exam on the first sitting, he or she will be required to sit for the written and oral exam in that field the next time it is offered. Exceptions to this policy must be explicitly authorized in writing by both the Ph.D. Director and the Associate Dean. Failure to sit for the second written or oral exam at the designated time will count as a failure of the exam and lead to immediate termination from the Ph.D. program. A student who fails one or both field examinations twice will be automatically terminated from the Ph.D. program.

A student advances to Ph.D. candidacy after passing comprehensive exams, including discharging any stipulated conditions. It is generally expected that students will complete the comprehensive exams prior to defending the dissertation proposal.

Special conditions pertain to the Political Theory Comprehensive Exam (PT):

1. Students will be required to present two qualifying papers, one on a single thinker, one on a topic that crosses at least two of the four periods covered in the course work.
2. Students will take written and oral comprehensive exams in two of the four periods. The written part of the exam will be done in a take-home format.
3. Students will have to cover at least three historical periods both in their qualifying papers and their take-home comprehensive exam.

The guidelines for the political theory qualifying papers are as follows:

- Both Qualifying Papers must be done before the quarter in which the written comprehensives are taken.
- Qualifying Papers must be written under the supervision of a faculty member and on a specific topic approved by that faculty member. The finished paper will then be read by a second faculty member. The requirement is completed when both papers have been approved by two faculty members.
- At least three different faculty members must be involved in supervision of the two papers.
- At least three of the faculty members supervising the papers must be selected from the list of those in the political theory field. If the fourth faculty member is not chosen from that list he or she must be approved by the Director of the Political Theory Field.
- Normally papers will run between 7500 and 9500 words, though there are no specific rules regarding length.
- Qualifying Papers may begin as term papers in classes, but are expected to indicate a knowledge and insight into their subject that goes beyond that represented in a term paper.
- Students can register for independent study or use their Comp Preparation Hours to prepare their papers.
- On completion of their papers, students and supervising faculty are encouraged to meet to discuss the issues raised in the papers.

## **Ph.D. Research Seminar**

All Ph.D. students present in Denver must attend the Ph.D. research seminar, INTS 4327 (Advanced Issues in International and Comparative Politics). It is a requirement for those receiving and for those that have previously received Ph.D. funding. The purpose of the Ph.D. Research Seminar is to provide an intellectual hub for the Ph.D. program and will serve multiple purposes for Ph.D. students:

- Students will present their research projects, usually related to dissertation plans;
- Students will also be able to present versions of conference papers that they have in preparation;
- Members of faculty will also present their own research and research designs to give Ph.D. students an idea of the issues that social scientists always confront when undertaking research;
- Invited speakers will lecture and run discussions on research methodology and methodological issues; and
- Special sessions will be held that provide advice on, among other issues (a) writing a prospectus, (b) transforming a prospectus into a dissertation; (c) conducting various kinds of field research, (d) using particular kinds of research tools (interviews, focus groups etc.); and (e) accessing and using various kinds of data.
- The Ph.D. Research Seminar occurs annually and can be taken for credit only once.

## Ph.D. Committee Chair and Members

University policies and requirements governing a [Doctoral Degree Requirements and Standards](#) may be found in the Graduate Bulletin, including:

- [Requirements](#)
- [The Doctoral Dissertation](#)
- [Doctoral Dissertation Oral Defense](#)
- [Completing the Degree](#)
- [Electronic Dissertation information](#)
- [Additional information](#) can be found under “Graduate Student Resources” regarding graduation, oral defense, electronic submission/formatting of dissertation, and deadlines

Please ensure that you liaise with the PhD. Program Director before seeking a dissertation director and consulting faculty regarding your committee membership.

## Prospectus

Each student is required to prepare a research prospectus outlining work to be carried out for the dissertation study. The document must be approved by the student’s dissertation committee. That approval, in writing, can only be given following the completion of an oral ‘prospectus conference’ between the student and the committee. It is very important, therefore, that a student agrees on a committee chair and two other committee members before proceeding too far with their prospectus (if necessary one committee member can come from elsewhere at the University of Denver, or from another university). Early advice on the prospectus and the feasibility of the dissertation topic is essential for writing a prospectus that can be readily transformed into a dissertation within a reasonable time period.

A dissertation prospectus contains a description of the topic for study, a clear research question or puzzle, a critical review of the relevant literature, a viable and rigorous research design, a discussion of the practicalities of the research (how and where the research will be conducted) and a timetable for each stage of research, writing and completion. A variety of research genres are used in international studies scholarship; for example, hypothesis-testing, theory construction, analytic modeling, descriptive studies, conceptual efforts and so on. Any one or more of these might be appropriate for a student’s Ph.D. dissertation, depending on the subject matter, background and analytic skills of the student, and the views of the dissertation committee.

All Ph.D. students are required to attend the Ph.D. Research Seminar, which will provide input into prospectus writing and dissertation writing.

All Ph.D. students are required to take at least two courses that will assist them with Ph.D. research methodology - INTS 4500 (Social Science Methods), in addition to INTS 4010 (Epistemology) OR INTS 4522 (Philosophy of Social Science).

It is not essential that in writing your prospectus you seek to produce a ‘complete and exhaustive’ preliminary statement that the dissertation will eventually fully comply with (that’s the best way never to finish your prospectus). A prospectus is a road map – but unlike most maps it is almost inevitable that at some point you will have to redraw it when you encounter unanticipated problems in implementing the original design. Students should therefore not fall into the trap of spending too long (i.e., more than five-six months maximum full time) working on their prospectus. A prospectus is a plan (a research design)



for a dissertation – not the dissertation itself. In order to expedite prospectus writing it is very important that you identify an advisor or potential committee chair as soon as possible when you begin work on a prospectus. Choosing the right advisor/committee chair, or establishing a productive relationship with them, can be difficult for some doctoral students and many books written on surviving the dissertation process highlight the importance of a good committee chairperson. The Ph.D. Program Director can help you with this and it is strongly encouraged that the choice of a dissertation chair be a very deliberative and thoughtful process of wide consultation.

## **Dissertation**

Each candidate for the Ph.D. degree is required to write a dissertation based upon soundly conceived and skillfully executed research which will make an original contribution to knowledge in the field. It should contain material that has potential for publication, be well written, transfer data in an accurate manner, and be free of error. Grades of ‘pass’ are assigned once the dissertation is accepted.

The student selects a dissertation topic and a faculty committee that is normally composed of an advisor and two readers. The supervisor (committee chair) and at least one reader must be drawn from the tenure-track faculty. An outside reader may also be selected by the student to participate in the evaluation of a dissertation. Such individuals will receive no remuneration for their services, nor will they be expected to participate in the oral defense of the dissertation, although they may at the request of the committee.

The dissertation committee, which is not in any way linked to the Ph.D. comprehensive exam committee, is responsible for overseeing the production of the student’s dissertation, including preparation of a prospectus, supervision during research, and participation in the final evaluation of the completed work. Dissertation committees must be available to the student to discuss the dissertation and assist intellectually with all problems that arise with it. While the initiative for this is the student’s responsibility, committee members must be readily accessible.

Normally, a student may expect written comments from a faculty member less than a month after submitting portions of the manuscript. It is important that student and faculty establish a specific time period that is considered reasonable for this purpose, with the understanding that this might need to be changed because of other responsibilities. *Students should not expect professors to examine their work in the summer, unless they have spoken with the faculty member to confirm their availability.* If a student believes that a committee member is not sufficiently responsive, s/he should contact the Ph.D. Program Director, who can intervene.

Faculty members who leave the Josef Korbel School of International Studies may continue to serve on dissertation committees, but no remuneration is available for this service. Committee replacement is carried out with the input of the student; if made before prospectus approval, the new member may request changes in the project, while if it occurs after prospectus acceptance, the project is considered approved.

If a student desires to change the committee after submitting a prospectus, the request should be transmitted to the Associate Dean. Changes in committees can take place only when a student substantially reformulates the topic of the dissertation and shifts its intellectual focus. If a student believes that the quality of academic work has not been judged fairly and professionally by any member of the committee, a grievance may be filed.

The student must assume responsibility for determining when the quality of work is complete and acceptable enough to be submitted for judgment by his/her dissertation committee. The student and the committee determine the schedule and what form the student is to follow in submitting the draft dissertation. The student has two opportunities to submit an acceptable dissertation. If the student's second, full draft of the overall dissertation is judged to be unacceptable by the committee, the student will no longer be a candidate for the Ph.D. at Josef Korbel School of International Studies.

Upon completion of an acceptable draft, an oral dissertation defense will be held. With the consent of the dissertation committee, a doctoral candidate will apply to the DU Office of Graduate Education to schedule the examination, and submit an appropriate number of copies of the dissertation to the committee. In the oral exam, a student may demonstrate the strengths or weaknesses of the written work. The final judgment, however, will be of the worth of the written work in light of the oral exam--not of the oral performance independent of the dissertation.

A dissertation will be graded as follows: (1) pass with distinction; (2) pass; or (3) referred. In the first two cases, the dissertation will be accepted as presented. If the examining board requires changes, these will be given to the candidate in detail. The advisor is responsible for ensuring that the appropriate modifications are made in a complete and satisfactory manner. When such changes are completed, the dissertation will be accepted without further examination. If a dissertation is referred, the candidate will have one further opportunity to submit the dissertation for examination. The candidate will receive a detailed explanation of why the dissertation was referred and the required changes to be made. The revised dissertation will be resubmitted to the examining board, which will decide whether or not a second oral examination is necessary. Each dissertation presented for final approval must conform to general university requirements and it is the student's responsibility to ensure that the finished dissertation is appropriately prepared.

Rules on dissertation manuscript preparation are available from the Graduate Studies office.

As for dissertation writing itself, students need to be very conscious of the trade-off between getting a dissertation 'right' and getting it done. In order to get a dissertation written in reasonable time (spending longer than seven years in a Ph.D. program will do you no favors when you finally start applying for jobs) requires (a) that the scope of your dissertation does not exceed your resources, both material and academic (i.e., make sure that your research topic can be done without expensive additional training and without field work that you cannot engage in); and (b) that you make sure that your committee chair has the expertise required to supervise your dissertation (in some cases the core expertise may lie with your other committee members) and that he or she is prepared to engage with you in making the dissertation 'work'. You and your chair should set a notional deadline for finishing the dissertation from the outset so that the process is not seen as 'open ended'. The questions you should therefore be regularly asking yourself and your chair, especially when writing the prospectus and in the first phase of research, are "is this research topic feasible; am I on track or straying off course; how can I get the research and writing done as efficiently as possible within a given period of time?"

Rather than seeing your dissertation as an open-ended 'intellectual journey' try to be pragmatic, disciplined and professional. Also note that a successful dissertation often requires constant re-calibration, so do not try to get everything 'right' from the outset. The first draft of a dissertation will often be too long and disorganized – inevitably so. The second draft can only be written when the first, imperfect draft is in place. Thinking of the dissertation in those terms will prevent you spending too long getting the first draft in place and allow time for getting the dissertation 'right' when you write the subsequent version.

## Normal Progress

University rules allow a student entering with a Master's degree **seven years** to complete the degree, whereas students entering only with a Bachelor's degree are allowed **eight years** (see [time limit for completion of the degree](#) policy). In order to ensure compliance with these rules, normal progress through the program is defined below. Any student failing to make normal progress is subject to termination from the program.

The following definition assumes that the student enters with a Master's degree. Add one year if entering only with a Bachelor's degree.

Year 1: Coursework

Year 2: Coursework

Years 2-3: Comprehensive exams. All students must have sat for comprehensive exams by the end of the Spring of their third year.

Years 2-3: Prospectus. All students should have an approved prospectus well before the end of their third year in the program. There is no reason why a dissertation should not be researched and written in two years of full-time work, if the research design is well structured, if the subject is manageable, and if you work closely with your committee chair and members. Aim to five years if possible. Demonstrating efficiency in the completion of your dissertation signals to potential employers that you have what it takes to be a productive scholar.

The final bound dissertation must be completed and an application for graduation submitted within the University's year time limits: seven years for students who enter the Ph.D. program with a Master's degree; eight years for students who enter with a bachelor's degree. Extensions beyond the seven- or eight-year deadlines (agreed to via a continuation procedure, involving the office of the Vice Provost for Graduate Studies) will only be awarded (a) if there are special circumstances that have delayed completion of the dissertation, and (b) if first the student's advisory committee and second the Ph.D. program director agree with the plan for completion at the earliest opportunity with the student and his or her committee chair and members.

Requests for extensions of either the degree time limit or the normal progress guidelines (with justification for the request) must be submitted to the Director of the Ph.D. Program before they are submitted to the office of the Vice Provost for Graduate Studies.

## Appeals

A Ph.D. student whose petition to seek an extension is denied by the Director of the Ph.D. Program may appeal that decision first to the Associate Dean and then to the Graduate Studies Committee, as follows:

1. The student must submit a written appeal to the Associate Dean within 15 days of notification of denial of the petition for extension. The Associate Dean will rule on the appeal within 15 days.
2. If the Associate Dean supports the initial denial, the student must submit a written appeal to the Graduate Studies Committee (in the person of the Director of Student Affairs) within 30 days of notification of denial of his/her petition for extension.
3. The Graduate Studies Committee will review the case at its next scheduled meeting, and it will notify the petitioner in writing of its decision. The Associate Dean who denied the petition will not vote on this matter. Access by the student members of the Graduate Studies Committee to the materials in the petitioner's file will be governed by applicable University rules.
4. Adverse decisions by the Graduate Studies Committee may be appealed beyond Josef Korbel School of International Studies, in accordance with University rules.

5. If the appeal is received during an inter-term, and if circumstances require a decision prior to the commencement of the next term, the Dean will appoint an ad hoc committee of three faculty members to consider the appeal.

## **Annual Review**

The purpose of the annual review of Ph.D. student progress is to identify any problems early on enough to provide help and assistance to pre-comps students and to ensure that post-comp students are staying on track.

### *Annual Reports*

Ph.D. students shall be reviewed annually by the Ph.D. Program Director and students should be prepared to submit a brief annual report for this purpose. The aim of the annual review is to identify students who are not making satisfactory progress or that in any other way appear to be foundering and provide them with advice to assist in their successful and timely completion of the degree or, where appropriate, a timely withdrawal from the program.

*Students will submit a progress statement by May 1 of each year to the Ph.D. program*

A typical statement will be about one page, single-spaced, in length. It should review what the student believes s/he has accomplished in the past academic year, reflect briefly on any shortcoming or failings that s/he has encountered, and look forward to expectations for progress in the following year(s). This statement will become a part of the student's file.

In most instances, after reviewing the student's file, the Ph.D. Program Director will simply note internally that s/he is making satisfactory progress. Such a judgment will not be communicated to the student or anyone else.

If the student appears not to be making satisfactory progress, however, the Ph.D. Program Director will draw the attention of the student (and, if post-comps, the dissertation committee chair), and where appropriate the Associate Dean, to this fact.

For students who have completed coursework, the statement should be focused principally on progress towards timely completion of the dissertation. Students who have an accepted prospectus will also have the chair of the dissertation committee submit a letter indicating his/her perceptions of the progress of the student over the past year and likely prospects for completion.

In addition, prior to the annual review, the Ph.D. Director will invite the permanent faculty to express, confidentially, any concerns about any student that s/he feels merit consideration by the Sub-Committee.

No application for continuous enrollment will be approved for a student who has not submitted an annual review statement.

# **Policies and Procedures**

With a handful of exceptions in which our departmental policy is more stringent than University policy, the Josef Korbel School of International Studies is required to comply with and enforce all graduate policies and procedures established by the University of Denver.

Our graduate students are expected to become familiar with and observe all policies as outlined in the [Graduate Bulletin](#). Moreover, students are required to attend all departmental and institutional Graduate Orientation events. [Understanding your responsibilities as a student](#) and learning about the resources available to you during your time at DU, will help pave the way for a positive and successful experience in graduate school.

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## Honor Code & Student Conduct

The faculty and staff of the Josef Korbel School of International Studies endorse the [University of Denver Honor Code](#) and strongly support the principle that academic honesty and professional conduct are essential for study within the university. Students must adhere to the Honor Code in all ways, and understand that engaging in unprofessional/unethical conduct, or submitting work that is not one's own (e.g. plagiarism, cheating, and other forms of academic misconduct) are subject to disciplinary action, including immediate expulsion from study at the University of Denver/Josef Korbel School of International Studies.

For more information, please review the "[Professional and Academic Conduct](#)" section of the Graduate Policies and Procedures Bulletin.

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## JKSIS Plagiarism & Academic Conduct Policy

The Josef Korbel School of International Studies graduate handbooks state that faculty and staff endorse the University of Denver honor code, as well as the principles and standards that intellectual and academic honesty are essential for study within the university. Students are required to honor these principles and understand that to submit work which is not their own violates the spirit and purpose of the [University of Denver Honor Code](#).

Students that engage in *any form* of cheating, plagiarism, academic dishonesty, unethical or unprofessional behavior are subject to consequences, including but not limited to receiving a **failing grade** for the assignment/course and may be **termination** from JKSIS/University of Denver.

Plagiarism occurs when one submits written work borrowing the ideas and phrasing of another author without acknowledging such usage by footnotes and quotation marks. A paper written entirely, or in part, by one author and submitted under the name of another also constitutes plagiarism. Examination cheating includes the use of unauthorized aids during the testing process. Constructing artificial data for a class project, thesis or dissertation through unacceptable methods is also considered cheating.

All incoming students are required to:

1. Review the JKSIS Plagiarism Policy (found at <http://portfolio.du.edu/issta/page/36603>), and
2. Sign and date the sheet acknowledging that they have read the policy, understand the consequences of committing plagiarism, and agree to be bound by the policy.

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## Responsible Conduct of Research

### Authorship

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. The two are linked. Some of the most common issues involve problems with authorship – exclusion, order, and at times, inclusion. Authorship practices should be judged by how accurately and ethically they reflect actual contributions to the final product.

While different disciplines may have somewhat different practices and expectations, the following provides a rough overview of authorship best practices and some unethical practices to avoid:

- **Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work.** For example, in the case of a research report, each person listed as an author should have contributed to the conception, design, analysis, and/or interpretation of the data.
- In order to avoid or minimize conflict, research teams should discuss authorship issues frankly and early during their work together.
- Acquisition of funding, collection of data, or general supervision of the research group alone does not justify authorship.
- **Beware of unethical practices in which authorship is either granted or withheld for reasons not related directly to contribution to the work.** Examples of this may include: authorship by authority; gift, courtesy or honorary authorship; political authorship; and ghost authorship.
- In recent years matters of authorship, attribution, and acknowledgment have become more complex and the customs prevailing in different fields have diverged. For potential differences in your field, refer to the authorship guidelines for specific journals or professional societies.

Please see below for links to additional information and discussion tools related to Responsible Authorship and Responsible Conduct of Research in general:

- [Office of Research Integrity: Overview](#)
- [Office of Research Integrity: Quick Guide](#)
- [International Committee of Medical Journal Editors](#): A common starting point for a discussion of authorship is the International Committee of Medical Journal Editors (ICMJE) guidelines.
- [Online Ethics Center for Science and Engineering](#): Resources for Group Mentoring in Responsible Conduct of Research
- [Office of Research Integrity: Guidelines for Responsible Conduct of Research](#)

For more information, or for a more detailed presentation on the topic of Responsible Authorship, or other topics related to RCR, please feel free to contact [Mary Travis](#), Director of Research Integrity and Education in the [Office of Research and Sponsored Programs](#).

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## Institutional Review Board

The University of Denver is committed to protecting the rights and welfare of individuals participating as subjects in its research. The Office of Research Compliance/IRB is home to an [Institutional Review Board](#) (IRB) charged with reviewing human subjects research. The DU IRB reviews all human research protocols in accordance with federal regulations, state laws, and local and University policies. The IRB is composed of members from various disciplines within the education, social, and behavioral sciences as well as community members. Any research involving human subjects must be approved by the IRB.

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## Grades, GPA and Academic Standards

The purpose of course grades is to provide an honest appraisal of a student's work; to communicate this appraisal clearly; and to enable professors to make plausible discriminations between levels of academic performance.

- 'A' range: signifies high quality work, an outstanding performance and superior achievement. In most classroom situations, only a minority of the class would reach this level.
- 'B' range: signifies acceptable graduate level work.
- 'C' range: signifies minimally acceptable graduate work. Credit will be given, but no more than one-fourth of the hours accepted toward the degree may be a C grade. Students who earn more than one grade of "C" should seriously reconsider their continuation in the program.
- 'D' or 'F' signifies unacceptable graduate work. Credit will not be given.

For more information, please review the following University of Denver resources:

- [Grading System](#) (Office of the Registrar)
- [Academic Standards](#) (Graduate Bulletin)
- [Incomplete Grade Policy](#) (Office of the Registrar)
- [Grade Change Policy](#) (Office of the Registrar)
- [Grade Appeals](#) (Graduate Bulletin)

**Graduate students must maintain a cumulative GPA of 3.0 or higher in order to be in good academic standing and remain eligible to graduate.** Any student whose overall grade point average falls below a 3.0 is no longer in good academic standing and may be warned, put on probation, suspended, or terminated, depending upon the grade point deficiency. Each quarter on probation, the student must contact his/her advisor to develop a plan to remedy the academic deficit.

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## Procedure for Academic Grievances & Appeals

Current and active students may appeal academic and student status related decisions and/or seek resolution of complaints or grievances through the [Academic Exceptions, Grievances and Appeals](#) process during their enrollment at the University of Denver.



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## Registration

The DU Office of the Registrar establishes and enforces DU [registration policies](#) and provides students with the tools necessary to navigate and execute the registration process successfully. The JKSSIS Office of Academic and Student Affairs is happy to offer additional support or troubleshooting when possible.

### Some helpful registration resources include:

- [Graduate Registration Policies](#) (Graduate Bulletin)
- [Building Registration Plans](#) (Office of the Registrar)
- [How to Register](#) (Office of the Registrar)
- [Registration Time Assignments](#) (Office of the Registrar)
- [Registration Errors](#) (Office of the Registrar)
- [Registration Holds](#) (Office of the Registrar)
- [Academic, Registration & Billing Calendar](#), including add/drop deadlines, (Office of the Registrar)
- [Late Registration Fees](#) (Office of the Registrar)
- [Tuition Refund](#) (Office of the Registrar)
- [Waitlists](#) (JKSSIS)

### Courses requiring special approval:

While registration for most courses may be completed online during open registration periods (at or after your designated registration time), there are some instances in which [special approval](#) may be required. Some examples include:

- Continuous Enrollment
- Independent Research (e.g. SRP, Thesis, Dissertation)
- Independent Study
- Internship Credit

For more information and specific details, please review the relevant sections of this handbook and/or the [Graduate Bulletin](#).

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## Coursework outside of JKSSIS

1. Any student wishing to take *graduate-level* coursework in another department or academic unit must have the permission of that department/unit. Note: the tuition and fees applicable to that unit will apply; undergraduate credit is not eligible to count toward a graduate degree.
2. With the exception of formal dual degree programs or interdisciplinary certificate programs, coursework from other departments/units must receive *explicit* approval from a student's degree director in order for the credit to apply toward degree requirements.
3. Credit from DUs University College and the Colorado Women's College is *not* eligible to be used toward degree requirements for any INTS graduate degrees.
  - a. Note: Conflict Resolution students *may* be eligible to take University College courses with the explicit approval of the CRES degree director.

4. JK SIS graduate students are limited to a maximum of 16 credits taken in other departments/units. This coursework *must be* completed at the graduate-level in order to count toward degree requirements, so please consult the department/unit to confirm [course information and level](#) (i.e. not all 3xxx-level courses are considered graduate-level).

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## Transfer of Credit Policy

Students seeking transfer of *graduate* credit from a previous institution, should refer to [DU's Transfer of Credit Policy](#). Provided all criteria are met, students must:

1. complete and sign a [Transfer of Credit Request Form](#) no later than the end of their first term;
2. submit the form, along with all relevant syllabi, to the [JK SIS Associate Dean of Academic Affairs](#) for review; and
3. ensure that an *official* transcript from the institution in question is on file with the DU Office of Graduate Education.

If the transfer of credit request is approved by the [JK SIS Associate Dean of Academic Affairs](#) (Department Chairperson), the form will be forwarded to the DU Office of Graduate Education for the next level of review and approval by the Associate Provost for Graduate Studies.

Note: undergraduate credit is not eligible for transfer toward a graduate degree program.

To avoid problems and misunderstandings, request transfers of credits during your first quarter at Josef Korbel School of international Studies. **Please note that the Ph.D. Program Director may advise against the transfer of certain credits, as failure to take particular courses at the Ph.D. level at JK SIS may jeopardize a student's chances of successfully taking the Ph.D. comprehensive exams.**

Students who wish to transfer credits from foreign institutions toward their graduate work should note that questions of level of instruction (graduate or undergraduate U.S. equivalent) and grading comparisons (how numeric marks are related to the U.S. letter grade system) are handled by the DU Office of International Admissions, where final decisions on transfers are made.

Ph.D. students may transfer in no more than two courses that count towards each field; that is, the majority of coursework used to satisfy both field requirements must be taken at Josef Korbel School of International Studies.

**Note:** 1 semester hour of credit generally transfers as 1.5 quarter hours of credit.

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## Unaffiliated Study Abroad

While not commonly pursued at the graduate level, students are *eligible* to transfer a maximum of 15 quarter credits toward degree electives from an accredited academic program conducted abroad. Please note that participating in an unaffiliated study abroad program requires significant advance planning, institutional pre-approval via the DU Office of Internationalization, as well as explicit permission of the department, the degree director, and the DU Office of Graduate Education.

For information regarding the Office of Internationalization's approval process and relevant deadlines, please refer to the [Unaffiliated Study Abroad Programs](#) (UPP) policy and petition process. In addition, all institutional policies including, but not limited to, the Graduate [Transfer of Credit](#) policy, will apply.

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## Leave of Absence/Withdrawal from the University

Students considering time away from graduate study must communicate with the University prior to taking time off from the graduate program and complete the appropriate paperwork. There are two types of withdrawals: temporary (including personal and medical leaves of absence) and permanent.

For detailed information and policies regarding withdrawing from the University, either temporarily or permanently, please see the "[Student Withdrawal from the University](#)" section of the Graduate Policies and Procedures Bulletin.

### Re-admission Policy

Students that take time away from graduate study *without* following the proper withdraw procedure, in addition the students that are terminated from the program, must apply for readmission in order to official re-enter a program of study. For detailed information, please see the "[Readmission](#)" section of the Graduate Policies and Procedures Bulletin.

Note: Re-admitted students are required to attend new student orientation.

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## Other Potential Reasons for Taking Time Away from JKSiS

Outside of a temporary personal or medical leave of absence\* from the university, there may be other reasons a student elects to spend time away from their JKSiS graduate program, including:

- **Fellowships** (e.g. Boren, Fulbright, & EMDAP), during or outside of the regular academic year, which *may* require a student to maintain active student status/graduate school enrollment;
- **Internships** conducted outside of the Denver area during the regular academic year;
- Participation in the Korbel in DC Program or the Korbel in Geneva Program;
- **Thesis-related research** required for degree completion and conducted outside of the Denver area;
- **Unaffiliated Study Abroad:** while not commonly pursued at the graduate level, students are *eligible* to transfer a maximum of 15 quarter credits toward degree electives from an accredited academic program conducted abroad. Please see the "Unaffiliated Study Abroad" section of this handbook for more details.

\*Note: Please refer to the "Leave of Absence/Withdrawal from the University" section of this handbook, as well as the "[Student Withdrawal from the University](#)" section of the Graduate Policies and Procedures Bulletin for more details about a temporary leave of absence.

### How to Properly Structure Time Away from Graduate Study:

The way a student must structure their time away from graduate study, depends on the situation and circumstance. Options may include a leave of absence, registering for internship/research credit, and/or registering for continuous enrollment status. Please consult with the JKSiS JKSiS Office of Academic and Student Affairs for additional guidance or to be directed to the appropriate support office and resources.

## Important Considerations for Taking Time Away from Graduate Study:

A student that falls into one these categories must take into consideration a number of important factors\* in order to plan in advance and plan appropriately.

| Planning Factors & Guiding Questions   | Policy & Information Resources   |
|--|--|
| <b>Timing:</b>   |  |
| When do you intend to take time away from the program (e.g. beginning, middle, or end)?  | Depending on when you intend to take time away, you will need to consider a range of possible factors as outlined below.   |
| <b>Progress toward degree completion:</b>  |  |
| What is your anticipated date of graduation?<br>Are there classes which you must complete that are only offered once a year? If so, what is your plan for completing them prior to graduation?   | Visit the <a href="#">Student Affairs Portfolio</a> site for course schedules. Consult with your degree director for advising and planning purposes. Be aware of the <a href="#">Time Limit for MA Degree Completion</a> policy. |
| <b>Credit &amp; Degree Requirements:</b>   |  |
| What are your options for earning credit and remaining on track for degree completion? If you are taking classes at another institution, have you obtained the appropriate permissions and is the eligible for transfer?   | Consult the <a href="#">Graduate Policies and Procedures Bulletin</a> .  |
| <b>Enrollment Status and Financial Aid/Loans:</b>  |  |
| What impact will time away have on your enrollment status? On loan repayment structure/timing? Is there a minimum number of credits in which you need to be enrolled to remain eligible for loan disbursement? What is the grace period for loan repayment? Is loan deferment an option? | Consult the “ <a href="#">Enrollment Status</a> ” section of the Graduate Policies and Procedures Bulletin, as well as the “ <a href="#">Graduate Student</a> ” section of the <a href="#">Office of Financial Aid website</a> . |
| <b>Scholarships:</b>   |  |
| What impact will this have on your academic year scholarship(s)?   | Consult with the <a href="#">Office of Financial Aid</a> and the JKIS <a href="#">Director of Graduate Enrollment</a> .  |
| <b>Student Employment/Campus Jobs:</b>   |  |
| If you are eligible or employed in a campus/community work study position, will your employment status, job, or award amount be impacted? If you are employed in a departmental level research assistant job (not work study), will your role be impacted?                               | For student employment/work study information, visit the <a href="#">Office of Student Employment</a> .<br><br>For departmental-level research assistant positions, begin by consulting with your supervisor.                    |
| <b>Health Insurance:</b>   |  |
| What impact will this have on DU-affiliated health insurance coverage? Are there a minimum number of credits in which you need to be enrolled to qualify for coverage?   | Visit the <a href="#">DU Health &amp; Counseling Center</a> site.  |
| <b>International Students:</b>   |  |
| How will this affect your immigration status? Is there a minimum number of credits in which you need to be enrolled to maintain your student visa and immigration status?  | Consult with the Office of <a href="#">International Student and Scholar Services</a> .  |
| <b>Career Development:</b>   |  |
| How is this experience moving you toward your career goals?  | Consult with the JKIS Graduate <a href="#">Office of Career and Professional Development</a> team.   |

\*NOTE: this information is meant to serve only as a general starting point; it is by no means a complete or comprehensive guide given that each student’s situation is unique.

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## Continuous Enrollment

Registration for Continuous Enrollment (CE) is limited to students who have completed all required coursework, with the exception of independent research hours (i.e. INTS 4995, INTS 4996, or INTS 5995) needed to complete a degree. CE is designed primarily for students who are working on a thesis, SRP, or doctoral dissertation.

For detailed information and policies regarding continuous enrollment, please see the “[Continuous Enrollment](#)” section of the Graduate Policies and Procedures Bulletin. Additional information with reference to continuous enrollment is available regarding [Tuition and Fees](#) and [Graduate Financial Aid](#).

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## Degree Completion & Graduation

Students may not receive a University of Denver degree without completing all [Master’s degree requirements](#). Students may not receive a degree with fewer than the published number of credits or with a cumulative GPA below the 3.0 minimum required for JKIS graduate degree programs.

Per the [graduation requirements policy](#), students are required to submit the graduation application two quarters in advance of the intended date of graduation. Failure to abide by [university deadlines](#), as well as relevant departmental deadlines, will result in graduation delays.

### General Graduation Planning Information and Resources:

- [Graduation Requirements](#) (Graduate Bulletin)
- [Graduation Instructions, Dates & Deadlines, and Forms for Graduate Students](#) (DU Office of Graduate Education)
- [Graduation and Oral Defense Information](#) (DU Office of Graduate Education)
- [Application for Graduation](#) (Office of the Registrar)
- [Commencement Ceremonies](#) (Graduate Bulletin)
- [Diplomas](#) (Office of the Registrar)

### JKIS Specific Policies and Processes:

In order to facilitate an efficient and timely degree verification process, *all graduate degree candidates at the Josef Korbel School of International Studies are responsible for complying with the following requirements at the time of application to graduate:*

- Submit a final and accurate Program Statement (online via the [Student Affairs Portfolio Community](#) site), which has been approved and signed by the designated Degree Director;
- If applicable, ensure that any [course substitution approval forms](#) have been completed and submitted to the DU Office of Graduate Education;
- If applicable, complete the language proficiency requirement and submit the relevant documentation to the JKIS Office of Academic and Student Affairs;
- If applicable, complete all other non-coursework requirements (e.g. internship, RPCV Practicum, etc.);
- Resolve any outstanding incompletes (I);
- Complete all coursework with an overall GPA of 3.0 or higher.

Students that do not comply with these requirements may not be advanced to candidacy by the Josef Korbel School of International Studies.

Final graduation certification is conducted by the DU Office of Graduate Education *after* the final grades have posted for each term and will not be granted until the student has satisfied *all* degree requirements—including coursework and non-course requirements (e.g. internship/practicum, language requirement, thesis/dissertation/SRP, etc.)—and unless the student has satisfied the minimum credit hour requirement, met the minimum GPA threshold required for degree completion, and is in compliance with all other policies governing graduate degree requirements (see the [Graduate Bulletin](#) for complete details).

For complete details, including instructions and checklists, please visit the “Graduation and Commencement” tab of our Portfolio Community site at <http://portfolio.du.edu/issta/page/54365>.

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## **Tuition & Fees**

Information pertaining to University of Denver [Tuition and Fees](#) may found on the Office of the Registrar’s website.

Additional policies and resources may be found online at:

- [Tuition, Fees and Financial Aid Policies and Procedures](#) (Graduate Bulletin)
- [Tuition and Fees](#) (Office of the Bursar)

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## **Privacy of Educational Records & Access to Information**

The University of Denver is committed to the safeguarding and accurate maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students with a number of rights regarding their educational records.

More information may be found on the Office of the Registrar’s [website](#).

# **Student Resources**

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## Summary of Campus Resources

We understand that graduate school can be intense and that students have rich and complex lives outside of the classroom. In order to maximize your time at the University of Denver and the Josef Korbel School of International Studies, we hope you will familiarize yourself with and take advantage of the many resources available to support your personal, academic, and professional well-being while on campus.

Below is brief list of helpful resources. Students with questions or concerns about connecting to appropriate resources and support services are encouraged to be in touch with the JKJIS JKJIS Office of Academic and Student Affairs.

### Academic and Degree Resources:

- [Anderson Academic Commons](#)
- [Center for World Languages and Cultures](#)
- [Disability Services Program](#)
- [Graduate Bulletin](#)
- [Graduate Student Resources](#)
- [Institutional Review Board](#)
- [University Libraries](#)
- [Writing Center](#)

### Career and Professional Development Resources:

- [DU Career Services](#)
- [JKJIS Office of Career and Professional Development](#)

### Graduate Financial Aid Resources:

- [Office of Financial Aid](#)

### Health, Safety & Wellness Resources:

- [Campus Safety](#)
- [Center for Multicultural Excellence](#)
- [Health and Counseling Center](#)
  - [Center for Advocacy, Prevention and Empowerment \(CAPE\)](#)
- [Office of Equal Opportunity](#)
- [Religious & Spiritual Life](#)
- [Richie Center for Sports and Wellness](#)
- [Sexual Respect & Office of Title IX](#)

### International Student Resources:

- [Disability Services Program](#)
- [English Language Center](#)
- [International Student and Scholar Services](#)

- [International Student Groups](#)
- [Writing Center](#)

### Student Life Resources:

- [Campus Faith Communities](#)
- [Center for Community Engagement & Service Learning](#)
- [Center for Multicultural Excellence](#)
- [Driscoll Student Center](#)
- [DU Clubs and Organizations](#)
- [Graduate Student Government](#)
- [International Student Groups](#)
- [JKJIS-affiliated Student Groups](#)
- [Pioneer Athletics](#)
- [Religious & Spiritual Life](#)

### Technology Resources:

- [Canvas](#)
- [MyWeb](#)
- [PioneerWeb](#)
- [Portfolio Communities](#)
- [University Information Technology](#)
  - [New Student Support](#)
  - [Help Desk & Support](#)
  - [Service Requests](#)

### Additional Student Resources:

- [Calendars](#)
- [Pioneer ID Card](#)
- [DU Housing & Residential Education](#)
- [DU Parking & Transportation](#)
- [Graduate Student Resources](#)
- [DU Office of Graduate Education](#)
- [Ombuds Office](#)
- [Support Services and Resources](#)  
(Graduate Bulletin)



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## Student Organizations

For students wishing to get involved outside of the classroom, extracurricular opportunities abound both at the Josef Korbel School of International Studies and the University of Denver in general. To learn more, please explore the following resources:

- [DU Clubs and Organizations](#)
- [International Student Groups](#)
- [JKSIS-affiliated Student Groups](#)

Additionally, the two primary graduate student organizations relevant to JKSIS/DU include:

**The Josef Korbel School of International Studies Graduate Student Association (KGSA)**, which represents graduate students in all policy-making activities impacting student interests, promotes social and intellectual interaction between students; facilitates communication between various cultures with respect to diversity and creativity of individuals represented at the school, enhances broader understanding of the international environment, and encourages mature discussion of student concerns. The student government Executive Council includes a President, Vice President, Secretary, Representatives of the first, second, and PhD classes, and a past President, who is an ex-officio member of the council. The PhD and MA Representatives hold voting position on the Graduate Studies Committee, which directs the academic life of JKSIS. The PhD, MA and International Student Representatives all are voting members of the Faculty Council. For more information, please visit: <https://portfolio.du.edu/jksis.gsa>

**The Graduate Student Government (GSG)** is the DU graduate community's representative student government body. The GSG is designed to serve and advocate for graduate interests and concerns. For more information, contact the GSAC office at 303.871.3842, or visit: <http://www.du.edu/gsg/index.html>.

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## Research/Project Aides

At the start of each academic term, the JKSIS Office of Academic and Student Affairs will work with faculty to compile a list of eligible, paid Research/Project Aide (RPA) positions. These positions assist faculty in conducting research or other professional academic projects. Though these positions are extremely competitive, it is possible for first year student to be selected, so all are encouraged to apply as opportunities become available. You do *not* have to be work study eligible to apply for these positions.

Please note that JKSIS Research Centers & Institutes may have additional RPA positions, contingent upon external grant funds. These positions are administered directly by the Centers.

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## JKSIS Research Institutes and Clinics

The Josef Korbel School is home to several research centers, institutes and clinics that add depth and breadth to the school's commitment to integrating teaching, research and practical problem solving. Students gain enriching research and internship opportunities through these centers, where they work alongside and network with world-renowned scholars, practitioners and experts.

For more details, please visit the "[Faculty and Research Centers](#)" tab of the main JKSIS website.

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## Office of Career and Professional Development

Students who begin their career development and job search efforts early in their graduate program are more successful in identifying and securing internship and employment opportunities. Employment and internship reports are available at <http://www.du.edu/korbel/careers>.

The Josef Korbel School of International Studies' (JKSIS) Office of Career and Professional Development's (OCPD) mission is to enhance career success through programming, education and networking.

We achieve this by providing:

- Career education through courses, workshops, events, and resources;
- Professional development through career coaching and opportunities to pursue practical experience;
- Opportunities for connections between students, alumni and employers through targeted and proactive marketing and relationship management.

The OCPD provides comprehensive services to JKJIS graduate students including:

### **Individual Career and Fellowship Coaching:**

Students may schedule in-person appointments for assistance with a variety of topics including: identifying internship/practicum, career and fellowship opportunities, developing action plans, cultivating professional relationships through networking, building targeted employer lists, and reviewing application materials.

### **Courses, Workshops and other Career Preparation Programs:**

#### **Career Development Courses**

These non-credit courses help students focus their career plans and gain the tools needed for an effective internship/practicum or job search. The courses cover: self-assessment (values, skills, MBTI), target market research and identification, and job search skills. Past course participants have commented that they gained the confidence and skills needed to launch an internship/practicum or job search.

#### **Job Search Club**

Designed for students in their final quarter and recent graduates, the Job Search Club, facilitated by staff, meets for several weeks and offers participants peer support and encouragement. Participants will be accountable for developing and carrying-out a job search strategy.

#### **Workshops and Information Sessions**

Programs are offered on a variety of topics such as networking, writing competitive fellowship applications, working a career fair, the security clearance process, conducting a federal career search, etc.

### **Resources:**

The OCPD provides current and tailored resources, when possible on-line for 24/7 access to help JKJIS graduate students conduct successful internship/practicum and job searches in the international affairs field.

#### **KorbelCareers.com and [portfolio.du.edu/korbelcareers](http://portfolio.du.edu/korbelcareers)**

JKJIS students and alumni benefit from using the one-stop Office of Career and Professional Development password-protected websites. After logging in, you will find job, internship, and

fellowship listings; career resources including employer reports, a list of past internship sites, and career guides by degree and location; access to internship registration; event information and registration and more.

**Please note:** Matriculated students and alumni are able to access KorbelsCareers.com and portfolio.du.edu/korbelscareers after attending the mandatory orientation workshop. After completing the Career Survey and uploading a resume in KorbelsCareers.com, students may use all the services offered by the Office of Career and Professional Development.

### **Career Resources in the Office of Career and Professional Development**

Sample resumes and cover letters are available as well as past internship reports, employer brochures and job search books such as working abroad directories, directories of non-profit organizations, occupational information and more.

### **Employer Connections:**

JKSIS staff and faculty work pro-actively to establish relationships with prospective employers. As a member of the Association of Professional Schools of International Affairs (APSIA), JKSIS participates in numerous employer development and outreach events and activities throughout the year and provides opportunities for students, alumni and employers to connect. Below are some of the opportunities, sponsored by the OCPD, for students to network with alumni and other employers:

### **Professionals-in-Residence:**

Alumni and friends of JKSIS are invited to present and discuss personal experiences in their fields. Recent presenters have represented a variety of employers including the U.S. Department of Commerce, U.S. General Accountability Office, U.S. Department of State, CIA, Oxfam America, International Rescue Committee, Catholic Relief Services, United Nations Development Program, Inter-American Development Bank, and more.

### **Washington D.C. Career Connections Program:**

Each year, this trip to Washington D.C. provides students an overview of the D.C. job market and opportunities for career exploration and networking with key alumni and employers. More cities may be added in the future.

### **Recruiting Events, Career Fairs and Networking Forums:**

The office coordinates many career events to connect students with employers including career fairs, employer information and recruitment sessions, panels, presentations and forums and networking receptions.

To learn more about the Office of Career and Professional Development and to view recent employment and internship statistics, please visit <http://www.du.edu/korbel/careers>.

### **LinkedIn**

Students are invited to join the *University of Denver: Josef Korbel School of International Studies* LinkedIn Group with more than 2,000 alumni and student members and growing. This is a forum for requesting informational interviews and allows you to follow discussions on career trends.

### **Office of Career and Professional Development (OCPD) Terms of Use:**

OCPD staff look forward to helping you achieve your career goals. In order to create a successful professional partnership with our staff and to utilize our services, we require that you adhere to the policies of the OCPD as outlined below.

1. Students are expected to represent themselves and their experiences accurately and honestly in all written and oral communications with the OCPD, prospective employers, and alumni.
2. Students are expected to act in a professional and respectful manner in all meetings, events, correspondence, trips, and networking opportunities.
3. After attending the OCPD orientation session and receiving information on KorbelCareers, it is the student's responsibility to login into KorbelCareers, complete the Career Survey and upload a current resume. These documents must be uploaded prior to scheduling an appointment with OCPD staff.
4. The OCPD staff will review resumes uploaded into KorbelCareers and will respond within 3 business days. This response will indicate whether or not the resume has been approved for resume books.
5. Approved resumes on KorbelCareers may be submitted to Resume Books. With regard to Resume Books: students are expected to only pursue opportunities in which they are truly interested and for which they meet the stated qualifications.
6. Students may schedule career coaching appointments with OCPD staff members. Students are expected to provide all available materials (i.e. resume, cover letter, position description) relevant to the appointment to the staff with whom they are meeting at least one full business day in advance of the appointment.
7. Cover letter reviews and detailed resume reviews are done through appointments and are not conducted via email.
8. The OCPD offers drop-in hours that provide students the opportunity to meet with an OCPD staff member to receive answers to quick questions without making an appointment in advance and do not require pre-submission of resumes or cover letters.
9. We kindly request a minimum of 24 hours notice when canceling an appointment, except in the case of an emergency. Failure to give 24 hours notice, repeated cancellations and/or failure to show for events or appointments may result in the loss of access to OCPD services including career coaching and access to KorbelCareers.
10. The OCPD keeps fees to a minimum. Any fees paid to the OCPD are nonrefundable, unless otherwise stated in advance of payment.

It is the OCPD's expectation that students have read and agreed to all policy terms as stated above. If you have any questions or concerns, please contact a member of the OCPD professional staff.

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## **Conference and Fieldwork Funding**

Students who present a paper at a conference (relevant to their field of study) or conduct dissertation research can apply for reimbursement. Students must first apply for funding through the JKSSIS Graduate Student Association (GSA).

If there is a balance remaining after receiving conference funding from GSA, the GSA board will evaluate and forward qualified applications to the Graduate Student Advisory Council (GSAC) to be considered for its Professional Development Grant.

A common application will be used to be considered for both funding opportunities and can be accessed on the GSAC website: <http://www.du.edu/gsac/resources.html>.

Additional information and forms can be found at:

<http://www.du.edu/korbel/admissions/financialaid/fellowshipawards.html>

<http://www.du.edu/gsac/resources.html>

Conference reimbursement funding is limited and not guaranteed to all students. Reimbursements will come in the form of reimbursement checks for documented, accrued expenses indicated through original receipts.

In addition, the Ph.D. Program Director manage a small fieldwork fund that is deployed at their discretion. Applications to this fund should be made directly to the Ph.D. Program Director and must be supported by a letter from their dissertation advisor and by a detailed budget of proposed expenditure.

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## **Faculty Advisors**

Incoming Ph.D. students will be initially advised by Ph.D. Program Director. This assignment is intended to assist the student in choosing classes for their first quarter at Josef Korbel School of International Studies. Students can, if they wish, then select a more permanent faculty advisor at the beginning of their second quarter.

NB: Faculty work on 9-month contracts and are not generally available during the summer months for advising or instruction. This includes reading and/or grading late papers, independent study assignments or dissertation chapters. Please plan accordingly.

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## **Policy On Readmission to the Ph.D. Program**

Please review DU's [Readmission Policy](#) for more information.

# Appendix

# Program Statement

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Projected Date for Comprehensive Exams: \_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

| Course # | Course Title | Term/Year | Credits |
|----------|--------------|-----------|---------|
| 1) _____ | _____        | _____     | _____   |
| 2) _____ | _____        | _____     | _____   |
| 3) _____ | _____        | _____     | _____   |
| 4) _____ | _____        | _____     | _____   |

## FIELD 1:

| Course # | Course Title | Term/Year | Credits |
|----------|--------------|-----------|---------|
| 1) _____ | _____        | _____     | _____   |
| 2) _____ | _____        | _____     | _____   |
| 3) _____ | _____        | _____     | _____   |
| 4) _____ | _____        | _____     | _____   |
| 5) _____ | _____        | _____     | _____   |

## FIELD 2:

| Course # | Course Title | Term/Year | Credits |
|----------|--------------|-----------|---------|
| 1) _____ | _____        | _____     | _____   |
| 2) _____ | _____        | _____     | _____   |

- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**EXTENDED RESEARCH PAPER:**

| Course # | Paper Title | Term/Year | Grade |
|----------|-------------|-----------|-------|
| 1) _____ | _____       | _____     | _____ |

**METHODOLOGY:**

| Course # | Course Title | Term/Year | Credits |
|----------|--------------|-----------|---------|
| 1) _____ | _____        | _____     | _____   |
| 2) _____ | _____        | _____     | _____   |
| 3) _____ | _____        | _____     | _____   |

**ELECTIVES:**

| Course # | Course Title | Term/Year | Credits |
|----------|--------------|-----------|---------|
| 1) _____ | _____        | _____     | _____   |
| 2) _____ | _____        | _____     | _____   |
| 3) _____ | _____        | _____     | _____   |
| 4) _____ | _____        | _____     | _____   |
| 5) _____ | _____        | _____     | _____   |
| 6) _____ | _____        | _____     | _____   |
| 7) _____ | _____        | _____     | _____   |



**FOREIGN LANGUAGE PROFICIENCY (PLEASE EXPLAIN HOW THIS REQUIREMENT WAS FULFILLED PER HANDBOOK REQUIREMENTS):**

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**FIRST COMPREHENSIVE EXAM**

**FIELD:** \_\_\_\_\_

**WRITTEN EXAM DATE:** \_\_\_\_\_

**ORAL EXAM DATE:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**SECOND COMPREHENSIVE EXAM**

**FIELD:** \_\_\_\_\_

**WRITTEN EXAM DATE:** \_\_\_\_\_

**ORAL EXAM DATE:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**DATE OF PROSPECTUS APPROVAL AND TITLE OF DISSERTATION:**

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

Total Credit Hours (90) \_\_\_\_\_

Ph.D. Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_