American University
Department of Philosophy and Religion, CAS
Division of International Peace and Conflict Resolution, SIS

Graduate Handbook
for the Master's Program in
Ethics, Peace and Global Affairs

2009–2010
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   AU Student Handbook ....................................................................................... http://www.american.edu/handbook
   Academic Integrity ............................................................................................ http://www.american.edu/academics/integrity/code.htm
   Academic Regulations ....................................................................................... http://www.american.edu/american/registrar/AcademicReg/index.html
Letters of Welcome

I would like to welcome you to the Ethics, Peace and Global Affairs program at American University and to wish you the best in your graduate studies.

This handbook has been designed to inform students about department, graduate school and university policies, procedures, requirements and regulations. Although much of this information is available in other sources, such as the American University Catalog, much of the information about the Department of Philosophy and Religion is not. By providing in one guide the essential information you will need in order to complete your MA, I hope to help streamline the administrative side of graduate school. Although the academic experience at AU will no doubt be challenging (but also rewarding), the administrative paperwork should be relatively painless as long as you know what to expect.

Therefore, I ask you to read this handbook cover to cover, as well as to familiarize yourself with the web sites listed in the table of contents. While it is your responsibility to make sure you successfully meet degree requirements and deadlines, please do not hesitate to contact either the graduate advisor, the chair of the department, or myself, the administrative assistant, for help if you have questions. Details and check lists are included in this handbook to help you keep organized.

I look forward to working with you over the course of your studies here at AU.

Sincerely,

Shelley Harshe
Sr. Administrative Assistant
Department of Philosophy and Religion
Battelle 120
202-885-2925
Dear Graduate Students of Ethics, Peace and Global Affairs:

Welcome to American University! As you embark on this new interdisciplinary degree program in Ethics, Peace and Global Affairs, I hope that this graduate handbook can be a useful resource. This degree program bridges the School of International Service and the College of Arts and Sciences through International Peace and Conflict Resolution (IPCR) and the Department of Philosophy and Religion. The program shares the invaluable resources of faculty from both schools, a wide range of courses and Tracks to follow, as well as a wealth of resources for internships and other opportunities in the field.

As you familiarize yourself with university procedures, course registration, and get settled into the program, please remember that we are here to assist you along the way. In addition to Professor Evan Berry and Professor Julie Mertus (Co-Directors of the EPGA program) you may also contact Marley Crutcher, Graduate Academic Advisor, for answers to questions about degree requirements or building your degree. You may also contact IPCR graduate students through our website at http://www.aupeace.org/ and create a profile for yourself at http://www.aupeace.org/user/register. Finally, please get in touch with me, the IPCR Coordinator, for any questions you may have about careers and internships or other special opportunities for students.

Our students intern with a wide array of organizations and government offices in Washington, DC and abroad, and we keep students informed about conferences, scholarships, fellowships, internships and jobs through our aupeace.org website and IPCR listserv. If you have not yet been added to the IPCR Listserv (pcr-l), please send a request to peace@american.edu and we would be happy to include you!

If you have any questions, please feel free to call me directly at 202-885-1622, email or stop by the office in Clark 207!

Sincerely,

Rebecca Davis
Coordinator, International Peace and Conflict Resolution
I. Ethics Program Overview

The MA in Ethics, Peace and Global Affairs at American University offers an ethical response to contemporary global problems. The purpose of this interdisciplinary program, which is offered jointly by the Department of Philosophy and Religion in the College of Arts and Sciences (CAS) and the International Peace and Conflict Resolution Division (IPCR) in the School for International Service (SIS), is to prepare students broadly in the practical application of ethical theory and policy analysis to approach difficult ethical choices in global affairs, and specifically to the dynamics of war and peace and conflict resolution. Hallmarks of the major include interdisciplinary inquiry; solid grounding in the foundational concepts and issues of both philosophical ethics as well as international affairs; practical applications of ethical and policy analysis to contemporary social problems in global affairs; and interactive teaching utilizing case studies, simulations, interactive exercises, and intensive class discussion.

In preparing graduates to be ethical and responsible leaders, this program directly supports the global vision of American University. The program builds directly on the intersections between the IPCR idea of “positive peace” and contemporary ethical theory. Students in the program select one of six different tracks—specially selected sets of courses in a content area of specialization—that they will pursue to advance their career goals:

1. Human Rights and Social Justice
2. Peace and Conflict Resolution
3. Global Environmental Justice
4. Ethics of Development
5. International Economic Justice
6. Global Governance and International Organizations

Students may tailor their program in a more academic direction by writing a traditional Master’s thesis, or in more applied ways by completing a substantial research paper and undertaking an internship with an organization related to their intended career field.

For more on the history and philosophy of the International Peace and Conflict Resolution Program at American University, see the IPCR Field Statement at http://american.edu/sis/ipcr/index.cfm.
II. Program Requirements

A. Basic Degree Requirements

- Core Courses: 12 credit hours
  - PHIL-525 Moral Modern Problems
  - PHIL-693 Global Ethics
  - SIS-607 Peace Paradigms
  - SIS-614 Ethics and International Affairs

- Foundation Courses: 6 credit hours
  - PHIL-520 Ethical Theory
  - SIS-622 Human Rights

- Research Methods: 3 credit hours
  - SIS-600 Quantitative Analysis in International Affairs OR Qualitative Research Seminar

- Research and Writing Requirements: 6 credits
  - *Options offered for SIS students*
    1. Internship and SRP
      - Comprehensive Exam (0 credits)
      - SIS-795 Substantial Research Paper (3 credits)
      - SIS-691 Internship (3 credits)
    2. Master’s Thesis
      - Comprehensive Exam (0 credits)
      - SIS-797 Master’s Thesis Seminar (6 credits)
  - *Options offered for Philosophy & Religion students*
    1. Internship and Qualifying Papers
      - Qualifying Papers (0 credits)
      - PHIL-702 Graduate Seminar in Philosophy (3 credits)
      - PHIL-691 Internship (3 credits)
    2. Master’s Thesis
      - Qualifying Papers (0 credits)
      - PHIL-797 Master’s Thesis Seminar (6 credits)

- Track Requirements: 12 credit hours (choose one of the following tracks)
  - *Peace and Conflict Resolution Track*
    - SIS-609 Conflict Analysis and Resolution: Theory & Practice
    - And 3 of the following
      - PHIL-613 Studies in Asian Philosophy (with advisor’s approval)
      - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
      - SIS-515 Islamic Peace Paradigms
      - SIS-516 Peacebuilding in Divided Societies
      - SIS-517 Gender, Human Rights, and Conflict
      - SIS-540 Conflict and Development
      - SIS-606 Culture & Peace & Conflict Resolution: Alternatives to Violence
      - SIS-611 International Negotiation
      - SIS-613 Reconciliation and Justice
      - SIS-619 Special Studies in International Politics: Human Rights & Conflict
    - or other approved course
• **Human Rights and Social Justice Track**
  4 of the following
  - PHIL-616 Feminist Philosophy
  - PHIL-617 Race and Philosophy
  - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
  - SIS-613 Reconciliation and Justice
  - SIS-517 Gender, Human Rights, and Conflict
  - SIS-619 Special Studies in International Politics: Human Rights & Conflict
  - SIS-621 International Law and Legal Order
  - or other approved course

• **Global Environmental Justice Track**
  - SIS-660 International Environment and Politics
  And 3 of the following
  - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
  - SIS-619 Special Studies in International Politics: Global Environmental Politics and Policy
  - SIS-649 Environment and Development
  - SIS-663 Washington Workshop: Advanced Studies and Research in Environmental Policy
  - or other approved course

• **Ethics of Development Track**
  - SIS-637 International Development
  And 3 of the following
  - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
  - SIS-540 Conflict and Development
  - SIS-636 Micropolitics of Development
  - SIS-647 Governance, Democracy, and Development
  - SIS-648 Women and Development
  - SIS-649 Environment and Development
  - SIS-650 Global Economy and Sustainable Development
  - or other approved course

• **International Economic Justice Track**
  - SIS-616 International Economics
  And 3 of the following
  - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
  - SIS-504 Multinational Corporations
  - SIS-587 Globalization: Power, Production, and Culture
  - SIS-650 Global Economy and Sustainable Development
  - SIS-665 International Trade and Investment Relations
  - SIS-666 International Monetary and Financial Relations
  - SIS-673 Comparative Political Economy
  - or other approved course
• **Global Governance and International Organizations Track**
  - SIS-621 International Law and Legal Order
  - SIS-625 International Organizations
  - And 2 of the following
    - PHIL-686 Selected Topics in Philosophy (with advisor’s approval)
    - SIS-587 Globalization: Power, Production, and Culture
    - SIS-605 Theory of Cooperative Global Politics
    - SIS-647 Governance, Democracy, and Development
    - SIS-672 Theories of Comparative and International Studies
    - or other approved course

A check list (C1) is included in the back of the handbook. You should fill this in as you complete courses since, although we are here to assist you, it is ultimately your responsibility to make sure all degree requirements are completed.

**In addition to the specific course requirements, you must:**

**Maintain status in the program every fall and spring semester** by registering in regularly scheduled courses, by taking at least one hour of credit in a Master’s Thesis Seminar, or by paying a fee to *maintain matriculation*. * If a student fails to register during either fall or spring semesters, unless he or she has successfully petitioned in advance for a leave of absence from the program, he or she will be automatically removed from the program. Readmission will require a new application, and there is no guarantee that the Graduate Committee and Chair will readmit the candidate.

*Maintain matriculation* costs the equivalent of 1 credit hour but does not count as credit toward completion of the degree. It is generally used by students who have completed their course requirements, but are continuing work on their thesis for that semester.

**Completion of all requirements detailed above within three academic years**

Academic Regulations state that all work for the master’s degree must be completed within three years from the date of first enrollment. If a student is unable to finish the degree requirements within three years, the student must petition the department for an *extension of candidacy*, which also must be approved by the Dean’s Office. Failure to do so will result in removal from the academic program.
B. Writing Requirements

Students in EPGA have several options for completing the writing requirement (see page 5 for a list), including qualifying papers, a substantial research paper, and/or a thesis. Each of these options is discussed below.

For Philosophy Writing Option:

Qualifying Papers

Guidelines for Qualifying Papers

General Description

Satisfaction of the University’s comprehensive examination requirement is met through satisfactory completion of qualifying papers, as described below. If you have questions or require additional information, please contact the Department of Philosophy and Religion, 202-885-2925 or philrel@american.edu.

To meet this requirement, students must successfully complete two (2) “Qualifying Papers.” Qualifying papers are expanded versions of, and/or developed from, term papers written for graduate philosophy classes the student has taken. Writing qualifying papers provides students with an opportunity to refine research and writing skills beyond what is required for satisfactory completion of a course. The Qualifying Papers requirement is meant to provide students with the opportunity to expand their knowledge of a subject area in which they are already interested, about which they have already studied in some depth, and in which they can develop further understanding and expertise. Thus, the papers should reflect a significant deepening of the thinking and/or research from that evident in the original version of the paper.

Qualifying papers also provide a foundation for those students writing Master’s theses, facilitating the process of selecting an appropriate topic, obtaining approval of the thesis prospectus, and then researching, and finally writing, the Master’s thesis. Qualifying papers will also ensure a broader selection of writing samples for applications to doctoral programs, and provide opportunities for advancement in the profession, such as possible publication and/or presentation at professional conferences.

General Requirements for Qualifying Papers

Students must submit their first qualifying paper, along with a 125-word abstract, electronically to the Department of Philosophy and Religion’s administrative assistant during their second semester of coursework (timeline below). The department will appoint a committee of two full-time faculty members for each qualifying paper. Students, in mandatory meetings with faculty (see below), will work on developing and finalizing the papers. It is imperative that students submit the final version of the qualifying paper to the Department of Philosophy and Religion’s administrative assistant by the due date. Students who miss the initial deadline will be required 1) to file an appeal with the department chair explaining why they should be allowed to continue the MA program, 2) to take a comprehensive exam two weeks later, and 3) to complete the qualifying paper, adhering to revised deadlines set by the department chair.

Qualifying papers, on average, are from 20 to 25 pages in length, plus bibliography. Students must successfully complete their first qualifying paper by the end of their first year of classes and the second paper by the first semester of the second year.
Grading of the Qualifying Papers

Qualifying Papers receive a grade of either “Satisfactory,” “Distinction,” or “Not Pass.” What differentiates a satisfactory qualifying paper from one of distinction is that the latter meets both committee members’ standards of “publishable quality.” Few papers merit this very stringent standard.

Specific Requirements for Ethics, Peace and Global Affairs

- One qualifying paper must be in ethical theory or applied ethics
- One qualifying paper must be in global ethics or an approved philosophy course

Timeline for Qualifying Paper

Fall 2009

Monday, August 31, 5pm: Deadline for electronic submission of qualifying paper and 125-word abstract to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu). No exceptions or extensions for any reason. Students who miss the deadline must file an appeal with the department chair.

Week of Monday, September 14: Students who met the August 31 deadline will attend a mandatory meeting with faculty, scheduled by the department’s administrative assistant, to discuss the qualifying paper draft. (Students who miss the August 31 deadline will take a Comprehensive Exam based on Spring 2009 courses on Wednesday, September 16, 9am-1pm).

Friday, October 2: Submit an electronic, revised version, along with marked-up copies you received from your committee members, to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu).

Week of Monday, October 12: Students attend a mandatory follow-up meeting with faculty on a date and time agreed to by the committee members and the student.

Monday, November 9, 5pm: Deadline for electronic submission of the final version of the qualifying paper to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu), along with marked-up copies you received from your committee members. Failure to meet this deadline disqualifies the paper from being considered for a grade of “Distinction.” Therefore, you would be wise to turn in your paper before this deadline to make sure you do not miss it.

Once your committee members have read the final version of your qualifying paper, they will submit a grade to the department’s administrative assistant, who will then notify you of the status of your qualifying paper (Distinction, Satisfactory, Not Passed).

Spring 2010

Tuesday, January 19, 5pm: Deadline for electronic submission of qualifying paper and 125-word abstract to the Department of Philosophy and Religion’s administrative assistant (email to philrel@american.edu). No exceptions or extensions for any reason. Students who miss the deadline must file an appeal with the department chair.
Week of Monday, February 1: Students who met the January 19 deadline will attend a mandatory meeting with faculty, scheduled by the department’s administrative assistant, to discuss the qualifying paper draft. (Students who miss the January 19 deadline will take a Comprehensive Exam based on Fall 2009 courses on Wednesday, February 3, 9am-1pm).

Friday, February 12: Submit an electronic, revised version, along with marked-up copies you received from your committee members, to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu).

Week of Monday, February 23: Students attend a mandatory follow-up meeting with faculty on a date and time agreed to by the committee members and the student.

Monday, March 22, 5pm: Deadline for electronic submission of the final version of the qualifying paper to the Department of Philosophy and Religion’s administrative assistant (philrel@american.edu), along with marked-up copies you received from your committee members. Failure to meet this deadline disqualifies the paper from being considered for a grade of “Distinction.” Therefore, you would be wise to turn in your paper before this deadline to make sure you do not miss it.

Once your committee members have read the final version of your qualifying paper, they will submit a grade to the department’s administrative assistant, who will then notify you of the status of your qualifying paper (Distinction, Satisfactory, Not Passed).

Thesis

Thesis Guidelines
Overview
Students may choose the 6-credit thesis option. The thesis is expected to demonstrate the student’s capacity to do original independent work. The thesis length varies depending on topic but usually ranges between 50-80 pages. The student must register for six credits of PHIL 797 Master’s Thesis Seminar, often spread out over the last year of the program.

Thesis Committee
The thesis will be written and revised under the guidance of a graduate committee of two full-time professors from the Department of Philosophy or IPCR. One of these professors will be the director of the committee and will be the student’s primary advisor for the thesis. The second professor will serve as an additional reader. If the thesis is developed out of a qualifying paper, the committee members will usually be the same as the QP readers. The full thesis committee is expected to meet with the student at least once for the approval of the thesis topic and once for the thesis defense.
Thesis Process

The following is a detailed explanation of the thesis process. The student should complete the AU Thesis Check List to keep track of this rather long process (C2).

Department Regulations and Procedures:

1. **Compile thesis topic ideas:** The student should meet with his or her advisor to discuss thesis topics and possible committee members. Usually, the student will choose one of the Qualifying Paper topics and expand on this for the thesis.

2. **Meet with a two-faculty committee appointed by the department:** The department will arrange a meeting with the student and the thesis committee to discuss the thesis topic and work plan.

3. **Obtain topic approval:** Once both members of the committee have agreed on the topic, section 1 of the Thesis Committee Form (F1) must be filled out and signed by both. The student must bring this form to Battelle 120 to be placed in his or her student file.

4. **Research and write the thesis:** During the writing process, the student should keep the committee members updated on the status of his or her progress, providing drafts when appropriate. Keep in mind that the writing of a thesis is a process that will likely go through several revisions before final approval.

5. **Formatting the thesis:** The University has set guidelines for formatting that must be used. For the most current Guide to the Preparation of Theses and Dissertations, go to http://www.library.american.edu/about/services/dissertations.html. The guide also refers to A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, and the department strongly urges all students to obtain a copy of this manual and to refer to it while writing the thesis.

6. **Defending the written thesis:** Once the student’s thesis committee has approved the final version of the written thesis, an oral defense is held, attended minimally by both committee members and the student, although anyone may be invited (no approval required, but as a courtesy it is suggested that the names of invitees be shared with the committee members and the defending student). It is the student’s responsibility to make the arrangements for the defense (i.e., date, time, location, etc.). If the student successfully defends the thesis, section 2 of the Thesis Committee Form should be filled out and signed (student should pick this up in Battelle 120 before the defense). If the student does not successfully defend the thesis, he or she must meet with the thesis committee members to discuss the reasons, make necessary revisions, and set up a second defense date.

University Regulations and Deadlines:

1. **Submit thesis to the CAS Dean’s Office:** Once the student has successfully defended the thesis and made any editorial changes suggested by his or her committee, the thesis moves on to the CAS dean’s office before its final destination, the library. This initial copy of the thesis is considered a draft and
does not need to be on acid-free, cotton-rag paper. Once the dean’s office returns the draft, the student makes all formatting corrections and prints the thesis on acid-free, cotton-rag paper. This is the final version of the thesis. The student needs to obtain appropriate department signatures on the title page, and then fills out a Thesis/Dissertation Completion Form (F2), making sure to sign the form and to obtain the “School/Department Signature” (this means the Chair of the Department). Take this form along with the final thesis to the CAS’s Dean’s office (Battelle, 3rd floor) to obtain the dean’s signature.

2. **Student Accounts**: The student then takes the Completion Form to the Office of Student Accounts to pay the $25 fee.

3. **Registrar’s Office**: The student then takes the form to the Registrar’s Office to obtain a signature on the “Registrar—Cleared for Graduation” line of Form F2.

4. **University Library**: Finally, the student delivers the thesis with original title page, one xerox copy of title page and abstract, as well as the University Microfilm Form and the Completion Form to the University Library.

**Timetable:**

Please note that these are based on the current academic year and will change slightly from year to year. For updated information, go to the calendar section of the Schedule of Classes.

<table>
<thead>
<tr>
<th>Action</th>
<th>Fall 2009</th>
<th>Spring 2010</th>
<th>Summer 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete draft due to committee members</td>
<td>October 9, 2009</td>
<td>February 22, 2010</td>
<td>Date agreed upon by student and members</td>
</tr>
<tr>
<td>Thesis due in dean’s office</td>
<td>November 6, 2009</td>
<td>March 29, 2010</td>
<td>July 16, 2010</td>
</tr>
<tr>
<td>Thesis due in the registrar’s office</td>
<td>December 4, 2009</td>
<td>April 26, 2010</td>
<td>August 5, 2010</td>
</tr>
</tbody>
</table>
For SIS Writing Option:

Substantial Research Paper (SRP) Guidelines

Preliminary Activities:
1. Read carefully the SRP Guidelines provided by the IPCR Program.
2. Decide whether your education and interests predispose you to conduct a quantitative or a qualitative study.
3. Provide chosen faculty supervisor with an unofficial transcript of your academic record, a resume, and a representative sample of your writing (class term paper, project proposal, etc.).

Enrollment:
1. Provide faculty supervisor with a 1-2 page research description (single spaced) as outlined in the SRP Guidelines.
2. Based on discussion of the research description, provide faculty supervisor with a research proposal (approximately 10 pages, double spaced) as outlined in the SRP Guidelines.
3. Obtain faculty supervisor approval to register for the SRP (3 may precede 2 if necessary, but not 1).

Ongoing and Completion:
1. Provide faculty supervisor with progress reports in person or by email approximately every two weeks of the semester.
2. If your study involves gathering information from human subjects, review the procedures and criteria of the AU Institutional Review Board (IRB) to see if you require approval of your study, or whether you can request an exemption from review. The appropriate form needs to be completed and forwarded to the SIS IRB representative for approval before you can collect any data.
3. Submit a detailed outline of your SRP draft once you have completed data collection.
4. Submit one or more drafts of your SRP for feedback and revision as required.
5. Submit the final copy of your SRP following SIS format requirements with a cover page for grading purposes (see F3 for example) and the Comprehensive Exam Completion Form (F4) to your faculty advisor.

Purpose
The overall purpose of the Substantial Research Paper (SRP) is for Master of Arts students in International Peace and Conflict Resolution (IPCR) to satisfactorily complete serious and sustained research and writing, based on analysis of both secondary and primary source material. SRP requirements and guidelines are available in paper form in the IPCR office and the SIS Graduate Advising office. Each year, there will be a meeting called to explain SRP requirements and guidelines to all IPCR MA students. This SRP research effort must meet the following core requirements:

- Cover sheet should follow layout as shown in attached example.
- The research document should be between 50 and 70 pages in length (all page requirements refer to 12-point font, double-spaced pages and exclude footnotes, endnotes and citations).
- The research focus should demonstrate original investigation, evidenced by sufficient review of literature.
• The research should appropriately apply one or more quantitative and/or qualitative research methods in the examination of secondary and primary source material.
• The research should demonstrate substantive analysis of findings, consistent with the research method(s) employed.
• The research paper must include a chapter that meets the IPCR comprehensive examination requirement.
• The research report should be organized in the quantitative or qualitative research design format explained in this document.

Research Design Considerations
One of the main goals of the SRP is to enable students in EPGA to develop introductory level competence in research methods. The IPCR Division recognizes that its MA students are required to take one research methods course (SIS 610: Quantitative Research Methods). This course, however, may not be sufficient preparation for undertaking the SRP in terms of meeting the research method requirement. In order to assist students in selecting appropriate research methods for their SRP, the IPCR program designates the following core research methods text for in-depth review: John W. Creswell (1994) Research Design: Qualitative and Quantitative Approaches. Thousand Oaks, CA: Sage. The IPCR Division further designates the following book for in-depth review if the student is considering more quantitative research methods: Earl Babbie (1992) The Practice of Social Research, Belmont, CA: Wadsworth. The IPCR Division designates the following book for in-depth review if the student is considering more qualitative research methods: John W. Creswell (1998), Qualitative Inquiry and Research Design: Choosing Among Five Traditions, Thousand Oaks, CA: Sage. For students interested in completing an evaluation research or action research project, the following books provide useful further guidance: Peter H. Rossi (1999), Evaluation: A Systematic Approach. Thousand Oaks, CA: Sage. Also recommended is Ernest T. Stringer (1999), Action Research: A Handbook for Practitioners (2nd ed), Thousand Oaks, CA: Sage. It is expected that student’s selection of research methods are based on the methods and accompanying procedures identified in these books.

Organization of the SRP Research Document
SRPs need to be appropriately organized based on the methodological stance taken by the researcher. The IPCR Division designates the following two SRP formats for organizing the student’s research efforts.

Quantitative Research Studies
Quantitatively oriented research efforts involve inquiry into a social or human problem based on the testing or application of theory that is operationalized into variables and analyzed with appropriate statistical or social scientific analytic procedures (Creswell, 1994). Primary modes of observation include experiments, survey and/or interview research, field/observational research, content and conversation analysis, and evaluation research. The format for presenting results from a quantitative study in the SRP should include:

- **Chapter 1: Introduction** [provides an overview to the research effort]
  - Context or Statement of the Problem
  - Purpose of the Study
  - Research Questions, Objectives or Hypotheses of the Study

14
Theoretical Perspective
Definition of Terms
Limitations of the Study
Significance of the Study

Chapter 2: Review of Literature [summarizes the relevant, major research studies and writings on the topic]

Chapter 3: Methods [provides a description of the research approach and procedures used in gathering and interpreting data]
- Research Design
- Sample, Population, Subjects
- Variables in the Study
- Instrumentation and Materials
- Data Analysis Procedures

Chapter 4: Results [presents major findings of the study]
- Research Question/Hypothesis # 1 Results
- Research Question/Hypothesis # 2 Results
- Research Question/Hypothesis # 3 Results
- Research Question/Hypothesis # 4 Results
[Continue for each question/hypothesis]

Chapter 5: Discussion [provides an overall discussion of findings through comparison to other research findings and/or literature; Articulates relevance of findings to broader themes/topics in the IPCR field]
- Summary of Study
- Discussion of Findings
- Recommendations for Future Research, Theory and Practice

Chapter 6: The Research Project [In the context of IPCR as a Field]
- How the Topic Relates to IPCR Research Field-Wide
- How the Research Findings Add to IPCR Field Literature Themes
- Implications for Future Research and Practice in Future Research in the IPCR
- Demonstration of Knowledge of Major IPCR Authors and Emerging Research Findings

References
Appendixes
- Instruments

Qualitative Research Studies
Qualitatively oriented research efforts involve inquiry into a social or human problem based on a holistic analysis of the topic that is typically undertaken in a natural setting through an analysis of words and/or nonverbal behavior that presents the detailed views/perceptions of selected individuals/informants (Creswell, 1998). Primary qualitative methods include (1) Biography (study of an individual and his/her life experiences as told to the researcher or found in documents and archival material), (2) Phenomenological study (research that describes the meaning of lived experiences for several individuals about a topic or concept), (3) Grounded theory (approach that generates or discovers theory related to the context of the phenomenon studied), (4) Ethnography (description and interpretation of a cultural or social group or system by observing the patterns of behavior, customs and ways of life; focus on the behavior and meanings of a cultural group), and (5) Case study (examination of a case or multiple cases over time through detailed, in-depth data collection involving multiple
sources of information rich in context) (Creswell, 1998). The format for presenting results from a qualitative study in the SRP should include:

**Chapter 1: Introduction**
- Statement of the Problem
- Purpose of the Study
- Grand Tour Questions and Sub-questions
- Definitions
- Limitations of the Study
- Significance of the Study

**Chapter 2: Design of the Study**
- Type of Design
- Assumptions and Rationale
- Role of the Researcher
- Data Collection Procedures
- Procedures for Analysis and Verification

**Chapter 3: Outcomes of the Study**
- Description and Interpretations (Outcomes) of Phenomena Studied
- Relation of Outcomes to Theory and Literature
- Recommendations for Future Research, Theory and Practice

**References**

**Appendices**

**Faculty Supervision**
Students should make every effort to familiarize themselves with EPGA Faculty members’ main areas of professional expertise. It is the responsibility of each student to contact the appropriate faculty member and request his/her assistance in supervising the student’s SRP. Faculty members are able to accept a limited number of SRP requests each semester. It is, therefore, important that students contact the faculty member at least one semester prior to registering for SRP credit.

It is possible that a student may find a faculty member from another division in SIS or American University to supervise his/her SRP. In this situation, the student should explain the SRP requirements to this “external” supervisor. In these cases, the student is also required to obtain a “secondary” faculty supervisor from the EPGA program to ensure that the research effort reflect the core focus of International Peace and Conflict Resolution and the methodological requirements are being met in terms of the EPGA program requirements.

**Enrollment and Registration**
A student must “pre-enroll” with the supervising professor the semester prior to his or her initial registration for SRP credit. Specifically, the student should:

- By week 9 (of the prior semester): Obtain preliminary faculty agreement to supervise the SRP based on the submission to the faculty member a 1-2 page, single spaced “research description” that includes: (1) one paragraph on the purpose of the research, (2) one paragraph on the research questions/hypotheses being examined, (3) one paragraph identifying the research method(s), and (4) a listing of a minimum of 10 specific references directly relevant to the proposed research topic/focus.
• By Week 14 (of the prior semester): Obtain formal agreement of the faculty member to supervise the SRP. This formal agreement enables the student to formally register for SRP credit. In order to obtain this formal agreement, students must submit and obtain approval from the supervising faculty member of a research proposal. This research proposal should be approximately 10 pages (double-spaced) in length and provide a detailed overview to the research effort. This proposal should include a detailed statement of the research purpose, scope and significance of the study, a listing of the specific research questions/hypotheses, a description of the research method(s) the student proposes, an explanation of data analysis procedures, a preliminary statement concerning the manner in which this research study addresses broader themes/topics in the field of IPCR, a substantial list of relevant references to be examined, and a work plan for the semester, indicating stages of preparation and proposed dates of completion, including dates of meetings with the faculty supervisor and deadlines for completion of a preliminary draft and final document.

Information in this research proposal is preliminary in nature and should function to assist with planning and designing the research process. Changes to the research proposal may be made, per agreement of the faculty supervisor. Students are expected to complete the SRP in the semester in which they formally register.

Additional Information
Satisfaction of the University’s comprehensive examination requirement is met through the quality of discussion in the SRP that relates the research study conducted by the student with broader themes/topics in the IPCR field.

Thesis

Guidelines for submitting your SIS MA Thesis are available online at http://www.american.edu/sis/advising-grad/thesis_guidelines.htm
C. Internships

Internship Coordinator

There are several individuals who may assist students in the internship process. Students may consult with Ellen Feder, Internship Coordinator in the Department of Philosophy and Religion, as well as John Charles in the Career Center. The IPCR program office also maintains an active list of possible internship organizations, including organizations where alumni currently work. Should a student decide to do an internship for credit, that student will need to have a faculty supervisor and should acquire the appropriate forms for registration from the academic advisor.

Selected Internship Sites in Washington, DC

- Academy for Educational Development
- American Academy for the Advancement of Science
- Brookings Institution
- Carnegie Endowment for International Peace
- Center for Advanced Studies
- Ethics Resource Center
- Institute for Policy Studies
- Institute for Women’s Policy Research
- Institute of Religion and Public Policy
- National Institute of Health
- Nonviolence International
- Public Defenders Service
- Search for Common Ground
- Urban Institute
- U.S. Congress
- U.S. Department of Education
- U.S. Department of State
- U.S. Institute of Peace
- Woodrow Wilson International Center for Scholars

How to get the most out of your internship experience

It is important to start thinking now about what you would like to accomplish in your internship semester. The clearer your objectives, the more likely it is that you will find the right place. Since you are working toward your MA, you should think of the internship as an element of your training that reflects both your competence in theoretical work and your ability to apply that theory in evaluating current problems and issues. In thinking about what sort of internship to pursue, let your interests determine which place can offer you the richest experience. To accomplish this, you need to start your search in the Spring Semester of your first year. AU also has an excellent Career and Internship Office that can assist you in your search. Once you’ve identified the appropriate site, visit and meet with people – maybe you can talk to someone who is currently interning there. Speak with the internship supervisors at the site, and discuss with them your academic interests to find out whether there is any work and research to be done in your area. If so, Congratulations!!! If not, keep looking!!!

Finding the perfect match could lead to future employment!
Requirements and Procedures

For Philosophy:

Requirements

1. To earn 3 credits, you are expected to work **16 hours per week for 12 consecutive weeks**.
2. The majority of your time should be devoted to **substantive work**. No more than 15% of your time should be spent doing clerical work. You must appreciate, however, that at many non-profit organizations, and in legal settings, for example, answering phones and filing papers and even making photocopies is not mere “clerical work.” This is work shared by members of the organization as a whole, and may exceed the “15% rule.” In these cases, it is important to appreciate that this is not simply “grunt work,” but labor essential to the particular job or the running of the organization, and so, it is essential to your experience of working in and learning about, a particular field or work environment.
3. You must successfully complete a **substantive paper** of 25-30 pages, which includes a bibliography and theoretical analysis of the internship experience.
4. At the end of the internship, the instructor will solicit an evaluation from the student’s supervisor.

Procedures

1. Find an internship.
2. Fill out an **Internship Registration Form** (F5), which the registrar’s office requires in order to register for an internship. Obtain the appropriate department signatures.
3. Fill out an **Internship Consent and Release Form** (F6) and submit to the registrar’s office with the form above.
4. Submit a reading list to the internship coordinator.
5. Submit the final paper and syllabus **no later than the last day of classes**.
For SIS:

Minimum Requirements

- American University specifies that “typical minima for the field experience are: 8-10 hours per week for 1-2 credits; 15-16 hours per week for 3 credits; and 20-24 hours per week for 6 credits. In each case students work throughout the term (12 weeks or more).” SIS has typically interpreted this to mean 60 hours of service is the minimum requirement for each registered credit (ex. 3 credits = 180 hours)
- Service hours should lie between the first and last class days of the semester in which the internship is registered (consult your advisor for exceptions)
- Up to 6 credits may be applied towards degree requirements; however, consult with your advisor prior to registering for more than 3 credits (3 credits can be applied to the research requirement if minimum grade of “B” is achieved, and 3 additional credits may possibly be able to fulfill an elective requirement)
- Service provided for your internship must be related to your field, and should consist of at least 85% substantive work (ex. research, report writing, etc.).

Registration Procedures

- Students are responsible for finding a faculty supervisor to determine the academic requirements and grade the internship, and are encouraged to do so as early as possible
- Create a unique title to appear on your transcript (must be no longer than 30 characters, including spaces)
- Complete all spaces on the Registration Form (F5), Consent and Release Form (F6), and the Preregistration Form (F7); incomplete forms/signatures will delay the registration process. You do NOT need to obtain the Co-op (unless as indicated below) or the Dept/Dean signature
- Return the completed forms to your advisor (usually due by the 4th Monday of each semester - check the Schedule of Classes to verify the date)
- Copies of hiring letters and/or job descriptions should be submitted with registration paperwork

Important Information

- Credit registration can be divided between semesters (ex. 2 credits in the Fall, 1 credit in the Spring) except for international students (per SEVIS regulations)
- Tuition cost for the internship is based on the number of credits registered
- The Graduate Advising Office will send evaluation forms to the internship supervisors each semester, and will forward completed forms to faculty supervisors
- For assistance with learning more about the process of obtaining internships, contact the Career Center (Butler Pavilion 5th floor, ph: 202-885-1800). Ultimately the responsibility of finding an internship lies with the student
- Current employment (if applicable to the student’s program) may be used for internship credit, however this typically requires taking on or initiating an additional project(s) (students must consult with their advisor to determine if this is appropriate)
• Internships with any portion taking place overseas require attending a brief Health & Safety Orientation at the Career Center (Butler Pavilion, 5th floor, 202-885-1800), and obtain Co-op Office signature on the registration form.

For International Students on an F-1 or J-1 Visa

• Students are required to obtain a signature of approval on the Consent and Release Form from the International Student and Scholar Services Office (Butler Pavilion 4th floor, ph: 202-885-3350) before paperwork can be processed and internship begins.
• For paid internships only students need to obtain the Curricular Practical Training (CPT) Departmental Internship Verification Form from the ISSS Office and submit it to their academic advisor in SIS to complete.

D. Independent Studies

Independent Study will only be approved in special cases for students whose projects require them. Any student considering an independent study must first receive approval from the graduate advisor, the faculty member who will work with the student on the independent study, and the chair of the department; and fill out an Independent Study Registration Form (F8).
III. Answers to Commonly Asked Questions

How do I set up <my.american.edu> and e-mail accounts?

My.american.edu is a password-protected web site giving students access to their records and other useful university information. To set up an account, go to my.american.edu, click on Create A New Account at the bottom right of the page and follow instructions. E-mail accounts are automatically created for all students. In most cases, the e-mail address is the student’s first and last initials, followed by the last four digits of his or her AU ID number, followed by “a”. The initial password is the student’s six-digit birth date (MMDDYY). For example, the e-mail and password for a student named Immanuel Kant with an AU ID number of 1234567 and a birth date of 01/23/1724, would be ik4567a@american.edu and 012324.

Who do I need to contact if I move or change e-mail accounts?

If your contact information changes while you’re a student at AU, please fill out a university change of address form (available at my.american.edu under Student Snapshot under the Course Registration link). In addition, contact the Department of Philosophy and Religion or the Division of IPRC either by phone or e-mail with your new contact information. As a courtesy, you should also provide this information to the Graduate Advisor, Internship Coordinator, and either your thesis or internship advisor, as appropriate, so that we can keep you up to date on current graduate information.

Where do I get information about course offerings?

Course offerings for each semester are available on-line at my.american.edu under Course Registration. The Schedule of Classes link provides course title, time, location, instructor, availability (open or closed) and a brief description. General course descriptions are also available in the University Catalog. For philosophy and religion courses, the department’s online Course Offerings brochure provides more detailed course descriptions. You can find out more specific information about the course offerings from the SIS faculty and specifically IPRC faculty by contacting the IPRC office. Contact the professor teaching the course for additional information and syllabus.

Where do I go for advising?

Feel free to speak to any faculty member in the EPGA program in seeking advice on substantive issues. All faculty hold office hours and welcome students to visit, whether it be to seek advice about courses, assignments, research topics and interests, future career plans, or simply to get to know the professor and the department better. However, when it comes to administrative issues, such as specific requirements or procedures, please contact either the graduate advisors, the program coordinators, or the administrative assistants in Philosophy or IPRC.
How do I register for classes?
The Registrar’s office requires that all graduate students register EVERY Fall and Spring semester until they officially graduate, in order to maintain their standing as students in the department, NO EXCEPTIONS. This means that you must do one of the following each Fall and Spring semester:

1. **Register for Classes**: To register for classes, CAS students must first make an appointment with their advisor to discuss their progress and determine which classes to take. Your advisor will then provide you with an electronic “release” that will allow you to register for courses. In order to do this, your advisor will need your student ID number, so bring it with you. You may then go to my.american.edu and register for your classes on-line. SIS students are not required but are encouraged to meet with their academic advisor prior to being authorized to register for classes.

2. **Maintain Matriculation by registering for 1 credit of PHIL-099 or SIS-099**: Maintain matriculation costs the equivalent of 1 credit hour but does not count as credit toward completion of the degree. It is generally used by a student who has completed his or her course requirements, but is continuing work on his or her thesis for that semester.

3. **Request a Leave of Absence**: For any semester in which a student will not be working toward their degree, a leave of absence may be requested. However, leaves of absence are granted on a case-by-case basis, usually due to illness or other personal hardship. Please note that under NO circumstance will more than two (2) leaves of absence be granted (i.e., two semesters or one academic year). Pre-approval is required for all leaves of absence.

**How do I satisfy my methods requirements?**
You may take either a quantitative methods course, or an approved qualitative methods course. The choice is yours!

**What is the "tool of research" requirement?**
A *tool of research* is a skill valuable for conducting research in a given field, for example a foreign language, statistics, or research seminar. This *tool* must be *relevant* to the student’s particular research. For all EPGA students, the research methods requirement (above) meets the *tool of research* requirement. No other tests or coursework are required, nor is a foreign language.

**May I substitute courses?**
With the approval of your advisor and one faculty member, you may substitute courses should circumstances warrant such a change.

**May I do my internship or independent study abroad?**
Absolutely. If you take the initiative, it can be done.
How and when do I apply for graduation?
You should apply for graduation by filling out the online “Apply to Graduate” form available through my.american.edu (under the Academics link). For Fall semester graduation (December), the deadline for applications is usually mid September; for Spring semester (May), the deadline is usually mid January; and for Summer (August), the deadline is usually mid May. For current deadlines, check the Office of the Registrar’s web site. Once you submit your application for graduation to the registrar’s office, the appropriate unit (Department of Philosophy and Religion or IPCR) will receive notification from them and will verify your eligibility for graduation. Please note that commencement ceremonies are now only offered for Spring graduation. Therefore, if you intend to walk in the ceremonies, you will need to apply for a Spring graduation. After the registrar’s office receives verification from the department, you will be sent specific graduation ceremony information (ordering cap and gown, etc.) as soon as it is available.

How do I find information about jobs?
Information on university job openings can be found on the Human Resources web site (http://www.american.edu/hr). For jobs in the DC area, try the American University Career Center (http://american.edu/careercenter), 202-885-1800, Butler Pavilion 5th Floor, or the Washington Post (http://www.washingtonpost.com/). Listserves at the university also announce a variety of job openings and internship opportunities.

How do I find information about post-graduate grants?
Contact Paula Warrick in the Office of Merit Awards at 202-885-1817 or warrick@american.edu.
IV. Departmental and University Information

A. Financial Aid

Both the Department of Philosophy and IPCR receive from the University a limited amount of financial assistance, which they apportion according to merit, generally when students enter the program. Some students receive full coverage of their tuition (tuition remission), some partial tuition, and some worthy students receive no aid. In addition, some students receive a stipend. The department also has limited teaching and research assistant positions available. Those who do not receive aid may be able to find work elsewhere at the University or in the Washington, DC area (see page 24 for more details).

All students who wish to be considered for departmental fellowship, or additional financial assistance in the form of loans, must fill out the FAFSA by March 1 for the following academic year. Contact the Financial Aid Office for details (202-885-6100, located in the Hamilton building, or visit the FAFSA web site.

For most financial aid awards (as well as for deferring previous federal loans), the student must be registered as full-time (occasionally half-time) status. However, during the last semester or two of study, many students only need to register for a few credits while continuing work on the thesis or finishing up the last few degree requirements. In these cases, the student is studying full-time, but only enrolled part-time. To maintain financial aid availability, fill out the Certification of Full-Time or Half-Time Status form (F9) available at the Registrar’s office or the unit offices.

B. Program Conferences and Activities

Specific Projects of Ethics, Peace and Global Affairs

The Society of Ethics, Peace, and Global Affairs (SEPGA)
The Society of Ethics, Peace, and Global Affairs (SEPGA) is the student organization for the EPGA Program. The group is full of diverse interests and uses the club as a gathering place to build community and grow in knowledge together, outside of the classroom. SEPGA gathers weekly at Monday Lounges. The Lounges range from study opportunities to roundtable discussions with guest speakers on contemporary issues like trafficking and child rights or teach-ins on topics such as “how to write a critical review.” SEPGA also provides EPGA students with a voice on the faculty panel of the International Peace and Conflict Resolution Program.

New and Continuing Student Orientation
At the beginning of each semester.

International Ethics Student Presentation Series
At the end of the academic year, students present papers from courses or reports from internships/ travel abroad.
International Studies Association Annual Meeting and other conferences
Students are encouraged and supported in participating in annual conferences; in the past, students have presented papers as individuals and as part of an AU contingent.

Student Buddy Program
Students seeking academic or professional assistance are paired with another student in the program, or with a recent graduate willing to provide informal support.

Ethics in Action Speaker Series
At least once a semester, outside speakers are brought in to discuss contemporary ethics issues.

Offered by the Department of Philosophy

Student Orientation
At the beginning of every fall semester, the department offers a graduate student orientation. This is an excellent opportunity for all Philosophy graduate students, new and continuing, to meet one another and the Department Faculty.

McDowell Conference
Every fall, the department hosts the McDowell Conference on Philosophy and Social Policy. This provides students with an excellent opportunity to meet philosophers as well as meet with faculty and fellow graduate students. Recent speakers have included Howard McGary, David Theo Goldberg, and Iris Marion Young.

Hurst Lecture
Each spring, the department holds the Bishop Hurst Lecture. Speakers have included such prominent philosophers as Alasdair MacIntyre, Hugo Bedeau, John Lachs, Lucius Outlaw, David Crocker, and Alison Jaggar.

Durfee Lecture
Each year the department holds the Harold A. and Doris G. Durfee Lecture. The inaugural lecture in 2007 was delivered by Harold A. Durfee, Professor Emeritus of Philosophy.

Other Lectures
In addition to the annual lecture series above, the department periodically sponsors other lectures as well, including the “Philosophy Matters” speakers series, usually faculty members from both AU and other institutions. Graduate students are informed about these lectures as they develop; so make sure to keep your contact information current.

Workshops
Throughout the year, the department offers different workshops intended to help students with common problems and concerns. One such workshop is the “Philosophy Writing Workshop,” oriented specifically for graduate students in philosophy. Samples of excellent and not so excellent graduate student writing are distributed in advance of the workshop. Both new and continuing graduate students benefit from the insights of faculty and peers regarding excellence in writing in philosophy. Another popular workshop addresses concerns of students planning to pursue doctoral study.
Offered by IPCR, SIS

Conflict Resolution Skills Institutes
Conflict Resolution Skills Institutes focus on the intervention, training and consultation methods used by conflict resolution practitioners. These intensive training courses prepare participants to work with international, community and public policy conflicts. Training takes place over a single weekend and is interactive and experiential. Participants develop skills in a hands-on format that includes role playing, simulations, and case studies. Topics vary from year to year but have included basic skills of conflict resolution, mediation, facilitation, gender and conflict, peacebuilding through the arts, and trauma, healing and recovery (http://www.aupeace.org/courses/skillsinstitutes).

Peacebuilding and Development Summer Institute
The Peacebuilding and Development Summer Institute provides knowledge, practical experience and skills for professionals, teachers and students involved in conflict resolution, peacebuilding, humanitarian assistance and development. The Summer Institute will focus on various approaches to mediation, negotiation, facilitations, reconciliation and dialogue, particularly in conflict-torn and developing regions. Participants will explore innovative methods of promoting cultural diversity with respect to public policy, community and religion, war and post-conflict environments, while expanding their knowledge and skills in a participatory and interactive learning environment. Participants in the Summer Institute will be exposed to leading national and international professionals in the fields of public policy, conflict resolution and development (http://www.aupeace.org/institute/main).

Journal for Peacebuilding and Development
The Journal of Peacebuilding and Development (JPD) is a tri-annual journal providing a forum for the sharing of critical thinking and constructive action on issues at the intersections of conflict, development, and peace. JPD aims to discover and examine the tools that will make this possible—the shared values that can be nurtured and promoted, the common aims and strategies that can be jointly pursued. Facilitating interaction between practitioners, activists and policy-makers, JPD will highlight transformative approaches that are taking place at different levels, while seeking convergence on paradoxical issues. The publication endeavors to capture and examine critical peacebuilding and development topics and questions that challenge our era (http://www.aupeace.org/publications/peacedev_journal).

American University Mediation Services
American University's Mediation Services (AUMS) provides a forum to all students, staff, and faculty in which to creatively process and resolve conflict rather than allowing hostilities to build toward violence and/or adjudication.

Each semester, AUMS conducts a weekend-long (20 hours) basic mediation skills training. This training is open to all students, staff, and faculty who wish to attend. This training is mandatory for all individuals who wish to become AUMS volunteer mediators. The training explores theories in mediation, the AUMS mediation process and model, and practical experience in mediating disputes. AUMS often conducts workshops with classes,
groups, and organizations within the campus community on various methods of conflict resolution (http://www.american.edu/ocl/jams/mediation_services/mediation.html).

American University Center for Global Peace
The mission of the Center for Global Peace is to provide a framework for programs and initiatives that advance the study and understanding of world peace grounded in a search for a sustainable world order. The center undertakes a range of activities both on and off campus aimed at advancing our understanding of world peace. The center provides a forum for deliberating about contemporary issues and is dedicated to innovation in scholarship, teaching and policy analysis, and community service.

The Center for Global Peace, working in close association with the Mohammed Said Farsi Chair of Islamic Peace, focuses its work on two levels: 1) Dialogue with educators, policy makers and the media; and 2) Long-term transformation of key educational institutions in the U.S. and overseas to provide a balanced inquiry that recognizes the valuable contributions of both Western and Arab/Islamic histories, philosophies and approaches, while shaping the thought processes of future leaders. We believe that the two foci are complementary and necessary in order to cultivate a shift in the societal consciousness away from war and toward peace and justice. Our projects reflect the dual focus, addressing both public policy and long-term educational transformation (http://www.american.edu/cgp/index.html).

C. Faculty and Program Directories

Department of Philosophy and Religion
Acting Chair: Ellen Feder
Faculty Profiles and contact information: http://www.american.edu/cas/philrel/faculty/
Department Web Site: http://www.american.edu/cas/philrel/
Main Office: Shelley Harshe, Sr. Administrative Assistant
Battelle-Tompkins 120
202-885-2925
Fax: 202-885-1094
philrel@american.edu

International Peace and Conflict Resolution
Director: Abdul Aziz Said
Faculty Profiles and contact information: http://www.american.edu/sis/faculty/index.cfm
IPCR Web Site: http://www.american.edu/sis/degrees/MA-IPCR.cfm
Main Office: Rebecca Davis, IPCR Coordinator
Clark 207
202-885-1622
peace@american.edu
D. Important Dates for Graduate Students

Fall 2009
8/24 M Classes begin
8/28 F Late registration ends
8/31 M Deadline for electronic submission of qualifying paper to the department’s administrative assistant
9/4 F Last day to add course or change grade option
Last day to drop course without a "W"
Last day to drop a Fall course and receive a 100% refund
9/14 M Last day to drop a Fall course and receive a 50% refund
9/21 M Last day to drop a Fall course and receive 25% refund
10/9 F Last day to submit complete draft of thesis to committee members
10/23 F Last day to drop a course
11/6 F Theses & dissertations due to Dean's office for review
11/9 M Deadline for electronic submission of final version of the qualifying paper to the department’s administrative assistant
12/4 F Last day of classes
Theses & dissertations due to Registrar for Fall graduation.

Spring 2010
1/11 M Spring classes begin.
1/15 F Late registration ends
Last day to apply for Spring 2010 graduation
1/19 T Deadline for electronic submission of qualifying paper to the department’s administrative assistant
1/25 M Last day to add a course or change grade option
Last day to drop a course without a "W"
Last day to drop a Spring course and receive 100% refund.
2/1 M Last day to drop a Spring course and receive 50% refund.
2/8 M Last day to drop a Spring course and receive 25% refund.
2/22 M Last day to submit complete draft of thesis to committee members
3/5 F Last day to drop a course
3/22 M Deadline for electronic submission of the final version of qualifying paper to the department’s administrative assistant
3/29 M Theses & dissertations due to Dean's office for review
4/26 M Last day of classes
Theses & dissertations due to Registrar for Spring graduation.
5/09 Su Spring Commencement

Summer 2010
7/16 F Theses & dissertations due to Dean's office for review
8/5 Th Theses & dissertations due to Registrar for Summer graduation
M.A. in Ethics, Peace and Global Affairs Checklist

Name: _______________________________  AU ID#: ____________________

Basic Requirements: 39 hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Grade</th>
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Core Courses: 12 credits
- PHIL-525 Moral Modern Problems
- PHIL-693 Global Ethics
- SIS-607 Peace Paradigms
- SIS-614 Ethics of International Affairs

Foundation Courses: 6 credits
- PHIL-520 Seminar on Ethical Theory
- SIS-622 Human Rights

Research Methods: 3 credits
- SIS-600 Quantitative Analysis in Int'l Affairs
- OR Qualitative Research Seminar

Research & Writing Requirement: 6 credits

Options offered for Philosophy & Religion students:
- Internship and Qualifying Papers:
  - *Qualifying Papers (2 papers, 0 cr.)
  - PHIL-702 Graduate Seminar in Philosophy (3 cr.)
  - PHIL-691 Internship (3 cr.)
- Master’s Thesis:
  - *Qualifying Papers (2 papers, 0 cr.)
  - Master’s Thesis: PHIL-797 (6 cr.)

Options offered for SIS students:
- Internship and SRP:
  - Comprehensive Exam (0 cr.)
  - SIS-795 Substantial Research Papers (3 cr.)
  - SIS-691 Internship (3 cr.)
- Master’s Thesis:
  - Comprehensive Exam (0 cr.)
  - SIS-797 Master’s Thesis Seminar (6 cr.)

Track Requirements: 12 credits (choose one of the following tracks)

A. Peace and Conflict Resolution Track
- SIS-609 Conflict Analysis and Resolution: Theory & Practice
- Three of the following:
  - PHIL-613 Studies in Asian Philosophy (advisor’s approval)
  - PHIL-686 Selected Topics in Philosophy (advisor’s approval)
  - SIS-515 Islamic Peace Paradigms
  - SIS-516 Peacebuilding in Divided Societies
  - SIS-517 Gender, Human Rights, and Conflict
  - SIS-540 Conflict and Development
  - SIS-606 Culture & Peace & Conflict Resolution: Alternatives to Violence
  - SIS-611 International Negotiation
  - SIS-613 Reconciliation and Justice
  - SIS-619 Special Studies in International Politics: Human Rights & Conflict
  - or other approved course

*Two Qualifying Papers (see Philosophy for details):

1. Title: _______________________________  Date completed: _____
2. Title: _______________________________  Date completed: _____

C1
B. Human Rights and Social Justice Track
Four of the following:

10. PHIL-616 Feminist Philosophy
11. PHIL-617 Race and Philosophy
12. PHIL-686 Selected Topics in Philosophy (advisor’s approval)
13. SIS-613 Reconciliation and Justice
14. SIS-517 Gender, Human Rights, and Conflict
15. SIS-619 Special Studies in International Politics: Human Rights & Conflict
16. SIS-621 International Law and Legal Order
or other approved course

C. Global Environmental Justice Track
SIS-660 International Environment and Politics
Four of the following:

10. PHIL-686 Selected Topics in Philosophy (advisor’s approval)
11. SIS-619 Special Studies in International Politics: Global Environmental Politics and Policy
12. SIS-649 Environment and Development
13. SIS-663 Washington Workshop: Advanced Studies and Research in Environmental Policy
or other approved course

D. Ethics of Development Track
SIS-637 International Development
Three of the following:

10. PHIL-686 Selected Topics in Philosophy (advisor’s approval)
11. SIS-540 Conflict and Development
12. SIS-636 Micro-politics of Development
13. SIS-647 Governance, Democracy, and Development
14. SIS-648 Women and Development
15. SIS-649 Environment and Development
16. SIS-650 Global Economy and Sustainable Development
or other approved course

E. International Economic Justice
SIS-616 International Economics
Three of the following:

10. PHIL-686 Selected Topics in Philosophy (advisor’s approval)
11. SIS-504 Multinational Corporations
12. SIS-587 Globalization: Power, Production, and Culture
13. SIS-650 Global Economy and Sustainable Development
14. SIS-665 International Trade and Investment Relations
15. SIS-666 International Monetary and Financial Relations
16. SIS-673 Comparative Political Economy
or other approved course

F. Global Governance & International Organizations Track
SIS-621 International Law and Legal Order
SIS-625 International Organizations
Two of the following:

10. PHIL-686 Selected Topics in Philosophy (advisor’s approval)
11. SIS-587 Globalization: Power, Production, and Culture
12. SIS-605 Theory of Cooperative Global Politics
13. SIS-647 Governance, Democracy, and Development
14. SIS-672 Theories of Comparative and International Studies
or other approved course
CHECKLIST FOR AU THESIS/DISSERTATION COMPLETION

Please have requisite party initial and date line when each step is completed.

SEMESTER OF PROPOSAL

(Advisor) Register for thesis/dissertation hours according to recommendations of advisor/department.

(Advisor) Attend a dissertation/thesis formatting workshop sponsored by your school/college and university library (these occur in both Fall and Spring semesters).

(Advisor) Have project title and proposal defended and/or approved by department/committee.

(Advisor) After proposal/approval, a Graduate Academic Action Form should be generated in your department and sent to the Dean's office for approval.

(Advisor) If your research involves observing, surveying, interviewing or experimenting on human or animal subjects, consult your department/school representative to the University Institutional Review Board (IRB) for guidance.

BETWEEN PROPOSAL AND DEFENSE

(Student) As you are writing the thesis/dissertation, send letters for copyright permission to necessary copyright owners (See Guide to the Preparation of Theses and Dissertations for details).

(Student) Insure your thesis/dissertation conforms to the formatting guidelines set forth in the AU Guide to the Preparation of Theses and Dissertations.

SEMESTER OF DEFENSE

(Student) Apply for graduation prior to or early in the semester you wish to defend your thesis/dissertation. The deadline for application to graduate is published in the AU Schedule of Classes.

(Student) After your defense, make all editorial changes your advisor and committee suggest.

(Dean's Office) Submit a draft of the thesis/dissertation in completed form to the Dean's office for review (this does not need to be on acid-free, cotton-rag paper). Deadlines for submission to the Dean's Office are published in the AU Schedule of Classes for each semester.

(Dean's Office) At this time you should receive the Bell & Howell Thesis/Dissertation Agreement Form (required for all theses/dissertations) and the Survey of Earned Doctorates (only for dissertations).*

(Dean's Office) After making all formatting corrections, obtain the Thesis/Dissertation Completion Form from your department.

(Dept.) Obtain advisor and committee signatures on the final version of the title page (acid-free, cotton-rag paper). These signatures should be made with a ball-point pen in black ink.

(Dept.) Check with your department/advisor to make sure all grades from previous semesters (e.g., thesis/dissertation research hours that have grades of IP) and the current semester have been submitted.

(Dean's Office) Submit final version of the thesis/dissertation to the Dean's office on acid-free, cotton-rag paper. The Dean will sign your title page(s) and the Thesis/Dissertation Completion Form.

(Cashier/Student) Take the Thesis/Dissertation Completion Form to Student Accounts (300 Asbury Building) to pay the thesis/dissertation microfilm fee ($25 for theses, $35 for dissertations). The cashier will stamp your Form. At this time, also ensure that your account is clear of all outstanding fees (e.g., library or parking fines).
Proceed to the Registrar's Office (200 Asbury Building) for the required signature on the Thesis/Dissertation Completion Form. The Registrar's office will NOT sign your form if you have any outstanding grades from previous semesters.

- You will also leave the Survey of Earned Doctorates with the Registrar's office (all doctoral candidates).

Take the thesis/dissertation to Archives (3rd floor) in the Library. There you will leave your thesis/dissertation, as well as the Thesis/Dissertation Completion Form. Library personnel will sign the Form and return the blue ‘student' copy to you.

You will also need to fill out and leave the Bell & Howell Thesis/Dissertation Agreement Form.

- Both sides of the form must be completely filled out and signed.
- Your degree should be correctly noted. The University awards the following degrees: Ph.D., M.A., M.S. M.F.A., M.B.A., and M.P.A.
- If you request copyright registration (optional but encouraged):
  - Submit a money order or check, payable to B&H, for $45. B&H does not accept credit card payment for copyright.
  - If you are having someone else complete this step (i.e., a friend/colleague or departmental representative), ensure your check is not more than 6-months old or about to be.

Verify thesis/dissertation conforms to AU/UMI formatting guidelines, including:

- Left margin = 1 1/2", right margin = 1".
- Type size of 10 or 12 pt. font. No script. Italics only if clear.
- Unbound, original copy.
- Acid-free, minimum of 25% cotton-rag paper.
- 2 copies of title page.
  - Advisor's/committee's names must be typed under signature.
  - 1st copy must be original on acid-free paper and bear the Dean's and Committee's signatures.
  - 2nd copy can be a photocopy on regular paper and may be unsigned.
  - Theses/dissertations over 500 pages should be divided into separate volumes. Each volume must have its own original title page on acid-free, cotton-rag paper, though only the title page of the first volume must bear faculty signatures.
- A copyright page is required only if the author is requesting copyright registration.
- 2 copies of the abstract.
  - 1st copy must be original, paginated "ii", on acid-free, cotton-rag paper.
  - 2nd copy should not be numbered and can be on regular paper.
  - The abstract should be correctly formatted, designated as ABSTRACT and include the title and author's name as it appears on the title page.
- Illustrations/maps with adequate color contrast to be detectable when reproduced in black & white (photocopy if need to check clarity).
- Any applicable letters requesting permission to use copyrighted materials.
- If thesis/dissertation contains multi-media components, the media container should describe requirements for use (i.e., specific hardware or software).

*SPECIAL NOTE: Please insure that your name and thesis/dissertation title is EXACTLY the same on the title page, copyright page, abstract, Thesis/Dissertation Completion Form, and Bell & Howell form. For example, if your title page has your name as Jane C. Doe, all other forms should also include your middle initial.
Student Information:

Name: _______________________________  AU ID#: ______________
Address: _________________________________________________________
E-mail: _______________________________  Phone #: _____________
Date of expected thesis completion: _________________________________

Section 1: Topic Approval

Approved thesis topic: ______________________________________________
Working title: _____________________________________________________
All parties involved have agreed to the above thesis topic and title and understand that
any changes made to the above must first be approved by both committee members
and the student.

Date: ___________________________________________________________

Signature of committee member 1: ____________________________________
Signature of committee member 2: ____________________________________
Signature of student: _______________________________________________

(Bring form to Battelle 120)

Section 2: Oral Defense

Final thesis title: ___________________________________________________
Successfully defended on: _________________________________(date)

Signature of committee member 1: _________________________________
Signature of committee member 2: _________________________________

(Bring form to Battelle 120)
**THEESIS/DISSERTATION COMPLETION FORM**

PROCEDURE: Graduate students who have fulfilled all degree requirements and are ready to turn in a completed Thesis or Dissertation must:

1. **TYPE ONLY** to complete, sign and date this FORM and the UNIVERSITY MICROFILM FORM to turn in to University Library (step 5). Doctoral students also fill out HEW SURVEY FORM to turn in to Registrar.
2. Have appropriate TEACHING UNIT and DEAN of College or School examine final copy of Thesis/Dissertation and add their signatures to this Form.
3. Present this Form to OFFICE OF STUDENT ACCOUNTS together with required fee and obtain Cashier’s Stamp on all copies. OSA retains yellow copy.
5. Deliver Thesis/Dissertation with original title page, one xerox copy of title page, abstract, University Microfilm Form and this Form to the UNIVERSITY LIBRARY. Retain blue copy of this Form as a receipt.

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<th>MS</th>
<th>Last Name</th>
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THESIS/DISSERTATION MICROFILM FEE

- MASTER’S $25.00  
- DOCTORAL $35.00

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CASHIER’S STAMP

NOTE: GRADUATE PROGRAM OFFICERS, PLEASE FILL IN CORRECT AMOUNT OF FEE: $ ___
[Title]

by

[Student's name]

Submitted to the
School of International Service
of American University
in Partial Fulfillment of
the Requirements for the Degree
of

Master of Arts

in

International Peace and Conflict Resolution

Course Number: ______________________
Course Title: ______________________
Credit Hours: ______________________
Semester of Registration: ____________

Evaluation and Certification:
Grade: ______________________
Remarks: ______________________
________________________________
________________________________

Signature of Faculty Advisor:

________________________________
Date: ______________________
International Peace and Conflict Resolution
M.A. Comprehensive Examination
Completion Form

STUDENT'S NAME: ___________________________ AU ID#: ___________________

EXAMINER'S NAME: ___________________________

You must be examined by a full-time faculty member in the International Peace and Conflict Resolution Field or an examiner approved by the field coordinator. Your examiner will normally be the supervisor of your SRP or chair of your thesis committee.

DATE: ___________________________

The IPCR comprehensive exam requirement is met through the quality of discussion in the SRP/thesis that relates the research study conducted by the student with broader themes/topics in the IPCR field, i.e. the student’s knowledge of the IPCR field as demonstrated in the paper.

COMP RESULT:

______ DISTINCTION ______ SATISFACTORY _______ UNSATISFACTORY

COMP EVALUATION:

1) DEMONSTRATION OF HOW RESEARCH FITS INTO THE FIELD OF IPCR

2) UNDERSTANDING OF IMPORTANT THEORIES, DEBATES AND SUBSTANTIVE FOCI OF IPCR

SRP/THESIS EVALUATION:

3) QUALITY OF WRITING

4) ANALYTICAL DEPTH

5) RESEARCH DESIGN

COMMENTS:

EXAMINER’S SIGNATURE: ___________________________ DATE: ________________

Faculty should return this signed form to the IPCR Graduate Advisor, SIS 12 (x1733).
INTERNERSHIP/COOPERATIVE EDUCATION REGISTRATION FORM

Student ____________________________ (Last) ____________________________ (First) ____________________________ AU ID# ____________

Phone ____________ e-mail ____________ @ ____________

Local address
Apt # ____________ Street ____________ City ____________ State ____________ Zipcode ____________

Term: ☐ Fall ☐ Spring ☐ Summer 20__ International student F-1 or J-1 visa ☐ Yes ☐ No

Course Information
Course # ____________ - ____________ - ____________ Credits ____________ ☐ A-F ☐ Pass/Fail

Faculty supervisor ____________________________ (Last) ____________________________ (First)

Internship/Co-op Title ____________________________

Job title and brief description of internship/co-op:

Internship/Co-op Organization Information
Organization ____________________________

Address
Room/Suite # ____________ Street ____________ City ____________ State ____________ Zipcode ____________

Site supervisor ____________________________ (Last) ____________________________ (First) ____________ Title ____________________________

Phone ____________ fax ____________ e-mail ____________ @ ____________

Work Schedule
Inclusive dates from ____________ / ____________ / ____________ to ____________ / ____________ / ____________ Hours per week ____________

Days each week (check all that apply) ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐ Su

Required Approvals:

Academic Advisor ____________________________ Date ____________

Faculty Supervisor ____________________________ Date ____________

Department Chair or Dean ____________________________ Date ____________

Internship Advisor ____________________________ Date ____________

(if applicable)

Student’s Signature ____________________________ Date ____________

INSTRUCTIONS TO STUDENTS
Obtain all required approvals and submit this completed form to the Registrar’s Office along with a signed Internship Consent and Release form. You will receive confirmation by e-mail when your registration has been processed. Additional documentation may be required by the academic department.

AMERICAN UNIVERSITY
OFFICE OF THE REGISTRAR
202-885-2200 fax 202-885-1052

F5
INTERNSHIP/COOPERATIVE EDUCATION CONSENT AND RELEASE FORM

Student ___________________________ AU ID# ___________________________

(PLEASE PRINT)

Term: □ Fall □ Spring □ Summer 20____

International student F-1 or J-1 visa □ Yes * □ No

The following Agreement is designed to protect all participants in American University’s internship/cooperative education programs, including students, faculty members, American University and the agencies and individuals cooperating with the University. You, as the student, must sign this form, with parental or guardian approval if you are under the age of eighteen (18), to indicate agreement and permission to participate.

I understand that participation in this internship is entirely voluntary and that any such internship program involves some element of risk. I agree that in consideration of American University sponsoring this activity and permitting me to participate, I will indemnify, defend and hold harmless American University, its officers, agents, employees, successors and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any travel or activity conducted by or under the auspices of this internship program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by the required insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

Required Signatures:

Student ___________________________ Date ___________

If under age of 18

Parent or Guardian ___________________________ Date ___________

Name of Parent or Guardian ___________________________ (PLEASE PRINT)

* Note: International students in F-1 or J-1 visa status must obtain authorization from International Student Services (ISS) before registration for this internship will be accepted.

International Student Services (ISS) ___________________________ Date ___________

INSTRUCTIONS TO STUDENTS

Obtain all required approvals and submit this completed form to the Registrar’s Office along with a completed Internship Registration form.

OFFICE OF THE REGISTRAR
202-885-2200 fax 202-885-1052

F6
SIS Internship Preregistration Form

This page must be submitted to your academic advisor in the SIS Graduate Advising Office along with the Internship Registration Form and Consent and Release Agreement. Once you have filled out all three pages and obtained the required signatures, your academic advisor will see that you are registered for your internship, provided your materials have been submitted by the stated deadline (published each semester in the Academic Calendar). SIS will contact your internship supervisor on or about the 12th week for a performance evaluation and send a copy of this evaluation to your faculty supervisor.

1. INTERNSHIP LOCATION. Is any part of your internship taking place outside the U.S.? [ ] yes [ ] no
If any part of your internship will take you outside of the U.S., then you must schedule and attend an appointment with the Career Center's International Internship Advisor prior to registration. Call 202-885-1804 to arrange the appointment and ask the Career Center staff member to note that you need the international internship orientation. This orientation is required for all students traveling outside the U.S., including international students returning to their home countries for internship work. The University requires you to carry travel insurance while abroad.

2. DESCRIPTION/PERCENTAGE OF DUTIES. SIS requires that all internships undertaken for academic credit be at least 85% substantive. Summarize your duties on the job in the space provided below and state percentages of time you expect to devote to each activity (for example, “conducting research for human rights campaign, 80%”). Descriptions without percentages will not be accepted. Alternatively, you may attach a letter from your internship supervisor that outlines your duties and addresses the substantive responsibilities. For students undertaking internships in conjunction with full-time employment, the internship work must be above and beyond your standard duties—SIS does not give academic credit for carrying out one's existing job.

% 
% 
% 

Signature of Internship Supervisor: ______________________ (date) __/__/__
Please print name here: ___________________________ 

To the internship site supervisor: your signature certifies that you have reviewed the job description above and that you agree to provide a written evaluation of the student's performance. (The Evaluation Form will be provided by SIS.)

3. RELEVANCE TO PROGRAM. Explain briefly how this internship relates to your academic program and concentration/related field:


4. ACADEMIC WORK PLAN. To be filled out with and initialed by your faculty supervisor. Please note that in order to earn academic credit for an internship or co-op, all students must complete and submit some written academic work in addition to their work on the job. Please outline the academic work you and your faculty supervisor have agreed upon in the space provided below.

Faculty Initials ________

F7
INDEPENDENT STUDY REGISTRATION FORM

Student ______________________ (Last) ______________________ (First) AU ID# __________

Phone ______________________ e-mail ______________________ @ ______________________

Term: ☐ Fall  ☐ Spring  ☐ Summer 20__

Course Information:

Course # _______ - _______ Credits _______ ☐ A-F  ☐ Pass/Fail

Faculty supervisor ______________________ (Last) ______________________ (First)

Project Title __________________________________________

Brief description of independent study project:


Required Signatures:

Academic Advisor ______________________ Date _______

Faculty supervisor ______________________ Date _______

Department Chair or Dean ______________________ Date _______

Student’s Signature ______________________ Date _______

INSTRUCTIONS TO STUDENTS

Obtain all required approvals and submit this completed form to the Registrar’s Office. You will receive confirmation by e-mail when your registration has been processed.

OFFICE OF THE REGISTRAR
202-885-2200  fax 202-885-1052
Certification of Full-Time or Half-Time Status Graduate Students in Lieu of Semester Hours Requirement

Office of the Registrar

PLEASE NOTE: This form must be signed either by the DEAN of the student’s school, the CHAIR of the student’s department, or the DIRECTOR of the student’s program.

Name __________________________________________ Student I.D. # ______________________
Department __________________________ Degree Program __________________________

SEASON: □ FALL □ SPRING □ SUMMER YEAR: ______

STATEMENT BY STUDENT: (CHECK ALL APPLICABLE)

☐ I am registered for _______ graduate credit hours this semester.

AND I am doing the following:

☐ Preparing for comprehensive examinations to be taken _______ hours per week this semester

☐ Research/independent study _______ hours per week this semester beyond those required for courses in which I am formally registered

☐ Tools of research _______ hours per week this semester beyond those required for courses in which I am formally registered

☐ Thesis preparation _______ hours per week this semester beyond those required for courses in which I am formally registered

☐ Dissertation preparation _______ hours per week this semester beyond those required for courses in which I am formally registered

STATUS CLAIMED (CHECK ONE)

☐ Full-time ☐ Half-time

_____________________________ Date ___________________
Student’s Signature

STATEMENT BY DEAN, DEPARTMENT CHAIR, OR DIRECTOR:

The above information is correct and I certify that this student is considered to be doing work beyond regular classwork as represented.

☐ Yes ☐ No

This student is considered to be making satisfactory progress toward completion of a graduate degree program.

☐ Yes ☐ No

_____________________________ Date ___________________
Signature of Dean, Department Chair, or Director