

**University of New Hampshire**  
**Political Science Department**



**Graduate Student Handbook**

**MA/MPA Programs**  
**Academic Year 2009-10**

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## ***Introduction***

This Graduate Student Handbook is your reference guide for degree requirements, policies, procedures, and general information for the Master of Arts in Political Science and the Master of Public Administration graduate degree programs. Information in this handbook is for reference only. Graduate students in the MA and MPA programs are expected to meet with their assigned faculty advisors at least once each semester regarding their degree requirements and course selection. In addition, the official set of policies and procedures regarding graduate study at UNH can be found in the UNH Graduate School Catalogue (available online at [www.gradschool.unh.edu](http://www.gradschool.unh.edu)). Specific information about the MA/MPA programs can be found at the Department of Political Science Graduate Program webpage (<http://www.unh.edu/political-science/graduates.html>).

## ***Graduate Committee***

The Graduate Committee for the MA/MPA programs meets throughout the academic year, and is responsible for graduate program policies, procedures, curriculum, and related issues regarding the MA and MPA programs and graduate students. The Graduate Committee also reviews applications for admission and graduate program financial assistance, and sends its recommendations to the Graduate School. For Academic Year 2009-10, the Graduate Committee members are (as of August 17, 2009 – subject to change):

Prof. Stacy VanDeveer, Graduate Committee Chair and MA Program Director

Prof. Dante Scala, Department Chair (*ex officio*)

Jim Varn, MPA Program Director

Tama Andrews, Graduate Program Coordinator

Prof. Alynna Lyon

Prof. Mary Malone

Prof. Andrew Smith

Prof. Mel Dubnick

Prof. Roslyn Chavda

## ***Program Requirements***

The Department of Political Science offers two master's degree programs: the Master of Arts in Political Science (MA Program) and the Master of Public Administration (MPA Program). Both degree programs are available on a full and part-time basis. The MA Program is located at the Durham campus. The MPA Program offers courses at Durham and at UNH-Manchester.

Program requirements are different for each degree. You are expected to familiarize yourself with your program's requirements. Program requirements are for the specific program. Students are responsible for meeting Graduate School requirements in addition to their degree program requirements.

Students that wish to pursue a different degree other than the one they were originally admitted to must complete the appropriate application for change in degree, available at the Graduate School. The decision is made by the Dean of the Graduate School, after consultation with the appropriate departments.

### **Master of Arts in Political Science (MA Program)**

The MA Program is designed to deliver high quality instruction in both theoretical and practical aspects of politics and governance. The program has the following goals:

- To familiarize students with the discipline of political science and its subfields
- To provide training in post-graduate level social science research skills and techniques: including research design; the conduct of empirical research; and the communication of findings for written and oral presentation
- To build and enhance advanced students' skills associated with the communication, analysis and processing of complex information
- To facilitate student subfield and thematic specialization and the development of advanced knowledge in a particular area of political science

The MA Program is offers two options for the MA in Political Science: a thesis , or a non-thesis option. Students matriculated into the program from AY200801 on are eligible for the non-thesis option. Students should work with their advisors in their first semester to determine which option is most suited to their academic and professional goals.

### **Degree Requirements**

#### **Thesis Option**

Masters students must complete a minimum of 30 credits for the degree (eight courses and 6 credits of thesis work). Of the eight courses, two are required seminars—ProSeminar (POLT 900) and Introduction to Statistical Analysis (POLT 905)—to be taken during the student's first 2 semesters. The remaining six electives must include two courses in the student's major subfield, one course in one of the three other subfields, and electives in political science or a related discipline (with advisor's approval). Working closely with their thesis director and advisor, students can tailor coursework to specialize in a particular area, or to broaden their expertise in the discipline overall.

#### **Master's Thesis**

Students enrolled in the MA degree program are required to successfully complete and defend a thesis under the direction and approval of the student's Master's Thesis Committee. The committee is composed of the Political Science Department faculty member under whose direction it was written and two other members of the graduate faculty nominated by the department chair or MA Program director, and appointed by the Dean of the Graduate School. Students are expected to work closely with their Thesis Director and committee members during the development and completion of the thesis.

The following is the recommended schedule for the thesis process:

1) POLT 905 Introduction to Statistical Analysis and POLT 900 Pro-Seminar is required of all MA students. The Pro-seminar is designed to give students a strong foundation for the development and completion of the master's thesis, and for future political science research.

#### **Fall Semester**

2) By the first week of November, each MA student will submit to the Graduate Committee an abstract of his/her proposed thesis topic with a preliminary literature

review. The statement should also identify a prospective Thesis Director. If a Thesis Director is not identified, the Graduate Committee will recommend a Director based on the student's statement.

### **Spring Semester**

1) Prior to the beginning of the spring semester, the student will meet with his/her prospective Thesis Director to identify and contact the remaining members of the Thesis Committee; the Thesis Director will submit the "Master's Students Supervisory Committee Nomination Forms" to the Graduate Committee for approval and forward to the Graduate School.

2) At the same time, the student will develop and formally present the thesis proposal to his/her Thesis Committee for approval.

3) The student will register for POLT 899 for the required total of 6 credits, (can register for two 3-credit segments in two separate semesters) according to the recommendation of the faculty advisor and the Thesis Director.

### **Additional Requirements**

1) The thesis student is responsible for the development and completion of the thesis, and for working with his/her Thesis Committee members. This includes POLT 899 registration; scheduling draft submissions and a completed thesis for committee approval, and preparing for the thesis defense.

2) The Thesis Director is responsible for coordinating the involvement of the committee members in the development and approval of the thesis.

3) When the final draft of the thesis has been received, the Thesis Director, in consultation with the student, the Thesis Committee, and the MA Program Director, will schedule a date for the thesis defense. The defense is open to the members of the Department.

4) The student is responsible for submitting the thesis in the format proscribed by the Graduate School. Please refer to the Graduate School's *Thesis and Dissertation Manual* for specific details and requirements.

## **Degree Requirements**

### **Non-Thesis Option**

A non-thesis option is available for students matriculated into the MA Program from Fall 2008 Semester (AY2008-01). Masters students must complete a minimum of 30 credits for the degree (10 courses) and successful completion of a comprehensive examination. Of the ten courses, two are required seminars—ProSeminar (POLT 900) and Introduction to Statistical Analysis (POLT 905)—to be taken during the student's first 2 semesters. The remaining eight electives must include three courses in the student's major subfield. The remaining courses in subfields and electives in political science or a related discipline are to be planned out with the student's advisor. Working closely with their advisor, students can tailor coursework to specialize in a particular area, or to broaden their expertise in the discipline overall.

**Comprehensive Examination:** POLT M.A. program students have the option of taking a comprehensive exam to complete their MA Program. The exam is given three times each year (once each in the fall, spring and summer semesters). All students planning to take a comprehensive exam complete the Comprehensive Exam Application Form at least 30 days prior to the scheduled examination dates. The

exam is taken in the POLT department on one of the 3 scheduled exam dates. Students will complete two typed essays in response to questions. Students have 3 hours to complete each essay. As such, students are required to complete one essay in the morning (during the first 3 hour session) and the second essay in the afternoon (during a second 3 hours session). Exam questions seek to combine materials covered in students' required courses on POLT scope and methods and courses taken by individual students in the course of their program.

## **Master of Arts in Political Science Degree Requirements**

### **THESIS OPTION**

#### *I)Required Courses: 6 credits*

POLT 900 Pro-Seminar

POLT 905 Introduction to Statistical Analysis

#### *II)Required Electives: 9 credits*

2 courses in major subfield in political science

1 course in minor subfield

##### Subfields

Comparative Politics

International Politics

Political Thought/Theory

American Politics/Public Administration

#### *III)Additional Electives: 9 credits*

Three (3) courses at the 800 or 900 level in Political Science or related discipline

\*\*approval signature of MA Director or advisor if course is outside the department

#### *IV)Master's Thesis: 6 credits*

POLT 899 Master's Thesis: successful completion

#### Total:

8 courses

Thesis

30 credit hours

\*New degree requirements apply to all students matriculated into the MA Program as of Fall 2006 Semester on. Students matriculated into the program PRIOR to Fall 2006 semester are under previous degree requirements – with individual adjustments, if necessary, determined by the MA Faculty Director and the individual student.

## Master of Arts in Political Science Degree Requirements

### NON-THESIS OPTION

#### I)Required Courses: 6 credits

POLT 900 Pro-Seminar

POLT 905 Introduction to Statistical Analysis

#### II)Required Electives: 9 credits

3 courses in major subfield in political science

##### Subfields

Comparative Politics

International Politics

Political Thought/Theory

American Politics/Public Administration

#### III)Additional Electives: 15 credits

Five (5) courses at the 800 or 900 level in Political Science or related discipline

\*\*approval signature of MA Director or advisor if course is outside the department

#### IV) Comprehensive Examination

Successful completion of comprehensive examination at end of course requirements

#### Total:

10 courses

30 credit hours

Comprehensive Examination

\*New non-thesis option degree requirements apply to all students matriculated into the MA Program as of Fall 2008 Semester on. Students matriculated into the program PRIOR to Fall 2008 semester are under previous thesis only degree requirements.

### **Master of Public Administration (MPA Program)**

The MPA Program is designed for individuals intending to pursue careers or already employed in local, state, or national government. The program also meets the needs for those interested in careers in the non-profit sector, non-governmental organizations, or government relations activities.

Students enrolled in the MPA Program are provided advanced training in administration, leadership and ethics, planning and budgeting, human resources, policy analysis and program evaluation, policy and process of state legislatures, administrative law, and a variety of other professional skills pertinent to government and related career fields.

Degree requirements include core curriculum, capstone, and electives that allow for a specialization option (in public health, criminal justice, education administration, environmental administration, etc.). The Capstone requirement consists of a supervised project for those with prior professional experience, or an internship (required for students that do not have practical experience in the field). The Capstone component is determined by the student and the Capstone Faculty: Prof. Jim Varn and Prof Tama Andrews. The MPA program is offered on a full and part-time basis at the Durham and Manchester campuses.

### **Master of Public Administration Degree requirements**

#### **I) Basic Core Curriculum**

POLT 905 Introduction to Statistical Analysis

POLT 906 Foundations & Theories of Public Administration

POLT 909 Organization & Management in Public and Non-Profit Sectors

POLT 908 Capstone: 908A: 3 credits or 908B: 6 credits

#### **II) Advanced Core: 3 of the five listed courses**

POLT 804 Policy & Program Evaluation

POLT808 Administrative Law

POLT 907 Legal & Policy-making Environment in Public & Non-Profit Sectors

POLT 911 Public Management Techniques

**OR**

POLT 812 Leadership Theory & Practice

POLT 912 Human Resource Management in Public & Non-Profit Sectors

**OR**

POLT 915 Collective Bargaining & Labor Relations

POLT 914 Financial Management & Budgeting in Public & Non-Profit Sectors  
(3 credits per course/3 courses/9 credits total)

**III ) Electives/15 credits:** 5 three-credit courses from 800/900 level Public administration or related discipline curriculum (Approval of MPA director required for coursework outside of Political Science Department) or combination of 3-credit courses and one-credit seminars to achieve 15 total credits. Student can take no more than 6 total one-credit seminars, and up to three one-credit seminars in one semester.

**Total**

12 courses

Credits: 36 (POLT 908A three-credit Capstone)

39 (POLT 908B six-credit Capstone)

**Capstone Requirement:** for information about POLT 908A or B Capstone, go to: <http://www.unh.edu/political-science/> and contact Pros. Jim Varn or Tama Andrews, Capstone faculty. Registration for POLT 908A or POLT 908B Capstone is by instructor permission only.

## ***Graduate Program Policies and Procedures***

The following policies and procedures apply to the Department of Political Science MA and MPA Programs, and reflect Graduate School requirements. Please refer to the Graduate School Catalogue and website for policies and procedures for all graduate students at the University of New Hampshire.

### **Graduate Student Contact Information**

Students enrolled in the MA and MPA Programs are expected to inform the Graduate Program Coordinator and the Graduate School of any changes in mailing and other contact information, and especially *any changes in their email addresses*.

### **Graduate Program Information**

Information about special events, research/fellowship/career opportunities, course offerings, examination dates, and other program-related information will be *emailed* to graduate students. Information will be available at the graduate program webpage, and will also be posted when appropriate on the Graduate Student Bulletin Boards at Horton SSC, Third Floor, Durham; and at the Center for Graduate and Professional Studies at UNH-Manchester.

### **Graduate Student Advising**

Academic and Professional Development Advising: Students are expected to meet with their faculty advisor at least once each semester during the course of their degree program. Faculty advisors are assigned upon matriculation into the program, and are indicated in the Graduate School's letter of offer of admission. Students wishing to change their faculty advisor should contact the department's Graduate Program Coordinator.

MPA Program students all have Tama Andrews as their faculty advisor.

MA Program students are also expected to maintain contact with their Thesis Director during the thesis process, or their faculty advisor if using the non-thesis option.

MPA Program students are expected to maintain contact with their Capstone faculty advisor.

General Program and Technical Advising: available through your faculty advisor and the Graduate Program Coordinator.

### **Pre-registration and registration**

Students are recommended to pre-register for courses for the following semester; and to register for courses as soon as possible. Course offerings are available at the Department of Political Science office, website, and from the Graduate Program Coordinator. Course schedules are available each semester in the Time and Room Schedule booklet, and on the Registrar's Office website.

Registration may be accomplished online through WEBCAT, or by filling out the registration forms available at the Registrar's Office.

You must consult with your faculty advisor (*whose signature is required*), prior to registering for the following semester.

For many students, the Financial Aid Office will require you to file a form which confirms your financial aid status (even if you are not receiving financial aid). This form may be signed by the Graduate Program Coordinator.

### **Campus Location of Course Offerings**

Students may take graduate courses at either the UNH-Durham campus or UNH-Manchester campus to fulfill their degree requirements.

### **Adding and Dropping Courses**

Please refer to the Graduate School catalogue for regulations on adding, dropping, or withdrawing from graduate courses. Deadlines for add/drop are published each semester in the Time and Room Schedule. Your advisor must approve adds, drops, and withdrawals, so you will need to plan ahead to obtain the signatures by the appropriate deadline.

### **Course Loads**

**Full-time students:** registered for 9 or more credits. For the MA and MPA Programs, students must be registered for 3-4 courses (9-12 credits) each semester to maintain full-time student status. *The maximum load allowed is 12 credits.* See the Graduate School catalogue for unusual circumstance procedures. Graduate assistants must be registered for no fewer than 9 credits and no more than 12 credits each semester.

**Part-time students:** registered for 8 or fewer credits. The Graduate Program recommends that students who are employed full-time take no more than one course (3 credits) per semester, or, for the MPA Program, no more than one course at a time.

### **Continuing Registration/Enrollment**

Students that do not register for a class for the fall or spring semester (academic year), but have not yet completed their degree program are required to register for continuing enrollment (GRAD 800 Continuing Enrollment) to maintain active student status: this does not apply towards your degree requirements. If you do not register for continuing enrollment, the Graduate School assumes that you have dropped out of the program and will send you a letter of warning. If you are not registered for continuing enrollment, you will need to apply for re-admission to the program. Refer to the Graduate School catalogue for information about the policies, rules, and fees associated with continuing enrollment, reinstatement, and re-admission procedures.

### **Reinstatement**

Students who have had their degree status discontinued due to failure to register and pay for continuing enrollment, course credits, or research may petition the Graduate School for reinstatement for that term. Reinstatement is contingent upon payment of a reinstatement fee, and payment of that term's semester charges and late fees.

### **Readmission**

Students who withdraw, have their degree status discontinued, or whose time limit has expired, and then wish to resume their degree program must apply for readmission into that program. Students applying for readmission are required to pay an application fee and, if readmitted, any accumulated continuing enrollment fees that they were liable for during the period that their degree status was inactive. Students are not guaranteed readmission. Information and forms are available through the Graduate School.

### **Leave of Absence**

If you are experiencing unforeseen circumstances (such as medical reasons, military obligations,

emergencies or hardship) and are unable to continue pursuit of your graduate program as a result, you may request a leave of absence for a maximum of one calendar year. Applications are available at the Graduate School, and are subject to the recommendation of the Program Director, Graduate Coordinator, and the approval of the Graduate Dean. Please contact the Graduate Program Coordinator for more information regarding a leave of absence. Students formally granted a leave of absence are exempted from the continuing enrollment fee for the one calendar year.

### **Withdrawal**

Students may withdraw from the graduate program during any semester. The student must submit the withdrawal form available at the Graduate School, which is to be signed by the student's advisor and the Graduate Dean. A copy of the signed form must be sent to the Graduate Program Coordinator. Students who withdraw are required to apply for readmission should they wish to resume their degree program.

### **Dismissal**

Students in the Department of Political Science MA and MPA Programs will be dismissed from the program if you receive failing grades for two courses (3 or 4 credits per course). A failing grade is any grade below B-.

### **Academic Regulations**

Please refer to the Graduate School catalogue for complete information on academic rules and regulations.

**Grade requirements:** graduate students must receive at least a minimum grade of B- per course for credit towards their degree requirements. Failing grades are defined by the Graduate School as lower than B-: this includes grades of C or C+. Students will be dismissed from the program with more than nine credit hours of failing grades. Repeating a course does not remove the "failing grade" from the student's record. A course may be repeated only once.

**Transfer Credit:** Students may request that up to two courses (8 semester credit hours total) completed at an accredited graduate degree institution may be transferred to count towards degree requirements. Grades must be B or higher, and taken for graduate credit.

Transfer of credits must be recommended by the Graduate Committee and approved by the Dean of the Graduate School.

**Transfer of Continuing Education Credits:** For AY2009-09, students may request transfer of credit for up to three courses taken through the UNH Division of Continuing Education (DCE) to be applied towards their MA or MPA degree requirements. Students must apply for admission into the program by the start of the third course, and matriculated into the program by the fourth course, otherwise credit for the third course will not be approved. A maximum of three courses may be transferred into a graduate program (DCE and transfer credits). Grades must be B or higher. Graduate Committee approval is required.

### **Graduation**

Students are responsible for filing intent-to-graduate forms with the Graduate School. Forms, filing deadlines, rules, and procedures are available at the Graduate School; (information only) in the Graduate School catalogue and on the Graduate School website.

Deadlines for graduation are listed in the Graduate School calendar. Although graduation occurs

three times per year (May, September, December), the annual commencement ceremony is held only in May. Graduation procedures, rules, requirements, and policies are determined by the Graduate School.

Graduate students must have a cumulative GPA of 3.0 or higher in order to graduate.

### **Hooding Ceremony: MA and MPA Degree Program**

The Graduate Program of the Political Science Department holds an annual hooding ceremony in May on the Durham campus for MA and MPA degree program students who a) graduated the previous December; b) are graduating in May; or c) if intent-to-graduate form is filed, are expected to graduate in the immediately following September. The hooding ceremony is separate from and independent of University Commencement ceremonies. Please contact the Graduate Program Coordinator for information about the hooding ceremony.

### **Student Rights, Rules and Responsibilities**

Please refer to the *Student Rights, Rules and Responsibilities* handbook available through the Office of the Vice President for Student and Academic Services, at the Graduate School, and online at <http://www/unh.edu/vpsas.html>. The handbook outlines your rights and responsibilities as a student at the University of New Hampshire, and the University rules that apply to all students enrolled at the Durham and Manchester campuses.

### **Student Grievances, Complaints, Concerns**

The University provides students formal and informal ways to pursue grievances. The *Student Rights, Rules and Responsibilities* handbook informs students about procedures available. You are welcome to speak with the Political Science Department Chair and the Graduate Program Coordinator about your complaints or concerns. You may also speak with the Dean of Liberal Arts, the Graduate Dean, the Affirmative Action Office, or SHARPP, as well as others in the handbook.

### **Harassment**

The Political Science Department supports the University's policies against harassment outlined in the University handbook on harassment, available at the Department's Graduate Program Office and the University's Affirmative Action Office. Policies on harassment, definitions of harassment, resources and procedures for complaints are in the handbook.

Graduate assistants are strongly recommended to be familiar with University policies.

### ***Financial Aid***

The Political Science Department provides financial assistance for graduate students enrolled in the MA and the MPA Programs. Aid is available only to students matriculated into the MA or MPA programs. Financial aid through the Department is awarded for the academic year, (fall and spring semesters) beginning in the fall semester. Aid is limited and is awarded on a competitive basis by the Graduate Committee.

The forms of financial assistance through the Department are:

- Graduate Assistantship: appointments are made for one academic year, and include a stipend for the fall and spring semesters, and waiver of

tuition for fall and spring semesters and up to 12 credits during summer session. Graduate assistants are responsible for all fees and other charges as required by the University. Courses must be completed in the semester taken to receive the tuition waiver. Assistants work 20 hours per week during the academic year for department faculty and administration

- Graduate assistants who serve for one semester receive ½ tuition waiver for summer session.
- **Full-time Tuition Scholarship:** awarded for the academic year. The tuition scholarship is for the fall and spring semesters only, and is in the form of a tuition waiver. Coursework must be completed in the semester taken to receive the tuition waiver. Students are responsible for all fees and other charges as required by the University.

Please contact the Graduate Program Coordinator for information about financial aid provided through the Political Science Department.

The Graduate School also has a limited amount of scholarships, fellowships, and assistantships, including tuition scholarships for part-time students. Information can be found in the Graduate School catalogue and on the website.

All students who receive financial aid must maintain a high academic record, and, for graduate assistants, high performance in fulfilling the required responsibilities and duties.

### ***Professional Development***

Students are encouraged to take advantage of professional development opportunities through the University and other avenues. The Graduate Program faculty and staff are available to advise you on presenting papers at conferences, applying for fellowships, independent study projects, research projects and initiatives, and becoming active in professional organizations.

### **Professional Conferences**

The MA and MPA Program faculty are committed to providing academic and professional support for students interested in presentations and workshop participation at professional conferences. The Graduate Program may provide modest financial support for students who will be presenting a paper at professional conferences. Please see the Graduate Program Coordinator for more information regarding opportunities.

### **Fellowships**

For students interested in applying for fellowships related to their area of study, please contact your faculty advisor or the Graduate Program Coordinator.

### **Independent Study**

Independent study projects are subject to the approval of your faculty advisor and the Graduate Committee. Please contact your faculty advisor if you are interested in graduate credit for independent study as part of your degree requirements.

### **Research Opportunities**

The Graduate Program is in the process of developing opportunities and options for graduate students to participate in research projects. Please contact the Graduate Program Coordinator, MA or MPA Program Directors.

### **Professional Associations**

Graduate students are encouraged to become members of the relevant professional organizations. Student memberships are generally available. Information is available on-line, and informally through your faculty advisor, MA and MPA Program Directors, and Graduate Program Coordinator.

- American Political Science Association (APSA)– [www.apsanet.org](http://www.apsanet.org)
- American Society for Public Administration (ASPA) – [www.aspanet.org](http://www.aspanet.org)
- International City Management Association (ICMA) – [www.icma.org](http://www.icma.org)

### **Student/Alumni Associations**

- Graduate Student Association (GSO): represents all graduate students at UNH on student matters. The Board of the Association consists of one student from every graduate program department at the University. For more information about the GSO: online at [www.gradschool.unh.edu/GSO](http://www.gradschool.unh.edu/GSO), or stop by the office at the MUB.
- Alumni Association: represents all graduate and undergraduate alumni of UNH. For information go to: [www.alumni.unh.edu](http://www.alumni.unh.edu)

## ***Contact Information***

### **MA and MPA Program Information**

Information regarding the Political Science Department's degree programs is available at the Department's website:

**[www.unh.edu/political-science/graduates](http://www.unh.edu/political-science/graduates)**

Or contact: Political Science Dept.  
Horton SSC  
20 College Road  
Durham, NH 03824  
(603)862-1750

Students may also contact the Graduate Program Directors and/or Coordinator.

### **Graduate Program Directors/Coordinator**

For Academic Year 2009-10, the Graduate Program Directors and Coordinator are:

#### **MA Program:**

Prof. Stacy VanDeveer  
Horton SSC  
stacy.vandever@unh.edu  
862-0167

#### **MPA Program:**

James Varn  
Horton 317  
Jim.varn@unh.edu  
862-3281

#### **Graduate Program Coordinator:**

Tama Andrews  
Horton 316  
tama.andrews@unh.edu  
862-2321

MPA Program Assistant:

Brent Lemire  
Brent.Lemire@unh.edu  
Center for Graduate & Professional Studies, UNH Manchester

Information about Political Science Department faculty may be found online at [www.unh.edu/political-science](http://www.unh.edu/political-science).

### **UNH Graduate School**

Complete information regarding graduate study at UNH is available through the Graduate School at:  
**[www.gradschool.unh.edu](http://www.gradschool.unh.edu)**

Or contact: The Graduate School  
Thompson Hall, rm 109  
105 Main Street  
Durham, NH 03824  
(603)862-3000

### **UNH-Manchester: Center for Graduate and Professional Studies**

Information about courses offered at UNH-Manchester, schedules, registration, etc. may be found at: **[www.unhmgrad.unh.edu](http://www.unhmgrad.unh.edu)**

Or contact: CGPS  
UNH-Manchester  
286 Commercial Street  
Manchester, NH 03101  
(603) 641-4313

## **OTHER HELPFUL CONTACTS**

UNH Home Page: [www.unh.edu](http://www.unh.edu)  
Directory Assistance: 862-1234 (off-campus)  
Dial 0 (on campus)

### **Registration:**

Durham 862-1500  
<http://unhinfo.unh.edu/registrar/inforeg/gradreg.html>  
[www.unh.edu/registrar](http://www.unh.edu/registrar)

Manchester 641-4136  
<http://www.unhm.unh.edu/registration>

### **Business Services:** (billing and tuition)

Durham: 862-2230  
<http://www.unh.edu/business-services>

Manchester: 641-4125 (fax)  
<http://unhm.unh.edu/businessoffice/accounts.html>

### **Online Services:** (email accounts, WEBCAT, and other technology)

<http://blackboard.unh.edu/>  
username/password:[http://www.gradschool.unh.edu/home/myunh\\_instructions.html](http://www.gradschool.unh.edu/home/myunh_instructions.html)

**Parking:** 862-1010  
<http://www.unh.edu/transportation/parking/html>

**Wildcat Transit Bus:** 862-2328 Durham campus only  
[www.unh.edu/transportation/wildcat](http://www.unh.edu/transportation/wildcat)

**Financial Aid Office:** 862-3600  
[www.unh.edu/financial-aid](http://www.unh.edu/financial-aid)

**Access Office:** V/TTY 862-2607  
[www.unh.edu/access](http://www.unh.edu/access)

**Affirmative Action Office:** 862-2930  
[www.unh.edu/affirmativeaction](http://www.unh.edu/affirmativeaction)

### **Housing: Durham**

Off-campus: 862-3612  
[www.unhmub.com/housinglist](http://www.unhmub.com/housinglist)

On-campus: 862-2120  
[www.unh.edu/housing](http://www.unh.edu/housing)