

**DEPARTMENT OF SOCIOLOGY  
GRADUATE STUDIES  
PROGRAM HANDBOOK  
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## PREFACE

This document contains rules, procedures, and suggestions for completing the program. Faculty members and enrolled students should use it as a guide, together with the Graduate School Handbook. Because it is addressed mainly to the questions graduate students ask, it is written as if it were being read by a student.

IF YOU NEED HELP OR INFORMATION, please remember the following guidelines:

1. The Graduate School Handbook, which you can be downloaded at [gradschool.unc.edu/guidebooks.html](http://gradschool.unc.edu/guidebooks.html), contains specific details on Graduate School requirements and procedures. You should always consult it first when you have a question about Graduate School requirements -- it is the final word!
2. Your Department of Sociology advisor, assigned to you when you entered, is the person you should turn to first for advice and assistance about departmental requirements. You should meet regularly with your advisor -- certainly at least once a month and more frequently if you are having problems. The Graduate Studies Office does NOT offer advice about courses, dissertation topics, etc. You should discuss such issues with your advisor. The initial advisor is only temporary. If you find someone you would like to work with, please pick up a Change of Advisor form from the Graduate Studies Office.
3. You should keep your own record of your progress through the program, including requirements you have met, letters to/from the Graduate School, and so forth.

4. Contact the Department of Sociology Graduate Studies office, in Hamilton 153, if you have a question about what is in your files.

### **The Advisor-Student Relationship**

- The quality of the graduate education is dependent upon establishing an advisor-student relationship that suits the needs of the student. It is with this in mind that we ask you to consider the following: good advising requires responsibility on the part of both the advisor and the student . . .

#### The Advisor . . .

1). *Meet with advisees to discuss status/progress*

- Assists in the student's professional development and helps integrate the student into the department.
- Provides feedback (both good and bad) of student's progress and relays the department's assessment.

2). *Assists in establishing a research agenda.*

- Guides student's thinking toward research questions, provides examples of successful projects.
- Works with the student to develop a timeline to meet departmental and graduate school deadlines.
- Discuss advisor's research projects, provides opportunities for student involvement.

3). *Works with student to develop short and long term goals, reviews progress toward these goals.*

- Assists in development of goals for academic progress, professional socialization, publication and grant-writing, and post-graduate career opportunities.

#### The Student . . .

1). *Is expected to initiate meetings with advisor on a regular basis.*

- Attends set meetings, is prepared for the meeting, and actively participates
- Makes an effort to find a place in the department, as well as the field. Seeks out network connections.
- Hears assessments and asks questions about how these affect goals and progress. Seriously considers comments.

2). *Solidifies research interests and goals.*

- Student actively pursues research interests, asks questions to learn about the management of agenda.
- Is aware of institutional deadlines and informs advisor of goals and progress towards them
- Explores his/her own research ideas, also participates in the advisor's projects.

3). *Understands the importance of planning and learning from the mentor. Is a goal setter.*

- Actively sets and pursues goals in training, education, and professional goals.

Both students and faculty agree that a positive and productive advisor-student relationship has long-term influences. The above model is meant to be in place during the first two to three years of a student's career. During this time it is essential that the advisor take an active role in socializing and professionalizing the student. The student will reciprocate the advisor's effort. Graduate school is a job training process, and as such the student will take a more active role in his or her scholarship as he or she develops. With proper guidance, it will be possible for the student to produce publishable research, complete the program in a timely manner, and be successful on the job market. Advising is an essential faculty role, along with teaching, research, and professional service. It reflects positively on the advisor and the department.

### **UNC Sociology Graduate Program Deadlines Schedule**

Year	Fall Semester	Spring Semester	Summer
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1	COURSEWORK	COURSEWORK → Begin formulating MA paper  → Requirement: 1-page basic description of MA paper research question, significance, and data due to advisor by end of semester	→ Serious work on formulating MA paper
2	COURSEWORK  → Requirement: MA paper <u>proposal</u> defended, end of 3 <sup>rd</sup> Semester	COURSEWORK (including 980)  → Finish MA paper → Prepare for Doctoral Exams	→ Teach Summer Session?
3	→ Take Doctoral Exams → Begin Dissertation Proposal → Possible teaching?  → Requirement: MA <u>paper</u> defended by October 1 of 5 <sup>th</sup> Semester or dept funding may be suspended	→ Take Doctoral Exams → Prepare Dissertation Proposal → Possible teaching?  → Requirement: Pass two doctoral exams by end of 6 <sup>th</sup> Semester or dept funding may be suspended	→ Prepare Dissertation Proposal
4	Dissertation Research → Possible teaching?  → Requirement: Dissertation <u>proposal</u> defended by October 1 of 7 <sup>th</sup> semester or dept funding may be suspended	Dissertation Research → Possible teaching?  → Last semester of guaranteed Dept Funding	
5	Dissertation Writing → Possible teaching?  → 5 <sup>th</sup> year dept funding contingent on budget resources	Dissertation Writing → Possible teaching?  → 5 <sup>th</sup> year dept funding contingent on budget resources	
6	Possible additional year on external funding	Possible additional year on external funding	
7	Possible additional year on external funding	Possible additional year on external funding	

Note: (1) This schedule offers 8 semesters of departmental funding for students who are making satisfactory progress and are in good standing in the program; semesters in which grads receive outside funding (NSF grants, CPC funding, RA jobs, dissertation fellowships, etc.) do not count against those 8 semesters of departmental funding (although they do not delay the clock on expectations of progress)—hence, students who need to take, say, 6-7 years to finish their PhDs will need to acquire outside support for an extra year or two at some time during their grad program; (2) Graduate students with compelling extenuating life circumstances—i.e., personal difficulties beyond their control that affect the progress of their work—may appeal for extensions to regular deadlines; appeals will be reviewed by the Associate Chair in consultation with the student’s advisor and the Graduate Studies Committee. (3) The progress clock stops during any semester a grad is on formal leave from the program.

Course Requirements

	COURSE	WHEN COMPLETED
<u>Theory</u>	Soc. 700	_____
<u>Methods Sequence</u>	Soc.707	_____
	Soc.708	_____
	Soc. 709	_____
	Soc. 711*	_____
<u>Proseminar in Sociological Research</u>	Soc. 950	_____
<u>Seminar on Teaching</u>	Soc. 980	_____
<u>Other Regular Sociology Courses</u>	Soc. _____	_____
	Soc. _____	_____
	Soc. _____	_____
	Soc. _____	_____
	Soc. _____	_____
<u>"Flex" Courses</u>	_____	_____
	_____	_____
<u>M.A. Thesis Credit</u>	Soc. 993	_____
<u>Dissertation Credit</u>	Soc. 994	_____
*Soc. _____	_____	_____
(If taking Soc. 711 for one credit, another sociology course for two credits.)		
<u>Residency Credit:</u>		

The program is structured so that you can finish your course work and Ph.D. dissertation in four (4) years, although most students take longer. If unexpected circumstances delay your progress, you should discuss them with your advisor as they arise (see the section at the end of this document on TIME LIMITS).

## BENEFITS AND OPPORTUNITIES FOR STUDENTS

### Opportunities for Work and Financial Aid

The Department endeavors to provide financial assistance for as many of its incoming students as possible for their first four years. It is usually able to continue and sometimes to improve the form of assistance for students already in residence, so long as they are making satisfactory progress towards a degree. (See Graduate Program Deadlines Schedule section of this Handbook).

*(See the Graduate School Handbook on instate vs. out of state tuition.)*

The major forms of financial aid available to students are as follows:

1. Teaching Assistantships. TAs work approximately 15 hours per week. They may help instructors with grading, preparation of exams, lecturing, and other teaching related assignments. They may also be assigned as discussion leaders, with responsibility for teaching up to four weekly discussion groups for a large undergraduate course. Advanced students who have completed the Department's seminar on teaching sociology may be given responsibility for their own sections of undergraduate courses.

Graduate student course instructors are allowed to teach other graduate students in their classes, as long as those other graduate students are from other departments, not the Sociology Department.

2. Research Assistantships. Approximately 15 hours work per week helping professors with various research related tasks, such as bibliographic investigation, construction of measuring instruments, data gathering, and data processing.
  
3. Special non-service fellowships. Occasionally, students obtain funding from special sources (the University, plus federal and private granting agencies). Some of these are available to first year students, whereas others are obtained through the joint effort of the Department and students already in residence.

An offer of financial aid is contingent upon your making satisfactory progress in the program, in both timing and quality of work, as well as on departmental needs and the availability of financial resources. Fifth (and later) year students will be given low priority in allocating financial aid; allocation of aid to such students will be based entirely on departmental needs, not on students' financial needs. For example, a fifth year student with substantial expertise in some subject may be offered an assistantship to teach that subject, if the Department has no other qualified staff or graduate students to teach it. The faculty makes a yearly review of students' progress to help allocate financial aid.

## **Guideline Priorities for Funding Students in Teaching Positions:**

*(Note: All appointments are contingent on the availability of funds)*

- (1) fund all 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year students (if funding for 3<sup>rd</sup> year students becomes a problem, use the same priorities as for 4<sup>th</sup> years)
- (2) for students in their 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> years, use the following priority system, with all 4<sup>th</sup> year students evaluated first, then 5<sup>th</sup> year, and then 6<sup>th</sup> year. That is, the guidelines are first applied to the 4<sup>th</sup> year cohort, with decisions made, and then to the next cohort, etc.
  - (a) fund students IF they have an approved dissertation proposal AND they have taken Sociology 380 (the teaching seminar); Sociology 980 will be required to be taken in a student's second or third year, beginning with the 1997 entering cohort, Sociology 980 is a required course. We strongly recommend that students take it in their second or third year. *Students who transfer to UNC with an MA should take Sociology 980 in their 2<sup>nd</sup> year. Those who have not completed their MA can take Sociology 980 in their 3<sup>rd</sup> year.*

The Director of Graduate Studies, in consultation with a student's advisor, may waive this requirement wholly or partially under extraordinary circumstances.
  - (b) fund students IF they have finished their MA and comp exams and they have taken Sociology 980
  - (c) fund students IF they have finished their MA and taken Sociology 980 ; *In the event that they have only done 1 of these 2, completion of the MA will receive higher priority*
- (3) fund students the department needs for teaching purposes, but students without a dissertation proposal get lower priority
- (4) students who obtain outside funding should be rewarded for it; thus, their eligibility for funding will be based not simply on their cohort but also on their years of actual support. E.g. students whose outside support ends after four years are still eligible for departmental support, given adequate departmental progress, as stipulated above.

## **Policy Regarding the Cancellation of Courses Taught by Graduate Students**

Problems arise when graduate students have signed up to teach a course and then obtained funding from another source and told us that they no longer want to teach the course. Meanwhile, undergraduate students have signed up for the course and thus face the prospect of scrambling at the last minute to find a substitute course. This is particularly problematic when the course is one for our majors and the cancellation puts them behind in their program.

Our policy is that graduate students who sign up to teach a class are given three opportunities to withdraw from the class, after which they will be fully committed to teaching it or face the prospect of losing funding in subsequent semesters.

First, the ideal time to cancel a class would be before it actually appears on the registrar's website. If the course is pulled before then, no students will even know that it was offered and there will be no problems with shifting them to other courses.

Second, the next best time to cancel a class would be before anyone actually signs up for it. This is the time in between when the course appears on the registrar's website and when registration opens for seniors. If registration were canceled before registration opens, no students would yet have signed up for the course and thus there will be no problem with trying to find alternative courses for the undergraduates involved.

If a course is not canceled before registration opens, there is always the likelihood that it will fill up fairly quickly, surpassing the College's threshold of 10 students to "make" a course. At that point, it becomes difficult for us to cancel the class, because now we are talking about a significant number of students who will need to be resettled.

Third, the final opportunity graduate students will have to cancel a class they are scheduled to teach will be after registration opens but before the class enrolls 10 students or more. Once a course hits the 10 student mark, and the graduate student has not canceled, then that student will be committed to teaching the course.

The only exception we make to this third rule is if the graduate student assigned to a course can find an acceptable substitute who is willing to take on the course. The substitute instructor must be in good standing in the program, willing to teach the course, and adequately prepared to do so. In this case, no penalty would be assessed against the original instructor.

If, nonetheless, a graduate student insists upon withdrawing from teaching a course in no acceptable substitute can be found, they will be moved to the bottom of the priority list for the subsequent two semesters, regardless of their previous semesters of support, and may not be supported in subsequent semesters.

One method that students can use to head off problems with course cancellations is to talk to the associate chair about plans for an upcoming semester. If a student has applied for external funding, from whatever source, and thinks there is a reasonable chance they will get the funding, the student might ask the associate chair for a teaching assistantship rather than to be assigned a course. It is much easier to rearrange teaching assistantships than it is to cancel or reschedule courses.

To make this policy work effectively, faculty advisors should make certain that their advisees understand it.

Students who are classified as Teaching Assistants, Research Assistants, or Trainees/Fellows will be recommended for tuition remission and/or an in-state tuition award for their first 10 semesters of support. (Tuition remission support for 10 semesters is a policy set by the Graduate School, not the Department.) The Department gives priority to students who have been in the program fewer than five semesters given that all coursework should be completed in four to five semesters. Semesters in which the student is not receiving a stipend do not count toward the ten semester limit.

For tax purposes, this tuition remission and/or in-state tuition awards would not represent compensation for the service component of the assistantship. The Department's recommendation is subject to approval by the Dean of The Graduate School. A student's service appointment must be in effect for a period of not less than one full semester, and students must be registered in order to receive remission. Please note: Tuition remission/instate tuition award is available for students for no more than ten semesters. (*See below section on North Carolina Residency*)

### North Carolina Residency

Funded graduate students (EXCLUDING INTERNATIONAL STUDENTS) who are considered out-of-state for tuition purposes are expected to apply for in-state residency at the end of the first year and, as necessary, in subsequent years. In any given year, if a funded graduate student applies for, but is denied, in-state status, the sociology department may cover the out-of-state portion of the tuition payment during the student's second through fourth years. The department will not pay the out-of-state

portion of tuition during the second through fourth years if the student has not applied for in-state status. Students should apply online at the Graduate School website: <http://gradschool.unc.edu/residency/index.html>

## INFORMATION FOR MASTER'S CANDIDATES

Some of the rules for an M.A. in Sociology are established by the Graduate School; others are departmental rules. Only a few of the Graduate School requirements are reproduced below. You should become familiar with appropriate sections of the Graduate School Handbook. All rules are subject to revision by the Graduate School or by the Department. Please read carefully the Graduate School's rules on taking a leave of absence, the timing of applying for readmission, and registering for classes and paying tuition and fees.

The University has a minimum requirement of two full semesters in residence for the M.A. degree.

*(See Graduate School Handbook.)*

A minimum of 30 hours of course work must be completed before a candidate becomes eligible for the master's degree. Three hours of "Master's Thesis" credit (Sociology 993-) must be taken, and no more than six hours of this kind of credit can be counted toward the minimum of 30 hours of course work for the M.A. degree.

Bypassed courses do NOT count as credit hours in the Graduate School.

*(See the Graduate School Handbook on grades required for continued eligibility for enrollment.)*

Because the Department admits students who intend to earn their Ph.D.'s, the M.A. program is structured as the first phase of the departmental requirements for the

Ph.D. degree. We do not admit students wishing to earn only terminal M.A. degrees. Completing the M.A. program thus also involves completing the first phase of the Ph.D program.

The four main requirements for an M.A. degree are as follows:

- > a methodology course
- > a theory course
- > a research paper and its defense  
(referred to below as the M.A. paper)
- > a proseminar on sociological research

### Methodology Requirements

You are required to take at least one methodology course for an M.A. degree.

This may be any of the following:

- |          |  |
|----------|--|
| Soc.707  | Measurement and Data Collection*           |
| Soc. 708 | Statistics for Sociologists*               |
| Soc.709  | Linear Regression Models                   |
| Soc.711  | Analysis of Categorical Data               |
| Soc.720  | Systematic Methods of Qualitative Research |

Any other, subject to the approval of the Methodology Graduate Studies Committee of the Department.

\*You are expected to take Soc. 707 and 708 in your first year. The only procedure for bypassing 708 is to take a bypass exam in your first semester OR receive a passing grade in 709 in your first year.

Theory Requirement Students are required to take, or bypass before or during the semester in which it is taught, History of Social Thought (Sociology 700). This course is a survey of major theories and theorists.

### The M.A. Paper

We strongly recommend that you complete your M.A. paper proposal and have it accepted by the end of your third semester.

An M.A. paper is defined as a research effort which is limited in scope. For example, an outstanding term paper, modified as necessary, may be submitted as a master's paper. In the M.A. paper, you are expected to demonstrate an ability to:

- > review pertinent literature and integrate it into a body of theory,
- > design a feasible study,
- > analyze data (historical, observational, interview, census, or experimental),  
and
- > report the whole exercise, including the outcomes or findings, in the form of a journal article of the type one finds in Social Forces, Gender and Society, Demography, Symbolic Interaction, or Journal of Marriage and the Family..

Alternatives to writing an M.A. paper at UNC: If you earned an M.A. from another institution and wrote an M.A. thesis there, you may attempt to bypass the M.A.

degree by submitting that thesis, as described below (in the section on "Bypass of Master's Degree").

If you did not complete an M.A. thesis in connection with a M.A. program elsewhere, you are required to fulfill our Department's M.A. paper requirements. Timing of the MA Paper and Doctoral Written Exams.

You may not take the doctoral written exams until you have completed your MA paper and passed your MA oral. You should make every effort to finish your MA paper by the end of your second year in the program. Otherwise, we have found that preparing for the doctoral written exams interferes with writing your MA paper, and completion of your MA paper is one of the department's guideposts in deciding whether you are making adequate progress in the program. Thus, you should plan on first finishing your MA paper, and then signing up to take one or both of the doctoral written exams.

Preparing a proposal: The following guidelines are useful in preparing an M.A. paper proposal:

1. Provide a succinct statement of the main problem that your paper will address (one page or less).
2. Give an overview of the scholarly literature (including major citations) that has addressed this problem to date (two pages or less).

3. Indicate what your paper will contribute to the above literature, such as specific propositions or hypotheses you will test or new empirical information or conceptual and theoretical insights your paper will provide (two pages or less).
4. Describe your data sources and the precise nature of the data that you will use (two pages or less). If you plan to collect your data through direct observation or interviews, you will need to have your proposal reviewed by the Institutional Review Board of UNC.
5. Discuss your method of analysis, e.g., interpretive, statistical, etc. Will you be testing hypotheses, proposing a new taxonomy, extending an old concept, or what? (two pages or less).
6. Provide a timetable for completing your paper and estimates (if any) of data acquisition, field work, and/or computer expenses (less than one page).

*Optional:*

Attach a bibliography of the scholarly literature relevant to your paper which could not be reviewed in your proposal.

Paper evaluation. The quality of the M.A. paper will be evaluated by a three-person committee (an advisor and two members), chosen by you and approved by the Director of Graduate Studies. The advisor and at least one of the other committee members must be from the Department of Sociology at UNC. A majority of the committee members must be full members of the UNC graduate faculty. The Graduate School must approve committee members who are not graduate faculty.

Master's proposal conference. This conference should be held with all three M.A. committee members before you proceed with data collection and analysis. Its purpose is to assess the feasibility of the proposed research and give you the benefit of suggestions from committee members. You should let the graduate secretary know that the conference is being held and should make sure that the committee chair returns to the secretary the form indicating that the M.A. proposal has been accepted.

Oral defense. There must be an oral defense of the M.A. paper. This constitutes the final M.A. oral examination. (You must be registered the semester in which the master's paper is defended).

This examination should be scheduled after the final courses for the M.A. are completed or in progress. It should be held only after all members of the committee have had an adequate opportunity to review a draft of the paper which you are prepared to submit as the final draft. Your M.A. paper advisor is responsible to the members of the committee for determining that the draft is in an appropriate form for their evaluation. The committee may, at the time of the final oral, but not later, require alterations and corrections. Your advisor is responsible for verifying that the changes required by the committee have been made, and may delegate this responsibility to the committee member(s) who imposed the requirements.

Following the final M.A. oral examination, the examining committee reports to the Director of Graduate Studies its evaluation of the paper and knowledge of the field, using the following criteria:

1. Paper acceptability. Is the paper acceptable or unacceptable at the M.A. level?

2. Evaluation of promise as a doctoral student. Is the paper of a caliber clearly indicating a reasonable promise of success in the doctoral program? And, does the candidate show sufficient understanding of the field in which he/she was examined? If the committee agrees that the student should be permitted to continue as a doctoral student, this means that in mastery of literature, ability to synthesize and to extract general principles, and independence of thinking, his/her overall performance on the exam is of a caliber indicating a reasonable promise of success in the doctoral program.

[A master's candidate who fails the master's oral examination may not take it a second time until at least three months have elapsed. No student may take the examination a third time without approval by the Administrative Board of the Graduate School.]

When these requirements have been met, the title pages of the M.A. paper should be signed by the advisor and other members of the student's committee and three copies of the paper should then be given to the Graduate School Office. Be sure to follow the Graduate School guidelines in preparing your paper for submission. The proper form should be filed with the Sociology Department graduate secretary. You can submit your MA thesis and doctoral dissertation in electronic format. This link will explain the procedure for electronic submission. [http://gradschool.unc.edu/documents/eleguide\\_003.pdf](http://gradschool.unc.edu/documents/eleguide_003.pdf)

According to the Graduate School rules, adopted in 1997, when a student is given permission to proceed beyond master's-level work, the student must register for doctoral studies in the following regular semester (fall or spring).

Proseminar on Sociological Research

All first year students are required to take the department's proseminar in sociological research for one hour of credit each semester. The proseminar meets once a week with different faculty members reporting on their current research. It also covers topics such as departmental expectations for the MA paper (content, length, etc.) and preparing for the doctoral written exams.

#### Admission to Candidacy for an M.A.

A student in a M.A. program who wishes to obtain a master's degree must apply for admission to candidacy by the deadline shown in the Graduate School "Calendar of Events". You should be certain that you have removed any condition attached to your admission or any conditions imposed at a later time.

You must apply for the degree for a specific commencement. To graduate at that commencement, you must apply by the deadline shown in the "Calendar of Events". Application cards are available in the Graduate School. A candidate for a master's degree applies for candidacy and degree at the same time.

#### Bypass of Master's Degree

The purpose of the M.A. bypass is to provide an opportunity for students who have completed an M.A. thesis at another institution to speed up their progress toward the Ph.D. The requirements for an M.A. bypass are the same as for the M.A. degree,

with the exception of the paper requirement. If you are interested in pursuing an M.A. bypass, you should: (1) read this document carefully; (2) consult your advisor; and then (3) consult the Director of Graduate Studies.

The Director of Graduate Studies will appoint a three-person committee to evaluate the M.A. thesis you wrote at your previous university. The committee will evaluate the thesis in accordance with the criteria outlined above. The committee will report to the candidate and to the Director of Graduate Studies one of the following grades:

> Pass at the doctoral level

This means the bypass paper(s) is (are) of such a caliber that if the content were written in the format required for the M.A. paper, it would be evaluated as Pass at the doctoral level as would a student's knowledge of his/her field of study.

> Not acceptable for M.A. bypass

Information of Particular Interest to M.A. Transfers

Bypassing required courses. You may attempt to bypass some of the required courses in the theory and methods sequences. If you enter UNC with an M.A. from another institution, you may be in a position to bypass one or more of the required courses. You should make such arrangements in your first semester of enrollment.

1. If you wish to bypass a course, you should consult the instructor who is scheduled to teach the course and obtain from him/her the course outline and other relevant pieces of information to help prepare for a bypass exam. For

Sociology 708 , please check with the instructor immediately when the fall term begins.

2. On the basis of performance on the bypass exam, you will be advised to follow one of three courses of action:
  - a. take the course for credit
  - b. remedy specified deficiencies by carrying out assignments (e.g., by writing papers)
  - c. no further work is required, the performance in the test being considered as equivalent to passing the course

Transferring course credits from another institution. If you have completed graduate level courses at another institution, you may petition for the transfer of credits of a maximum of two courses toward fulfillment of the Department minimum course requirement.

1. The petition is to be addressed to the Director of Graduate Studies and must be accompanied by course outlines and other relevant information about the content and coverage of the courses requested to be transferred. Your advisor should sign the petition.
2. Grades earned on transferred work must be equivalent to "P". The courses must have been taken within the allowable time limits for the degree.
3. If a course is transferred, you may not count a similar course in this Department toward fulfillment of requirements.

Fulfillment of the "M.A. paper" requirement. M.A. transfers may, in some instances, use their M.A. theses toward bypassing the M.A. degree. (See the appropriate section of this Handbook, above.)

## INFORMATION FOR DOCTORAL CANDIDATES

Following are the requirements for a Ph.D. degree in sociology. Some of the rules are established by the Graduate School and others by the Department. Only a few of the Graduate School requirements are reproduced below. You should become familiar with the appropriate sections of the Graduate School Handbook. All requirements are subject to revision by the Graduate School or by the Department.

### Admission to the Doctoral Program

Recommendation to admit you to the doctoral program is made on the basis of your performance on the M.A. exam, the quality of your M.A. paper, and your performance in the program as a whole. Your M.A. paper committee or M.A. bypass committee can make this decision, as it judges whether you have passed the M.A.

exam at the doctoral level and whether your M.A. paper is of passing quality at the doctoral level.

The oral hearing on a MA paper is the time when the student's committee members must advise the Director of Graduate Studies whether they think a student is qualified to enter our PhD program. At the time of the hearing, or shortly thereafter, the committee should decide whether to recommend to the Director of Graduate Studies that the student be allowed to continue. The Graduate Studies secretary will provide a form to the committee, which they will fill out and give to the Director of Graduate Studies within two weeks of the oral. The departmental requirements for the Ph.D. degree include all the requirements described in the Sections on the M.A. degree:

1. The theory course requirement is Sociology 700 .
2. The M.A. paper represents the research paper requirement of the first phase of the Ph.D. program.
3. At least three hours of Sociology 993 (Master's Research) are required, unless a person has bypassed the master's paper requirement.

In addition to the above, departmental requirements for the Ph.D. degree are the following:

- a four-course sequence in methodology
- the seminar on teaching sociology (Soc. 980 )
- a minimum of 36 hours of course work including the core theory and methods courses required of all doctoral students

- at least six hours of Sociology 994 (Dissertation Research)
- written examinations in two areas of concentration, which are referred to as the doctoral written examinations, taken after you have finished your MA paper
- a doctoral oral examination following the written examinations, which is the defense of the dissertation proposal
- a dissertation
- a final oral examination, which is the defense of the dissertation

Methodology requirements. All doctoral students are required to take the following methodology courses, preferably in the designated order:

Soc. 707	Measurement and Data Collection
Soc.708	Statistics for Sociologists
Soc. 709	Linear Regression Models
Soc. 711	Analysis of Categorical Data

*Notes:*

- a. You may take Soc. 711 for ONE credit instead of THREE, finishing the course at the midterm. If you do so, you must take a reading course for the remaining two credits. The one-credit Soc. 711 course and the two-hour reading course will then together constitute one of the two "flex" courses; another regular sociology course should then be substituted for Soc. 711 to meet the 10-non-flex course requirement.
- b. You may bypass Soc. 708 either by taking 709 in your first semester and receiving a passing grade, or by taking a bypass exam from the instructor

of 708. You must take the bypass exam in your first semester. You may bypass 709 by taking an examination, offered by the instructor. Before deciding on bypassing any of the methods courses, you should talk with your advisor and the relevant course instructor.

Bypassed courses are NOT counted as credit hours by the Graduate School, but they DO count toward the Department's requirements of credit hours.

- c. Entering students should take Sociology 200 and 208 in their first term. They should take 707 and 709 in their second term, and then 7111 in the first semester of their second year (their third term in the program). This system allows all students to finish the theory, methods, and statistics part of our program by the end of their third term.

Minimum course requirements. All doctoral students are required to take a minimum of 36 hours of course work, that is, 12 three-hour courses or equivalent, in addition to Sociology 993 (M.A. Thesis) and Sociology 994 (Doctoral Dissertation), nonclassroom courses for which credit is received while working on a M.A. paper or Ph.D. dissertation. A total of two of these 12 courses could be "flex courses," including: courses taken outside the Department (e.g. at UNC-CH, Duke, or NC State) but directly related to a student's area(s) of specialization (two maximum); a graduate level sociology reading course (one maximum); and a 400 level course with appropriate supplemental graduate work (one maximum). All flex courses must be approved by the Director of Graduate Studies.

1. At least ten three-credit courses must be regular sociology courses (i.e., not reading courses or Sociology 980 ) offered by the Department here or by sociology departments at Duke or N.C. State.
2. Courses cross-listed with sociology are counted as sociology courses.
3. Any regular courses bypassed may be counted toward fulfilling minimum course requirements, as may a maximum of two courses transferred for credit. Remember that bypassed courses are ignored by the Graduate School in counting up your hours for Graduate School requirements.
4. Students in formal traineeship programs may be required to comply with requirements specific to the programs. For example, they may be required to take certain specific courses, in addition to those in the theory and methods sequences.
5. How to petition for a flex course: You should first talk with your advisor about your proposed flex course, and obtain his/her approval. Then, you should write a short memo to the Director of Graduate Studies, indicating how the course you propose fits into your overall graduate program. If the proposed flex course is a 400 level course, you should indicate what additional work you will do for it. Your advisor should sign this memo.

**Comprehensive Exam System  
Policy adopted by Faculty on  
May 3rd, 2006  
Revised May 8<sup>th</sup>, 2006**

### Background

This proposal responds to the 2005 external reviewers' concerns about our comprehensive examination system, as well as to comments and suggestions voiced by various members of the faculty about the system. In addition, we have made an effort to consider the concerns of faculty at prior discussions of the proposal.

### Executive Summary

We propose that the current structure of committees responsible for designing and administering exams be largely preserved. The committees would be appointed by the Chair, with the expectation that they would not change often. Rather, examination committees would be considered long-term associations of faculty.

The committees would be granted substantially more autonomy in designing their examinations than they currently are. Specifically, they would be allowed to choose to offer examinations in the following formats:

- A one-day, traditional computerized examination, to be held in the department or elsewhere; or
- A systematic, written evaluation of the state of the art (hereafter, SAR) in the subfield.

Committees may choose to offer either or both of these options. Committees that offer both must allow students to choose between them, but may choose to offer one format for the fall examination and the other for the spring. In both cases, the examinations will be "open book," allowing students access to their libraries, notes, and computer sources. Students will also be responsible for constructing their own reading lists for the field of examination, in consultation with, in accordance with boundaries established by, and subject to approval by, the committee.

In addition to the reading lists, students will be expected to consider relevant articles published in ASR, AJS, and Social Forces during the year prior to the examination. Each committee should select one or more additional journal(s) with whose past year's issues students should be familiar: Demography for some committees, for example, or Sociological Theory for theory.

If they have consulted prior SARs, then students taking the SAR-style examination should take care to explain, explicitly, how their review differs from, or builds upon, prior students' reviews in the subfield. They must also include in their reviews relevant work appearing in AJS, ASR, Social Forces, and the committee's selected journals.

## Specific Proposal

After preparing through coursework and the master's thesis, students must take two comprehensive examinations in subfields of sociology to continue in the Ph.D. program. These examinations are designed to evaluate intellectual breadth by certifying the student's familiarity with an extant subfield of sociology. Students normally take comprehensive examinations during their third year in the program. The examinations are offered in mid-September and in late January.

In April of the second year, the Student Services Manager will distribute a form soliciting students' plans for comprehensive exams. The form will include a list of committees offering examinations, the format(s) offered by each, and the dates of the next year's comprehensive exams. All students are expected to register for the exams at this point; however, students may petition the DGS to postpone one or both exams for compelling reasons. One of these reasons may be that the student does not reasonably expect to have completed the MA by the exam date.

Comprehensive examinations are offered in two formats, at the discretion of the examination committees. Each committee determines:

- Which format(s) to offer in which semester(s);
- The minimum reading list, if any;
- The scope of additional readings to be added; and
- Journals, in addition to ASR, AJS, and Social Forces, with whose recent, relevant articles examinees should be familiar.

This information will be provided by the Student Services Manager along with the examination form, or via the department website.

**Preparations:** Comprehensive examinations are meant to be an opportunity to “catch up” with the progress of a sociological subfield in which the student intends to participate later in her career. Students need not be intimately familiar with all research in the field; rather, they should offer a cogent assessment of the subfield, meaning that they should understand the history, main works and debates, and current concerns of the subfield. Regardless of format, students should expect to spend approximately three months preparing for each examination. While students are encouraged to work together in the preparation process, the written examinations themselves must be the work of individual students.

**Format 1: Standard examination.** Students are given eight hours to answer, in written form, between four and eight questions written by the committee. They may consult books, notes, and Internet sources as necessary. Examinations are normally taken in the department's Odum Lab, but students may elect to take them elsewhere in North Carolina if they wish. Answers are expected to demonstrate mastery of a subfield, as well as being factually correct, but need not rise to the level of writing expected of theses or course papers.

Format 2: State of the Art Review (SAR). Students write a paper of 25 pages or fewer (not including bibliography) that considers the history, main works and debates, and current concerns of their chosen subfields. It should include conceptual links among the major branches of the subfield. In addition, it must consider important articles published in *AJS*, *ASR*, *Social Forces*, and the committee's journal(s) of interest during the prior year. Students preparing SARs will be asked whether they are willing to make them available for future students to consult; if they agree, the department will maintain an electronic archive for students' use. If a student has consulted prior students' SARs while preparing her own, s/he must explicitly cite and consider them and include a discussion of the new or innovative aspects added beyond the previous SAR(s). Faculty may be consulted on the substantive questions of literature to be included, the relationships among arguments, and the points of agreement and debate, but are not permitted to read or comment on drafts. The review is expected to be the work of the student, even if some portion of it results from writing assignments completed for courses.

Work on the comprehensive examinations is covered by the UNC Honor Code. Academic dishonesty on the examinations—including copying or reusing former students' work without attribution—is grounds for failing the exams and/or being dismissed from the program.

Regardless of format, committees evaluate examinations in a timely manner. The standard they apply is the extent to which the examination demonstrates broad competency in the chosen subfield. A failing grade indicates that the committee is not convinced of the student's competency in the area. A passing grade indicates confidence in the student's competency. In rare circumstances, the committee may issue a high pass, indicating performance far superior to the norm.

When a failing grade is issued, the committee should provide specific feedback detailing the shortcomings of the examination. Students who have failed an examination are expected to re-take it, or substitute a different examination, within two semesters of the original examination. Only two attempts may be made, whether in the same subfield or after selecting a new subfield.

Implementation:

This policy will go into effect in the 2006-07 academic year, with students who have not yet taken comprehensive examinations being notified in April of 2007 and asked to register for examinations in the 2007-08 year. Students who entered the program in the fall of 2006 or earlier will always have the option of taking the standard examination format, even if the subfield they select does not ordinarily offer that format.

Doctoral written examination. Each student entering the Program is required to take comprehensive examinations in TWO areas of main specialty concentration. The areas in which exams are given are listed below. These represent areas in which our faculty currently have strength. The Director of Graduate Studies will approve a new doctoral exam area, at the request of either faculty or students, only when three faculty members are willing to form a new ongoing committee in an area of breadth similar to the ones listed, on the basis of their expertise.

The following guidelines govern the preparation and administration of the exams.

1. The exams are offered twice a year, in the fall and in the spring. The doctoral examinations are all day, closed book exams, with broad questions about theories, concepts, approaches, debates, and major authors in a given area .
2. You are asked to write on 4 questions out of 6 possible questions; the exam is closed book and is picked up at 8 a.m. in the graduate office and returned there by 5 p.m. You are free to write the exams anywhere in North Carolina. The exams must be either typed or word-processed, not handwritten. If typing or word-processing is a problem for you, please notify your advisor. If your first language is not English, you may use a dictionary and have extra time. The exact arrangements are made each year by the secretary and the graduate studies director.
3. Committees should report results no later than two weeks after its administration. The chair of the committee reports the results to the Director of Graduate Studies. The graduate studies secretary reports the results to the students.

4. Committees should discuss among themselves the standards they will use to evaluate an exam.
  - a. How extensive should the documentation be for citations? We should probably expect students to accurately attribute certain key concepts or arguments to specific authors.
  - b. Will the quality of the writing affect the student's grade?
  - c. What other guidance can students be given for anticipating how their work will be evaluated?
  
5. You have the right to appeal your grade to the committee.
  - a. If your grade is marginal, the committee may schedule a hearing in which you are asked to defend your answers. The chair of the committee decides if an oral hearing is necessary.
  - b. When you have clearly failed an exam, a hearing is not necessary.
  - c. In cases where a committee cannot agree on a grade, they may request that the DGS appoint an outside impartial reader to review the exam.
  
6. Committees should decide on what rules they will use to make an overall assessment in cases where there is not unanimous agreement.
  
7. All comprehensive exam committees should prepare reading lists. The lists should be updated on a regular basis.

- a. You should be told the relationship between the reading list and the exam questions. E.g. will questions only come from the listed readings?
- b. Committees should consider whether the exam they have prepared can be answered, based on the reading list.

You are expected to take the exams in either the fall or the spring of your third year in the program, but you may take them earlier or later. However, you may not take them until after you finish your MA paper. You may take each exam twice. If you fail a given exam, you must take the same or a different exam in the next semester. If you change areas, the exam in that area still counts as the second try. If you fail one of the exams (whether in the same area or after changing areas) twice, you are judged to have failed the doctoral examinations. In case of a marginal performance, the committee may decide to give an oral examination. Grades on the doctoral examinations are "pass", "fail", and in rare cases, "distinction".

## **AREAS OF SPECIAL CONCENTRATION 2009-2010**

**Exam committees**

**Chair underlined**

### **ADVANCED QUANTITATIVE METHODS**

Bollen, Crowder, Entwisle, Guo, Nielsen

### **COMPARATIVE/HISTORICAL**

Andrews (Spring leave), Bollen, Cai, Caren, Griffin, Kurzman, Stephens

### **CULTURE**

Blau, Mooney (Fall leave), Perrin

### **FAMILY**

Cohen (Fall leave), Harris, Pearce (Fall leave), Rindfuss, Uhlenberg

### **FERTILITY, MORTALITY, AND POPULATION GROWTH**

Cai, Crowder, Entwisle, Harris, Rindfuss, Uhlenberg

### **HEALTH AND ILLNESS/MEDICAL SOCIOLOGY**

Cai, Henderson, Marshall

### **LIFE COURSE & AGING**

Marshall, Shanahan (Fall leave), Uhlenberg

### **MIGRATION, RESIDENTIAL MOBILITY AND POPULATION DISTRIBUTION**

Blau, Crowder, Entwisle, Guo, Hagan, Mouw (Fall leave), Perez

### **POLITICAL SOCIOLOGY/SOCIOLOGY OF THE STATE**

Andrews (Spring leave), Bollen, Cai, Caren, Kurzman, Stephens

### **RACE & ETHNICITY**

Blau, Crowder, Griffin, Hagan, Mouw (Fall leave), Perez, Tyson

### **RELIGION**

Kurzman, Mooney (Fall leave), Pearce (Fall leave)

### **MOVEMENTS/COLLECTIVE ACTION**

Andrews (Spring leave), Caren, Kurzman, Nielsen

### **SOCIAL PSYCHOLOGY/MICRO/EMOTIONS**

Kleinman, Marshall, Shanahan (Fall leave), Tyson

### **SOCIETY & GENETICS**

Bollen, Guo, Harris, Nielsen, Shanahan (Fall leave)

### **STRATIFICATION (including inequality based on race, ethnicity, and gender)**

Cohen (Fall leave), Guo, Mouw (Fall leave), Nielsen, Perez

### **THEORY**

Blau, Kurzman, Perrin

### **WORK, ORGANIZATION, AND OCCUPATIONS**

Aldrich, Kalleberg, Marshall, Zimmer

**Revised April 1, 2009**

Foreign language-skills requirements. The research skills that a student acquires in the four core methods courses in the Department shall be recognized as satisfactory fulfillment of the Department's foreign language skills requirement.

Residence requirement. The Graduate School requires that for the doctoral degree, at least two of the four semesters of residence must be earned in continuous registration on this campus. Residence credit earned on work for a master's degree is applicable as residence credit for a doctoral degree. You must be registered in the semester in which you defend your dissertation.

*(See Graduate School Handbook for further details.)*

### Ph.D. Dissertation Proposal Conference

This conference is normally scheduled soon after the written examinations -- generally in the same semester or the following one -- and focuses on evaluating a dissertation proposal. Its purpose is to assess the feasibility of your proposed research and to give you the benefit of suggestions from dissertation committee members. This conference also serves as the doctoral oral examination and should include evaluation and approval of all transferred course work (if not already approved earlier).

1. You must ask the Graduate Studies secretary to schedule the dissertation conference at least ten days before you wish to have it. This should be done only after your dissertation advisor affirms his/her readiness for the conference. (Note that this should not occur during the summer months nor during mid-semester breaks.)

2. At least two weeks before the event is to take place, you must give a copy of the dissertation proposal to each member of the dissertation committee. You must also file one copy of the proposal with the Graduate Studies secretary. (The proposals on file in the Department office are available for perusal by students who are about to write their own.) The proposal should indicate the following:
  - a. the nature of the problem to be investigated, along with hypotheses and leading ideas
  - b. the related literature
  - c. proposed information sources, research methods, and data collection techniques (If you plan to collect your data through direct observation or interviews, you will need to have your proposal reviewed by the Institutional Review Board of UNC.)
  - d. pretest data (when appropriate) evaluating the proposed methods
  - e. anticipated contribution of the study
  - f. proposed outline of the dissertation
  - g. estimated time schedule for completing the dissertation and other Ph.D. requirements
  
3. A student whose dissertation proposal has been approved is then officially designated as a "Candidate for the Ph.D. Degree". This requires one additional formality -- the filling out of a Graduate School form applying for such candidacy - - which should be taken care of promptly by a student after the dissertation proposal conference. You should submit this form to the Graduate Studies' office.

4. You must be registered during the semester(s) in which you take the doctoral written examinations, defend the dissertation proposal and final defense.

### Dissertation

Ideally, you should decide on a dissertation topic some time toward the end of your second year or at the start of your third year of participation in the Ph.D. program. The topic should require independent thought in the formulation and treatment of some research problem and should promise a display of greater sociological sophistication than expected in your master's paper.

1. You should ask some member of the graduate faculty of the Department to serve as dissertation advisor and consult with him/her to agree upon a proposed dissertation committee. The doctoral dissertation committee consists of no fewer than five persons, at least one of whom is the dissertation advisor, nominated by the student and approved by the Director of Graduate Studies at the time of initiation of a dissertation proposal, and appointed by the Dean of the Graduate Faculty. All five members should be present at all official meetings of the committee. However, with the consent of all committee members, it can meet with only four members present.

A majority of committee members must be full members of the UNC graduate faculty, and a majority must be from the UNC Department of Sociology. The Graduate School must give permission for other than UNC graduate faculty to serve on committees. If the dissertation involves a minor field, the dissertation committee must include at least one member from the minor field. The committee will be responsible for guiding a student's dissertation work. If

committee substitutions or additions become necessary, or if the advisor considers them desirable, these changes will be made by the dissertation advisor in consultation with the Director of Graduate Studies.

2. You should not begin data collection (or data analysis if you are doing secondary analysis) beyond the pretest until the feasibility of the proposed research has been confirmed.
3. Once confirmation has been obtained, you should proceed according to the outline of the approved proposal, and any major deviations from that proposal should be made only after consultation with the dissertation advisor and other committee members.
4. A tentative draft of the dissertation should be completed well in advance of the date when you expect to receive the degree. Very often the advisor or other committee members will suggest revision of this tentative draft before the dissertation is put in final form. The revisions are sometimes extensive, and you should allow sufficient time for the advisory committee to evaluate the draft carefully, suggest whatever revisions it deems necessary, and examine the revised draft before the dissertation is committed to final form.

No faculty member is obligated to drop all other work in order to evaluate a dissertation draft immediately so as to help a student meet a deadline. Evaluating a dissertation draft is, and should be, time consuming. The Department has a long-standing policy that dissertation defenses are not to be scheduled in the summer months, and you should make your plans accordingly.

5. You must give the UNC Graduate School office one copy of the dissertation with a "Permit to Schedule the Final Oral Examination" signed by your advisor at least one month before the date on which the degree is expected to be conferred. It must be carefully proofread, free of typographical errors, and consistent and accurate in form of bibliographical citations. A copy of regulations governing the form of dissertations and abstracts may be obtained from the Graduate School. Please make certain that you observe the appropriate due dates, as posted by the Graduate School.
  
6. After the final oral examination, and after any changes recommended by the committee have been made, the title page of the dissertation should be signed by the dissertation advisor and at least two other members of your committee before two copies of the dissertation are given to the Graduate School office.

#### Guidelines for Article-Style Dissertation

The guidelines below are listed to help those graduate students who are considering or who are writing dissertations in an article style rather than the traditional book style format. As the title suggests these are guidelines and the student should fully discuss this decision with the dissertation advisor.

- (1) The student must have the agreement of the dissertation advisor and dissertation committee to write an article style dissertation.
  
- (2) The dissertation must have three or four chapters that are suitable for publication in a refereed professional journal. The dissertation committee and the Director of Graduate Studies must approve any exception to this. In

addition there should be introduction and concluding chapters that describe the unifying themes to these works.

- (3) The dissertation chapters must be sole-authored published or sole-authored original work.

All other rules and regulations governing the traditional dissertation apply to the article style dissertation. Final Oral Examination

This must take place at least two weeks before the date on which you expect to receive the degree, and at least two weeks after the final version of the dissertation is placed in the hands of the advisory committee members. After consulting with your advisor, you must notify the Graduate Studies secretary of your readiness, and he/she will schedule the examination. In most cases, this notification will take place after you have handed final copies of the dissertation to the advisory committee. However, you may schedule the examination earlier than this, if you are assured of having the dissertation printed out and approved in time. The Department office will notify the Graduate School that the examination has been scheduled.

The entire advisory committee must be present at the final oral examination, which can be held in either the fall or spring semesters. The exam will be primarily a defense of the dissertation, but the committee is free to ask questions on whatever sociological topics they think suitable as a final check on your worthiness to receive a doctorate.

Registration is required during the semester in which the dissertation is defended. If you have had a leave of absence or have let your registration lapse, remember that you must apply for readmission at least 60 days before the start of the

semester in which you defend. Check with the Graduate Studies secretary for the specific deadlines.

Awarding of degree. You must make formal application to the Graduate School for your Ph.D. degree not later than the deadline date shown in the University's "Calendar of Events" for the semester in which they expect to graduate. The application must be resubmitted if a candidate fails to graduate at the expected time.

Doctoral degrees are awarded at the May commencement, at the end of summer session, and at the end of the fall semester, but actual commencement exercises are held only in May and December. Minor

The Sociology Department does not require a minor. You may elect to submit a minor program for approval by your advisor, who will make a written recommendation to the Director of Graduate Studies, and you should also obtain the approval of the minor department.

*(See Graduate School Handbook.)*

If you chose a minor, it is normally taken in another social science department or in statistics. The minor program must be approved by both the major and minor department, and you should consult with your advisor in the minor department, who must approve the choice of courses. In special circumstances, you may petition for permission to split the minor in order to explore a subject area that cuts across department lines. Taking a minor will involve taking more than the minimum number of courses required by the Department for the Ph.D.

For Graduate Students in Other Departments Who Want to Minor in Sociology.

Graduate students in other departments at UNC-CH may earn a minor in sociology by taking five (5) courses. Three (3) of these five courses must be from our department, and the other two (2) courses can be taken at Duke or NC State, in their Sociology departments. Of the three courses that must be taken in our department, one must be Sociology 200, *Sociological Theory*, and the other must be Sociology 207, *Research Methods*. The third course should be chosen by the student, after consulting with a faculty member in sociology who is in a substantive area closest to the student's interests. Similarly, the other two courses that are needed to complete the five course minor should be chosen after consulting with a faculty member in the Sociology department.

Formally, to obtain a minor, a student from another department chooses a faculty member in Sociology as the minor advisor. The minor advisor then sends a memo to the Director of Graduate Studies, certifying that the five courses the student has chosen represent an appropriate program for that student.

Sociology majors are given first preference as enrollees in all Sociology graduate courses. Becoming a minor in Sociology does not guarantee that a graduate student will have access to a particular class in any particular semester. Sociology instructors sometimes restrict enrollment in their courses, in the interests of maintaining an appropriate instructional environment.

#### USE OF SUMMERS

The Department has a policy of not scheduling graduate student examinations or thesis and dissertation conferences and defenses in summer months. Faculty members are doing research and writing during the summer months, and most are not

on the University payroll; hence, they are under no obligation to do any work on dissertations or theses during the summer.

Exceptions to this policy may be permitted in cases where it imposes great hardship on students, as in the case of a student who must defend a dissertation prior to leaving for a job in a distant location. It is up to a student's thesis or dissertation advisor to decide whether a particular request for an exception to the rule is to be allowed. His/her decision should be based on three things: (1) degree of hardship involved; (2) the availability of original committee members for the examination or conference -- the need for substitutions is a legitimate reason to refuse a student's request; and (3) the willingness of committee members to make an exception. No pressure should be put on any faculty member to make an exception.

The above does not imply that you cannot use your summers fruitfully to progress towards your degrees. Regular offerings in sociology and most minor fields are limited in the summer, but it is possible to sign up for reading courses in the summer (although faculty members are under no obligation to offer such courses in the summer).**TIME LIMITS**

A graduate student has a total of eight (8) calendar years from the date of first registration in the doctoral program to complete both the master's and doctoral degrees. Transfer courses must have been taken within these time limits. You may petition the Graduate School for extensions of these time limits, but the Department is reluctant to support such a petition unless you are very close to finishing your degree requirements.

If you are unable to work on your degrees for substantial periods of time (e.g., because of taking a full-time job, family responsibilities, or illness), you are urged to request a leave of absence from the Graduate School. The Graduate School looks very closely at requests for extensions and leaves of absence, and is particularly reluctant to grant more than one extension to finish a Ph.D. dissertation. If you think you will have trouble meeting the Graduate School deadlines, please talk to your advisor immediately.

Time limit to complete the degree.

Students who do not complete their PhD in the time allotted by the graduate school, including leaves of absence and extensions, must take and pass two (2) doctoral written exams. Students who have previously taken the written exams once must take these exams again before they can be officially considered for readmission.

Students who have not previously taken the exams must enroll for one term -- with no departmental funding -- during which they take the exams. If they pass, then they are readmitted into the program.

If students fail either exam, then they must apply for admission as if they were enrolling for the first time in the program. If they are readmitted, they must then begin their graduate program afresh.

## APPENDIX I

A model program for students who work approximately 10 - 15 hours per week as TA, or RA during the first two years, and who do not bypass any of the courses in the theory or methods sequences.

Assumptions:

You will be able to spend at least 60 hours per week for study and work: 10 - 15 hours for work as GA, TA, or RA and 45 - 50 hours for course work. For each course, three hours of in-class work, and 3 x 4 = 12 hours of out of class work.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		{Soc. 993 *	{Soc. 994 *		
<u>Fall</u>	{Elective {Soc.700 {Soc.708 {Soc.950	{Elective {Elective {Soc.711 {M.A. Proposal	{Dissertation written examinations	{Dissertation research	{Dissertation research
<u>Spring</u>	{Elective {Elective {Soc.707 {Soc.709. {Soc.950	{Elective {Soc.711 {Elective {M.A. oral defense {Soc. 980	{Dissertation proposal conference & {Dissertation written examinations	{Dissertation research research	{Dissertation research
<u>April</u>					{Final oral exam
<u>Summer</u>		{Work on M.A. proposal	{Prepare for dissertation written examinations	{Dissertation research	

\*Students must take three (3) credits of Sociology 993 and six (6) credits of 994 (thesis and dissertation credit), although these courses do not count toward minimum course requirements for the Ph.D.

## **GRADUATE STUDENT TRAVEL GUIDELINES**

**July 1, 2009**

Beginning with the academic year 2009-2010 graduate students will receive up to \$250 per trip for travel to national and regional professional meetings (ASA, PSA, SSS, etc.), provided they meet one of the following two conditions:

1. They are a participant in the program, e.g. presenting a paper, serving as a discussant, doing a poster session, etc. Participation includes serving as an elected officer of a regional or national professional association.
2. They are on the job market & meeting with prospective employers. We will not, of course, pay for travel to colleges & universities for job talks.

Students should see Pam Stokes for answers to questions about what kinds of travel qualify for reimbursement. Requests for reimbursement should see Anitra Jones (Hamilton 155).

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