# The Department of Sociology Graduate Policy Guide

## Table of Contents

1. Introduction  
2. Graduate School Policy  
3. The Office of Graduate Studies  
4. Graduate School Student Online Resources  
   - Teaching Assistantships  
   - Assistant Instructorships  
   - Research Assistantships  
   - Fellowships and Other Financial Aid  
   - Research with Human Subjects  
   - The Graduate Assembly  
   - The Graduate Student Assembly  
5. Department of Sociology  
   - Related Centers and Departments  
6. Graduate Program Administrators  
   - The Graduate Advisor  
     - Responsibilities  
     - Changing to Another Graduate Major  
     - Readmission for Graduate Students  
   - The Graduate Coordinator  
     - Responsibilities  
     - Annual Self-Evaluations and Adequate Progress Report  
     - Selecting and Appointing Teaching Assistants and Assistant Instructors  
7. The Graduate Studies Committee (GSC)  
   - Responsibilities of the GSC  
   - Composition and Rules of Election of Graduate Committees  
   - Additional Responsibilities of the GSC  
     - Admissions  
     - Annual Report  
     - Courses  
     - Degree Candidacy  
     - Degree Certification  
     - Degree Requirements  
   - Evaluation of Graduate Students  
   - Mentoring Graduate Students  
   - Evaluating Graduate Students  
   - Fellowship Awards  
   - Graduate Instruction  
   - New Graduate Degree Programs  
8. The Graduate Admissions Committee (GAC)  
   - Regular Admissions
Admissions with Conditions

9. The Graduate Steering Committee
   Advising New Graduate Students
   Committee Oversight
   Courses
   Course Waiver Credit
   Graduate Instruction
   Probation, Warning Status, Academic Dismissal, Termination
   Program Governance
   Monitoring Doctoral Students in Candidacy – Third Year Review
   Normal Progress through the Program

10. Master of Arts in Sociology
   Sociology Forms for Graduate Students

11. Doctor of Philosophy in Sociology
   Ad Hoc Interdisciplinary Doctoral Programs, Approval of the Doctoral Degree,
   Commencement and Graduate School Convocations
   Comprehensive Exams
   Preparation for Comprehensive Exams
      Committee
      Scheduling
      Areas of Specialization
      Conference Courses
      Degree Requirements – Demography and Non-Demography

12. Candidacy and the Dissertation Process
   Proposal Preparation and Defense
   The Dissertation Process
   Forms and Instructions for Graduation and Submitting Dissertation
   Dissertation Sequence
   Results of the Dissertation Defense
   Graduation with MA and with PhD
Graduate Resource and Policy Guide

1. Introduction

The purpose of the graduate program in Sociology at The University of Texas at Austin is to develop professional sociologists who are broadly educated in the substantive areas of Sociology, intensively schooled in a specific substantive area of their choice, and well trained in theory and methods. The required coursework for the PhD degree is designed to promote a general and broad coverage of Sociology during the first two years of graduate study. Subsequent years allow the student to specialize in those areas of greatest interest.

The Graduate Policy Guide draws together policies and procedures from several sources: the Handbook of Operating Procedures, the Graduate Catalog, the General Information Catalog, the Graduate School Policy Manual, the Course Schedule and the cannon of GSC decisions. It offers local interpretation of policies established by the Office of Graduate Studies and suggestions for their implementation. The summaries of Sociology Graduate Studies Committee policies are based on official University of Texas Austin sources, but cannot be considered a substitute for them.

2. Graduate School Policy

The Office of the Vice President and Graduate Dean supports the intellectual development of the University community by:

☐ facilitating advanced degrees;
☐ providing the community with access to knowledge;
☐ preserving, presenting, publishing and disseminating creative and research works; and
☐ fostering international educational and research experiences for the University community.

From the Graduate Catalogue:
Admissions
Leaves of Absence
Transfer of Credit
Non-Degree Student
Sociology Catalogue

3. The Office of Graduate Studies

The Office of Graduate Studies has seven components: the Vice President’s Office, Graduate Student Services, Graduate Outreach Program, International Teaching, Assistant English Certification Program, Graduate and International Admissions Center, and International Programs and International Office.
4. Graduate School Student Online Resources

Student Academic Services Office Academic Policies includes registration policies and resources.

Correspondence Credit: Courses taken by correspondence through this or any other university may not be counted on a graduate degree.

Full-Time Graduate Student Status/Course Load/Courses Counted for Another Degree

Credit by Examination: Credit by examination is not accepted for credit toward graduate degrees.

Grades/Credit/No Credit (CR/NC), Extension Credit, In Absentia Registration, Late Registration Fee, Leaves of Absence

Registration for Graduation in Final Semester, Registration Procedures, Resident Tuition Entitlement, Warning Status, Academic Dismissal and Termination, Withdrawal, Student Employment, ITA Certification Program

Teaching Assistantships
- Eligibility
- Duties & Responsibilities
- Salary
- Benefits
- Tuition Assistance

Assistant Instructorships
- Eligibility
- Duties & Responsibilities
- Salary
- Benefits
- Tuition Assistance

Research Assistantships
- Eligibility
- Duties & Responsibilities
- Salary
- Benefits
- Tuition Assistance

Fellowships and Other Financial Aid
- Acceptance of Fellowship and Research Internship Offers
- Announcement of Results for University Continuing Fellowship Competitions
Information About Other Fellowships and Further Sources of Financial Aid

- Professional Development (Travel) Awards
- Research Internships
- Tuition Assistance and Emergency Loans through the Office of Student Financial Services
- University Fellowships

Research with Human Subjects

- UT Austin has one Institutional Review Board (IRB) responsible for conducting initial and continuing reviews and providing oversight for all research activities involving the use of human subjects performed on the campus or at any location under the purview of UT Austin. All research projects involving human participants conducted by faculty, staff, or students associated with UT Austin must receive IRB approval prior to initiating the research.

- Human Subject Research and IRB Resources

The Graduate Assembly

The legislative body of the Graduate School is the Graduate Assembly, a group of approximately 30 faculty members who are members of Graduate Studies Committees. Representatives are elected by a vote of members of the Graduate Studies Committees of their respective colleges and schools. Six graduate students also serve on the Assembly. The Graduate Assembly has power to legislate on all matters having to do with the academic character of the graduate program of the University. In particular, it is charged with the following:

- Determining minimum criteria for admission and continuation;
- Approving new graduate programs;
- Recommending the abolition or modification of existing graduate programs;
- Setting policy concerning student programs and student welfare;
- Setting policy concerning graduate student support;
- Assigning the functions and responsibilities for reviewing the performance of Committees on Graduate Studies; and
- Evaluation of graduate programs.

In addition, the Graduate Assembly may advise the Vice President and Dean of Graduate Studies on research-support policies and other matters at their request.

The Graduate Student Assembly

The Graduate Student Assembly, known as the GSA, functions as the University-wide governing body for students enrolled in the Graduate School, the School of Pharmacy, the LBJ School of Public Affairs, and the School of Law. Anyone who is a graduate or professional student is a member of the GSA.
The GSA serves UT Austin’s graduate and professional students in two ways. First, the GSA brings issues and concerns common to the University’s graduate and professional student community to the Graduate Assembly. The GSA also interacts regularly with University officials, including the President, Provost, Vice-President and Graduate Dean, Faculty Council, and the UT System Board of Regents. In addition, the GSA organizes and co-sponsors a variety of social activities throughout the year to help build a sense of community among graduate and professional students.

5. **Department of Sociology**

*Faculty:*
- Rob Crosnoe, Chair
- Leticia Marteleto, Associate Chair
- Pamela Paxton, Chair, Graduate Studies Committee
- Sheldon Eklund-Olson, Graduate Advisor
- Gloria Gonzales-Lopez, Minority Liaison Officer

*Staff:*
- Julie Kniseley, Office Manager
- Evelyn Porter, Graduate Coordinator
- Debbie Rothschild, Undergraduate Advisor
- Kevin Hsu, Senior Administrative Associate
- Valerie Goldstein, Course Scheduler

*Related Centers and Departments:*
  - Population Research Center
  - African and African Diaspora Studies
  - Teresa Lozano Long Institute of Latin American Studies
  - Center for Asian American Studies

6. **Graduate Program Administrators**

**The Graduate Advisor**

The Graduate Advisor represents the Vice President and Dean of Graduate Studies in all matters pertaining to the graduate program in the department. The Advisor’s functions extend from administering admissions and monitoring progress to offering advice about financial assistance and placement. In addition, the Graduate Advisor works with the GSC and the department chair and/or college dean to estimate new admissions and to plan adequate graduate course offerings. The Graduate Advisor is appointed by the Vice President and Dean of Graduate Studies upon the recommendation of the Chair of the Graduate Studies committee, the Department Chair and the Dean of the college in which the program is located.
Responsibilities of the Graduate Advisor

Changing to Another Graduate Major
A student who wishes to change his or her graduate major (to another graduate program) must have the approval of the Graduate Advisor in the new program and of the Graduate Dean. A packet with forms and instructions for changing to another graduate major is available from the Graduate and International Admissions Center (GIAC). Many graduate programs require letters of recommendation, a statement of purpose, or other supporting documents. Students should check with the Graduate Advisor in the proposed program to determine what additional documents to provide. Forms for letters of reference and the statement of purpose are included in the packet. Application dates are July 1 for the fall semester, October 1 for the spring semester, and April 1 for the summer session. Many programs have earlier deadlines and students should consult the Graduate Advisor in their proposed program for graduate program deadlines.

Readmission for Graduate Students
Graduate students who have a break in attendance for one long semester or more must apply for readmission by completing an Application for Readmission available from GIAC or on the web at the Office of Graduate Studies under Admissions Information. Students must submit this Application for Readmission to the GIAC by the deadlines listed below with either a copy of their approved Program Confirmation of Leave of Absence (for graduate students NOT in doctoral candidacy), or Petition for Leave of Absence (for graduate students in doctoral candidacy), or the $50 readmission fee. If the application is accompanied by none of these, the application will be returned to the student. A memo explaining Graduate School readmission policy accompanies the forms at the web location. The Department does not guarantee readmission. Leaves of absence for graduate students in doctoral candidacy are granted only for rare and unusual circumstances, usually medical in nature. Students who left in a warning status must have the approval of the Graduate Dean to return.

The Graduate Advisor may specify special conditions or requirements. Special attention should be paid to doctoral students who had been admitted to candidacy. The Advisor should notify the Graduate School regarding the status of the dissertation committee, age of the course work, any conditions to be placed and means of monitoring progress.

The deadlines for submission of the Application for Readmission are May 1 for the summer session, July 1 for the fall semester and December 1 for the spring semester.

The Graduate Coordinator
The Graduate Coordinator (a Department staff member) plays a vital role in day-to day operations of the program. Staff members of the Office of Graduate Studies rely heavily on the administrative assistance of the Graduate Coordinator.
Responsibilities of the Graduate Coordinator

The Graduate Coordinator’s duties include: responding to written, telephoned, electronic, and in-person inquiries; handling petitions and special requests; assisting with registration; helping with international students; maintaining files; compiling statistics; and managing special projects and collaborations. The Graduate Coordinator serves in administrative and counseling capacities and develops programs in support of graduate student academic and professional life. The Graduate Coordinator will plan and execute events for current and incoming students, working with faculty and staff to ensure their success. Managing electronic databases and content for the graduate web site along with the admission’s process and other file and reporting demands from the department and other Federal and University entities are also the responsibility of the Graduate Coordinator. The Coordinator is assisted by a staff associate who is assigned in support of the program and students who serve as blog editors or collaborators on special projects.

The Graduate Coordinator can be invaluable in helping a new Graduate Advisor learn the job. Both the Graduate Advisor and the Assistant Graduate Advisor should become acquainted with the extent of the Graduate Coordinator's duties and ensure that both the Graduate Advisor’s and the Graduate Coordinator's responsibilities are clearly understood.

While the Graduate Coordinator takes care of many aspects of the program and assists in providing graduate students with information, the Graduate Advisor cannot delegate responsibilities for certifying the work of graduate students. The authority (and signature) of the Graduate Advisor on petitions, course forms, etc. cannot be delegated to the Graduate Coordinator. In the Graduate Advisor’s absence, the Assistant Graduate Advisor or the Department Chair or other faculty delegate can assume this authority.

Annual Student Self Evaluations and Adequate Progress Report

The Graduate Coordinator will email students an evaluation form each May to allow them to self report on their progress through the program including:

- Milestones: degrees awarded, comprehensive exams, candidacy, and graduation;
- Research plans;
- Publications: those submitted, under review, accepted and published;
- Presentations at professional conferences; and
- Other academic and professional contributions.

These evaluations are critical in the department’s efforts to monitor and give guidance to students as they progress through the program toward their degree. Students who are found to be lacking in their progress will be asked to meet with the Graduate Advisor to discuss plans for improvement. Faculty mentors refer to the reports when submitting their annual assessments to the Graduate Coordinator, Graduate Advisor, and GSC Chair.
Selecting and Appointing Teaching Assistants and Assistant Instructors

The Graduate Coordinator will send out and collect applications for the fall, spring and summer semesters. Classes with 50 or more students and graduate first semester statistics and methods courses may be eligible for a TA. There are usually between 45 and 50 positions available in the long semesters, depending on funding from the College of Liberal Arts. Prior to each semester, TA applicants are asked to identify their preference for assignments as do faculty, who identify which TA(s) they would like for their course(s). Once the list of TAs is determined, students are assigned to specific courses by course demand and schedule availability. Students’ specializations and faculty mentoring opportunities are also taken into account. Final assignments are done very close to semester’s beginning, as the enrollment figures determine whether a TA will be assigned to a particular class. The Graduate Coordinator, with the approval of the Graduate Advisor, will make the assignment decisions on behalf of the GSC. Once the final assignments are complete, the coordinator will appoint the TAs in HRMS and ensure TAs are enrolled for at least 9 hours of coursework to meet the appointment qualifications. See Student Employment for rules and regulations concerning student employment.

Currently, Assistant Instructors are the instructors of record for some SOC 308 classes. There are typically 12 or fewer positions available in a long semester. Assistant Instructors are also evaluated according to their departmental standing and those who are in candidacy or who have successfully completed comps are prioritized. Appointments for AIs are offered over the two long semesters. Assistant Instructors are paid at a higher rate than TAs and have usually passed their comprehensive exams. The University requires completion of SOC 398T prior to an AI assignment and the Sociology Department requires students to take the course in their second year in order to TA, unless a petition to delay is approved by the GSC Chair.

7. The Graduate Studies Committee (GSC)

Associated with each approved graduate degree program is a Graduate Studies Committee (GSC). It is composed of all assistant, associate, and full professors who are active participants in the graduate program.

Responsibilities of the Graduate Studies Committee

- The GSC makes recommendations concerning new graduate courses and changes in graduate courses in the areas of specialization. Each GSC designates semester course offerings and instructors. Both require approval of the Department chair. The GSC is responsible for recommending admission of students to its program. It has the option of setting requirements higher than or supplementary to those of the Graduate School. If the GSC desires to admit a student who does not meet the minimum criteria of the Graduate School, a petition must be submitted to the Vice President and Dean of Graduate Studies. The GSC delegates this authority to the Graduate Admissions Committee.
- Each GSC is responsible, with the approval of the Vice President and Dean of Graduate Studies, for setting general requirements for degrees and for publishing those requirements as well as its list of courses in the Graduate Catalog. In addition to the
general requirements for degrees, each GSC may establish supplementary requirements for continuation in its program.

☐ The GSC committee also gives final approval to revised programs of work and course credit waivers for graduate work done in prior programs. A maximum of 24 hours of course waiver credit may be approved for any student.

☐ Each GSC is responsible for certifying and recommending students for admission to candidacy for all graduate degrees in its academic area. The GSC Chair, with the concurrence of the Graduate Advisor, submits to the Vice President and Dean of Graduate Studies the names of persons proposed for appointment as chairs and members of supervising committees.

☐ Each GSC is responsible for certifying that doctoral students in its academic area are eligible to receive the degree upon receiving satisfactory approval of the dissertation and its defense from the dissertation committee and upon ascertaining that all assigned work and examinations have been completed.

☐ It is the responsibility of the GSC to make available to its students a description of its requirements, the procedures a student is expected to follow in achieving a degree, and the standards demanded for continuation in the program. The GSC will terminate students who do not make adequate progress in the program after being forewarned of that possibility.

**Composition and Rules of Election of Graduate Committees**

The Department Chair, the Graduate Studies Committee Chair, and the Graduate Advisor serve as *ex officio* members of both committees.

The elected members of each committee consist of one untenured person and four tenured persons. Election is by the Hare system. All members of the Graduate Studies Committee vote on both tenured and untenured members, but the tenured and untenured persons are ranked separately. Terms are for two years, except that if possible, an elected untenured member will serve one year on the Admissions Committee and then rotate to the Steering Committee for the second year. If possible, a tenured member will not succeed himself or herself on one of the committees. If possible, a person reelected to the committees will serve on a committee other than the one on which he or she has just completed a term.

Otherwise, tenured persons elected to the committees are assigned to the Admissions or Steering Committee by lot. If a person is unable to complete his or her term on the committees, the person next in line in the voting will serve the remainder of that person’s term. The rule about not succeeding oneself on a committee applies to replacement members as well as to those completing a full two-year term. Persons on leave for one semester may serve on the committees, except that a person on leave for the Spring Semester may not serve on the Admissions Committee. A newly composed committee will take office January 1 of every year.
Additional Responsibilities of the Graduate Studies Committee

Admissions
The GSC is responsible for recommending admission of students to its program. It has the option of setting requirements higher than or supplementary to those of the Graduate School for admission.

If the GSC desires to admit a student who does not meet the minimum criteria of the Graduate School, a petition must be submitted to the ViceProvost and Dean of Graduate Studies. The GSC delegates this authority to the Graduate Admissions Committee.

Annual Report
The Graduate Studies Committee shall prepare an annual report for the Dean of the College of Liberal Arts showing membership changes, summaries of student admission practices, membership on student committees, instructors of graduate courses who are not members of a graduate studies committee, and degrees completed.

Courses
The GSC makes recommendations concerning new graduate courses and changes in graduate courses in that area. Each GSC designates its course offerings and instructors for them. Both require approval of the departmental chair.

Degree Candidacy
The Graduate Studies Committee is responsible for certifying and recommending students for admission to candidacy for all graduate degrees in its academic area. The committee shall submit to the Dean of the College of Liberal Arts, through the Department Chair, the names of persons proposed for appointment as chair and members of supervising committees. The Dean of the College of Liberal Arts will then have final approval authority and forward the approved names to the Dean of the Graduate Studies. The Graduate Studies Committee delegates this authority to the Graduate Steering Committee Chair.

Degree Certification
The Graduate Studies Committee is responsible for certifying that doctoral students in its academic area are eligible to receive the degree upon receiving satisfactory approval of the dissertation and its defense from the dissertation committee and upon ascertaining that all assigned work and examinations have been completed. The Graduate Studies Committee delegates this authority to the Graduate Steering Committee Chair.

Degree Requirements
Each GSC is responsible, with the approval of the Vice-Provost and Dean of Graduate Studies, for setting general requirements for degrees and for publishing those requirements as well as its list of courses in the Graduate Catalog. The Graduate Studies Committee may also establish supplementary requirements for continuation in this program.
These will be submitted through the department chair to the Dean of the College of Liberal Arts for final approval. The GSC must make a description of its requirements, the procedures that a student is expected to follow in achieving a degree, and the standards demanded for continuation in the program, available to its students.

**Student Representatives**

Each year students are nominated and an election is held for a student GSC representative and a student representative to faculty meetings. The representatives participate in the respective meetings and report the results to the graduate student community. They have no voting rights and shall not be privy to issues concerning admissions, fellowship awards, and personnel matters.

**Evaluation of Graduate Students**

The Sociology Department has used a variety of procedures to evaluate graduate students, needed primarily for funding decisions and managing student progress. The Department is invested in providing adequate faculty mentoring and professionalization opportunities in support of student progress and successful job placement.

Reasons for mentoring students:
- Graduate students expect and deserve individualized feedback from faculty.
- Better mentoring and feedback should improve the quality of training and the competitiveness of graduate students for top placements.
- Better training and placement will benefit the Department’s national standing.

Reasons for evaluating students:
- The Department frequently needs to identify students who would be most deserving and competitive for fellowship nominations or other awards.
- The Department needs a way to identify students who are not doing well and would benefit from academic counseling or the setting of specific goals.
- The Graduate School requires us to evaluate students before approving the transition from the MA to the PhD program.
- The University has developed procedures known as the online assessment tracking system (TracDat) for academic units to regularly appraise their own programs and identify areas that can be strengthened.
### Expected Rate of Progress Through the Program

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5 - 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete MA Thesis - coursework</td>
<td>Take Comps</td>
<td>Defend Proposal</td>
<td>Complete and Defend Dissertation</td>
</tr>
<tr>
<td>Present at Professional Meetings</td>
<td>Present at Professional Meetings</td>
<td>Present at Professional Meetings</td>
<td>Present at Professional Meetings</td>
</tr>
<tr>
<td>Submit an article to a journal</td>
<td>Submit an article to a journal</td>
<td>Submit an article to a journal</td>
<td>Submit an article to a journal</td>
</tr>
</tbody>
</table>

### Mentoring Graduate Students

Each graduate student is linked with a continuous sequence of faculty mentors. From the time the student enters the Department, s/he has a designated faculty mentor. Mentors are responsible for advising students on professional matters, such as coursework, thesis and dissertation research, publishing, funding, job searches, and so on. The Graduate Advisor is also available to help students with a wide variety of questions, issues, and decisions, but usually at a more general level than the mentor.

The Graduate Coordinator assigns first-year mentors, with approval from the Graduate Advisor and the GSC Chair before the orientation session in late August. In these initial assignments, faculty members are assigned at most two incoming students to mentor. During the fall semester, new students may submit a request to the GSC Chair to change their mentor. Approval is given if the new mentor agrees and would be mentor to no more than three incoming students. Apart from first-year students, there is no limit on the total number of students for whom the faculty member is the mentor.

Eventually, the MA thesis advisor or PhD dissertation supervisor becomes the mentor. At the beginning of every fall semester, students who are past their first year in the program but have not yet formally selected a thesis advisor, or who have completed their MA but do not yet have a dissertation supervisor, will be sent a request to identify a new mentor or confirm their previous mentor as soon as possible. The faculty member assigned as the mentor must have given approval. Students are expected to meet with their mentors at least three times every semester. Meetings with thesis and dissertation supervisors usually occur more often. It is the responsibility of the student to ask for these meetings.

### Student and Mentor Annual Reports

Students submit self-reports to the Graduate Coordinator every May. There is an established format for these reports. It includes a statement of goals for the coming year and the preferred type of placement, with pre-coded categories, after leaving UT Austin. Mentors and mentees may choose to discuss the annual self-report before it is prepared, but should definitely meet during the fall semester to review it.
Early in the fall semester, mentors are provided with the mentee’s self-report which reflects whether the student is making adequate progress through the program and areas for improvement or recognition. After meeting with them in the fall, mentors then prepare and submit a very brief report on each mentee, using a format developed by the Graduate Steering Committee. The report is intended to be constructive, but in addition to highlighting accomplishments during the past year, it identifies any possible problems with the rate of progress and performance and may recommend revisions to specific goals for the coming year.

When the mentor report has been completed, it is sent to the Graduate Coordinator, who forwards the information to the Graduate Advisor and GSC Chair.

Students will generally fall into three categories: those who are doing exceptionally well, those who are falling behind, and those who are making normal progress, which is expected to contain the great majority of students. After the process has been completed, students are asked to meet with their mentor and/or the Graduate Advisor to discuss the review.

To summarize, the purpose of the review is to give useful feedback to all students and identify students who appear to be most deserving of awards or fellowship nominations during the coming year, or are next in line for an AI appointment, etc., as well as students who appear to be slipping behind.

Fellowship Awards

- **The Professional Development Award.** The Office of Graduate Studies provides departmental stipends to students who are traveling to conferences to present research papers. Awards are generally several hundred dollars and priority is given to those students who are in candidacy and are actively seeking employment. Award cycles occur three times during the academic year.

- **University Continuing Fellowship and COLA New and Continuing Fellowships.** The Department selects one or two candidates for each of these fellowships. They are highly prestigious awards and interdepartmentally competitive. Candidates are priority ranked and a letter of recommendation is sent from the Graduate Advisor along with the student’s application and supporting documentation. In evaluating the candidates who submit their applications to the Department, student publications, academic and research excellence, and seniority are considered. Those students who can most benefit researching and writing their dissertation and are generally candidates for their PhD.

- **Excellence Awards.** With funding from the College of Liberal Arts and the Office of Graduate Studies, the Department will also make available excellence awards in support of semester field research or to help expedite the writing of the dissertation.

- **Recruiting Fellowships.** The Office of Graduate Studies and COLA offer each department a stipend to be distributed to top applicants to the program. The candidates (determined by faculty review) who are considered most likely to attend are offered these additional
fellowships as an incentive to join the program. Many are in support of summer writing and research.

Graduate Instruction
Members of the Graduate Studies Committee provide graduate instruction. They teach graduate courses and supervise masters and doctoral dissertations. The chair or co-chair of the thesis or dissertation committee serves as the supervisor of the student’s research. In special circumstances, an Adjunct faculty member may be recommended by the Graduate Studies Committee to serve as the research supervisor for a specific thesis or dissertation. Any such recommendation is subject to annual review by the Committee on Graduate Studies and approval by the Graduate Dean. When a research supervisor is not a member of a Committee on Graduate Studies, a member of the Committee on Graduate Studies will be appointed as co-chair of the thesis or dissertation committee.

New Graduate Degree Programs
A proposal to establish a new graduate degree program may be developed by an existing graduate studies committee, or, in the case of a new interdisciplinary program, by an ad hoc committee consisting of at least five members of existing graduate studies committees. The proposal should be submitted through the department chair and the Dean of the College of Liberal Arts to the Dean of Graduate Studies for submission to the Graduate Assembly.

8. The Graduate Admissions Committee (GAC)

The Admissions Committee evaluates and makes recommendations on applications for admission to the Graduate Program and recommends offers of financial assistance to admitted applicants. The Admissions Committee heads all recruiting efforts.

Regular Admissions

The GAC will review an application for admission when the student has met the following criteria:
- The student has applied on or before the recommended application date set by the program and has accompanied the application with complete official transcripts and the appropriate fees. In addition, the Educational Testing Service (ETS) must have forwarded official GRE and/or TOEFL scores.
- The student has supplied a statement of purpose, an academic writing sample, three letters of recommendation, and a resume or Curriculum Vita, plus any and all other materials requested by the committee. Copies of application materials sent to GIAC will also be provided to the Sociology Department.

Admission with Conditions
The GAC may be willing to consider additional evidence of admissibility beyond the usual criteria. When submitting a petition for a student who does not meet the normal entrance criteria, the GAC should state what other evidence has been taken into account and the
reasons a decision was made to petition for admission. While recommending admission, the GAC may also assign special conditions regarding the number of semester hours to be taken and a specific grade-point average to be maintained. Either the Graduate Advisor or the Graduate Dean may assign conditions. It is the responsibility of the Graduate Advisor to notify the student of all conditions imposed and to monitor the fulfillment of those conditions. If these conditions are not met, the student may be barred from registration in the Graduate School. If the Graduate Dean imposes conditions, they may be the same or different from those imposed by the program. The student will be ineligible for appointments requiring student status until conditions have been met or exceeded. There will be few, if any exceptions. The GAC and the Graduate Dean have sole discretion to impose conditions. Applicants cannot petition for admission with conditions.

9. The Graduate Steering Committee

Advising New Graduate Students
The Graduate Advisor and the Graduate Steering Committee should ensure that new graduate students fully understand the expectations and requirements of their program. The Graduate Steering Committee is specifically charged with making available a description of these requirements. Any special conditions placed upon the student’s admission should be reviewed with the student individually.

Committee Oversight
The Graduate Steering Committee oversees all thesis and dissertation committees. The chair or co-chair of the thesis or dissertation committee serves as the supervisor of the research. In special circumstances, a Research Scientist, Research Engineer, or Adjunct faculty member may be recommended by the graduate steering committee to serve as the research supervisor for a specific thesis or dissertation. Any such recommendation is subject to annual review by the committee on graduate studies and approval by the Dean of the College of Liberal Arts and the Dean of Graduate Studies. When a research supervisor is not a member of a committee on graduate studies, a member of the committee on graduate studies will be appointed as co-chair of the thesis or dissertation committee.

Courses
The Graduate Steering Committee makes recommendations, through the Graduate Studies Committee and department chair, to the dean of the college concerning new graduate courses and changes in graduate courses in that area. Each committee designates its course offerings and teachers. Both require approval of the chair of the department. The dean of the college forwards these recommendations to the Dean of Graduate Studies for final approval.

Course Waiver Credit
 Incoming doctoral students may petition the GSC to waive a course (required to complete their program of work) that was taken in another graduate program. A maximum of 24 hours will be granted to any person requesting waiver credit. Students are asked to request waivers of required first semester courses shortly after they accept our offer of admission to the
program. Once they are in attendance, they will be asked to submit their additional course requests with a deadline of the following April for consideration. Faculty members who teach courses in the area of the waiver will give a recommendation to the GSC Chair to either grant or deny the request for waiver credit.

**Graduate Instruction**

Faculty who are members of the Graduate Studies Committees provide graduate instruction. They teach graduate courses and supervise masters and doctoral dissertations. The chair or co-chair of the thesis or dissertation committee serves as the supervisor of the research. In special circumstances an Adjunct faculty member may be recommended by the Graduate Studies Committee to serve as the research supervisor for a specific thesis or dissertation. Any such recommendation is subject to annual review by the Committee on Graduate Studies and approval by the Graduate Dean. When a research supervisor is not a member of a Committee on Graduate Studies, a member of the Committee on Graduate Studies will be appointed as co-chair of the thesis or dissertation committee. Under certain circumstances, faculty members (such as lecturers and visiting professors) who are not members of a Graduate Studies Committee may be assigned to teach graduate courses.

Prior to the semester or term that the course is to be taught, the form, Request for Authorization to Teach Graduate Level Course, should be mailed to the attention of the Student Records Coordinator in the Office of Graduate Studies. Once a faculty member has been approved to teach graduate courses, no further submission of request forms is required. It is the policy of the Graduate School that no one who is a graduate student at this or any other institution and who has not completed the terminal degree is permitted to teach a graduate course.

**Probation, Warning Status, Academic Dismissal, and Termination**

The Graduate Studies Committee is responsible for evaluating students to ensure that they are making satisfactory progress toward a degree. If the GSC finds a student is not making satisfactory progress, it may recommend corrective action or termination.

**Program Governance**

The Steering Committee is responsible for ongoing program governance. They shall recommend new policies, adjudicate petitions, and conduct a yearly review of all graduate students.

**Monitoring Doctoral Students in Candidacy – the Second Year Review**

Doctoral candidates should complete the PhD within two years from the date of admission to Candidacy. If the candidate does not complete the PhD within two years, the Graduate Studies Committee shall review the candidate’s progress at the end of the two years and annually thereafter. The GSC reports its recommendations to the Graduate Dean. The committee may recommend: 1) extending candidacy for one or two semesters, or 2) termination of candidacy. See also, Continuous Registration.
10. **Master of Arts in Sociology**

*Advising Bar Placed by the Graduate School on Master's Degree Recipients.*

Students must request permission to register for SOC 698A and 698B. The form can be found on the Sociology web site: [Sociology Forms for Graduate Students](#).

Students will apply online for the MA degree at the beginning of the semester in which they register for SOC 698B. Certification of Master’s Degree Requirements - [Office of Graduate Studies Online Forms and Deadlines](#)

Credit / No Credit

Only thesis/dissertation hours may be taken on a CR/NC basis. All required Sociology courses must be taken for a letter grade. Conference Courses – Master’s Degree.

Not more than 6 semester hours of SOC 380.

To register for a SOC 380 (Conference Course), students must arrange to take the course with a specific professor. Together, the student and professor fill out a contract form (available online). Conference courses can only be substituted for a required seminar if the relevant seminar has not been offered within a reasonable time. Final approval for the substitution of a conference course for a required course must be obtained from the Graduate Advisor. After the Graduate Advisor has approved the request, the Course Scheduler will clear the registration bar for SOC 380.

*Time Limit*

All requirements for the MA degree (including transferred coursework) must be completed within one six-year period. Work more than six years old can be reinstated only by special permission of the Graduate Dean. The suggested completion time is 2-2.5 years.

*Thesis*

The thesis will be supervised by a member of the Graduate Studies Committee from the Department of Sociology, and a second reader from the GSC of the Department of Sociology or any other department’s GSC. The student, with the approval of the Graduate Advisor, will select the thesis supervisor and reader. Students may elect to have co-supervisors and/or a second reader. In the case of co-supervisors, one supervisor must be from the Sociology GSC.

*Transfer of Credit*

Ordinarily, all work for the Master’s degree is done in residence. A maximum of 6 hours of graduate-level courses in which the grade is A or B may be transferred from another institution. *Courses may not have been used toward any prior degree.* After entering the program, the student will have until May 1 to transfer coursework from another institution. Petitions should include a listing of the proposed transfer course(s), year taken, grade received, instructor, university, in-depth course description with reading lists and the course syllabus.
MA Coursework Checklist

- A minimum of 30 hours must be completed in graduate status.

Name: ___________________________ Date: ___________________________

EID: ___________________________

Date Degree Expected (m/yy):

<table>
<thead>
<tr>
<th>Semester expected</th>
<th>Course number</th>
<th>Unique number</th>
<th>Title</th>
<th>Semester completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Statistics and Methods – 9 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 384L</td>
<td></td>
<td>Social Statistics: Basic Concepts and Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 387J</td>
<td></td>
<td>Fundamentals of Research Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester</td>
<td>SOC 385L</td>
<td></td>
<td>Social Statistics: Linear Models and Structural Equations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Theory – 6 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 394K.3</td>
<td></td>
<td>Classical Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester</td>
<td>SOC 394K.2</td>
<td></td>
<td>Contemporary Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Sociology Elective – 9 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Any graduate-level SOC course except SOC 698A/B, x90K, professionalization courses, and x99R/W</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Professionalization – 3 hours (teaching assistants only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 398T</td>
<td></td>
<td>Supervised Teaching in Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Thesis Hours – 6 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester of MA candidacy</td>
<td>SOC 698A</td>
<td></td>
<td>Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsq long sems of MA candidacy</td>
<td>SOC 698B</td>
<td></td>
<td>Thesis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Doctor of Philosophy in Sociology

Ad Hoc Interdisciplinary Doctoral Programs
Approval of the Doctoral Degree
Commencement and Graduate School Convocations

Comprehensive Exams
After completing the required coursework and before admission to candidacy for the PhD, students must pass a comprehensive examination in their major area of specialization. The area to be covered by the exam must be selected from the list of specializations within the department. Students may obtain copies of previous exam questions and must also formulate a reading list with the area coordinator and the exam committee. The student must have completed all course requirements for the dissertation sequence before taking the comprehensive exam.

Preparation for Comprehensive Exams
Comprehensive exams typically consist of four to six questions each day for two days, and the student usually answer four or five each day. The first day is devoted to general questions, analogous in scope to the core course, and theoretical questions. The second day deals with more topical questions that relate to a student’s area of focus. Students are well advised to prepare for exams by taking one or more courses in each of these categories, and by pursuing an independent reading program that supplements coursework. Consult the area coordinator well in advance of the expected examination date to discuss preparation.

Committee
The Area Coordinator will choose the members of the Exam Committee, which generally consist of at least three members of the faculty, with the final assessment representing the combined general evaluation by the committee members. Possible assessments are Pass with Honors, Pass, Pass with Conditions, and No Pass. The student will be permitted to take the examination three times; in case of failures on all three occasions, the student’s record will be reviewed by the Graduate Steering Committee to consider termination of the student’s program.

The exam committee will compose the exam, and after it is taken each committee member will receive a copy of the written responses. Their opinions will be given to the Chair of the Exam Committee. S/he will write a letter to the student notifying him/her of the grade given the exam. A copy of this letter will be sent to the Graduate Advisor and the Graduate Coordinator who will keep a copy in the student's file. Students may receive a copy of their exam (without reviewers’ comments).

The examinations will be written and taken during the long sessions close to November 15 and April 15. The examination will be closed book and last eight hours over two days, four hours each day or areas may decide to allow a two-day take home exam in lieu of the proctored on site session. Students should check with the area coordinator.
The Department of Sociology offers a variety of courses: *Areas of Specialization and Associated Faculty*

**Conference Courses - Doctor of Philosophy**
Not more than 6 semester hours, of SOC 380 (Conference Course) may be counted toward the 42-hour requirement for the PhD degree. They must be taken for a grade. In addition, SOC 380 cannot be substituted for any required graduate courses in theory, methods, or statistics, and may be substituted for only one course in the student’s chosen area(s) of specialization.

To register for a SOC 380 Conference Course, students must arrange to take the course with a specific professor. The student and professor will fill out a contract form (available online) and determine whether or not this course will satisfy an area requirement. After the Graduate Advisor has approved the request, the Course Scheduler or the Graduate Coordinator will clear the computer restriction for SOC 380. The student must register for SOC 380 online.

**Degree Requirements – All Specializations except Demography, Demography Specialization**
See attached Demography and Non-Demography checklists.

**12. Candidacy and the Dissertation Process**

**Proposal Preparation and Defense**
*Advancing to Doctoral Candidacy - Application for Candidacy*

Before the student applies to the Office of Graduate Studies for admission to candidacy, a dissertation proposal should be prepared and successfully defended. The proposal will include a well-defined statement of the problem, a critical review of the theoretical and empirical literature, a formulation of the research design, and a rationale for the procedure to be employed. The proposal is to be double-spaced and typed. All bibliographic, reference and tabular material will follow the Chicago format as required by the Graduate School. A suggested text length is 25 pages. Appendices may be used if samples of questionnaires, scales, sampling design, etc., are relevant. The student is encouraged to defend the proposal in the semester following the completion of all other degree requirements, and should in any case defend not later than the second semester following them. The proposal will be developed by the graduate student in consultation with members of the Dissertation Committee. When the proposal is approved by the dissertation supervisor, the student should submit a copy to each member of the Dissertation Committee along with a memo informing the Committee of the date fixed for the proposal hearing. Members of the dissertation committee should have at least 10 working days between the receipt of the dissertation proposal and the proposal hearing.

The dissertation proposal hearing is to be held at the earliest convenience of the Dissertation Committee but no later than four weeks (excluding summer months) after the proposal has been distributed to the committee for review. The purpose of the hearing is to determine the soundness of the proposed research and to offer guidance for improving the dissertation project. The student should be prepared to defend the theoretical perspective and methodology
of the proposal and answer any other questions concerning the proposal raised by the committee members. The Dissertation Committee may advise the student about any aspect of the project.

The dissertation supervisor will submit a letter to the Graduate Advisor (with a copy to the student) indicating the outcome of the hearing. If the Dissertation Committee has serious reservations about the proposed project, the student may be asked to convene a second hearing before proceeding with the dissertation. Please see the OGS website listed above for instructions and the forms required for entering candidacy.

Admission to Candidacy

All coursework listed on the Application for Candidacy Program of Work must have been taken within six years from the date of Admission to Candidacy. It is suggested that students who enter the program with a BA degree complete all the requirements for the PhD degree within five-six years from their time of entrance and that those who enter the program with a Master’s degree seek to do so within four-five years from their date of entrance. It is also strongly recommended that the required coursework be finished in five semesters, although students vary in completing this requirement. Students may take the comprehensive examination at any time, but past experience indicates that it is generally passed by the end of the sixth semester in the program.

The Dissertation Process Forms and Instructions for Graduation

OGS Deadlines and Forms
After the proposal has been defended and approved by the Dissertation Committee, the student will write the dissertation. Specific guidelines for the preparation of the dissertation may be obtained from the Graduate School. At the beginning of the semester in which the student plans to submit the dissertation and receive the PhD degree, the student must contact the Graduate School and register to graduate; this task will include the submission of several forms and paying fees.

Instructions for Submitting the Request for Final Oral

Detailed Checklist for Final Submission of the Dissertation

Doctor of Philosophy
☐ The Dissertation Committee
☐ Final Dissertation Copy Final Oral Defense of the Dissertation
☐ Submitting Electronic Dissertations
☐ Approval of the Degree

Results of the Dissertation Defense
Possible outcomes of the oral defense are Pass, Reconsideration, Not Pass, and Fail. A second
oral defense may be scheduled with a Reconsideration or Not Pass decision, but Failure indicates that the dissertation is unsatisfactory and the student may not rewrite. After a successful oral examination and submission of the dissertation, the student will be awarded the PhD degree.

*Graduation with MA and with PhD*
PhD Coursework Checklist
All Specializations Except Demography

- A minimum of 42 hours, including MA coursework and dissertation hours, but excluding thesis hours, must be completed in graduate status.
- SOC 698A/B (thesis hours), SOC x90K (proposal hours) and SOC 389K.6 (demography training seminar) cannot count toward this degree.
- All coursework must be completed the semester before the student takes comprehensive exams.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EID:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Date Degree Expected (m/yy):

<table>
<thead>
<tr>
<th>Semester expected</th>
<th>Course number</th>
<th>Unique number</th>
<th>Title</th>
<th>Semester completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statistics and Methods – 12 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 384L</td>
<td></td>
<td>Social Statistics: Basic Concepts and Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 387J</td>
<td></td>
<td>Fundamentals of Research Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester</td>
<td>SOC 385L</td>
<td></td>
<td>Social Statistics: Linear Models and Structural Equations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 additional hours in one of the following</td>
<td>SOC 384M, 385K, 386L, 387L, 388K, 388L, 388M, 391L, or 391M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Theory – 6 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td>SOC 394K.3</td>
<td></td>
<td>Classical Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester</td>
<td>SOC 394K.2</td>
<td></td>
<td>Contemporary Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sociology Electives – 18 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any graduate-level SOC course except SOC 698A/B, x90K, professionalization courses, and x99R/W</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Professionalization – 3 hours (teaching assistants only)

Students who are hired as TAs are required to take SOC 398T in their second year of coursework.

<table>
<thead>
<tr>
<th>SOC 398T</th>
<th>Supervised Teaching in Sociology</th>
</tr>
</thead>
</table>

### Proposal Hours

Students may use SOC 190K, 290K, 390K, 690K, or 990K to prepare for comprehensive exams or dissertation proposal defense; these hours are not required and do not count toward this degree.

### Dissertation Hours – 6 hours minimum

After passing proposal defense, students advance to candidacy; candidates must continue to register for the following hours every long semester until graduation.

<table>
<thead>
<tr>
<th>1st semester of candidacy</th>
<th>SOC 399R, 699R or 999R</th>
</tr>
</thead>
</table>

| Subsq sems of candidacy   | SOC 399W, 699W or 999W   |
**PhD Coursework Checklist**

**Demography**

- A minimum of 42 hours, including MA coursework and dissertation hours, but excluding thesis hours, must be completed in graduate status.
- SOC 698A/B (thesis hours), SOC x90K (proposal hours) and SOC 398T (supervised teaching) cannot count toward this degree.
- All coursework must be completed the semester before the student takes comprehensive exams.

Name:  
Date:

EID:

Date Degree Expected (m/yy):

<table>
<thead>
<tr>
<th>Semester expected</th>
<th>Course number</th>
<th>Unique number</th>
<th>Title</th>
<th>Semester completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statistics and Methods – 15 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1(^{st}) semester</td>
<td>SOC 384L</td>
<td></td>
<td>Social Statistics: Basic Concepts and Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1(^{st}) semester</td>
<td>SOC 387J</td>
<td></td>
<td>Fundamentals of Research Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2(^{nd}) semester</td>
<td>SOC 385L</td>
<td></td>
<td>Social Statistics: Linear Models and Structural Equations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4(^{th}) semester recommended</td>
<td>SOC 391L</td>
<td></td>
<td>Basic Demographic Methods and Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 additional hours in one of the following</td>
<td>SOC 384M, 385K, 388K, 388M, or 391M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Theory – 6 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1(^{st}) semester</td>
<td>SOC 394K.3</td>
<td></td>
<td>Classical Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2(^{nd}) semester</td>
<td>SOC 394K.2</td>
<td></td>
<td>Contemporary Sociological Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Training Seminar – 3 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 389K.6</td>
<td></td>
<td>Training Seminar in Demography</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Demography Core and Electives – 12 hours

SOC 389K.1 required, plus 3 graduate hours in core area of demography (fertility, mortality, migration, or family demography) and 6 graduate hours of demography electives (any 389K course or other course approved by area coordinator)

<table>
<thead>
<tr>
<th>2&lt;sup&gt;nd&lt;/sup&gt; semester recommended</th>
<th>SOC 389K.1</th>
<th>Gen Approach to Study of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SOC 389K.x, 391M, 395F.3, or other approved course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 389K.x, 391M, 395F.3, or other approved course</td>
<td></td>
</tr>
</tbody>
</table>

### Professionalization – 3 hours (teaching assistants only)

Students who are hired as TAs are required to take SOC 398T in their second year of coursework

<table>
<thead>
<tr>
<th>SOC 398T</th>
<th>Supervised Teaching in Sociology</th>
</tr>
</thead>
</table>

### Proposal Hours

Students may use SOC 190K, 290K, 390K, 690K, or 990K to prepare for comprehensive exams or dissertation proposal defense; these hours are not required and do not count toward this degree

### Dissertation Hours – 6 hours minimum

After passing proposal defense students advance to candidacy; candidates must continue to register for the following hours every long semester until graduation

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; semester of candidacy</th>
<th>SOC 399R, 699R or 999R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsq sems of candidacy</td>
<td>SOC 399W, 699W or 999W</td>
</tr>
</tbody>
</table>