



# SOCIOLOGY GRADUATE PROGRAM REFERENCE GUIDE

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June 2012

*University of Kentucky*  
*Department of Sociology*  
1515 Patterson Office Tower  
University of Kentucky

**see blue.**  
*in everything we do.*

This reference guide can be found at:  
[www.uky.edu/AS/Sociology/grad/index.html](http://www.uky.edu/AS/Sociology/grad/index.html)

The Graduate School Bulletin can be found at:  
<http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>

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The departmental policies outlined in this reference guide were approved in April 1998, April 1999, September 1999, December 1999, October 2001, March 2002, September 2002, November 2003, March 2004, November 2006, January 2009, January 2010, March 2010, January 2011, April 2011, November 2011, and January 2012.

## CONTENTS

Introduction .....	6
General Regulations of the Graduate School .....	7
Student Responsibility.....	7
Graduate Courses.....	7
Academic Load.....	7
Grades and Grade Point Average .....	8
Repeat Option.....	9
Transfer of Credits.....	9
Scholastic Probation .....	9
Readmission .....	10
Termination .....	10
The Organization of Graduate Studies in the Department of Sociology .....	12
Director of Graduate Studies .....	12
DGS Administrative Associate.....	12
The Department's Graduate Committee .....	12
Student Advisory Committees.....	12
Master's Degree Programs .....	15
Core Requirements .....	15
Waiver of Core Requirements .....	15
Additional Requirements.....	16
Plan A. ....	16
Plan B. ....	16
Advisor/Advisory Committee .....	16
Plan A.....	16
Plan B. ....	16
Annual Review/Advisory Meetings .....	18
Progress Assessment of First Year Students .....	18
Written Product .....	19
Plan A: Thesis.....	19
Plan B: Non-Thesis.....	20
Final Oral Exam .....	20
Completed Copy of the Thesis/Written Product.....	21

Plan A.....	21
Plan B.....	21
Timing.....	21
Time Limit for Master’s Degrees.....	21
Admission from Master’s to Ph.D. Program in Sociology.....	21
The Doctor of Philosophy Program.....	23
Program Requirements.....	23
Course Credit Requirements.....	24
Research Requirement.....	24
Residence Requirement.....	24
Pre-qualifying Examination Residency Requirement:.....	25
Post-qualifying Examination Residency Requirement:.....	25
The Advisory Committee.....	26
Annual Review.....	26
Progress Assessment of First Year Students.....	28
Areas of Specialization.....	29
The Comprehensive Assessment Examination.....	29
The Qualifying Examination.....	30
Pre-Qualifying Time Limit.....	32
Time Limit for Doctoral Degrees.....	32
The Dissertation.....	32
The Proposal.....	32
Writing the Dissertation.....	33
The Final Oral Examination.....	33
Funding.....	35
Philosophy of Funding.....	35
Assistantships and Fellowships.....	35
Time Limits on Support.....	35
Adequate Progress and Priorities for Funding.....	35
Grades.....	36
Required Courses.....	36
Academic Load.....	36
Incompletes.....	36
Thesis or Major Paper.....	36
TA/RA Performance.....	36
Professional Orientation/Activity.....	37

Summer Teaching by Graduate Students .....	37
Pay Category .....	37
Eligibility .....	37
Selection Process .....	37
Minimum Requirements .....	37
Priority (in order).....	37
Evaluation.....	38
Important Note.....	38
Graduate Student Awards.....	39
Important Deadlines for the Master’s Students .....	40
Thesis Proposal.....	40
Semester the Student Expects to Graduate .....	40
Final Examination (Thesis Defense) .....	41
Important Deadlines for the Doctoral Degree in Sociology .....	43
Qualifying Examination .....	43
Dissertation Proposal.....	44
Semester the Student Expects to Graduate .....	45
Final Oral Examination (Dissertation Defense) .....	45
Appendix A. Graduate Student Travel Funding Guidelines.....	47
Appendix B Master’s Degree Planning and Progress Form (DPPF).....	49
Appendix C. Doctoral (Ph.D.) Degree Planning and Progress Form .....	51
Appendix D. ABD Doctoral (Ph.D.) Degree Planning and Progress Form.....	57
Appendix E. Learning Contract for an Independent Study Course .....	59
Appendix F. Instructor’s Evaluation of First Year Student.....	61
Appendix G. Performance Evaluation Report for TAs and RAs.....	62
Appendix G. Policy for Assessing Satisfactory Progress of ABD Students .....	63

## Introduction

Welcome to the Department of Sociology at the University of Kentucky. You are now part of our academic enterprise and our future. We are a very diverse academic program. Sociology faculty have primary appointments in the Colleges of Agriculture, Arts and Sciences, Education, and Medicine. It is our graduate program that brings us together in a common purpose. It is our responsibility to guide and evaluate your academic journey towards an advanced degree. It is your responsibility to rigorously apply yourself to the required tasks and to take the initiative in mapping your program.

This reference guide<sup>1</sup> has been prepared to assist students in their orientation to the Department of Sociology, its faculty, and its operational procedures. This document is not intended to be the sole source of information. Rather, it should be viewed as complementary to the *University of Kentucky Bulletin: The Graduate School*.<sup>2</sup>

Advanced degrees in sociology are certifications that the person possessing them can carry out the analytical, conceptual, and methodological operations expected of a professional sociologist. An advanced degree is not merely a stamp of professional competence, but also testifies to the expectations on the part of the faculty that the person receiving the degree will continue to grow and be productive in the field. As a result, both professor and student are "stamped" with each degree. Faculty members at the University of Kentucky make every effort to insure that those who receive advanced degrees in sociology are fully capable of meeting the standards of professional scholarship.

As a graduate student, you must assume responsibility for planning your program and you must take the initiative in securing advice from the faculty. Any carefully developed plan devised for a program will depend upon individual interests or goals.

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1 This reference guide can be accessed from the Department's graduate program home page at: [http://www.as.uky.edu/academics/departments\\_programs/Sociology/Sociology/graduate/GraduateStudentReferenceGuide/Pages/default.aspx](http://www.as.uky.edu/academics/departments_programs/Sociology/Sociology/graduate/GraduateStudentReferenceGuide/Pages/default.aspx)

2 The Graduate School Bulletin can be accessed on-line at: <http://www.research.uky.edu/gsbulletin/bullinfo.shtml>.

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## General Regulations of the Graduate School

(from The Graduate School Bulletin, Part 1. January 2010)

### Student Responsibility

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin ([http://www.research.uky.edu/gsbulletin/current/bull10\\_Part1.pdf](http://www.research.uky.edu/gsbulletin/current/bull10_Part1.pdf)), including (1) the section presenting the requirements for degrees and (2) the specific program offerings and requirements.

The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

### Graduate Courses

All courses numbered 500 through 799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's graduate advisor or committee. Courses numbered 400G to 499G carry graduate credit for non-majors only. Courses numbered at the 800 or 900 level are normally not accepted for credit toward a graduate degree. Exceptions can be made if permission is granted by the Graduate Council to a program to offer specific professional courses as part of its academic program. Prior approval to take a course must be obtained from the Director of Graduate Studies, the Dean of the Graduate School and the dean of the professional college. Without such approval, professional courses may not be counted toward satisfying degree requirements. Courses numbered at the 600 or 700 level should be taught by members of the Graduate Faculty or by such other instructors as are approved by the Dean of the Graduate School.

### Academic Load

The total semester or term academic load of a student is the sum of all credits and credit equivalents (e.g., graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal academic load of a graduate student during any semester is nine credit hours or equivalent. Under no circumstances may it exceed 15 credit hours or equivalent. During the summer term, the maximum academic load for the second summer term is nine credit hours, and for the first summer term it is four credit hours. The maximum academic load for any combination of the first and second summer terms is 12 credit hours. For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the DGS and approval of the Dean of the Graduate School.

Students satisfactorily completing nine course credits, or equivalent, of graduate level work during a semester, are classified as full-time students by the University. Students satisfactorily completing five course credits, or equivalent, during a summer term are classified as full-time. Those completing less than these amounts are classified as part-time. Full-time students who fall below the minimum full-time

equivalent as the result of failing or dropping one or more courses are reclassified as part-time students for that semester or term.

### Grades and Grade Point Average

The official grades of graduate students are recorded in the Office of the Registrar. The following scale applies to grading in graduate courses:

A	High achievement	4 grade points per credit
B	Satisfactory achievement	3 grade points per credit
C	Minimum passing grade	2 grade points per credit
E	Failure	0 grade points per credit
I	Incomplete	See explanation below
S	Satisfactory	See explanation below
U	Unsatisfactory	See explanation below

D grades may not be awarded to graduate students. Graduate courses (400G-799) may not be taken Pass/Fail.

A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the DGS in the student's program.

Instructors who assign an I grade must file with the student's DGS information which includes (1) the name of the student, (2) the course number and hours of credit, (3) the semester and year of enrollment, (4) specific information on the work to be completed before a final grade can be assigned, and (5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their DGS concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

- All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.
- A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of U (unsatisfactory) will be assigned. The project

must be substantially continuous in its progress. All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 748, 749, 767, 768, and 769, or in graduate courses which carry no credit.

Once a grade other than I, S, or U has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade point average, with the exception of 400G courses in the student's program.

### **Repeat Option**

A student may repeat a graduate course and count only the second grade as part of the graduate grade point average. This action will be initiated by petition of the DGS to the Dean of the Graduate School, and may be used only once in a particular degree program or in post-baccalaureate status.

### **Transfer of Credits**

Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements) may be transferred into a master's degree program. Effective fall 2008, a total of 9 hours (or 25% of the credit hours needed to fulfill the pre-qualifying residency requirement) may also be transferred into a doctoral degree program. The transferable hours include all post-baccalaureate work, graduate work taken at another regionally-accredited university or as a student in another graduate program at the University of Kentucky. The doctoral transfer policy would NOT apply in cases where a prior master's degree is being used to satisfy 18 hours of the pre-qualifying residency requirement.

The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken in order for the courses to be transferable.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.

### **Scholastic Probation**

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the eight-week summer term. If they are accepted by the

program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying examinations, or masters or doctoral final examinations.

### **Readmission**

Effective fall 2009, enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances this requirement can be avoided by requesting a “leave of absence”. In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK.

Procedurally, students should contact their DGS to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested. Post-qualifying doctoral students are not eligible for the leave of absence. International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services prior to making a formal request.

### **Termination**

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

- Scholastic probation for three enrolled semesters
- Having failed twice the final examination for the master’s degree or the qualifying examination
- In cases where the student’s Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

The Department may terminate enrollment in a particular program for the following reasons:

- Having failed twice the comprehensive assessment for the doctoral degree;
- Having earned two C’s or below in Sociology graduate courses;
- Having earned three U’s in thesis writing or doctoral residency credit courses;
- Having received two “unsatisfactory” progress reviews from the Graduate Faculty;
- Having been found guilty of an academic offense or ethical misconduct, as specified in University Senate Rules (6.3.0, p. 167).
- Students who fail to enroll in required residency credit courses will be dropped from the program; such students must re-apply for admission in order to complete their degrees.

Departmental termination procedures are as follows:

- Terminations will be decided by a majority vote of the Sociology Graduate Faculty.
- Letters of termination will be written by the Director of Graduate Studies and delivered to the student via registered mail; in cases in which the DGS is the student's Advisor, letters will be written by the Chair.
- Students who dissent may meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

## The Organization of Graduate Studies in the Department of Sociology

### Director of Graduate Studies

The Department grants Master's and Doctor of Philosophy degrees in Sociology. The Director of Graduate Studies (DGS) is the official representative of the Graduate School. The DGS, with the help of the Department's Administrative Associate, administers the graduate program. The DGS reports to the Graduate Dean and is responsible for implementing the rules, procedures and policies of the Graduate School. If special circumstances warrant, a student may petition the DGS on all departmental requirements stated in this reference guide.

### DGS Administrative Associate

The DGS Administrative Associate (DAA) provides assistance to the DGS by maintaining records of graduate students. Any changes in the student's records need to be submitted to the DAA. Those forms that require DGS's approval must be submitted to the DAA to be forwarded to the DGS for signature.

### The Department's Graduate Committee

The Department's Graduate Committee provides guidance and assistance to the DGS. This committee includes the DGS as Chair, two or three other faculty members representing the Department, and one graduate student. This committee, excluding the student member, advises the DGS on admissions, assistantship and fellowship awards, petitions for waivers of requirements and makes the final decision on terminations from the program. The full committee reviews graduate program policy, examines curriculum changes, and when necessary implements Department rules and procedures pertaining to the graduate program. However, all changes in the graduate program must be approved at a Department's Graduate Faculty meeting.

### Student Advisory Committees

The most important committees in a student's academic life are the Academic Advisory Committees. Upon entering the Department, the DGS will act as your advisor. The DGS will evaluate your previous experience and help you work out a general plan of coursework. *If you have had little or no previous training in sociology or other social sciences, it may be necessary to make up deficiencies in lower level courses without receiving graduate credit in these courses.* In consultation with faculty who teach the relevant courses, the DGS will also determine whether prior course work can be substituted for required Department courses. The DGS appoints an interim advisor for each entering graduate student based upon the student's expressed interests in sociology. During your first year, your interim advisor will provide guidance and listen to your concerns. A primary task for you and your interim advisor is completing the Master's or doctoral *Degree Planning and Progress Review Form* (or *DPPR Form*). When completed, this sheet will be placed in your permanent file in the office of the DAA.

The Department strongly recommends that you form your Advisory Committee by **the end of your first year or even earlier**. It is your responsibility to ask the appropriate faculty to serve on your committee. There is no obligation for the interim advisor to serve on your Advisory Committee. A faculty member may choose not to serve on your committee. Until you have formed an Advisory Committee, the interim advisor will perform Advisory Committee duties such as conducting the annual review of graduate student progress (see below).

Graduate students must be mindful that most Graduate Faculty members in Sociology have a 9 months-appointment. Between **May 15** and **August 15**, graduate students are therefore discouraged from scheduling any advising meetings or examinations required for a Master's or doctoral degree (e.g., qualifying examination, thesis/dissertation defense). If students need to schedule an oral examination during the summer break, they must request permission in writing from every Advisory Committee member **BEFORE** the final examination week of the spring semester. Then, the students must submit a request to the DGS for scheduling the examination.

For a Master's degree, the Graduate School requires an Advisory Committee of three members. At least one member must be a Full member<sup>3</sup> of the Graduate Faculty and one other must hold at least an Associate appointment. If the student so desires, one member of the committee (other than the Chair) can be a faculty member from a department other than Sociology.

For a doctoral degree, the Graduate School requires a core of four members.<sup>4</sup> This core consists of the Major Professor as Chair (or two Co-Chairs), two other members from Sociology, and at least one representative must be from outside the Department. All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the Major Professor) must possess Full Graduate Faculty status. If you would like an Associate member of the Graduate Faculty to serve as Chair of a Ph.D. committee, then a full member of the Graduate Faculty must serve as a co-Chair (see the Graduate School Bulletin for an explanation of Graduate Faculty Status and a listing of Sociology faculty who are full and associate members of the Graduate Faculty). Faculty members who do not hold Graduate Faculty status may serve as *non-voting* members of the Advisory Committee.

The core of the Advisory Committee must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the Committee (occasioned by resignation, faculty leave, or inability to serve), an appropriate replacement must be made prior the making of important committee decisions such as the Master's thesis defense or doctoral qualifying examination.

Your Advisory Committee will provide guidance throughout your graduate career. The Chair (or co-Chairs) is (are) expected to direct your thesis, major paper, or dissertation, and to provide mentoring throughout your graduate program.

Doctoral students establish their official Advisory Committee by submitting on-line "Doctoral Advisory Committee Request" form to the Graduate School at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm). It is possible to change the composition of the doctoral committee, but any change requires the approval of the DGS. In the case of a failed qualifying exam or dissertation defense, the approval of the Dean of the Graduate School is required.

<sup>3</sup> Generally speaking, "Full Graduate Faculty" are those faculty members with tenure, who hold a rank of either "Associate Professor" or "Full Professor." "Associate Graduate Faculty" tend to untenured faculty members with a rank of "Assistant Professor." When you are not sure whether a particular faculty member holds "Full" or "Associate" status in the Graduate School, please check the *Graduate Faculty Directory* at <https://www.research.uky.edu/cfdocs/gs/dgsgradfac/> or contact the DGS.

<sup>4</sup> Any student who passed the oral qualifying examination prior to **May 1, 2001** must maintain an Advisory Committee core of five members rather than four.

Master's students do not petition the Graduate School to form their committees, but are required to fill out and submit a departmental form which lists their committee members. Choosing your committee is one of the most important acts you make as a graduate student.

## Master's Degree Programs

Two Master's degrees are offered, including: (1) the Master of Arts in Sociology (M.A.) and (2) the Master of Science in Agriculture (M.S. in Agriculture) with Rural Sociology Concentration. Either degree may be obtained on a thesis basis (**Plan A**) or a non-thesis basis (**Plan B**). Students should indicate their choice of degree and plan to the DGS no later than the end of their second semester. Students may change to a different option at a later time with the approval of their Advisory Committee and the DGS.

### Core Requirements

Core Departmental and Graduate School requirements are the same for either the Master of Arts or Master of Science in Agriculture degrees. The following courses are required in the core areas of theory, methods, and statistics. These are minimum requirements; more work may be required in certain cases.

#### *Theory (Total of 3 credit hours)*

SOC 650	3	Concepts and Theories in Sociology (Fall)
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*Prerequisite:* SOC 304 and 305 or equivalent

#### *Statistics (3 credit hours)*

SOC 681	3	Multivariate Analysis (Fall)
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*Prerequisite:* SOC 303 or STA 570

#### *Methods (3 credit hours)*

SOC 682A	3	Topics in Qualitative Methods (Fall) <b>OR</b>
SOC 682B	3	Topics in Quantitative Methods (Spring)

*Prerequisite:* SOC 681

Please note that these course titles, reflective of current course context, do not coincide with course titles found in the current UK course catalogs. We are working to update these course descriptions in the catalogs.

These requirements are satisfied if a minimum grade of "B" is achieved in the requisite courses. If this minimum course grade is not achieved, the required course or its equivalent must be retaken and passed with a minimum grade of "B." Only credit hours achieved with a "B" or above are counted in Master's credit hours requirements.

### Waiver of Core Requirements

If equivalent coursework has been taken elsewhere, during the first academic year students may petition the DGS for a waiver of required theory or methods courses. Evidence of equivalence consists of a syllabus or other document from the equivalent course that shows parallel content in addition to transcript documentation of satisfactory completion of the course with a grade of "B" or better. The DGS is the final arbiter of a waiver decision. Action may be taken in consultation with the Graduate Committee, the student's Advisory Committee, and/or instructors of required theory and methods courses if questions arise about equivalency criteria. *Only signed approval letter from the DGS consists as an evidence of waiver of a core requirement.*

## Additional Requirements

### ***PLAN A.***

Requirements include a thesis and completion of at least 24 semester hours of course work with a cumulative standing of 3.0 (“B”) or better. Two-thirds of the 24 hours of course work must be in Sociology, and three-quarters of the courses must be at the 600-level or above. (The minimum of 24 hours of course work includes the 9 hours of required courses in theory and methods/statistics.)

### ***PLAN B.***

Students and their advisors are encouraged to consider seriously pursuing the Plan B Paper option in lieu of a thesis. This is because research papers can often be completed in a more timely manner and, equally important, are likely to be of a publishable length and scope. Requirements under Plan B include a written product and completion of at least 30 semester hours of course work for the Master of Arts and 36 semester hours for the Master of Science with a cumulative standing of 3.0 (“B”) or better. Two-thirds of the course hours must be in Sociology, and three-quarters of the courses must be at the 600-level or above. In addition, the Graduate School stipulates that two-thirds of the minimum course requirements be in regular courses, as opposed to special problems or independent research. (The minimum hours of course work listed above includes the 9 hours of required courses in theory and methods/statistics.)

Required Hours	Plan A (MA)	Plan B (MA)	Plan B (MS)
Course Work and Written Product	24 + Thesis	30 + Research Paper	36 + Research Paper
Minimum Sociology Courses	16	20	24
Minimum 600+ courses	24	15	18
Minimum Regular Courses	16	20	24

## Advisor/Advisory Committee

### ***PLAN A.***

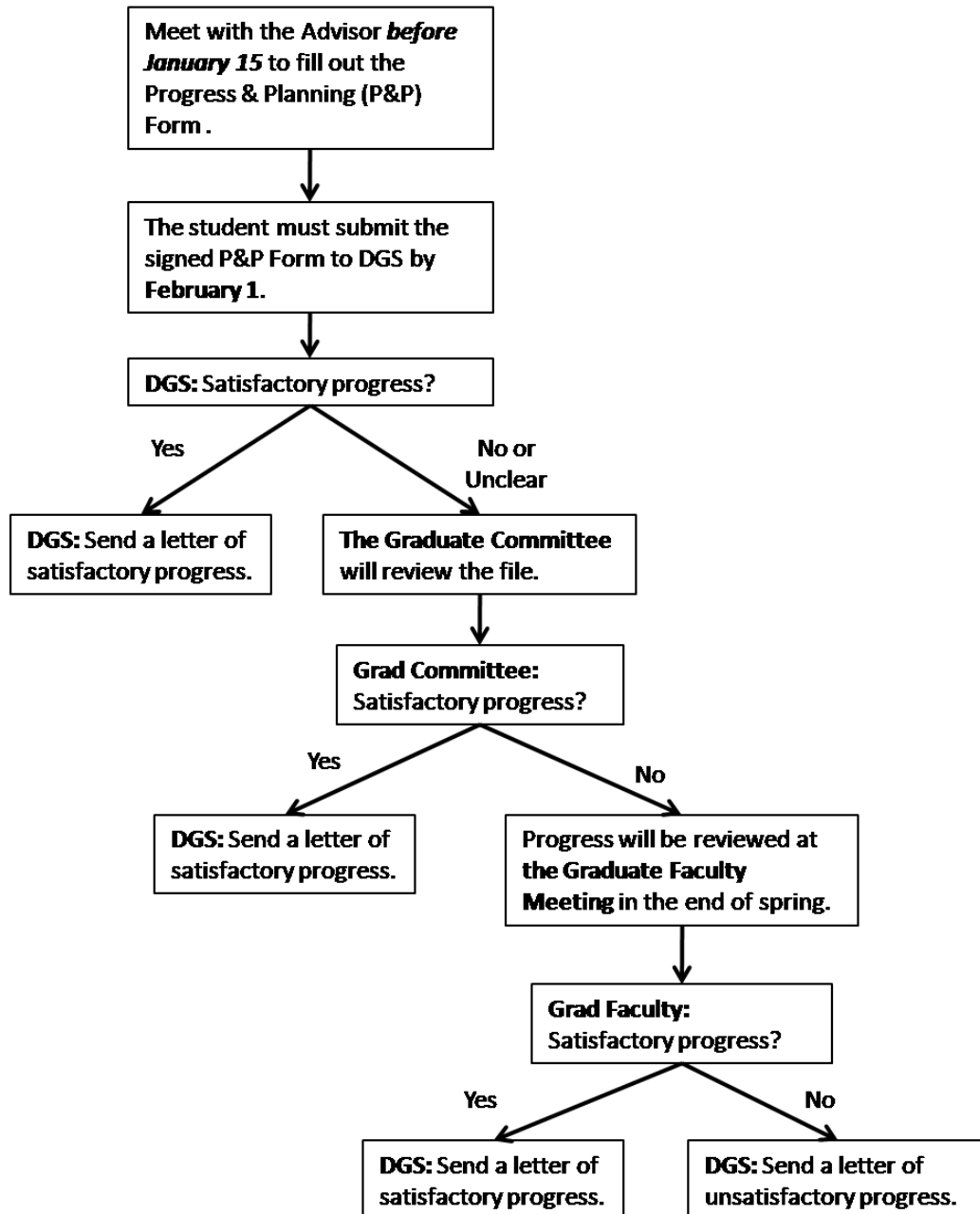
As noted above, after identification of the general subject area for the thesis, students should select, in consultation with their interim advisor and the DGS, a faculty member to ask to serve as Advisory Committee Chair and thesis director. If the person agrees to serve in this capacity, the DGS must be notified so that the appointment can be confirmed and recorded. The Advisory Committee Chair should be appointed by the end of the second semester of residence. In consultation with the Advisory Committee Chair, the student asks two additional faculty members to serve on the student’s advisory (thesis) committee. At least one member of the Committee must be a full member of the Graduate Faculty; another should be a full or associate member. This committee will guide the student in the completion of the program and serve as the final oral examination committee. As noted above, the student needs to fill out and submit the departmental form which lists the committee members when the committee has been formed. (See the section below pertaining to Annual Review/Advisory Meetings.)

### ***PLAN B.***

The student should discuss with the interim advisor and the DGS the selection of a Chair and two other appropriate faculty members to serve as an Advisory Committee. The DGS will formally appoint the

committee. This committee will guide the student in the completion of the program and serve as the final oral examination committee. (See the section below pertaining to Review Meetings.)

## Annual Progress Review of Master's and Doctoral Students (2<sup>nd</sup> Year Onward)



## Annual Review/Advisory Meetings

To facilitate students' progress in the program, Master's students are required to meet with their interim advisor or Advisory Committee at least once a year to complete an annual progress review. This review should be completed between **the finals week of Fall Semester and February 1** during the student's first year in the program. To facilitate this review, students should fill out or update the Master's *DPPR Form* (available from the DAA), listing the courses taken to date, grades received, and other information related to degree progress (e.g., thesis proposal defense plans, thesis defense plans). One copy shall be filed with the DAA, one copy should be sent to the DGS, and other copies distributed to the advisor and committee members.

It is important that this document be filed by **February 1**, as information about student progress is used to evaluate requests for continued departmental financial assistance (teaching and research assistantships) for the coming academic year.

*DPPR Forms* will be reviewed by the DGS. Students without any problems will receive a letter of satisfactory progress by the DGS. In the event that problems in student progress are noted, the Graduate Committee will review his/her file and recommend a necessary course of action. When a Departmental discussion seems warranted, the Graduate Committee may decide to schedule a Graduate Faculty meeting at the end of the spring semester to discuss graduate student progress. The DGS will write a letter to the student and her/his advisor informing them of the Graduate Faculty's concern and inquiring about steps the Department might take to address the problem.

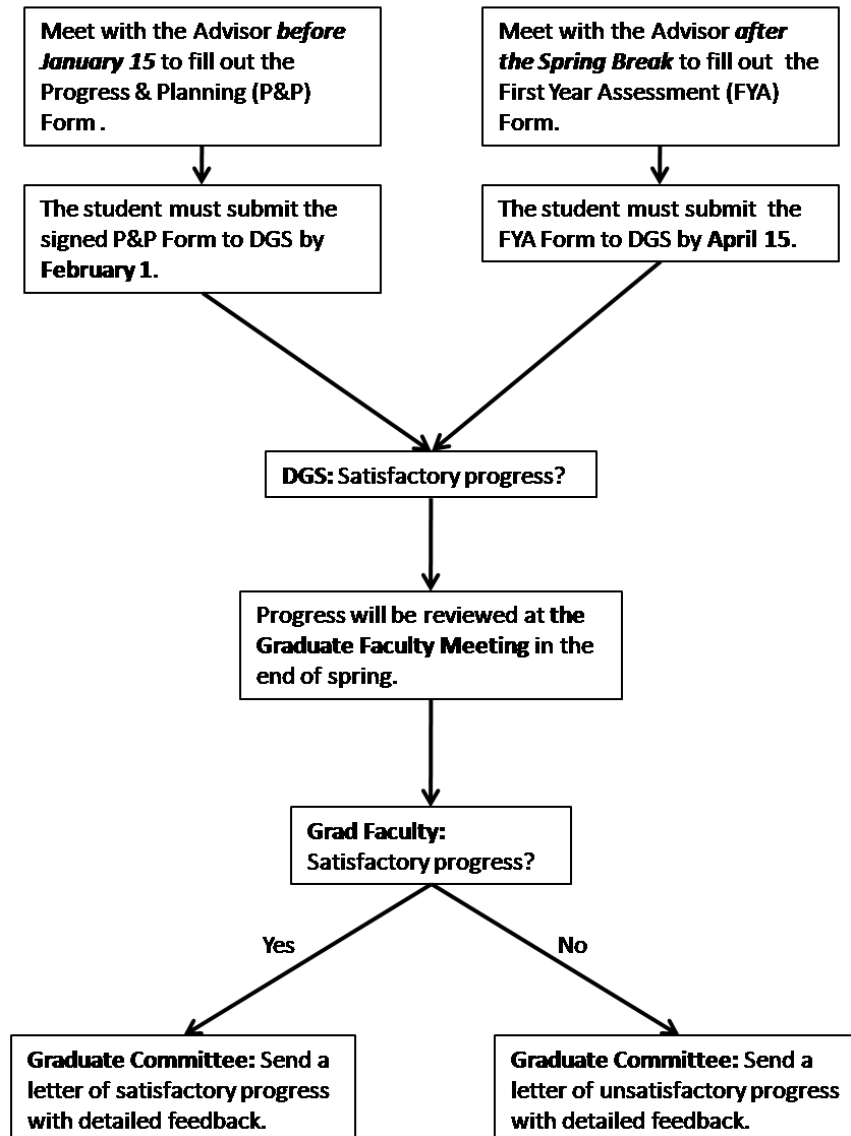
Students should consult their interim advisor or Advisory Committee Chair as needed for pre-registration advice about which courses to take. Consultations with their Advisory Committee about prospective thesis (Plan A) or paper (Plan B) topics should begin during the second semester of the first year in order to ensure completion of the MA within a two-year time frame (for full-time students).

## Progress Assessment of First Year Students

1. First year Master's and doctoral students normally do not have much information to be evaluated in the beginning of the spring semester. Besides the *DPPR Form* to be submitted to the DGS by **February 1**, they are required to submit to their advisors by the first day after the Spring Break a brief personal narrative statement which reflects on student progress in the graduate program. The advisors then write their brief responses to the statements and schedule a meeting with each of the advisees to discuss the document and address any questions and/or concerns that the advisees may have about the graduate program, degree requirements, professional development, and etc. Student's personal narrative statement and the response of his/her advisor must be submitted to the DGS by **April 15**.

2. The Graduate Committee will schedule a Graduate Faculty meeting at the end of the spring semester to discuss their progress. The Graduate Committee will provide more detailed feedback to these students at the early stage of their graduate student career at the University of Kentucky and suggest any adjustments necessary to improve their performance.

## Annual Progress Review of First Year Master's and Doctoral Students



### Written Product

A written product is required of all Master's degree candidates. This product will take the form of a thesis for students selecting Plan A. Students selecting Plan B will be required to submit a research paper or other written product as agreed upon with the Advisory Committee.

#### ***PLAN A: THESIS***

**Topic.** The Master's thesis is intended to be a relatively limited research exercise on a focused and manageable topic. It does not have to be a completely new contribution to knowledge. It can be a restudy

of an earlier investigation or an attempt to extend an established hypothesis. It should be focused on a well-defined topic with restricted scope. At the same time, it must be carried out with care and rigor.

**Proposal.** When the student and the Advisory Committee Chair feel that the student's thesis plans have been sufficiently developed, the student will draft a formal proposal, in consultation with other members of the Advisory Committee. The student will then schedule a meeting of the Advisory Committee for the formal proposal hearing.

The proposal hearing is chaired by the Advisory Committee Chair and all members of the Sociology faculty are invited and given the opportunity to comment on the proposal. At the conclusion of the hearing, the Advisory Committee will vote to approve or disapprove the proposal.

- If approved by a majority, the title page of the proposal will be signed by all members of the Advisory Committee.
- The Advisory Committee Chair will transmit the signed proposal to the DAA to be permanently placed in the student's file.
- If approval of the proposal is not given, another proposal hearing, which follows the same schedule requirements as the first hearing, must be held after suitable revisions.

3.

**Writing the Thesis.** The student's Advisory Committee Chair will supervise the student's work during preparation of the thesis, with the Chair taking major responsibility.

- The thesis must be prepared in the format used in journals published by the American Sociological Association.
- The student must consult the Office of Admissions and Records in the Graduate School and follow that office's requirements regarding the thesis format.

### ***PLAN B: NON-THESIS***

Under Plan B, the written product most often takes the form of a research paper, policy paper, or evaluation paper. This manuscript needs not be judged "publishable" but must be based on extensive independent research and conform to scientific standards. It may have an applied or program-planning or -evaluation orientation. The non-thesis paper option has the same proposal and defense procedures as the thesis option, outlined above. The documents differ primarily in scope and length. A paper is typically approximately 30 pages in length; a thesis is approximately 50-80 pages in length and has a multiple chapters.

### **Final Oral Exam**

A final oral examination is required of all Master's candidates and is conducted by the student's three-person Advisory Committee. Upon completion of the thesis/other written product described above, the student should arrange in consultation with the DGS and their committee a suitable time and place for the examination.

The exam includes, but is not limited to, a defense of the written product. A majority vote of the full committee determines the outcome of the exam. In the event of a failure of the final exam, a second exam will be scheduled if recommended by the student's committee and if approved by the Dean of the Graduate

School. A third exam is not permitted.

Upon passing the final oral examination, the student has 60 days from the final exam date to make any revisions, additions, and corrections required by the examining committee, and to deliver two copies of the thesis in final form to the Graduate School, with the signatures of the Thesis Director and the DGS.

### **Completed Copy of the Thesis/Written Product**

#### ***PLAN A.***

The student must supply to the DAA one unbound copy of the thesis for the Department library. (This is in addition to the two unbound copies required by the Graduate School.)

#### ***PLAN B.***

The student must deliver a final copy of the written product to the DAA to be placed in the student's permanent file.

### **Timing**

Students should identify a topic and start work on a thesis or other written product ideally by the end of the second semester in residence. In any case, this decision must be made by the end of the semester prior to the one in which the student expects to receive the degree. For full-time students, the written product should be completed by the end of the fourth semester. The following rule is intended to encourage timely completion of the Master's degree:

Before a student's Master's degree requirements (including the thesis) are completed, a candidate for this degree is permitted to register for or take no more than six semester hours of course work beyond the specified number of hours required for the Master's degree.

The student's Advisory Committee Chair may petition the DGS to allow an exception of a specified number of hours. Only if recommended by the DGS and approved by the Graduate Committee would additional hours be allowed.

Students should also note the Departmental policy limiting assistantship or fellowship financial support for Master's degree candidates. (See the section on *Time Limits on Support* below).

### **Time Limit for Master's Degrees**

Students enrolled in Master's programs prior to the start of the fall 2005 semester have 8 years to complete all requirements for the degree, but extensions up to an additional 4 years may be requested for a total of 12 years. Extensions up to 2 years may be approved by the Dean of the Graduate School. Requests for extensions longer than 2 years must be considered by Graduate Council. All requests should be initiated by the DGS. Students first enrolled in a Master's program in the fall 2005 semester and beyond will have 6 years to complete all requirements for the degree, but will still have the opportunity to request extensions up to an additional 4 years for a total of 10 years. No activity completed more than 12- or for new students 10- calendar years preceding the proposed graduation date as appropriate will be considered for graduation.

### **Admission from Master's to Ph.D. Program in Sociology**

Students nearing completion of the Master's degree who wish to continue in the Department's graduate program *must apply* for admission to the doctoral program before **January 15**. Students who have not been

continuously enrolled in the University of Kentucky must reapply for admission to the Graduate School before **January 15**. To be considered for admission to the Ph.D. program, each student must submit: (a) a time-line for the completion of his/her Master's degree program, (b) a statement of purpose for his/her Ph.D. program, and (c) two recommendation letters, including one from his/her Advisor which assesses the student's performance in the Master's program and provides the Advisory Committee's recommendation regarding whether the student should be admitted to the Ph.D. program.

Student admission from the Master's to the Ph.D. program shall be officially registered in the student's Graduate School record **AFTER** the student has successfully defended the Master's thesis.

## The Doctor of Philosophy Program

All Ph.D. work in sociology is under the direction of the Department of Sociology and the Graduate School. The Department offers the Ph.D. in Sociology, with faculty expertise and graduate courses concentrated in the following areas:

- Crime, Law and Deviance
- Global Work and Politics
- Rural and Community Sociology
- Social Inequalities: Class, Race, Gender

Ph.D. students develop two areas of specialization, one of which must be within the discipline of Sociology. These two specialization areas are not required to conform completely to the concentration areas listed above; however, they should be related to them in some way. For example, a student might focus on Political Sociology, a subset of Global Work and Politics. Another student might focus on Criminology, a subset of Crime, Law and Deviance. The second specialization may be within Sociology or from a related interdisciplinary area, such as Appalachian or International Studies. Considerable flexibility exists to create a program of study and research tailored to individual student interests.

The Department of Sociology offers Ph.D. students many opportunities for professional development to integrate them into the profession and to prepare them for their future careers as sociologists. Opportunities exist to work as research assistants on funded faculty research projects and/or applied sociology outreach programs and to develop teaching skills through employment as teaching assistants. Additional professional development experiences are offered through seminars and workshops organized by the department's Professional Development Committee and other university-wide professional development programs.

### Program Requirements

#### *Theory (6 credit hours)*

SOC 651	3	Classical Sociological Theory (Fall) <i>Prerequisite:</i> SOC 650 or equivalent
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SOC 751	3	Topics in Contemporary Sociological Theory (Spring) <i>Prerequisite:</i> SOC 651 or equivalent
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#### *Statistics (3 credit hours)*

SOC 681	3	Multivariate Analysis (Fall) <i>Prerequisite:</i> SOC 303 or STA 570
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#### *Methods (6 credit hours)*

SOC 682A	3	Topics in Qualitative Methods (Fall)
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SOC 682B	3	Topics in Quantitative Methods: Survey Research (alternate Spring) <i>Prerequisite:</i> SOC 681
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SOC 682B	3	Topics in Quantitative Methods: Comparative Historical Analysis (alternate Spring) <i>Prerequisite:</i> SOC 681
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- Students are expected to take these courses at the first opportunity they are qualified to take them. Students who have taken SOC 681 and SOC 682A or 682B as M.A. students have only one additional methods course to take in the Ph.D. program.
- Students may take *any two* of the 682A/B courses to fulfill these requirements.
- The requirements are satisfied if a minimum grade of “B” is achieved course or its equivalent must be retaken and passed with a minimum grade of “B”.
- Students who enter the Ph.D. program with a non-sociology Master’s degree or a professional degree (e.g., law or medicine) are required to take SOC 650 unless the DGS approves an exemption.

### Course Credit Requirements

The Graduate School sets no credit hour requirements for the Ph.D. Students must satisfy the Graduate School residency requirements (see below) prior to taking the qualifying exam. In order to take the qualifying exam, the Department of Sociology requires that Ph.D. students must have completed all required Ph.D. theory and methods courses, and at least 12 hours of course work in each of the two declared specialization areas (39 hours total).

### Research Requirement

Ph.D. students will acquire supervised experience in interviewing, systematic observation, or other sociological methods of data collection, and in processing raw data through coding, content analysis, statistical analysis, or other sociological methods of analysis. At a minimum, this experience will be gained during the dissertation project, which will be an independent, scholarly contribution to the literature of sociology. Students are encouraged to gain additional research experience by conducting research under the direction of a faculty member, writing and obtaining grants for independent research, or supporting the programs of Cooperative Extension.

### Residence Requirement

The purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, on- going programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal class work in the process of intellectual development. While the residency requirement is, by necessity, given in terms of full or part- time enrollment, the intent of the requirement is to ensure that the student becomes fully involved in an essential part of scholarly life.

Students must complete the equivalent of two years of residency (36 credit hours) prior to the qualifying examination and one year of post- qualifying residency. Exceptions to this normal pattern may be made with the approval of the Dean of the Graduate School upon the written recommendations of the student’s advisory committee and the Director of Graduate Studies, which clearly demonstrate that the

principle of residence is preserved. The ultimate goal of these requirements is to lead students to scholarly accomplishment, not solely to amass semester hours or time spent.

***PRE-QUALIFYING EXAMINATION RESIDENCY REQUIREMENT:***

Effective fall 2008, doctoral students no longer have to follow Models I, II or III to meet the prequalifying residency requirement. Students must simply complete the requirement of 36 credit hours of graduate coursework\* within five years of entry into the doctoral program. Extensions up to an additional three years may be requested to fulfill the pre-qualifying requirement (see “Pre-qualifying Time Limit”). The graduate faculty of a doctoral program (or group of programs) also has the option to petition Graduate Council to reduce or increase the five year time limit. If approved, this modification will then apply to all doctoral students in that program.

*\* some programs require more than 36 hours of graduate coursework prior to the qualifying examination.*

An awarded master’s degree from the University of Kentucky or from another accredited school may satisfy 18 of this 36 hour prequalifying requirement. Such requests should be made by the DGS to the Senior Associate Dean of the Graduate School. For students with extensive prior graduate work, a waiver of additional pre-qualifying residency hours may be appropriate. Requests should be submitted in writing by the DGS to the Dean of the Graduate School and should include a detailed justification and evidence that the student’s Major Professor and Advisory Committee support the request.

***POST-QUALIFYING EXAMINATION RESIDENCY REQUIREMENT:***

**For Students Entering AFTER Fall 2005.** Students first enrolled in a doctoral program in the fall 2005 semester and beyond are required to enroll in a new 2 credit hour course after successfully completing the qualifying examination, SOC 767; Dissertation Residency Credit. They will be charged at the in-state tuition rate plus mandatory fees. Students will remain continuously enrolled in this course every fall and spring semester until they have completed and defend the dissertation. This will constitute full-time enrollment, as registered in SIS or later student information systems. As with SOC 769, students will be required to complete two semesters of SOC 767 before they can graduate. Continuous enrollment in SOC 767 will also apply to students whose programs of study or certification standards require an extended practicum or field experience.

**For Students Entering BEFORE Fall 2005.** For students who passed the qualifying examination prior to the end of the second summer session 2005, the one year post-qualifying residency requirement may be satisfied by:

- Registering for 9 hours of SOC 769 in two consecutive semesters with a grade of “S.” A summer term may be substituted for one of the semesters by enrolling in 3 credits of OSC 769 in the first and 6 credits of SOC 769 in the second summer session.
- Registering for 6 hours of SOC 769 in three consecutive part-time semesters with a grade of “S.” A summer term may be substituted for one of the semesters by enrolling in 6 credits of SOC 769 in the second summer session.

With the written recommendation of a candidate’s advisory committee and with the approval of the appropriate DGS and the Graduate Dean, specified graduate course work may be taken in lieu of all or part of the residence credit (SOC 769) requirement. The student need not be physically present on campus

while enrolled for credit after the qualifying examination. Candidates who have fulfilled the above requirements, but who have not yet defended the dissertation, are required to remain continuously enrolled in course SOC 769 or SOC 749 (0 credit hours) each semester until the dissertation is completed and defended. Some programs have additional residence requirements which must also be met.

According to University rules, any student who was first enrolled in a doctoral program before the beginning of the fall 2005 semester and maintained continuous enrollment, but who has not yet taken the qualifying examination, may opt to follow either the old or new post-qualifying residency rules. Doctoral students who opt for the old 769 rule must have maintained continuous enrollment in their program. Students who are readmitted to a program after stopping out will be subject to the new rules, if they have not yet taken the qualifying examination.

### **The Advisory Committee**

The DGS will appoint an interim faculty advisor when a Ph.D. student first enters the program. After a student has become acquainted with faculty interests, she or he designates an Advisory Committee that reflects the sociological interests of the student and informs the DGS in writing of committee composition by filing the requisite form (this form is available on the Graduate School's web site at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) and is also available from the DAA). See the current Bulletin of the Graduate School to determine how the Advisory Committee must be composed.

The student's Advisory Committee will guide the student's course of study and help the student define the two areas of specialization. The Advisory Committee helps the student determine specific courses to be taken in specialization areas in addition to assuring that the minimum requirements for theory and methods/statistics are met.

Because of the importance of the Advisory Committee in the student's program, it is essential that this committee be formed as early as possible and that the student should have a close working relationship with members of her/his committee.

The Graduate School requires that an Advisory Committee consist of three Graduate Sociology faculty members and one outside member from another department.

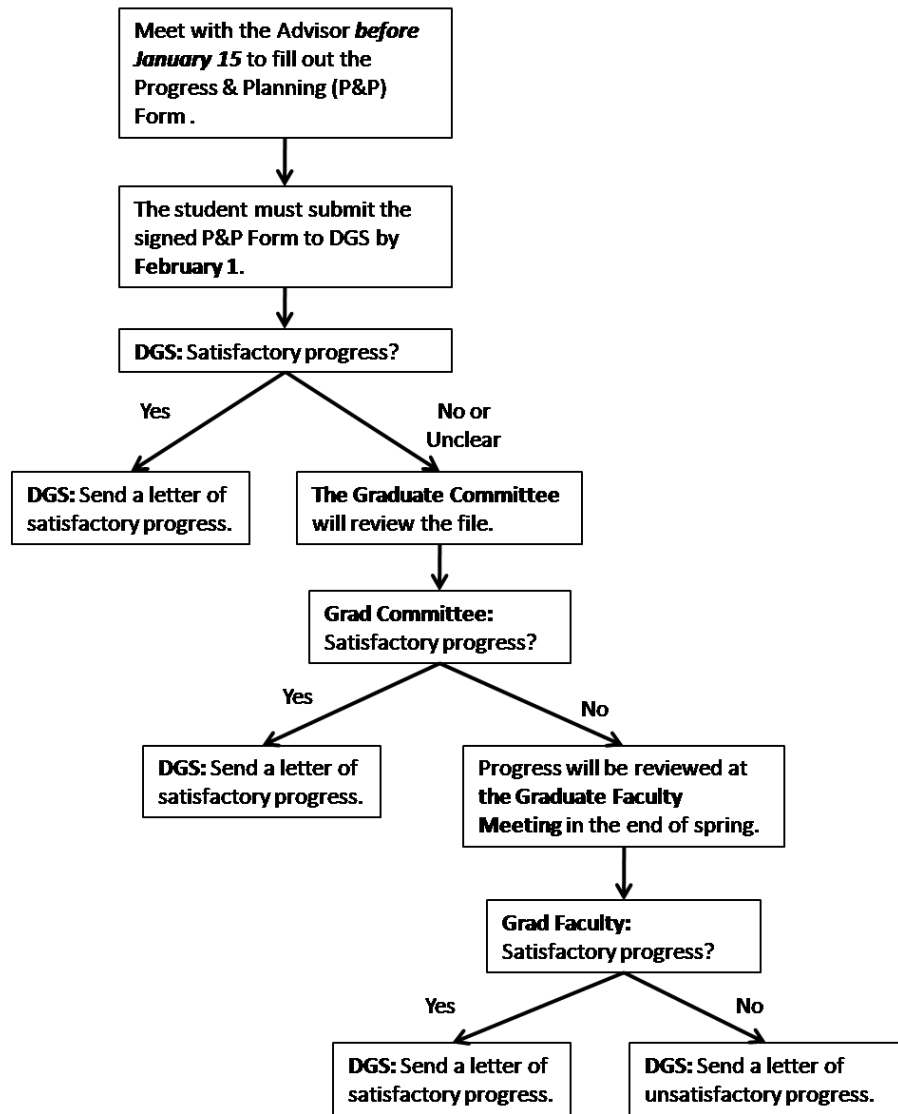
### **Annual Review**

To facilitate students' progress in the program, doctoral students are required to meet with their interim advisor or Advisory Committee at least once a year to complete an annual progress review. This review should be completed by **February 1** following the end of the fall semester. To facilitate this review, students should fill out or update the Doctoral *DPPR Form* (available from the Department's Administrative Assistant), listing the courses taken to date, grades received, and other information related to degree progress (e.g., thesis proposal defense plans, thesis defense plans). One copy shall be filed with the DAA, one copy should be sent to the DGS, and other copies distributed to the advisor and committee members.

It is important that this document be filed by **February 1**, as information about student progress is used to evaluate requests for continued departmental financial assistance (teaching and research assistantships) for the coming academic year.

*DPPR Forms* will be reviewed by the DGS. Students without any problems will receive a letter of satisfactory progress by the DGS. In the event that problems in student progress are noted, the Graduate Committee will review his/her file and recommend a necessary course of action. When a Departmental discussion seems warranted, the Graduate Committee may decide to schedule a Graduate Faculty meeting at the end of the spring semester to discuss graduate student progress. The DGS will write a letter to the student and her/his advisor informing them of the Graduate Faculty's concern and inquiring about steps the Department might take to address the problem.

### Annual Progress Review of Master's and Doctoral Students (2<sup>nd</sup> Year Onward)

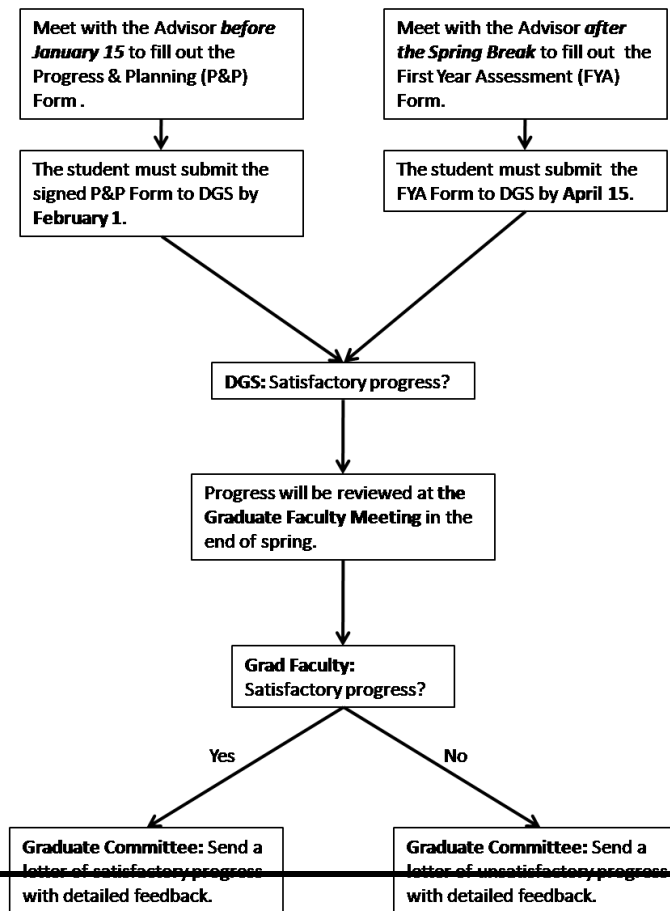


### Progress Assessment of First Year Students

First year Master’s and doctoral students normally do not have much information to be evaluated in the beginning of the spring semester. Besides the *DPPR Form* to be submitted to the DGS by **February 1**, they are required to submit to their advisors by the first day after the Spring Break a brief personal narrative statement which reflects on student progress in the graduate program. The advisors then write their brief responses to the statements and schedule a meeting with each of the advisees to discuss the document and address any questions and/or concerns that the advisees may have about the graduate program, degree requirements, professional development, and etc. Student’s personal narrative statement and the response of his/her advisor must be submitted to the DGS by **April 15**.

The Graduate Committee will schedule a Graduate Faculty meeting at the end of the spring semester to discuss their progress. The Graduate Committee will provide more detailed feedback to these students at the early stage of their graduate student career at the University of Kentucky and suggest any adjustments necessary to improve their performance.

### Annual Progress Review of First Year Master’s and Doctoral Students



## Areas of Specialization

As soon as possible after beginning the Ph.D. program, the student, in consultation with the Advisory Committee, will choose two areas of specialization, one of which must be in Sociology. These areas of specialization may be changed with the approval of the Advisory Committee before taking the qualifying examination. Changes in the student's areas of specialization may result in changes in the student's program requirements and delays in the qualifying exam. Such changes may require changes in the student's Advisory Committee membership. Consult the DGS if committee membership must be changed.

The total **minimum** number of credit hours required for per area of specialization is twelve. Credit hours are obtained through successful completion of formal courses in sociology, formal courses in related disciplines, and through independent study courses. Students who have completed the Master's in Sociology at the University of Kentucky may apply course credits earned in the Master's program to PhD specialization areas where appropriate. Students who receive the Master's degree from another institution may apply up to nine credit-hours to specialization areas, with a maximum of six credit-hours taken elsewhere applied to a particular specialization area. Such "carry-in" credit arrangements must be approved by the student's Advisory Committee. Students may be asked by their Advisory Committee to supply syllabi for evaluation of equivalence of course content to aid in committee deliberations about "carry-in" credit issues.

## The Comprehensive Assessment Examination

All doctoral students must successfully pass a comprehensive assessment (CA) upon completion of the core coursework in methods and theory. Students who pass the CA will be permitted to continue to the qualifying exam and dissertation proposal phase of the doctoral degree program. Students who fail to pass the CA will be permitted to retake the exam up to two times. After this point, they will not be permitted to continue in the doctoral degree program. In addition to serving as a test of preparedness for doctoral study, the CA will be used as one artifact for assessment of the doctoral program in sociology.

The comprehensive assessment has three broad goals.

1. To assure that students are prepared for doctoral study. The comprehensive assessment will allow faculty to make this determination earlier in the graduate career than is possible using only the qualifying examination. In addition, because the assessment is graded anonymously by committee, decisions about fitness for doctoral study based on the CA will be more standardized and objective than the qualifying exam process. Ideally, this will save time and effort on the parts of both students and faculty in some cases.
2. To remove the assessment of broad methodological and theoretical mastery from the qualifying exam. This will allow students at the qualifying exam stage to focus more narrowly on theoretical, methodological, and substantive knowledge that is directly related to the dissertation project, thereby avoiding long delays between the qualifying exam and dissertation proposal defense and reducing time to degree completion. The required length of the qualifying exam will be scaled back to reflect the removal of broad methods and theory assessment.

3. To assist with assessment of the doctoral program per the new procedures required by the Graduate School for SACS accreditation.

**Assessment:** In the CA essay answers, students must demonstrate that they have sufficient knowledge and understanding of sociological theories, concepts, and methods that are fundamental to the discipline. Students will be required to develop sound arguments based in sociological theories and to read and interpret sociological research in a critical manner. The CA will be comprised of two sections – theory and methodology – and will cover content that students are expected to have mastered in the core theory and methods courses (SOC650, SOC651, SOC751, SOC681, and SOC682). For each section, students will answer two questions, including one required and one elective. For electives, students will choose one of two questions to answer.

The exam will be given at the beginning of each fall semester, and a retake will be given at the beginning of each spring semester. Students will take the exam together as a cohort, where applicable. Part-time and non-traditional students, as well as those moving from the MA to the PhD program, will take the exam upon completion of their core coursework rather than with their incoming cohort. The exam will take place in the SOCLAIR from 9:00am-5:00pm. The methods section will be written from 9:00am-12:30pm followed by a one-hour lunch break. The theory section will be written from 1:30pm-5:00pm, for a total of 3.5 hours per section. Regarding the depth and breadth of CA answers will be consistent with the format of the exam and the time limitations (see the format requirements below).

Each student will receive a grade of pass or fail for each section by a committee of four faculty members (two theory faculty and two methods faculty). This will be the same committee that developed the CA questions. Moreover, every effort will be made to ensure that faculty who taught the required courses in a given cycle serve on the CA committee. Grading will be anonymous. Students will only be required to retake sections of the assessment (i.e., theory or methodology) that were not passed successfully.

Students entering the PhD program from another MA program frequently request a waiver from specific required courses that they have taken previously. In special circumstances, waivers may be granted by the Graduate Committee based on a review of syllabi from relevant prior coursework. However, students requesting a waiver must still demonstrate proficiency by taking the applicable section of the CA (theory or methods) upon entering the PhD program. In other words, coursework may be waived, but the CA will not. Thus, in most cases it is advisable for students to, at minimum, audit the waived course in preparation for the CA.

### **The Qualifying Examination**

The purpose of the qualifying exam is to demonstrate knowledge, synthesis, and the critical evaluation of key sociological concepts, arguments, and findings within two areas of specialization.

All Ph.D. students are required to take a qualifying examination comprised of written and oral components. The exam covers two areas of specialization. Consistent with the Graduate School rules, qualifying exams (written and oral) can cover any material deemed appropriate by the student's advisory committee. To help students prepare for the qualifying examination, core reading lists should be made available in specialization areas by the advisory committee, often in consultation with the student.

The student's advisory committee will create, administer, and evaluate the written qualifying exam and

administer and evaluate the compulsory oral exam. The Department authorizes two exam procedures. First, the written exam can be closed book and last up to eight hours per day. This closed book exam will occur within seven working days, with one day allocated for each exam area. Second, the written exam can be a take-home open book exam to be completed in fourteen calendar days upon receiving the questions.

The written portion of the qualifying exam will include questions in the two specialization areas with some choice offered to the student (some questions may be required). The recommended number of questions to be answered for both the take-home and the open-book exam format is two questions per exam area, for a total of 4 questions. For the take-home option, students will be expected to write approximately 12-15 page responses to each question, excluding references. The total page count of the exam will not exceed 60 pages, excluding references. The exam responses will be double-spaced, with 1 inch margins, using 12 point font.

Although the primary purpose of the qualifying exam is to assess depth and breadth of knowledge in two substantive sociological areas, it is expected that the student will develop their dissertation proposal in concert with their qualifying exam preparation. The student is strongly encouraged to submit and defend their dissertation proposal as soon as possible after the qualifying exam defense, ideally within one semester after this defense (please refer to the Guidelines for Satisfactory Progress of ABD students for more information on this timeline).

The student will notify the DGS of the proposed timetable for the written and oral exams once the Advisory Committee has approved the timetable. Such notification should indicate which exam procedure will be used. A qualifying exam begins once a student receives the questions and must follow through to an oral exam.

- All required courses in theory and methods/statistics must have been completed before the qualifying exam may be taken, as well as all courses in the student's two specialization areas.
- All "Incompletes" must have been removed.
- Before the student may schedule the qualifying exam, the permission of the Advisory Committee must be obtained by the student.
- The qualifying exam cannot be held until approval from the Graduate School has been received by the DGS.
- The oral portion of the exam must be held within 2 weeks from the date of the written portion of the exam.

Upon passing the qualifying examination, the student officially becomes a "candidate" for the Ph.D. and proceeds to the dissertation stage of the program. If a student fails the qualifying exam on the first attempt, the student's Advisory Committee will require the student to do additional work to prepare for taking the exam again (e.g., additional courses or directed readings). Upon completion of these additional requirements, the student should request and be granted a second qualifying exam. Scheduling requirements for the second exam are the same as scheduling requirements for the first exam.

- If a student fails the qualifying exam on the first attempt, written permission of the student's Advisory Committee must be obtained by the student prior to any decision to switch to a new form of exam.

- If a student fails the qualifying exam on the first attempt, the student will not be permitted to take a second exam before 4 months have passed; a second exam must be taken before 12 months have elapsed.
- A student is permitted two opportunities to pass the qualifying exam. If the student fails both attempts to pass the qualifying exam, the student will be dismissed from the program.

### **Pre-Qualifying Time Limit**

For students initially enrolled in a doctoral program prior to the fall 2005 semester, there is no requirement for taking the qualifying examination within a specified period of time after initial enrollment in a doctoral program if the student has been continuously enrolled. Students first enrolled in a doctoral program in the fall 2005 semester and beyond will be required to take the qualifying examination **within five years of entry** into the program. Extensions up to an additional three years may be requested. Extensions up to twelve months may be approved by the Dean of the Graduate School upon receipt of a request from the DGS. Requests for extensions longer than twelve months must be considered by Graduate Council and will require the positive recommendation of the DGS, the chair of the student's doctoral advisory committee, and a majority vote of Graduate Faculty in the program. If the qualifying examination has not been passed at the end of five years, or at the end of all approved time extensions the student will be dismissed from the program.

This new time limit applies to all programs, but the graduate faculty of a doctoral program (or group of programs) has the option to petition Graduate Council for a shorter or longer time limit. If approved, this modification will then apply to all doctoral students in that program.

### **Time Limit for Doctoral Degrees**

All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination, but extensions up to an additional 5 years may be requested for a total of 10 years. Extensions up to 1 year may be approved by the Dean of the Graduate School. Requests for extensions longer than 1 year must be considered by Graduate Council. All requests should be initiated by the DGS. If approved, extensions longer than one year will require a retake of the qualifying examination. Failure to pass the re-examination will result in the termination of degree candidacy; a second re-examination is not permitted. Failure to complete all degree requirements within 10 years of initially taking the qualifying examination will also result in the termination of degree candidacy. All pre- and post-qualifying residency requirements must again be met if the student subsequently seeks readmission to the doctoral program.

### **The Dissertation**

#### ***THE PROPOSAL***

When the student and the Chair of the student's Advisory Committee feel that the student's dissertation plans have been sufficiently developed, the student will draft a formal proposal, in consultation with other members of the Advisory Committee. When the student and the Chair of the Advisory Committee agree that the proposal is ready for official review, the student will schedule a meeting of the Advisory Committee for the formal proposal hearing.

At least one week before the proposal hearing, the student

- submits a copy of the proposal to the DGS.
- submits a one-page notice of the hearing and an abstract of the proposal to the DAA.
- makes a complete copy of the proposal available for interested faculty, in the office of the DAA.

The proposal hearing is chaired by the Chair of the student's Advisory Committee, and all members of the Sociology faculty are invited and given the opportunity to comment on the proposal. At the conclusion of the hearing, the Advisory Committee will vote to approve or disapprove the proposal.

- If approved by a majority, the title page of the proposal will be signed by all members of the Advisory Committee.
- The Chair of the Advisory Committee will transmit the signed proposal to the DGS to be permanently placed in the student's file.
- If approval of the proposal is not given, another proposal hearing, which follows the same schedule requirements as the first hearing, will be held after suitable revisions.

### ***WRITING THE DISSERTATION***

The student's Advisory Committee will supervise the student's work during preparation of the dissertation, with the Chair of the Committee taking major responsibility.

- The dissertation will be prepared in the format used in journals published by the American Sociological Association.
- The student will consult the Office of Admissions and Records in the Graduate School and follow that office's requirements regarding the dissertation's format.

### **The Final Oral Examination**

The final oral examination is conducted by a committee appointed by the Dean of the Graduate School. This committee consists of the Chair of the student's Advisory Committee, the other members of the student's Advisory Committee, and an outside reader appointed by the Dean of Graduate Studies.

The exam includes, but is not limited to, a defense of the dissertation. A majority vote of the full committee determines the outcome of the exam. In the event of a tie vote, the candidate fails. In the event of failure of the final exam, a second exam will be scheduled if recommended by the student's Advisory Committee and if approved by the Dean of the Graduate School. A third exam is not permitted.

Upon passing the final oral examination, the student has 60 days from the final exam date to make any revisions, additions, and corrections required by the examining committee, and to deliver two copies of the dissertation in final form to the Graduate School, with the signatures of the Chair of the Advisory Committee and the DGS. If this deadline is not met, the candidate must undergo a second examination.

- Each graduating student must pay dissertation fees, payable at the University Billings and Collection office. (Authorization forms to pay dissertation fees are issued at the Graduate School in Room 105 of the Gillis Building.)

- The student must supply to the DAA one unbound copy of the dissertation for the Department library. (This is in addition to the two unbound copies required by the Graduate School.)

## Funding

### Philosophy of Funding

It is the policy of the Department to try to provide funding for all qualified students upon entry into the graduate program at the Master's and doctoral levels. Those students who do not receive funding upon entry are eligible to be considered for funding in subsequent years. Decisions about funding are made in yearly evaluations of graduate student progress, academic performance, and participation in departmental life (e.g., attending departmental colloquium and talks). Students must make systematic progress toward their degrees to ensure continued funding.

### Assistantships and Fellowships

In addition to Graduate School scholarships and fellowships, the Department normally awards a number of half-time service (20 hours per week) teaching and research assistantships. The actual number of available assistantships varies from year to year. All graduate students in Sociology are eligible to apply. Preference is given to superior students whose career interests converge with the particular purposes for which the assistantships have been established. Three full-time research assistantships come from the Department of Community and Leadership Development, and other research assistantships may come from department member's grant awards and research centers on campus.

### Time Limits on Support

Students who hold assistantships are expected to make satisfactory progress toward the degree. The time limit guidelines for departmental funding support are as follows:

- Master's students--a maximum of two years of "departmental" support.
- Ph.D. students--a maximum of four years of "departmental" support for those entering with the M.A. from another institution.
- Students who complete the M.A. or M.S. degree at UK and who have received two years of "departmental" support during that period are eligible for an additional three years of support in the Ph.D. program.

"Departmental funding" is defined as *any* teaching and research assistantship or fellowship provided through *university funding sources* (e.g., either recurring departmental assistantships, assistantships supported by grants secured by university faculty or staff, or university non-service fellowships). The only exception to the funding time limit is that students may be employed on grant funding after expiration of time limits outlined above upon request of the principal investigator.

It is possible that a student may find it necessary to take time off from her/his studies. If so, the student must inform their Advisory Committee and the DGS of their intentions to take time off. Assuming the student has been making adequate progress, the Department will not count this time-off period against their funding time limit. However, the Department cannot guarantee that funding will be available when the student returns.

### Adequate Progress and Priorities for Funding

Each year students who receive funding from the Department as well as those requesting funding for

the coming year will be evaluated by the Graduate Committee to determine the student's priority for continued or future funding. Criteria for minimal progress include the following:

### ***GRADES***

Students are expected to maintain a minimum B (3.0) average before an advanced degree is awarded. Specific policies regarding academic probation and termination have been developed by the Graduate School for students whose average falls below a 3.0. This is a Graduate School requirement. In addition there is a Department requirement that all required theory and methods courses be completed with a minimal grade of B and that graduate students who receive grades of C or below in as many as 9 credit hours of course work in Departmental or cross-listed course work shall be dropped from the graduate program in Sociology. Low grades or maintaining only a minimal GPA can affect ranking for funding.

### ***REQUIRED COURSES***

Students are expected to take required courses in theory and methods/statistics at the first opportunity they are qualified to take them. Postponement of required courses can affect ranking for funding.

### ***ACADEMIC LOAD***

The typical academic load is 9 hours for full-time enrollment. First year students must complete 18 hours of course work, including completion of appropriate required course work. The Graduate School stipulates that students funded with a Teaching Assistantship or a Research Assistantship take no more than 9 hours per semester. If a student wishes to request a waiver of this maximum number of hours for a given semester, she or he should contact the DGS.

### ***INCOMPLETES***

The Department strongly recommends minimal use of incompletes. Incompletes should be requested sparingly, and except in extraordinary circumstances, must be completed within one semester. Students taking an incomplete must sign a contract with the instructor specifying requirements for completion of the course and when it will be completed. Failure to meet the terms is grounds for turning in a grade of E. Overall, excessive numbers of incompletes or failures to complete them promptly, except in unusual extenuating circumstances (severe health problems, family/personal emergencies, etc.), will be viewed as failure to make adequate progress.

### ***THESIS OR MAJOR PAPER***

The Department expects timely completion of the Master's thesis/paper. Full-time, funded Master's students must successfully defend their thesis proposal by the third week of their fourth semester in the program in order to be considered for funding in the following year as a doctoral student in the Department. An award of funding in the student's third year is contingent upon: (1) successful completion of the Master's degree prior to the beginning of the student's third academic year in the program; and (2) admittance to the Ph.D. program. Students who are admitted to the Ph.D. program with funding but who do not actually complete the thesis on time will have their funding terminated if they fail to complete the thesis by the end of their fifth semester in residence.

### ***TA/RA PERFORMANCE***

TA and RA performance includes the evaluation of all funded students by their supervisors. This evaluation will be included in the overall evaluation of a student's progress and can affect the student's ranking for funding. Students may include a statement evaluating their assistantship experience, performance, and/or supervision.

***PROFESSIONAL ORIENTATION/ACTIVITY***

Students should become involved in efforts to demonstrate professional activity as evidence of ongoing career development. These may include attending designated departmental seminars, committee meetings, presenting papers at conferences, writing/publishing papers, writing grant proposals, etc. as appropriate to the student's stage in the program. Ranking for funding will consider such professional activity.

*Appeals:* Any student who has been denied continued funding as a result of the review process may ask for clarification from the DGS or the Graduate Committee. An appeal to the Committee may be made upon the recommendation of the student's faculty advisor.

**Summer Teaching by Graduate Students*****PAY CATEGORY***

Doctoral students who teach a summer course will be categorized as "GA" (graduate assistant). Any pre-qualifying student who chooses to enroll for a summer course can receive a tuition waiver for up to 3 credit hours.

***ELIGIBILITY***

Doctoral students who are eligible for TA/RA funding have the first priority in teaching summer courses. Students who exceed their funding eligibility will be considered for summer teaching positions only if the department is unable to staff these positions with eligible students. Summer teaching will NOT be counted against the total length of funding eligibility.

***SELECTION PROCESS***

Doctoral students who wish to teach a summer course must first submit an application form for summer teaching to the DGS by September 15. The Graduate Committee will rank these applications and submit recommendations for summer teaching assignments to the Department Chair.

***MINIMUM REQUIREMENTS***

- Students show clear evidence of satisfactory academic progress (e.g., completing courses) and professional development (e.g., TA/RA evaluations).
- Students have a master's degree and have completed SOC 603: Teaching Seminar (or equivalent course approved by the Graduate Committee).
- Students must defend their master's thesis in the fall semester prior to the summer they plan to teach.

***PRIORITY (IN ORDER)***

- Students who have completed the qualifying examination;
- Students who have completed all course work and are planning to take the qualifying exam in the following fall;
- Students who have not yet taught a course;

***EVALUATION***

Each doctoral student who teaches a summer course will be evaluated by a faculty member in accordance with the Graduate School's requirement. His/her performance evaluation will be included as evidence of professional development in our doctoral program.

***IMPORTANT NOTE***

Doctoral students who are assigned to teach in summer are disqualified from consideration for Beers Summer Research Mentoring grants.

## Graduate Student Awards

The Department of Sociology at the University of Kentucky has three awards given to graduate students each year. All award winners will be honored at the department's Annual Awards Ceremony.

- The **Graduate Student Teaching Award** recognizes the outstanding contributions its graduate students make to its undergraduate teaching mission. All graduate students who have taught their own course in our undergraduate curriculum are eligible. The award consists of (1) an individual plaque and (2) placement of the recipient's name on a plaque to be displayed in the department. Those interested in applying should submit six copies of their vita and teaching portfolio to the DGS.
- The **John A. O'Donnell Award** is given to a graduate students who has "demonstrated an exceptional degree of creativity and intellectual vigor" and are recognized by "virtually everyone (faculty and students)" as "truly outstanding." All graduate students who are ABD (i.e., those who have successfully defended their dissertation proposal) are eligible. The award consists of (1) an individual plaque, (2) a one-year subscription to a major sociological journal, and (3) placement of the recipient's name on a plaque to be displayed in the department.
- The **Howard Beers Summer Fellowships** support collaborative research efforts between faculty and graduate students. All graduate students are eligible. The award consists of a one-time stipend of \$2,000. Those interested in applying should assemble a packet of materials that includes six copies of a cover letter indicating with which faculty member the study is being undertaken, the nature of the graduate student-faculty collaboration, the dissemination goals of the study (e.g., presentation at a professional meeting, publication in a peered review journal, applied or extension distribution, etc.), a short proposal (5 to 10 pages) describing the study, the student's vita, and a supporting letter from the faculty mentor about the faculty member's mentoring role and the study's importance for the student's career. Preference will be given to students who have not previously received the Beers award.

Additional awards are available depending on departmental funding. They include **The Incentive Awards for Major Research Grant Applications** for students applying for grants from the National Science Foundation, Social Science Research Council, National Institute of Justice, National Institute of Health, the National Institute of Drug Abuse, or Fulbright. The **Methodological Excellence Grant** for students to go to the *Inter-University Consortium for Political and Social Research* Summer Training or other Institutes. Students should check with the Awards Committee Chair for details on application procedures and the amounts of these awards.

## Important Deadlines for the Master's Students

### Plan A (Thesis) and Plan B (Non-Thesis)

This information lists the deadlines and forms that are required for key stages of the Master's degree, including specific information regarding the formation of Advisory Committees, the format of the Master's thesis, etc. is provided in the department's *Graduate Studies Reference Guide for Students* and the *University of Kentucky Bulletin: The Graduate School*. Students are responsible for familiarizing themselves with the guidelines and regulations of the Sociology department and the Graduate School.

Be sure to complete the *Advisory Committee Request Form for Master's Degree Program* and submit this form well before the following deadlines. The Department requires that students form their Advisory Committees by the end of their first year.

***Most underlined forms referenced here are available in the office of the DAA. These forms should be returned to the DAA.*** (Please note that the Graduate school is moving these forms to a computerized system. Currently the "Application for Degree Card" form MUST be filled out on the computer. They are the "Application for Degree card, the Doctoral Advisory Committee Request, and the Recommendation for Qualifying Examination. Additional online forms will be added to the Graduate School website. These forms are routed directly to the DGS for electronic signature and then forwarded electronically to the Graduate School.

### Thesis Proposal

#### Minimum of one week prior to the proposal hearing

- Student submits a notice of the hearing (time, date, location) and abstract of the proposal to the DAA. (Please send this information via an e-mail attachment to the DAA.)
- Student forwards a complete copy of the proposal to the DAA, who makes the proposal available to interested faculty.

### Semester the Student Expects to Graduate

*Application for Degree Cards* are available from the Graduate School. The deadline falls within the **first 2-3 weeks of the semester** that you plan to graduate; the specific deadline is listed in the Schedule of Classes for that semester. Students should pick up two of these cards from the Graduate School, fill them out, and return them to the DAA for DGS signature well before the deadline. The DAA will forward the cards to the Graduate School, unless the deadline is quite near (in which case you should pick up the signed cards from the DAA and transmit them directly to the Graduate School). If you do not graduate during the planned semester, degree cards will remain valid for the following two semesters (the 8-week summer session counts as one of these two semesters).

Master's students do not need to be registered for course work or other hours the semester that they graduate. However, the final oral examination (thesis defense) must be held while the University is in session (i.e., while classes are being held). If the oral examination does not take place a minimum of 8 days prior to the last day of classes, the degree will be awarded for the following semester.

## Final Examination (Thesis Defense)

**minimum of 8 days prior to the last day of classes** in the semester in which the student expects to graduate: Last day the final oral examination can be held.

**last day of the semester** in which the student expects to graduate: Last day the thesis/written product can be delivered (in final form) to the Graduate School.

### more than 2 weeks prior to final oral examination:

- Student gives complete copies of the thesis/written product to Advisory Committee members.
- The *Distribution of the Thesis/Written Product to Advisory Committee Members* form is transmitted by the student to the DAA, certifying that a majority of the student's Advisory Committee have received a copy of the thesis/written product. This form is required before the DGS can begin the exam scheduling process. (The Graduate School must be notified by the DGS at least 2 weeks before the date of the final oral
- For the thesis option: Student forwards a typed, clean, "next-to-final" copy of the thesis to the DGS (copy will be returned to the student). Theses must be in conformity with the instructions prepared by the Graduate School (students should obtain a copy of the leaflet *Instructions for the Preparation of Theses and Dissertations* from the Graduate School office).
- *Thesis Approval Sheet* must be signed by the student's Advisory Committee Chair, then transmitted by the student to the DAA for DGS signature.
- The *Final Examination Recommendation*, which states the time and place of the exam, must be forwarded by the student to the DAA.

**NOTE:** Since the latter forms must be received in the Graduate School no later than two weeks before the date of the examination, the materials listed above must be forwarded to the DAA prior to the Graduate School's 2-week deadline.

### by the date of the examination:

- Examination card to be picked up by/transmitted to the student's Advisory Committee Chair (exam cards are sent from the Graduate School and kept in the office of the DAA).

### following the examination:

- Examination card to be transmitted by the student's Committee Chair to the DGS or DAA. The DGS must report the results of the exam (as shown on the exam card) to the Graduate School within 10 days of the exam.

## Plan A (thesis option)

### within 60 days of successfully passing the examination:

- All revisions, additions, and corrections required by the student's committee to be made.
- Two copies of the thesis to be delivered by the student in final form to the Graduate School. Signatures of the Thesis Director and the DGS are required, verifying that the copies are complete. These copies must be presented and accepted by the Graduate School by the last day of the semester if a student plans to graduate that semester. Each student must pay a fee for the binding of the thesis. Payments are made at the Billings and Collection office.
- Student must supply to the DAA one unbound copy of the thesis for the Department library. (This

is in addition to the two unbound copies required by the Graduate School.)

**Plan B (non-thesis option)**

**by the last day of the semester, following a successful final oral examination:**

- All revisions, additions, and corrections required by the student's committee to be made.
- One final copy of the written product to be delivered by the student to the DAA, which will be placed in the student's permanent file.

## Important Deadlines for the Doctoral Degree in Sociology

This information lists the deadlines and forms that are required; specific information regarding the formation of Advisory Committees, the format of the Master's thesis, etc. is provided in the department's *Graduate Studies Reference Guide for Students* and the *University of Kentucky Bulletin: The Graduate School*. Students are responsible for familiarizing themselves with the guidelines and regulations of the Sociology department and the Graduate School.

Be sure to complete the *Advisory Committee Request Form* and submit this form well before the following deadlines. The Department strongly recommends that students form their Advisory Committees by the end of their first year or even earlier. (See the Sociology Department's handbook, *Graduate Studies Reference Guide for Students*.)

***Most underlined forms referenced here are available in the office of the DAA. These forms should be returned to the DAA.*** (The DAA records the information contained in the forms for departmental records, then forwards the forms to the DGS for signature.) However, note that the Graduate school is moving these forms to a computerized system and they must be filled out on the computer. Currently the "Application for Degree Card," the "Doctoral Advisory Committee Request," and the "Recommendation for Qualifying Examination" forms must be filled out on the computer. These forms are routed directly to the DGS for electronic signature and then forwarded electronically to the Graduate School. Further forms will be appearing on the computer.

### Qualifying Examination

Refer to the department's *Graduate Studies Reference Guide for Students* for residence requirements prior to and following the qualifying exam.

#### ***NEW SYSTEM (most students should follow this):***

**Enrollment** for semester in which the exam is to be taken:

- The Qualifying examination (written + oral portions) must be taken during the time that classes are offered to count for the term in which the student is registered. Students must register for two units of residence credit (SOC 767). (If the exam does not or will not take place, the student must drop the SOC 767 for two credits and enroll in other courses. If the student needs to be enrolled full time (i.e., to qualify for being a TA), the student must re-enroll for 9 credit hours.)

**minimum of 1 month** prior to examination:

- After obtaining the permission of her or his Advisory Committee, the student submits the *Recommendation for Qualifying Examination* form to the DGS. This form is now on-line at [http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm).
- The form states the date, time, and location for the **oral portion** of the qualifying examination.

***OLD SYSTEM (a few older students may take exams under the following procedure): first 6 weeks*** of the semester:

- Qualifying examination (written + oral portions) must be taken within this period if the student wishes to register for residence credit (SOC 769) during that semester. (The student must drop the SOC 769 credit hours if the exam is not taken within this six-week period, or if the examination is

not passed successfully.)

**minimum of 1 month** prior to examination:

- After obtaining the permission of her or his Advisory Committee, the student submits the *Recommendation for Qualifying Examination* form to the DGS.
- The form states the date, time, and location for the **oral portion** of the qualifying examination.

### ***BOTH SYSTEMS***

**minimum of 2 weeks** prior to examination:

- The Graduate School must schedule the date, time, and place of the oral portion of the qualifying exam at least 14 days before it is to occur. The DGS is responsible for notifying the Graduate School. (The qualifying exam cannot be held until approval from the Graduate School has been received by the DGS.)

**within 2 weeks** following the written portion of the examination:

- Oral portion of the exam to be given.
- Oral portion of the exam must be administered irrespective of whether the student passes or fails the written portion of the exam.

**by the date of the oral portion of the examination:**

- Examination card to be picked up by/transmitted to the student's Committee Chair (exam cards are sent from the Graduate School and kept in the office of the DAA).

**following the examination:**

- Examination card to be transmitted by the student's Committee Chair to the DGS or DAA. The DGS must report the results of the exam (as shown on the exam card) to the Graduate School within 10 days of the exam.

If the student fails the qualifying examination on the first attempt,

- **A minimum of 4 months** must elapse before re-taking the exam.
- Qualifying examination must be re-taken **within one year**.

(For a discussion of residence requirements following the successful completion of the qualifying examination, see the Sociology Department's handbook, *Graduate Studies Reference Guide for Students*, and the Bulletin of the Graduate School.)

### **Dissertation Proposal**

**minimum of 1 week** prior to proposal hearing:

- Student submits a copy of the proposal to the DGS.
- Student submits a notice of the hearing (time, date, location) and abstract of the proposal to the DAA. (Please send this information via an e-mail attachment to the DAA.)
- Complete copy of the proposal to be made available for interested faculty in the office of the DAA.

**following the proposal hearing:**

- The Advisory Committee signifies approval of the proposal by signing the cover sheet of the proposal, which lists the student's name and the title of the proposed dissertation. If the proposal is approved, the student or the Committee Chair transmits this signed cover sheet to the DAA, who places it in the student's file.

### **Semester the Student Expects to Graduate**

Doctoral students **do** need to be registered the semester that they graduate. In addition, the final oral examination (thesis defense) must be held while the University is in session (i.e., while classes are being held). If the oral examination does not take place a minimum of 8 days prior to the last day of classes, the degree will be awarded for the following semester.

### **Final Oral Examination (Dissertation Defense)**

**minimum of 8 days prior to the last day of classes** in the semester in which the student expects to graduate: Last day the final oral examination can be held. Final examinations must take place while the University is officially in session.

#### **minimum of 8 weeks prior to examination:**

- Student forwards the *Notification of Intent to Schedule a Final Doctoral Examination* form to the DAA.

#### **minimum of 4 weeks prior to examination:**

- Student gives complete copies of the dissertation to members of her or his Advisory Committee.
- The *Distribution of the Dissertation to Advisory Committee Members* form is transmitted by the student to the DAA, certifying that a majority of the student's Advisory Committee have received a copy of the dissertation.

#### **minimum of 2 weeks prior to examination:**

- Student submits a typed, clean, "next-to-final" copy of the dissertation to the DGS and to the Graduate School (copies are returned to the student). Dissertations must be in conformity with the instructions prepared by the Graduate School (students should obtain a copy of the leaflet *Instructions for the Preparation of Theses and Dissertations* from the Graduate School office).

The copy submitted to the Graduate School must be accompanied by:

- The *Dissertation Approval Sheet*, which must be signed by the Chair of the student's Advisory Committee and at least two other members of the committee
- The *Request for Final Doctoral Recommendation* form, which states the time and place of the exam, and which must be signed by the DGS.
- Optional: At this time, the student may request a copyright form for the dissertation from the Graduate School.
- Student delivers a copy of the dissertation (which has been checked by the Graduate School) to the outside reader designated by the Graduate School.

#### **by the date of the examination:**

- Examination card to be picked up by/transmitted to the student's Committee Chair (exam cards are sent from the Graduate School and kept in the office of the DAA).

**following the examination:**

- Examination card to be transmitted by the student's Committee Chair to the DGS or DAA. The DGS must report the results of the exam (as shown on the exam card) to the Graduate School within 10 days of the exam.

**within 60 days** of successfully passing the final oral examination:

- All revisions to be made and two copies of the dissertation to be delivered in final form to the Graduate School. Signatures of the Dissertation Committee Chair (or Co-Chairs) and the DGS are required, verifying that the copies are complete. If this 60-day deadline is not met, the candidate must undergo a second examination. The copies must be presented and accepted by the Graduate School by the last day of the semester if a student plans to graduate that semester.
- Student must supply to the DAA one unbound copy of the dissertation for the Department library. (This is in addition to the two unbound copies required by the Graduate School.)
- Each graduating student must pay dissertation fees, payable at the University Billings and Collection office. (Authorization forms to pay dissertation fees are issued in Room 331, Patterson Office Tower.)

## Appendix A. Graduate Student Travel Funding Guidelines

Graduate student participation in presenting their research at professional conferences is an important part of graduate education in the Department of Sociology. As the amount and availability of funding to support graduate student travel are variable year to year, the following are guidelines intended to assist the Department Chair in awarding funding for graduate student travel to present their research at professional conferences.

All sociology graduate students seeking travel funding must submit a completed copy of the *Graduate Student Travel Funding Request Form* to the Director of Graduate Studies (DGS) at least 2 months prior to the conference. In addition, all graduate students applying for Department travel support must also apply for Graduate School travel support or some other form of travel funding support.

No student can be funded by the Sociology Department to travel to more than **ONE** conference per fiscal year, with the following exceptions: (a) students travel as a group to a conference and share expenses, or (b) students receive funding support from individual faculty members in the Sociology program.

The priority for travel support to graduate students will be given to the *importance* (e.g., being on the job market) and *prestige* (e.g., national and international conference, paper award) of the presentation in the development of the student's career regardless of the level of their education. The following criteria will be also used in deciding the distribution of department funds to support graduate student travel:

- *Type of Conference* – National and international conferences will be given the greatest weight.
- *Type of Presentation* – Paper presentations, particularly peer-reviewed, are given more weight compared with other forms such as posters, roundtables. Serving in volunteer roles such as session chair and discussant will be given the least weight.
- *Degree program progress* – As evidenced in their most recent annual review, graduate students must be in good standing regarding progress in their respective degree program.
- *Fit with Student's Focus* – the research being presented by the graduate student should reflect the focus of their study in their respective degree program.
- *Proximity* to successful degree completion.

All students receiving department travel support are required to organize some form of a practice session in the department prior to the conference. Failure to do so could affect the student's eligibility for future department-provided travel funding.

The Graduate Committee will review all applications and make recommendations. The decision will be approved by the Chair. While these guidelines and criteria will be used in determining eligibility, the amount and final distribution of funds will also reflect the Department of Sociology's intent to support conference travel for as many graduate students as possible.

Results of most recent annual review: Showing progress  Received warning  On probation   
Travel funding awarded: Yes  No  Student notified via letter or email:   
Participated in pre-conference practice session:  Copy of paper/presentation/summary received:

## Graduate Student Travel Funding Request Form

Date Submitted: \_\_\_\_\_

Amount of Funding Requested: \$\_\_\_\_\_

Intended Use of Funds: Airfare/Mileage  Hotel  Registration  Other \_\_\_\_\_

Have you previously received Sociology Dept. travel funds this academic year? Yes  No

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

Degree Program: M.A.  Ph.D.  Anticipated Graduation Date: \_\_\_\_\_

Area of Specialization in Degree Program: \_\_\_\_\_

Thesis or Dissertation Committee Chair: \_\_\_\_\_

Program Status: Taking courses:  Thesis or Dissertation writing:

GPA in Sociology Graduate Program: \_\_\_\_\_

Conference: \_\_\_\_\_

Dates: \_\_\_\_\_ Place: \_\_\_\_\_

Type of conference participation: Paper  Poster  Roundtable  Other: \_\_\_\_\_

Title:

Author(s): \_\_\_\_\_

Abstract:

Have you applied for other travel funding for this conference? Yes  No

If yes, where did you apply?

If you were successful, what is the source and amount of travel funding awarded?

Additional information:

## Appendix B Master's Degree Planning and Progress Form (DPPF)

This form provides a summary of graduate level work earned for the master=s degree in Sociology. Please submit it to your advisor before the annual review of graduate students.

**1. Name of Student:** \_\_\_\_\_

**2. Date of Initial Enrollment in Sociology Graduate Program at UK:** Semester \_\_\_\_\_ Year \_\_\_\_\_

**3. Bachelor's Degree:** College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Year \_\_\_\_\_

Other College Degrees: School: \_\_\_\_\_ Area: \_\_\_\_\_ Year \_\_\_\_\_

**4. Schedule of Courses:**

**A. Required Courses:**

Semester and Year  
Exempted by Graduate Committee

Planned *or* Taken

Theory:

Sociology 650 (3 hours) \_\_\_\_\_

Methods and Statistics:

Sociology 681 (3 hours) \_\_\_\_\_

Sociology 682A (3 hours) \_\_\_\_\_

Quantitative (Survey Research or Comparative/Historical Methods)

OR

Sociology 682B (3 hours) \_\_\_\_\_

Qualitative

Semester and Year

**B. Elective Courses:**

Planned *or* Taken

Exempted by Graduate Committee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Hours	Plan A (MA)	Plan B (MA)	Plan B (MS)
Course Work and Written Product	24 + Thesis	30 + Policy Paper	36 + Research Paper
Minimum Sociology Courses	16	20	24
Minimum 600+ courses	24	15	18
Minimum Regular Courses	16	20	24

**5. Title of Thesis or Research Paper:** \_\_\_\_\_

\_\_\_\_\_

**6. Advisory Committee Members:** (3 required)

**Replacements:** (if applicable)

\_\_\_\_\_ (Chair)

\_\_\_\_\_ (Co-chair [ ]  
Check if so)

\_\_\_\_\_

\_\_\_\_\_ (Optional)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Financial Assistance Received:**

Semester Year	Fellowship	Name of Teaching Assistant (courses)	Research Faculty Assistant (project)	Supervisor(name)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**8. Applications for Research Grants :**  
Research Program Offering Grant

**\$ Amount Date Received**

\_\_\_\_\_ Yes/No

\_\_\_\_\_ Yes/No

**9. Conferences Attended** (name of conference, nature of participation, and date) **or**  
**Papers Presented or submitted for publication** (name of venue/journal, title of paper, and date):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**10. Academic Department Functions Attended in Last Year:**

Name of Function \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please sign and present this form to your faculty advisor before the annual review.

**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C. Doctoral (Ph.D.) Degree Planning and Progress Form

This form provides a summary of graduate level work earned for the Ph.D. degree in Sociology. Please submit a copy to the DGS and to your advisor by February 1<sup>st</sup> (before the review of graduate students).

**1. Name of Student:**

\_\_\_\_\_

**2. Date of Initial Enrollment in Sociology Graduate Program at UK:** Semester \_\_\_\_\_ Year \_\_\_\_\_

**3. Masters Degree:** College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Year \_\_\_\_\_

Other College Degrees: School: \_\_\_\_\_ Area/Level: \_\_\_\_\_ Year \_\_\_\_\_

**4. Schedule of Courses:**

**A. Required Courses:** Semester and Year  
Planned *or* Taken Exempted by Graduate Committee

Theory:

Sociology 651 (3 hours) \_\_\_\_\_

Sociology 751 (3 hours) \_\_\_\_\_

Methods and Statistics:

Sociology 681 (3 hours) \_\_\_\_\_

Sociology 682A (3 hours) \_\_\_\_\_

Quantitative (Survey Research  
or Comparative/Historical)

Sociology 682B (3 hours) \_\_\_\_\_

Qualitative

**B. Area of Specialization 1:**

\_\_\_\_\_

<i>Course Number and Title:</i>	Semester and Year Planned <i>or</i> Taken	<i>If taken at another University:</i> Where taken: Person approving:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C. Area of Specialization 2:**

---

<i>Course Number and Title:</i>	Semester and Year Planned <i>or</i> Taken	<i>If taken at another University: Where taken: Person approving:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. Additional Courses**

<i>Course Number and Title:</i>	Semester and Year Planned <i>or</i> Taken	<i>If taken at another University: Where taken: Person approving:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Advisory Committee Members:** (3 required) Replacements: (if applicable)

\_\_\_\_\_ (Chair) \_\_\_\_\_

\_\_\_\_\_ (Co-chair [ ], \_\_\_\_\_  
check if so)

\_\_\_\_\_

\_\_\_\_\_

Outside Member: \_\_\_\_\_ Department: \_\_\_\_\_

**7. Qualifying Examination:**

<u>Semester</u> <u>Year</u> <u>Day</u>	<u>Semester</u> <u>Year</u> <u>Day</u>
Date Planned: _____	If Exam is Re-taken: _____
Written exam taken: _____	Written re-taken: _____
Date oral exam taken: _____	Oral exam re-taken _____







**14. Awards Received:**

Name of Award:

Date:

_____	_____
_____	_____
_____	_____

**15. Teaching Experience:**

**A. Teacher Training Course Taken:**

Name of Course: \_\_\_\_\_ Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

**B. Courses Taught** (one course per line)

Semester (F / SP / SM) / Year(s)

As a Teaching TA:

_____	_____
_____	_____
_____	_____

As a PTI:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please sign and present this form to your faculty advisor at least a week before the annual review.

**15. Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**16. Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix D. ABD Doctoral (Ph.D.) Degree Planning and Progress Form

Please submit a copy to the DGS and to your advisor by February 1<sup>st</sup> (before the review of graduate students).

**1. Name of ABD Student:** \_\_\_\_\_

*a. Area of Specialization 1:* \_\_\_\_\_

*b. Area of Specialization 2:* \_\_\_\_\_

**2. Date of Initial Enrollment in Sociology Graduate Program at UK:** Semester \_\_\_\_\_ Year \_\_\_\_\_

**3. Advisory Committee Members:** (3 required) Replacements: (if applicable)

\_\_\_\_\_ (Chair) \_\_\_\_\_

\_\_\_\_\_ (Co-chair [ ], check if so) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outside Member: \_\_\_\_\_ Department: \_\_\_\_\_

**4. Date Qualifying Examination taken:** \_\_\_\_\_

**5. Date Dissertation Prospectus Successfully Defended:** \_\_\_\_\_

**6. Dissertation Title:** \_\_\_\_\_

\_\_\_\_\_

### 7. Applications for Research Grants

Date Submitted	Grant/Fellowship Program Name	Amount	Received? (Yes or No)

### 8. Papers Submitted for Publication

Date Submitted	Paper Title	Journal/Book Name	Result

Please sign and present this form to your faculty advisor at least a week before the annual review.

9. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10. Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E. Learning Contract for an Independent Study Course

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Major: \_\_\_\_\_ Current GPA: \_\_\_\_\_ Grading: [ ] Letter [ ] Pass/Fail

Year: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ Graduate \_\_\_\_\_

Faculty Member Directing Project: \_\_\_\_\_

Title of Project: \_\_\_\_\_

1. Timetable for Work and Completion (indicate frequency of consultation):

2. Briefly describe your learning objectives or the goals to be accomplished in this course:

**3. Briefly describe the methods you will use to accomplish these goals (e.g., materials you will read, interview, analysis of data, etc.):**

**4. Briefly describe the ways the faculty member directing this project will evaluate your progress and the products that you intend to produce with your work.**

**Signatures:**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Project director**

\_\_\_\_\_  
**Department Chair**

## Appendix F. Instructor's Evaluation of First Year Student

<b>Student Name</b>	
<b>Course(s) Taken from You</b>	
<b>Strengths:</b>	
<b>Weaknesses or Concerns:</b>	
<b>Suggestions for Improvement:</b>	

Completed by: \_\_\_\_\_

## Appendix G. Performance Evaluation Report for TAs and RAs

\_\_\_\_\_ 20\_\_

**To Faculty Supervisors:** Please use this form to provide a written evaluation of the performance of each of the TAs or RAs assigned to work with you this past semester. Please return the form to Keiko Tanaka (DGS) on or before \_\_\_\_\_.

**Graduate Student Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

Please check role:      Teaching Assistant            Research Assistant

**Evaluation of Performance:**

(Please include comments below or attach a separate sheet.)

Comments from TA/RA:

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TA/RA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix G. Policy for Assessing Satisfactory Progress of ABD Students

- 1. The dissertation proposal:** Students should be encouraged to begin developing their dissertation proposals *prior* to taking their qualifying exams, so that they may begin serious work on the proposal as soon as they pass the qualifying exam.

Ideally, a student should defend his/her dissertation proposal within one semester after passing the qualifying exam. If the student is not ready to defend his/her dissertation proposal within the first semester after passing the qualifying exam, but has made good progress toward that goal, he/she is making sufficient progress toward the degree and may be given an **S grade**. Alternatively, the dissertation chair may choose to give the student an **I grade** with the understanding that he/she will defend the proposal within 6 weeks after the start of the next semester.

A student who does not defend his/her dissertation proposal within one semester after passing the qualifying exam, but does so by the conclusion of the second semester should be given an **S grade** for the second semester. A student who does not defend his/her dissertation proposal within two semesters after passing the qualifying exam should be given a **U grade** for the second semester.

- 2. Dissertation research and writing:** For each semester following the dissertation proposal defense, the student and dissertation chair should develop an agreed upon *work plan*, the successful completion of which will be used to determine if satisfactory progress is being made toward the dissertation defense and completion of the degree. A copy of this work plan, signed by the student and the dissertation chair, should be filed with the DGS each semester. This work plan may specify the minimum number of meetings (via email, phone, or in person) the student will have with the dissertation chair and/or committee, methodological tasks to be completed (e.g., survey instrument written and pretested; sample selected), the amount of data to be collected, the number of chapters to be written, and so on.

If all or the majority of tasks specified in the work plan are successfully completed, the student will be given an **S grade** for that semester; if none or the majority of tasks specified in the work plan are *not* successfully completed, the student should be given a **U grade** for that semester. Under extraordinary circumstances, the dissertation chair may give a student an **I grade**.

Upon receiving a third U grade, a student will be dismissed from the program.

- 3. Dissertation defense:** Ideally, students should defend their dissertations and graduate within 3 years of defending the dissertation proposal. However, students statutorily have 5 years to complete and defend the dissertation from the successful defense of their qualifying exams.