



# SOCIOLOGY GRADUATE PROGRAM REFERENCE GUIDE

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*July 2021*

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

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



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## Introduction

Welcome to the Department of Sociology at the University of Kentucky. You are now part of our academic enterprise and our future. Ours is a diverse academic program, which includes faculty members with 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 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 Graduate School Bulletin](#). It is your responsibility to read these documents and be informed concerning all regulations and procedures required by the Graduate School and the graduate program in Sociology.

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 program plan will depend upon individual interests or goals.

# General Regulations of the Graduate School<sup>1</sup>

## 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, 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**, although credits above 9 hours must be approved by the DGS. This maximum may be increased to 12 hours for students with lighter service loads upon

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<sup>1</sup> This information is taken from the [2017-18 Graduate School Bulletin](#).

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 (1)
S	Satisfactory	See explanation (2)
U	Unsatisfactory	See explanation below

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

(1) 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 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.



(2) 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. 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.

- Courses must have been taken no more than 10 years (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
- Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

### **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.

### **Leave of Absence/Readmission**

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 Director of Graduate Studies (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.

Additionally, 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 failed twice the qualifying exam;
- Having failed the dissertation proposal twice;
- 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.

Sociology's 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 Sociology

## Director of Graduate Studies

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 committee in a student's academic life is the Academic Advisory Committee. Upon entering the Department, 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 Degree Planning and Progress Form (or DPPF), which is updated annually and kept in your permanent file.

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 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.

Graduate students must be mindful that most Graduate Faculty members in Sociology have a 9-month 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, 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 doctoral degree, the Graduate School requires a core of four members. This core consists of the Major Professor as Chair (or two Co-Chairs), two other members from Sociology, and at least one representative 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 to making important committee decisions such as the second-year paper 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 dissertation and to provide mentoring throughout your graduate program.

Doctoral students establish their official Advisory Committee by submitting on-line [Doctoral Degree Candidate Forms](#). 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 to change an Advisory Committee.

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4 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 be 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](#) or contact the DGS.

## The Doctor of Philosophy Program

As of 2015, the Department of Sociology only accepts graduate students to the Ph.D. program. These students may earn a Master of Arts degree as part of this program by completing all of the requirements for the first two years of the Ph.D. curriculum, including an oral defense of the second-year paper. Students are no longer admitted to the program solely to complete a master's degree.

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
- Environment and Society
- Health and Medical Sociology
- Social Inequalities

### Projected Timeline to Degree

We aim for Ph.D. students to complete their degrees within five-to-six years. The estimated timeline for program milestones is as follows:

Year 1: Coursework and Comprehensive Exam

Year 2: Coursework and Optional Second-Year Paper

Year 3: Qualifying Exam

Year 4: Dissertation Proposal Defense

Year 5: Dissertation Defense

Students may fall behind these milestones, but still be deemed making satisfactory progress toward their degree, if they enter the program without a Master's degree, earn a Graduate Certificate, or undertake time-consuming data collection for their dissertation, as examples. We rely on evaluations of Faculty Advisors to determine whether a student is making satisfactory progress, as well as the annual review of graduate students by the Graduate Faculty that takes place at the end of the Spring semester.

### Course Credit Requirements

Students must complete a total of 36 hours of coursework, including 21 hours for the core courses in Theory (6), Statistics (6), Research Design (3), and Methods (6) and 15 hours for electives. Students are expected to take the core courses in the following sequence in order to prepare for the Comprehensive Assessment and second-year paper requirements. The core course requirements are

satisfied if a minimum grade of a “B” is earned in the course. If students receive a lower grade than the course or its equivalent must be retaken.

Year/Semester	Course No.	Course Title	Credit Hours	Prerequisites
1st – Fall	SOC 681/ PS 572*	Quantitative Analysis I	3	Undergraduate statistics course
1st – Fall	SOC 651	Classical Sociological Theory	3	Undergraduate theory course
1st – Spring	SOC 781/PS 672*	Quantitative Analysis II	3	SOC 681/ PS 572
1st – Spring	SOC 751	Contemporary Sociological Theory	3	SOC 651
2nd – Fall	SOC 680	Research Design	3	SOC 681, 651, 781, 751
1st & 2nd years	Various	Approved methods courses**	6	

\*In some semesters the quantitative analysis classes may be taught with Political Science.

\*\*Methods courses may be taken outside of the Department of Sociology, but they must be courses from the approved list supplied by the DGS. Students may petition the DGS to add new courses to the approved list.

Of the 15 hours of elective credits, 12 hours must be taken within Sociology and 12 hours must be within the student’s specialization area. Students may take up to 9 hours of independent studies, although only 6 hours may be with the same faculty member.

Students who have completed a MA/MS in Sociology in another program can request a waiver for the core course requirements to the DGS. The DGS will conduct an initial review to determine what documentations need to be submitted by the student, then the Graduate Committee will review the documents to determine whether or to approve the waiver request. Even with course waiver(s), all students are required to take and pass the Comprehensive Assessment Exam.

Sociology graduate students are not permitted to take online courses, including courses from other departments, without the express written permission of the Graduate Committee. Students should submit their request to the DGS at least two weeks prior to the beginning of the semester, excluding special circumstances (e.g., a course on campus in which the student is enrolled is cancelled after this deadline). The request should include a justification as to why it is necessary to take the course online. Students should also submit the course syllabus with this request, when possible, or no later than the first day of classes. Students who do not obtain permission from the Graduate Committee prior to registration cannot request it retroactively, so an online course that was not approved by the Graduate Committee cannot count toward the Sociology program requirements. A student may take no more than 6 credits online and/or as independent studies, except under special circumstances. A student for whom special circumstances warrant additional online course credit and/or independent study credit must first obtain the written approval of the Graduate Committee. These restrictions only apply to online courses that students wish to count toward their Sociology

program requirements.

### **Area of Specialization**

As soon as possible after beginning the Ph.D. program, the student, in consultation with the Advisory Committee, will choose an area of specialization. This specialization area is not required to conform completely to the concentration areas listed above; however, it should be closely related to them. 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. Considerable flexibility exists to create a program of study and research tailored to individual student interests. The specialization area may be composed of both Sociology and non-Sociology courses. However, at least 12 of the required 15 non-core credit hours must be taken from within Sociology.

This area of specialization may be changed with the approval of the Advisory Committee before taking the qualifying examination. Changes in the student's area 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.

Students who receive a Master's degree from another institution may apply up to nine credit-hours to the total of 36 credit hours in the program, with a maximum of 6 credit-hours taken elsewhere applied to the specialization area. Such "carry-in" credit arrangements must be approved by the DGS in consultation with the Graduate Committee. Students will be asked to supply syllabi for evaluation of equivalence of course content to aid in committee deliberations about "carry-in" credit issues.

### **The Comprehensive Assessment Examination**

In the beginning of the fall semester of the second year, all the students must take the comprehensive assessment exam to test their knowledge and skills in sociological theory and social statistics. The result of the comprehensive assessment exam will be: (a) Pass to continue in the doctoral program, (b) Pass to graduate with a Master's degree only, and (c) Fail. If they fail in the first try, students can retake the exam at the beginning of the spring semester of their second year, with the same possible outcomes as the first try.

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 statistical 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 statistical 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 social statistics 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 statistics – and will cover content that students are expected to have mastered in the core theory and statistics course sequences. For each section of the exam, students will answer two questions, including one required and one elective. For electives, students will choose one of two questions to answer.

All students who have successfully completed the core theory (i.e. SOC 651 and SOC 751) and statistics (SOC 681/PS 572 and SOC 781/PS 672 or equivalent) sequences will be eligible to take the CA. Consequently, most full-time students will be ready to take the exam after their first year of coursework.

The exam will be given the week prior to the beginning of each fall semester, and a retake will be given the week before the beginning of the spring semester. Procedures for both exams will be identical as described below. Students will take the exam together as a cohort, where applicable. Part-time students will take the exam upon completion of their core coursework either in the fall or spring semester.

The exam will take place over the course of two consecutive days in a specified location with assigned laptops without Wi-Fi access. The exam will be closed-book. The statistics section will be written from 9:00 am-12:30 pm on the first day. The theory section will be written from 9:00am-12.30 pm on the second day, for a total of 3.5 hours per section. A hard copy of the respective CA questions will be distributed at 9:00 am each morning of the exam. For the retake, the exam will only last one hour and forty five minutes (from 9:00 am-10:45 am) if the student is retaking only one exam question.

The depth and breadth of CA answers will be consistent with the format of the exam and the time limitations. Each student will receive a grade of pass or fail for each section by a committee of at least four faculty members (two theory faculty and two methods faculty). Decisions to pass or fail will be made by committee and based on meeting minimum numeric thresholds corresponding to demonstration of proficiency on core graduate curriculum. 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. Exams will be blindly reviewed and

graded by the Comprehensive Exam Committees. Students will only be required to retake sections of the assessment or the specific question(s) that were not passed successfully. Results will be available within three to five weeks of the test date, depending on the cohort size. No feedback will be provided to students who pass the exam. Detailed and constructive feedback regarding specific areas for improvement will be provided to students who fail the exam to assist them in preparing for the retake. These students are also welcome to seek additional feedback from faculty on the Comprehensive Exam Committee, as needed. The time frame for sharing exam results and the approach to grading and feedback described above also applies to the exam retake process. Anonymity in grading cannot be assured when only one student is (re)taking the exam.

Students entering the PhD program from another MA program can 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.

**Part-Time Students.** Part-time students are allowed to take SOC 680 after successfully passing the Comprehensive Assessment Examination. It is strongly advised that part-time students take the Exam by no later than the fall semester of the third year in order to meet the 5-year pre-qualifying time-limit set by the Graduate School. They must discuss with both DGS and their major advisors about the timing of fulfilling the second year paper.

## **Second-Year Research Paper**

After completing research design (SOC 680), students are *encouraged* to complete a second-year paper following the guidelines of the Graduate School's Plan B Master's paper in order to gain research and writing experience before moving on to their dissertation. This is not a requirement, but rather an opportunity for skill development that should be discussed with the student's advisor.

Students are encouraged to follow the guidelines of the "Plan B: Non-Thesis" MA option, which requires a written paper approximately 30 pages long. 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.

Students who wish to obtain an MA in Sociology from the University of Kentucky can use this second-year paper for the Plan B Master's, which is also subjected to an oral defense. Each student defending a second-year paper must form an advisory committee consisting of (a) that student's faculty advisor and b) two additional faculty members that conform to the Graduate School regulations regarding advisory committees for MA degrees. The faculty advisor is encouraged to consult with the DGS when selecting the sociology faculty reader as a means to allow for a more fair distribution of graduate committee assignments among the SOC graduate faculty.

The student should also notify the DGS of their intent to obtain an MA at the beginning of the semester in which they plan to defend their paper in order to process the degree application in a timely manner. The final examination for the Master's degree consists of successful oral defense of the second year research paper, which "must take place no later than eight (8) days before the last day of classes of the semester in which the degree is to be awarded" (The Graduate School Bulletin Part 1, p. 46).

Writing a second-year paper or deciding to have an oral defense are no longer program requirements, but are options for students to gain valuable skills and to obtain an MA degree.

### **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 one area of specialization.

All Ph.D. students are required to take a qualifying examination comprised of written and oral components. Consistent with the Graduate School rules, qualifying exams (written and oral) can cover any material deemed appropriate by the student's advisory committee. The student and their advisory committee design the core reading list for their specialization.

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 for two days. The two exam days must take place within seven working days. The student will answer two of four questions each day. 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 specialization area 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 four. 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 a substantive sociological area, 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.

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.

The following conditions must be met prior to the qualifying exam:

- Students must have successfully passed the Comprehensive Assessment Examination before the qualifying exam may be taken, as well as all courses in the student's specialization area.
- All "Incompletes" must have been removed.
- Before the student may schedule the qualifying exam, the student must obtain the permission of the Advisory Committee.
- 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. Classes must be in session, for the student to sit for the exam. Students should register for SOC 767, residency credit, for the semester in which they are taking the exam. Students who need to switch from SOC 767 to independent study course(s) because of the failure to take a qualifying examination as originally planned must enroll in SOC 792 under the section number of the Sociology DGS.

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 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; the second exam must be taken before 12 months have elapsed.
- A student is permitted only two opportunities to pass the qualifying exam. If the student fails both attempts at the qualifying exam, the student will be dismissed from the program.

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

Students 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 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.

## **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. The student should submit a copy of the proposal to the DAA prior to the defense.

If approved by a majority, all members of the Advisory Committee will sign the title page of the proposal. 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. If the student fails both attempts at the proposal defense, the student will be dismissed from the program. The start of the oral defense, after which a pass or fail determination must be made, begins once the student joins the defense to answer questions and/or discuss their proposal.

### **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.

### ***Three-Paper (Journal Format) Option***

Consistent with the rules of the Graduate School, students may opt to write a dissertation focused on three discrete empirical papers to facilitate subsequent publication, as opposed to the traditional thesis format. The Department of Sociology has approved the following guidelines for the three-paper option.

The main principle guiding the journal article format option for the dissertation is that the manuscripts should be the intellectual work of student. A dissertation is a document outlining the candidate's unique contribution to the literature through research that is submitted to obtain a Doctorate in Sociology. However, there is an increased importance placed on journal articles in the field of Sociology to obtain a job, tenure, and/or promotion. Moreover, in conjunction with other measures, they are used in departmental rankings.

A traditional dissertation option allows the author to make a contribution to the field without any page limits. However, only a third of dissertations are ever published, and this is even less so in the

discipline of sociology as compared to other disciplines (Porter, Chubin, Rossini, Boeckmann, & Connally, 1982)<sup>2</sup>. While the study by Porter and colleagues (1982) is clearly dated, no updated statistics could be found suggesting that this trend may be continuing. One reason for the lack of publishing dissertation results may be the format of the dissertation and the time it takes to draft publications from this format, while new faculty are simultaneously managing other time commitments. Thus, a journal article format may provide numerous advantages for some students including: (1) the ability to communicate ideas in a concise manner (which is required for peer-reviewed manuscripts and grant applications), (2) the ability disseminate timely findings, (3) minimal formatting work before submission to a peer-reviewed journal (this may alleviate stress experienced by freshly minted PhDs starting a new job with substantial teaching and service demands), and (4) the ability to publish work prior to entering the job market, thereby increasing marketability and the likelihood of receiving a job offer.

Graduate students pursuing a doctorate in sociology may pursue a traditional dissertation format option or the journal article dissertation format option. One option is not superior to the other option. In addition to providing the purpose of the journal article format, this handout will address the logistics of the journal article format, the requirement of original work, copyright information, authorship, and formatting.

#### Overview of Journal Article Format Option

If pursuing the journal article dissertation format option, the manuscripts cannot be an anthology of separate studies. Instead, the manuscripts must be distinct, yet related, and surrounding a common theme. A minimum of three manuscripts must be included in the dissertation. The three clearly related studies must be of publication quality and completed while the student is enrolled at the University of Kentucky. The work on the three manuscripts must be completed after the student's qualifying exam defense, and ideally after the dissertation proposal defense, in order for the dissertation committee members to provide feedback. The dissertation proposal must be structured in whichever format the student chooses to pursue (i.e., either journal article format or traditional format). A dissertation proposal using the journal article format must clearly outline each of the three papers. If the student decides to change from one dissertation format to another after the proposal defense, a second dissertation proposal must be written and defended in the appropriate format.

#### Independent and Original Work

Regardless of the dissertation format option chosen, the dissertation should be intellectual work of the student. The dissertation should demonstrate the student's ability to perform independent research. The UK Graduate School (n.d.) states: "Students should be first authors on any publications based on their dissertation work. This reflects the primary creative role students should play in the organization, development, and execution of their research with guidance from the advisory committee. If a student is not first author on a manuscript presenting the dissertation research, then written approval must be obtained from the Director of Graduate Studies for the work to be included in the dissertation. Written verification of DGS approval must be presented to The Graduate School with the Thesis Approval Sheet." The Sociology Department faculty has reached a consensus stating that it will not approve a manuscript to be included in a dissertation

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<sup>2</sup> Porter, A., Chubin, D., Rossini, F., Boeckmann, M., & Connally, T. (2008). The role of the dissertation in scientific careers. *American Scientist*, 70(5), 475-481.

when the student is not the first author.

### Copyright Information

The Sociology Department will only approve one previously published paper in the dissertation; however, approval is not guaranteed. The student's dissertation committee must deem the publication to be quality dissertation work. Per UK's Graduate School, if a paper in the dissertation has already been published, you must obtain written permission from the copyright owner (i.e., the journal). The specific language by the UK Graduate School (n.d.) is listed below and more details can be found on their website

([http://www.research.uky.edu/gs/CurrentStudents/electronic\\_dissertation\\_instructions.html](http://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_instructions.html)):

- Students must obtain written permission from the author and/or copyright owner if using copyrighted materials beyond the "fair use" policy. If there are questions concerning copyright law or what constitutes "fair use", consult Copyright Law & Graduate Research: New Media, New Rights and Your New Thesis by Kenneth Crews by visiting the Bell & Howell / UMI web site at [www.umi.com/hp/Support/DServices/copyright/](http://www.umi.com/hp/Support/DServices/copyright/).
- Pre-published Materials: Any of the student's work that has been previously published must be appropriately referenced within the dissertation. It is the student's responsibility to contact journal editors regarding an individual journal's copyright regulations prior to publication with that journal. The journal may hold the copyright to the material, and a request for release should be made prior to reproducing that material in the dissertation.

### Authorship

The student must be first author on all three manuscripts but others may be included as co-authors. These other co-authors must all be faculty members on the student's dissertation committee. No other graduate students can be co-authors. It is expected that the graduate student submit a memo outlining the contributions of each co-author and that all co-authors must sign this memo. This memo should be turned into the Director of Graduate Studies at the time of the dissertation proposal defense.

In deciding if this type of co-authorships is appropriate, the American Sociological Association (ASA) Code of Ethics (2005) sets forth ethical standards, which should be followed when deciding authorship credit.<sup>3</sup> Simply chairing or serving on a dissertation committee does not warrant the faculty member to be named as a co-author on the papers in the dissertation. However, science is often a collaborative effort, and co-authorship should be determined a priori in an open discussion format. The ASA's Code of Ethics (2005) is instructive on these issues:

- (1) Sociologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- (2) Sociologists ensure that principal authorship and other publication credits are based on the relative scientific or professional contributions of the individuals involved, regardless of their status. In claiming or determining the ordering of authorship, sociologists seek to

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<sup>3</sup> American Sociological Association. (2005). *American Sociological Association code of ethics*. Retrieved February 27, 2012, from: <http://www2.asanet.org/members/ecostand2.html>



reflect accurately the contributions of main participants in the research and writing process.  
(3) A student is usually listed as principal author on any multiple authored publications that substantially derives from the student's dissertation or thesis.

In addition, the Ethical Standards of the American Educational Research Association (AERA, 200) provides additional guidance on intellectual ownership<sup>4</sup>:

1. Authorship should be determined based on the following guidelines, which are not intended to stifle collaboration, but rather to clarify the credit appropriately due for various contributions to research.
  - a. All those, regardless of status, who have made substantive creative contribution to the generation of an intellectual product are entitled to be listed as authors of that product.
  - b. First authorship and order of authorship should be the consequence of relative creative leadership and creative contribution. Examples of creative contributions are: writing first drafts or substantial portions; significant rewriting or substantive editing; and contributing generative ideas or basic conceptual schemes or analytic categories, collecting data which require significant interpretation or judgment, and interpreting data.
  - c. Clerical or mechanical contributions to an intellectual product are not grounds for ascribing authorship. Examples of such technical contributions are: typing, routine data collection or analysis, routine editing, and participation in staff meetings.
  - d. Authorship and first authorship are not warranted by legal or contractual responsibility for or authority over the project or process that generates an intellectual product. It is improper to enter into contractual arrangements that preclude the proper assignment of authorship.
  - e. Anyone listed as author must have given his/her consent to be so listed.
  - f. The work of those who have contributed to the production of an intellectual product in ways short of these requirements for authorship should be appropriately acknowledged within the product.
  - g. Acknowledgement of other work significantly relied on in the development of an intellectual product is required. However, so long as such work is not plagiarized or otherwise inappropriately used, such reliance is not ground for authorship or ownership.
  - h. It is improper to use positions of authority to appropriate the work of others or claim credit for it. In hierarchical relationships, educational researchers should take care to ensure that those in subordinate positions receive fair and appropriate authorship credit.
  - i. Theses and dissertations are special cases in which authorship is not determined strictly by the criteria elaborated in these standards. Authorship in the publication of work arising from theses and dissertations is determined by creative intellectual contributions as in other cases.
  - j. Authors should disclose the publication history of articles they submit for publication; that is, if the present article is substantially similar in content and form to one previously published, that fact should be noted and the place of publication cited.

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<sup>4</sup> American Educational Research Association. (2000). *Ethical standards of the American Educational Research Association*. Retrieved February 27, 2012, from:  
[http://www.aera.net/uploadedFiles/About\\_AERA/Ethical\\_Standards/EthicalStandards.pdf](http://www.aera.net/uploadedFiles/About_AERA/Ethical_Standards/EthicalStandards.pdf)



## Format

The UK Graduate School (n.d.) Dissertation Formatting guidelines should be followed. Below is an example of the front end materials, body, and appendices for a journal article format option.

### Front End Materials

Title page

Abstract

Approval Page

Dedication page (optional)

Acknowledgments (optional)

Table of contents

List of tables (required only if tables are presented in the text)

List of Figures (required only if figures are presented in the text)

### Body

Chapter 1- Introduction

Chapter 2 – Manuscript #1

Chapter 3 – Manuscript #2

Chapter 4 – Manuscript #3

Chapter 5 – Conclusion

References

### Appendices (as decided on by the student and committee)

Proof of IRB approval (Required)

Extended literature review

Extended theory

Extended methodology (measurement instruments, etc).

Only one abstract should be included as part of the front-end materials which describes all three studies and their common research theme. Separate abstracts should not appear with each manuscript/chapter. If including previously published and/or co-authored material, you must acknowledge the contributions of others in the abstract. You should include the following one-sentence indented paragraph which states “This dissertation includes [previously published/unpublished] [co-authored] [both previously published/unpublished and co-authored] material.”

Chapter 1, the introduction, will demonstrate the importance of the topic, describe the three studies, provide an overview of the theoretical framework, address previous research, and specify how the three studies are related. This chapter should also outline which parts of the dissertation have been published or have co-authors.

The beginning of each chapter that includes co-authored and/or published material (such as Chapters 2, 3 and/or 4), the contribution of both the student and any co-authors must be acknowledged in a separate paragraph. For example, for published material, the following statement would be appropriate: “This work was published in [list journal name, year of publication, volume, and page numbers here]. [Names] contributed to this work by [state contribution of each co-author here]. I was the primary contributor to the development of [state your contribution here] and did all

the writing.” If the manuscript is unpublished and co-authored, the paragraph could state: “The study describe in this chapter was developed by a several individuals, including [Names]. [Names] contributed to this work by [state contribution of each co-author here]. I was the primary contributor to the development of [state your contribution here] and did all the writing.”

At the end of Chapters 2 and 3, there should be connector language that bridges the work in that chapter to successive chapters. Chapter 5, the conclusion, should summarize the significance of study, integrate the findings, discuss theoretical contributions, and provide implications and/or future directions for research. The references for all three manuscripts should only be presented in the reference section. Separate references should not appear with each manuscript/chapter.

### **The Final Oral Examination**

A committee appointed by the Dean of the Graduate School conducts the final oral examination. 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.)

### **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.

### **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**

Doctoral students must 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.

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**

Students are required to enroll in a 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 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.

## **M.D./Ph.D. Program in Sociology**

### **Graduate School Guidelines**

Students combining studies toward a Ph.D. degree and an M.D. degree in one of the established programs of the Graduate School must be admitted to both programs. Before applying for admission to the Graduate School, applicants should consult with the Director of Graduate Studies of the graduate area of interest. Copies of the guidelines for students wishing to pursue the combined M.D./Ph.D. degrees may be obtained in the office of the Associate Dean for Academic Administration in the Graduate School.

### **Course Credit Requirements**

The program map for M.D./Ph.D. students differs from that of our other Ph.D. students in the following respects.

	PhD	MD/PHD**
Year 1 Fall	SOC 651: Sociological Theory in Transition SOC 681: Quantitative Data Analysis I Elective (3 credits)	SOC 651: Sociological Theory in Transition (3 credits) SOC 681: Quantitative Data Analysis I (3 credits) Elective (3 credits)
Year 1 Spring	SOC 751: Seminar in Sociological Theory SOC 781: Quantitative Data Analysis II Elective (3 credits)	SOC 751: Seminar in Sociological Theory (3 credits) SOC 781: Quantitative Data Analysis II (3 credits) Elective (3 credits)
Year 2 Fall	Comprehensive Assessment Exam (August) SOC 680: Social Investigation (2 credits); SOC 780: Special Problems in Sociology (1 credit) Approved Research Methods Course (3 credits) Elective (3 credits)	Comprehensive Assessment Exam (August) SOC 680: Social Investigation (2 credits) SOC 780: Special Problems in Sociology (1 credit) Approved Research Methods Course (3 credits) Elective (3 credits)
Year 2 Spring	Approved Research Methods Course Elective	Qualifying exams SOC 767: Dissertation residency
Year 3 Fall	Elective (3 credits) Independent Study or reading courses	Dissertation Proposal Defense SOC 767: Dissertation residency
Year 3 Spring	SOC 767 Qualifying Exam Proposal writing / defense	SOC 767: Dissertation residency (research/analysis)
Year 4 Fall	Proposal writing / defense (if necessary) SOC 767: Dissertation residency (research)	SOC 767: Dissertation residency (research/analysis)
Year 4 Spring	SOC 767: Dissertation residency (research / analysis)	SOC 767: Dissertation residency (research / analysis) *Dissertation Defense
Year 5 Fall	SOC 767: Dissertation residency (analysis / writing)	
Year 5 Spring	SOC 767: Dissertation writing Dissertation defense ("final exam")	

\*\* Less coursework due to transferring up to 9 credits from the College of Medicine, which will count for 2 electives and 1 methods course in the Sociology curriculum. For example, Introduction to Clinical Medicine (MD 811) is a 10 hour required course that would fulfill the 2 elective/1 methods requirement.

M.D./Ph.D. students are expected to follow all other guidelines and requirements regarding coursework as specified in the department handbook. In particular, because M.D./Ph.D. students only take 9 credits of electives after transferring credits from the College of Medicine, these 9 credits must be sociology courses, although they may be independent studies with sociology faculty.

## 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. To facilitate this review, students should fill out or update the Degree Planning and Progress Form (DPPF), listing the courses taken to date, grades received, and other information related to degree progress. A signed, electronic copy should be sent to the DGS.

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.

The DPPF will be reviewed by the DGS and the Graduate Faculty will discuss the progress of students at a meeting at the end of the spring semester. 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 Faculty will review his/her file and recommend a necessary course of action. 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.

Faculty can decide to send students letters of concern in cases where the students are not performing well as a teaching/research assistant, show low levels of engagement in graduate work, are not meeting department standards and expectations, and/or have poor interactions with faculty.

Faculty can decide to send students unsatisfactory letters in cases where students have earned poor grades, incompletes, and/or are not meeting program milestones. In cases of both concern and unsatisfactory progress, the DGS sends a letter to the student outlining a path for improvement. Students are expected to respond to those letters in writing regarding how they will improve their performance.

First year doctoral students normally do not have much information to be evaluated in the beginning of the spring semester. In addition to the DPPF, they are required to submit to their advisors by the first day after the Spring Break a brief personal narrative statement that reflects on student progress in the graduate program. The short narrative must provide insight on the following: perceived main academic achievement(s) and challenge(s), TA/RA experience, prospective collaborations with faculty and fellow graduate students, departmental socialization, and any other issue(s) deemed important by the student. The statement must include a brief statement specifying what they might work on in SOC680, the timeline for completion of the SOC680 project, and ideas on prospective advisor/committee members, particularly their Chair.

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, etc. The 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.

## 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. 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. 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. Ph.D. students are typically eligible for five years of "departmental" support, although this may vary depending on budgetary constraints. "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). Requests for funding beyond five-years must be approved by the Chair of the Department and the Associate Dean of Graduate Studies for the College of Arts & Sciences.

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 two courses 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 cannot take 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.

### **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 Development**

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.

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.
- Students must defend their master’s thesis in the fall semester prior to the summer they plan to teach.

### Priorities

- 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.

## Funding for Travel

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.

The Department has limited funds to support Conference travel for graduate students. Students will be expected to car pool, stay at the less expensive conference hotels, and share rooms. Departmental stipends will help defer the costs of conference travel but may not cover the entire cost of most conference trips (depending on location).

The students that receive travel funding will organize practice sessions prior to the professional conference. The practice sessions will provide students with the opportunity to receive feedback and strengthen their presentations. Every semester, the DGS will share the names of the students that receive travel funding in order to facilitate the setup of the practice sessions. The GSO will help promote the practice sessions among graduate students and the Professional Development Chair will help promote the practice sessions among faculty to ensure student and faculty presence at the practice sessions.

## 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.
- **The John A. O'Donnell Award** is for a graduate student near graduation who has "demonstrated an exceptional degree of creativity and intellectual vigor" and is 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. Preference will be given to those ABDs who are scheduled to defend during that academic year or who have a concrete plan to defend within the next 12 months. 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** fosters collaborative research efforts between faculty and graduate students. All graduate students are eligible. The award consists of a one-time stipend of up to \$2,000. Typically one or two grants are awarded each year. The criteria for selection include: (1) the overall excellence of the proposal; and (2) the ability of the student and faculty member to **collaborate** on the project over the summer and following year. Preference will be given to students establishing new mentoring relationships with faculty, those who are not receiving research funding from other sources and, those who have not previously received the Beers Award. Students who receive the award will be asked to give a presentation on their project in the spring semester of the following year.
- **The Wilkinson Award for Outstanding Paper in Work, Medical and Social Inequalities** honors Professor Doris Wilkinson for her many accomplishments, especially in the fields of research and teaching sociology, and in leading the regional and national association of sociology in the United States. The award is given to the most outstanding graduate paper in the areas in which Professor Wilkinson worked. The award consists of a certificate, a check for \$100, and a membership in the Society for the Study of Social Problems (SSSP).
- 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.

## Appendix A. Doctoral Program Learning Outcomes

Students completing the doctoral program in Sociology will:

1. Demonstrate a comprehensive knowledge of sociological theory through;
  - a. an ability to integrate the work of classical and contemporary sociological theorists in their writings;
  - b. an ability to apply fundamental sociological concepts to their own scholarly work;
  - c. an understanding of theoretical traditions in sociology; and
  - d. an ability to articulate how their own research challenges, supports, or builds on existing theory.
2. Demonstrate expertise in at least one core substantive area within the discipline;
3. Demonstrate an ability to position their own research within the wider discipline through:
  - a. an ability to formulate a research question and hypothesis grounded in the sociological literature;
  - b. knowledge and appreciation of the strengths and weaknesses of different methodologies;
  - c. an ability to effectively apply these techniques in their independent research projects;
  - d. an understanding of theoretical traditions in sociology; and
  - e. an ability to articulate how their own research challenges, supports, or builds on existing theory and methodology.
4. Demonstrate conceptual and practical competency in social statistical analysis, including the ability to:
  - a. accurately evaluate the strength and validity of quantitative empirical evidence;
  - b. compute and interpret descriptive statistics, measures of association, and multivariate statistics, including multiple regression;
  - c. identify solutions to data limitations;
  - d. determine whether quantitative methods constitute the best fit for a particular research question and identify which statistical techniques to employ;
  - e. accurately use social statistics in their research to develop empirical evidence or test sociological theory; and
  - f. incorporate social statistics into their instructional and engagement activities.
5. Demonstrate an understanding of the ethical standards of the discipline.

## Appendix B. Master's Program Learning Outcomes

As of 2015, the Department of Sociology only accepts graduate students or the Ph.D. program. These students may earn a Master of Arts degree as part of this program by completing all of the requirements for the first two years of the Ph.D. curriculum, including an oral defense of the second-year paper. Students are no longer admitted to the program solely to complete a master's degree.

Students completing the Master's program in Sociology will:

1. Demonstrate an ability to use sociological concepts and theoretical traditions to analyze social issues or processes;
2. Demonstrate an ability to design and execute a sociological research project;
3. Demonstrate conceptual and practical competency in social statistics, including the ability to:
  - a. accurately evaluate the strength and validity of quantitative empirical evidence;
  - b. compute and interpret descriptive statistics, measures of association, and multivariate statistics, including multiple regression;
  - c. identify solutions to data limitations;
  - d. determine whether quantitative methods constitute the best fit for a particular research question and identify which statistical techniques to employ;
  - e. accurately use social statistics in their research to develop empirical evidence or test sociological theory; and
  - f. incorporate social statistics into their instructional and engagement activities;
4. Demonstrate an ability to effectively communicate sociological explanations of specific social phenomenon through visual and oral presentations; and
5. Demonstrate an understanding of the ethical standards of the discipline.