# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>FACULTY, STAFF, AND DEPARTMENTAL GOVERNANCE</strong></td>
<td>5</td>
</tr>
<tr>
<td>Faculty</td>
<td>7</td>
</tr>
<tr>
<td>Staff</td>
<td>9</td>
</tr>
<tr>
<td>Advisement &amp; Advising</td>
<td>9</td>
</tr>
<tr>
<td>General Coursework-Related Policies and Procedures that Apply to all programs.</td>
<td>10</td>
</tr>
<tr>
<td><strong>SOCIOLOGY DEGREE PROGRAMS</strong></td>
<td>11</td>
</tr>
<tr>
<td>Dual Degree—B.A./M.A. in Sociology</td>
<td>11</td>
</tr>
<tr>
<td>M.A. – Only Program</td>
<td>14</td>
</tr>
<tr>
<td>Joint M.A./Ph.D. Program</td>
<td>15</td>
</tr>
<tr>
<td>Master’s Thesis</td>
<td>19</td>
</tr>
<tr>
<td>Ph.D.-Only Program</td>
<td>20</td>
</tr>
<tr>
<td>Doctoral Specialty Examinations</td>
<td>23</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>25</td>
</tr>
<tr>
<td>Dissertation</td>
<td>26</td>
</tr>
<tr>
<td>Other General Policies and Procedures</td>
<td>27</td>
</tr>
<tr>
<td><strong>ADEQUATE PROGRESS, MILESTONES AND ANNUAL STUDENT REVIEW</strong></td>
<td>28</td>
</tr>
<tr>
<td>Adequate Progress</td>
<td>28</td>
</tr>
<tr>
<td>Milestones</td>
<td>29</td>
</tr>
<tr>
<td>Annual Student Evaluation</td>
<td>30</td>
</tr>
<tr>
<td><strong>ASSISTANTSHIPS AND OTHER FUNDING</strong></td>
<td>30</td>
</tr>
<tr>
<td>Departmental Graduate Research and Teaching Assistantships (GRAs/GTAs)</td>
<td>30</td>
</tr>
<tr>
<td>Tuition Waivers</td>
<td>31</td>
</tr>
<tr>
<td>Student Fees</td>
<td>31</td>
</tr>
<tr>
<td>Required Student Health Insurance</td>
<td>31</td>
</tr>
<tr>
<td>Student Travel</td>
<td>32</td>
</tr>
<tr>
<td><strong>GRADUATE CERTIFICATE PROGRAMS</strong></td>
<td>32</td>
</tr>
<tr>
<td><strong>DISMISSAL, APPEAL, GRIEVANCE, AND DISHONESTY PROCEDURES</strong></td>
<td>33</td>
</tr>
<tr>
<td>Dismissal Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Appeal Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>34</td>
</tr>
<tr>
<td>Departmental Policy on Academic Honesty</td>
<td>34</td>
</tr>
<tr>
<td><strong>OTHER GENERAL INFORMATION</strong></td>
<td>35</td>
</tr>
<tr>
<td>Registration</td>
<td>35</td>
</tr>
<tr>
<td>Course Loads</td>
<td>35</td>
</tr>
<tr>
<td>Part-Time and Full-Time Student Status</td>
<td>35</td>
</tr>
<tr>
<td>Scheduling of Courses</td>
<td>35</td>
</tr>
<tr>
<td>Graduate Student ListServ (Soci-Grad)</td>
<td>35</td>
</tr>
<tr>
<td>Computer Lab and Copy Machines</td>
<td>35</td>
</tr>
<tr>
<td>Study Carrels and Office Space</td>
<td>35</td>
</tr>
<tr>
<td>Petitions</td>
<td>35</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>36</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>36</td>
</tr>
<tr>
<td>Contact Information</td>
<td>36</td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td>36</td>
</tr>
<tr>
<td><strong>FORMS AND CHECKLISTS</strong></td>
<td>37</td>
</tr>
<tr>
<td>M.A. Only Program Checklist</td>
<td>38</td>
</tr>
<tr>
<td>Joint M.A./Ph.D. Program Checklist</td>
<td>39</td>
</tr>
<tr>
<td>Ph.D.-Only Program Checklist</td>
<td>41</td>
</tr>
<tr>
<td>Faculty Advisor Form</td>
<td>43</td>
</tr>
<tr>
<td>Specialty Form</td>
<td>44</td>
</tr>
<tr>
<td>Chair Approval Form</td>
<td>45</td>
</tr>
<tr>
<td>Committee Approval Form</td>
<td>46</td>
</tr>
<tr>
<td>Thesis/Dissertation Proposal Approval Form</td>
<td>47</td>
</tr>
<tr>
<td>Thesis/Dissertation Approval Form</td>
<td>48</td>
</tr>
<tr>
<td>Admission to Candidacy Form</td>
<td>49</td>
</tr>
</tbody>
</table>
INTRODUCTION

How to Read this Handbook

Information that is general and applies to all programs and graduate students is at the beginning of the handbook. Program specific material will be separate and all material necessary for your program will be under one heading. Therefore, if you are in the Joint M.A./Ph.D. Program, you can find everything you need under the joint program heading. Some material will have to be duplicated in order to make everything available in one place, which makes this handbook rather large. Therefore, use the hyperlinks or table of contents to go directly to the area you need.

The Department of Sociology offers four separate degree programs: (1) The Dual degree B.A./M.A. program; (2) The professional M.A. only program; (3) the Joint Master of Arts and Doctor of Philosophy (M.A./Ph.D.) program; and (4) Doctor of Philosophy (Ph.D.) degree programs, providing students with both a broad exposure to the discipline of sociology as well as in-depth study in special areas of expertise. The broad knowledge of sociology comes through course work in a variety of substantive areas, as well as through training in research methodologies, statistics, and theory. The faculty’s interest and expertise lie in six specific areas: (1) Health; (2) Life Course; (3) Gender; (4) Sexuality; (5) Race and Ethnic Relations; and (6) Urban Studies. The Department’s approach is to enable students to apply sociological principles in a real-world environment and to foster a close working relationship between faculty and graduate students.

The B.A./M.A. Program is appropriate for qualified GSU undergraduate students who have completed two years as a Sociology major with a GPA of 3.5. Students will apply for the B.A./M.A program in their junior year—making sure to take Soci 3010, Soci 3020, and Soci 3030 by the end of their junior year. In their senior year, participants will take 4 graduate courses and apply for the graduate M.A. only program. In their fifth year, participants will finish the M.A. coursework, and either do an internship or write a thesis.

The Terminal M.A. degree program is a professional program that trains recipients to become research leaders in applied sociology, or nonprofit and governmental programs. It highlights methods and data analysis while offering theoretical training in one or more areas of choice. Qualified students are accepted into the M.A. only program after completing a baccalaureate degree. Students enroll in the data analytic tract M.A. program if they are interested in a terminal, professional degree designed to qualify them for work in research, nonprofit organizations, or other social service analysis or decision making field. This degree is not for the student thinking about getting a Ph.D.

The Joint M.A./Ph.D. and Ph.D. only programs are the same programs except that those entering the joint program do not have an M.A. degree in sociology or a social science discipline, and those in the Ph.D. program enter with having already earned an M.A. degree in sociology or another similar social science discipline. The Joint M.A./Ph.D. program is appropriate for qualified students who have completed a baccalaureate degree and whose goal is obtaining a Ph.D. Students in the Joint M.A./Ph.D. program are awarded an M.A. and Ph.D. over the course of their studies. The Ph.D.-only program is appropriate for qualified students who have already successfully completed a master’s degree in sociology or a closely related social science field (we accept students with graduate degrees in non-social science fields into our Joint M.A./Ph.D. program).

Think about your Educational Needs and What Works Best for your Career Plans

Students often arrive wanting to study one very specialized topic. However, attending graduate school should be a time of tremendous intellectual growth and expansion, an opportunity to stretch the mind in many new directions. Students are urged to learn about a wide range of sociological theories and methodologies and to become acquainted with several substantive areas in sociology. Doing so will make students better sociologists—and future professors. However, high levels of competence and expertise, and the ability to make research contributions that advance knowledge, require specialization (i.e., the intensive study of a specific area within the discipline of sociology). In general students need to think about balancing broad sociological knowledge with specialization.

The need for specialization is greater at the Ph.D. level than the M.A. level, so Ph.D. students should think about the areas in which they plan to specialize (take their doctoral exams). To ensure preparation for the exams, students should elect to take the core area courses associated with their exam area as early as possible.

The need for a broader education is best for those that wish primarily to teach. Teaching at a two-year or four-year college means needing a very broad sociological knowledge base as you will be expected to teach a variety of sociology courses.

For those interested in a research career or working at an R1 university, an extensive methodological education is necessary. The ability to answer a variety of research questions using a variety of methodologies will make you indispensable.
Atlanta

As a part of Georgia State University, the Department of Sociology is located in the heart of Atlanta, within walking distance of the State Capitol and City Hall, and is close to the city’s other major political, economic, and cultural centers. This connection with a large, vibrant urban community provides an ideal learning environment for students. The Department and individual faculty members have consulted and engaged in research projects with many different agencies, including: National Science Foundation, U.S. Public Health Service, National Institutes of Health, National Institute on Aging, U.S. Department of Housing and Urban Development, American Educational Research Association, U.S. Attorney’s Office, U.S. Bureau of the Census, Centers for Disease Control and Prevention, Georgia Department of Human Resources, Georgia Narcotics Treatment Center, Georgia Mental Health Institute, Atlanta Regional Commission, the City of Atlanta Bureau of Planning, The Robert Wood Johnson Foundation and Pew Charitable Trust, and numerous government agencies, as well as private concerns.

The Department

The Department of Sociology has been offering graduate courses leading to the M.A. degree since 1970 and initiated its Ph.D. program in 1977. Since then, hundreds of students have received master’s and doctoral degrees. Today, these students are engaged in activities ranging from research and teaching to personnel administration and program evaluation. GSU sociology alumni are teaching and/or doing research at places such as the American Cancer Society, CARE, Centers for Disease Control, Clark Atlanta University, Gainesville State College, Georgia State University, Kennesaw State University, and North Georgia College, as well as national institutions such as Adams State College in Colorado, California State University at Chico, Vanderbilt University, University of Tennessee at Chattanooga, Denver Public Health, University of Miami, North Carolina State University, University of Pittsburgh, Queens College in New York City, University of North Carolina, University of Vermont, and South Alabama University. In most years, we have over 100 students actively pursuing graduate degrees in the Department.

This Handbook for Graduate Students in Sociology is designed to introduce new or prospective students to the graduate sociology program at Georgia State University and to provide enrolled students with a convenient guide to program procedures and requirements. It is intended to supplement the University Catalog and the information available on the College of Arts and Sciences’ Graduate Services Office webpage, which are required for all students. All students must learn and observe all regulations and procedures required by the University and the College of Arts and Sciences. Students should read the GSU Graduate Catalog; and familiarize themselves with the College of Arts and Sciences Graduate Services webpage.

This Handbook officially describes the sociology graduate program as of the date listed on the cover page. Students who entered the program before this date must meet the curricular degree requirements listed in the GSU Graduate Catalog for their year of entry, unless given official authorization to change catalogs. However, the departmental regulations and procedures described in this handbook apply to all students, regardless of when they entered the program.
FACULTY, STAFF, AND DEPARTMENTAL GOVERNANCE

The following position summaries describe the roles of various department members as they relate to graduate students.

**Director of Graduate Studies in Sociology**
Professor Erin Ruel is the Director of Graduate Studies. The departmental Director of Graduate Studies is the administrative director of the graduate program in sociology. He/she is responsible for the day-to-day operation of the program, including such matters as recruitment; admissions; student advisement; GRA/GTA/GLA awards, assignment, and evaluation; curriculum development; scheduling of graduate courses; administration of Ph.D. exams; liaison with the College Graduate Services Office; and program oversight. He/she serves as chair of the Graduate Committee and primary advisor to the Chair of the Department on the graduate program.

**Coordinator of Graduate Studies**
The Coordinator of Graduate Studies in Sociology is Reginald Butler. The Coordinator assists the Director of Graduate Studies in overseeing the daily activities of the graduate program. The coordinator regularly communicates with graduate students, at professional events, and related activities of the graduate program. Students should contact the Coordinator whenever questions arise concerning the program. The coordinator runs the graduate student listservs and should be contacted if you stop receiving emails.

**The Graduate Committee**
The graduate program in sociology is supervised and guided by the departmental Graduate Committee which is composed of four faculty members plus the Director of Graduate Studies, who serves as the committee chairperson. This committee reviews major policy issues and makes recommendations to the departmental faculty who establish the curriculum and other major departmental policies governing the graduate program. The Graduate Committee also advises the Graduate Director, hears student petitions, reviews applications to the graduate program, and provides admission recommendations to the Dean of the College of Arts and Sciences.

**Chair of the Department**
Professor Eric Wright is the Chair of the Department. The Chair of the Department supervises all aspects of the running of the department. The department chair is the final authority in every area of the graduate program.

**Director of Instruction**
The Director of Instruction is Professor Mindy Stombler. The Director of Instruction supervises the teacher training program for graduate students. The Director provides teaching resources, guidance, and support to faculty and students.

**Other Departmental Committees**
The Department of Sociology has several other committees, including the Diversity and Community Outreach Committee, the Executive Committee, the Sociogram Newsletter Committee, the Program Committee, the Research Committee, the Teaching Committee, the Technology Committee, and the Undergraduate Committee. The Diversity and Community Outreach committee coordinates various volunteer and service activities and focuses on diversity issues. The Sociogram Newsletter Committee is primarily concerned with preparing the Department newsletter, Sociogram. The Program Committee sets the course schedules. The Research Committee facilitates and supports departmental research. The Teaching Committee evaluates the performance of graduate instructors and supports graduate teaching assistants and instructors in the teaching of their courses. The Technology Committee manages the Department website and maintains the Department computer lab. The Undergraduate Committee and the Director of Undergraduate Studies are responsible for running the undergraduate Sociology program.

A graduate student representative(s) is included in all but the Executive and Program committees. The Sociology Graduate Student Association (SGSA) coordinates the selection of graduate student representatives for the various committees.

*** As a caveat, the faculty has been reduced in numbers in recent years and there have not been replacement lines, not all of these committees may be active in a given year because of the low number of faculty and the desire to reduce burden on the faculty.***
SOCILOGY GRADUATE STUDENT ASSOCIATION (SGSA)

The central function of this group is to increase graduate student participation in departmental business, announce social gatherings, and share ideas. Graduate student representatives volunteer to actively involve themselves in departmental committees. These representatives then forward the information gathered from these meetings to the Graduate Student Listserv (Soci-Grad) or at SGSA meetings. The information provided from the representatives allows all graduate students to be aware and involved in departmental news and provide feedback and suggestions.

Additionally, the SGSA provides a forum without the presence of faculty or staff for students to openly and safely discuss issues, needs, and wants that could improve students’ educational experience, the department, and sociology program. Furthermore, to bolster an increase in synergy between graduate cohorts, the SGSA hosts events such as socials and movie analysis.

This group is only as good as its participants. It is highly encouraged for graduate students to attend meetings and SGSA events to help foster relationships with other students and the department in general, and to enhance your academic career at GSU. Meeting dates and times are emailed to all graduate students on the listserv.

SGSA 2016-2017 Board Members

President: Joshua Simpkins
Presides over meetings, works in tandem with other board members on projects as required, and represents concerns of the student body and SGSA to the Sociology Department faculty and University at large as the Student/Faculty Liaison, responsible for running elections, has final OK on decisions, responsible for remaining board members, in charge of Student Representative committee in which case this position works with the Department Chair and the Graduate Advisor.

Vice-President: Rachael McCrosky
Acts as right hand to the President, fulfills the President’s role when the President is unable to fulfill the required duties and/or the position is vacated, and is responsible for the overseeing of committees. The Vice-President will be mentored by the President and will potentially take over as President during the following year.

Administrative Chair: Hersheda Patel
Takes notes at SGSA meetings, keeps track of SGSA membership, maintains financial records and the SGSA budget, processes and submits all paperwork required for SGSA’s continued affiliation with GSU, maintains Google Drive, constructs surveys, sends information for the newsletter to the Communications Chair, oversees Budget Committee, and creates agenda for meetings.

Communications Chair: Jeffrey Lentz
Creates and maintains SGSA website and social media entity, sends email notifications, sends newsletter, manages surveys, sends social media updates.

Community and Social Events Chair: Penny Harvey
Plans and facilitates social gatherings, coordinates volunteer and outreach opportunities for SGSA members in the Atlanta community. Oversees Social, Mentoring, and Recruitment committees.
KATIE ACOSTA (Connecticut)
Assistant Professor
Gender, Sexuality, Race/Ethnicity, Immigration, Latin American Studies, Feminist Methods

JAMES AINSWORTH (Ohio State)
Associate Professor
Social Inequality, Race and Ethnic Relations, Sociology of Education, Family

ELISABETH BURGESS (Southern California)
Associate Professor
Director, Gerontology Institute
Aging and Life Course, Families, Gender

ROSALIND CHOU (Texas A&M)
Assistant Professor
Race, Ethnicity, Gender, Sexuality

TOMEKA DAVIS (Emory)
Associate Professor
Stratification and Social Inequality, Sociology of Education, Race and Ethnic Relations

SARAH FRIEDMAN (Emory)
Lecturer

MATTHEW GAYMAN (Florida State)
Associate Professor
Social Epidemiology, Life Course, Stress and Health, Family and Youth Development

BENJAMIN KAIL (Florida State)
Assistant Professor
Aging and Life Course, Political Economy, Welfare State, Social Policy, Health

CANDACE KEMP (McMaster)
Assistant Professor
Aging & Life Course, Intergenerational Ties, Intimate Relations, Long-Term Care

JUNG HA KIM (Georgia State)
Senior Lecturer
Director of Undergraduate Studies
Social Movements, International Development, Comparative Culture, Theory

MIRIAM KONRAD (Georgia State)
Senior Lecturer
Race and Ethnic Relations, Urban Sociology, Crime and Deviance

DEIRDRE OAKLEY (SUNY Albany)
Professor
Urban and Community, Race, Inequality, GIS and Spatial Analysis

DANIEL PASCIUTI (Johns Hopkins)
Assistant Professor
Global Urbanism, Urban Governance, Political-Economy and Global Development, Quantitative and Comparative-Historical Methods, and Housing and the Courts.
SOCILOGY FACULTY

DONALD REITZES (Indiana)
Professor
Associate Dean for Arts & Sciences
Social Psychology, Community and Urban Sociology, Adult Socialization

ERIN RUEL (Illinois, Chicago)
Professor
Director of Graduate Studies
Health, Place, Housing, Race, Quantitative Methods

MAURA RYAN (Florida)
Senior Lecturer
Gender, Sexualities, Social Movements, Social Inequalities

ANNE SHLAY (Massachusetts Amherst)
Professor
Urban Sociology, Housing, Jerusalem

WENDY SIMONDS (City University of New York)
Professor
Gender, Sociology of Culture, Theory

AMY SPRING (University of Washington)
Assistant Professor
Community and Urban Sociology, Demography, Residential Mobility, and Spatial Inequality

MINDY STOMBLER (Florida State)
Principal Senior Lecturer
Director of Instruction
Gender, Sexuality, Race and Ethnicity

ERIC WRIGHT (Indiana University)
Professor
Chair
Medical Sociology, Mental Health, and LGBT Health

HEYING JENNY ZHAN (Kansas)
Associate Professor
Social Gerontology, Family, Gender

FACULTY EMERITI

WILLIAM AMIS
JACQUELINE BOLES
CECILIA CANTRELL
PHILLIP DAVIS
DENISE DONNELLY
KIRK ELIFSON
CHARLES JARET
TOSHI KII
RALPH LAROSSA
EUGEN SCHOFENFELD
Most advisement of graduate students is done by either the Director of Graduate Studies (DGS) or Coordinator of Graduate Studies in Sociology. For your first year as graduate students, the Director of Graduate Studies will advise you on course selections and direct you towards potential thesis, and dissertation advisors. For those in the B.A./M.A. or M.A. only program the DGS can assist with finding internships, and will most likely remain your academic advisor for two years. At the completion of the first year in the graduate program, students are required to select a Faculty Advisor and fill out the Faculty Advisor Form (located at the back of this handbook), advisors can be changed later using the same form. The purpose of the Faculty Advisor is to broadly mentor students on the expectations of the graduate program, guide them in learning more about their areas of interest, and help socialize them into the field of sociology. Specific advisement on courses, timelines, and program requirements will continue to be done by the Director of Graduate Studies and the Coordinator of Graduate Studies. Although official approval of schedules is not required, it is recommended that all students discuss their registration plans with the Director of Graduate Studies annually. Students should stay in more frequent contact with their faculty advisor for general mentoring within the discipline. When a student begins to formulate a topic for a thesis or dissertation, the student should ask someone in the sociology graduate faculty to serve as the chair of that project, who will also serve as their Faculty Advisor.
GENERAL COURSEWORK-RELATED POLICIES & PROCEDURES

Grades
In graduate courses, grades of A+, A, A-, B+, B, B-, C, F, I, IP, W, and WF will be given, and for Soci 8999, 8980, 9001, and 9999 and certain other courses, the grades S (satisfactory) or U (unsatisfactory) will be used. These grades (S or U) will not be computed in the student’s cumulative grade-point average but a minimum of 3 hours must be graded S.

A student must have a cumulative grade-point average of B or better in order to receive a graduate degree. If a student’s cumulative grade-point average falls below a B average or 3.0 GPA at the end of a semester, an academic warning will be issued from the Office of Graduate Studies of the College of Arts and Sciences. If at the end of the next twelve (12) semester hours of enrollment a 3.0 or better cumulative GPA is not achieved, the student will be dismissed from Georgia State.

A student must receive a grade of B or better in the required Core Courses. If a student receives a lower grade (B- or lower) in the required courses, the student must repeat the course the very next time the course is offered to rectify the grade.

Courses and Non-Course Hours
Students in the joint and Ph.D. only programs must take three hours of Soci 8000 in the Fall semester of their first year in the graduate program. Students in the B.A./M.A. program and M.A. only program do not have to register for the course, but should plan on attending one or more of the topics that are of interest or as they pertain to the needs of the program.

Credits from courses or non-course hours taken in sociology at GSU can count toward either the M.A. degree or the Ph.D. degree. Under no circumstances can credits be counted toward both degrees. *See joint program

Students in the joint and Ph.D. only programs can take one (8000-level or higher) graduate course at the M.A.-level and one course at the Ph.D.-level from another GSU department/institute and count it as an elective as long as prior approval has been received from the Director of Graduate Studies. Requests for approval should be made to the Director of Graduate Studies via email at least two weeks prior to the course start date.

Soci 8970 (Directed Reading) is designed to enable a student to study a subject area in which the Department does not currently offer as a graduate course, or to study a special topic in greater depth than is dealt within an existing graduate course. A student may take no more than 3 credit hours in Sociology 8970 for each degree program. Enrollment in Soci 8970 requires consent of the faculty member under whom the student desires to study. Many faculty members will only conduct a directed readings course with a student they have already had in class. Students interested in taking a directed readings course must prearrange it with that faculty member prior to enrolling in Soci 8970. The Graduate Director must approve all Soci 8970 courses in advance.
SOCIOLOGY DEGREE PROGRAMS

Dual Degree—B.A./M.A. in Sociology
Data Analytics Concentration in Sociology

The Dual B.A./M.A. program with a concentration in data analytics is designed for the ambitious and talented undergraduate to complete a Master’s degree in one year beyond the B.A. In order to take advantage of the time savings, undergraduates should be making sure all undergraduate pre-requisites are completed by the end of their junior year. The dual degree program is a 31 credit hour degree program beyond the Bachelor's degree (25 credit hours of course work and 6 credit hours of non-course work) that is started in their undergraduate senior year. Participants will need to take Soci 3010: Social Statistics, Soci 3020: Research Methods, and Soci 3030: Sociological Theory in their junior year at the latest. The B.A./M.A. program consists of a Master's Core (A), Master's Electives (B), and Other Master's Requirements (C).

A. Master's Core Course Work (16 hours):
   Soci 8010: Intermediate Social Statistics (3)
   Soci 8020: Research Methodology (3)
   Soci 8342: Qualitative Methods in Sociology (3)
   Soci 9010: Advanced Social Statistics (4)
   Soci 9020: Advanced Research Methodology (3)

B. Master's Elective Course Work (9 hours or 3 courses):
   Students will take an additional three substantive sociology courses or advanced data analysis courses as electives.

   Substantive Sociology courses
   Soci 8030: Sociological Theory I (3)
   Soci 8102: Life Course Sociology (3)
   Soci 9230: Medical Sociology (3)
   Soci 8156: Sexuality and Society (3)
   Soci 8216: Gender and Society (3)
   Soci 8212: Race and Ethnic Relations (3)
   Soci 8226: Urban Sociology (3)

   Advanced Methods courses
   Soci 9050: Advanced Topics in Research Methods (3)
   Soci 8900: Domestic Field School (3)
   GEOS 6520 Quantitative spatial analysis (4)
   Soci 8900: Applied Sociology and Evaluation Methods (3)
   PMAP 8521: Evaluation Research: Design & Practice
   PH 7711: Epidemiological Methods (3)*
   PH 8890: Special topics in Biostatistics (3)*
   EPRS 9570: Hierarchical Linear Modeling (3)*
   Soci 8900/Gero 8700: Intervention Research Design (3)
   *Any other Methods course that the student would like to take with permission from the DGS and course instructor.

C. Other Master's Requirements (6 hours):
   Students can choose a thesis option or a non-thesis option. For the thesis option, students will register for 6 hours of Soci 8999.
   1. Thesis option
      Soci 8999 Thesis Research (6)
   2. Non-thesis option
      Soci 8980: Internship (6)
Thesis Route

An approved thesis is the best pathway for students who plan to go on to obtain a Ph.D. If this route is chosen, you will need to start working on your proposal in the summer after your senior year. This thesis will be supervised and directed by a faculty committee, composed of a chair (who must be a member of the Graduate Faculty of the Department of Sociology) and two additional faculty members (who must be on the Graduate Faculty). One member of the thesis committee may come from outside the Department of Sociology. This committee is chosen by the student in consultation with the faculty involved, although the Director of Graduate Studies officially approves the thesis committee and the Chair of the Department officially approves and appoints the thesis committee. The required forms for selecting a thesis committee chair and a thesis committee are at the back of the handbook.

A student discusses a thesis topic and research ideas with first their chair and then the committee, then writes a thesis proposal and submits it to the thesis chair and then committee for approval. After it is approved, the student submits the study to IRB making sure to list their committee chair as the PI and adding them to the IRB signoff along with the department chair. Once the IRB has approved the project, the student conducts the research and prepares a written report of the results. After several drafts, the student is normally in a position to defend the thesis at a meeting of the thesis committee and other interested faculty. The chair and committee determine when a thesis is ready to be defended. The chair of the thesis committee must circulate an abstract of the thesis to the faculty at least one week prior to the defense. The entire thesis must also be made available to all interested faculty at least three days prior to the defense. The thesis committee is the sole judge of the adequacy of the thesis, and two-thirds of the committee must approve the thesis before it can be submitted for acceptance to the Graduate Services Office of the College of Arts and Sciences. The Thesis chair, committee members, and Department Chair must sign the Thesis/Dissertation Approval Form, located in the back of this handbook.

Effective time management is essential for the successful completion of a Master’s thesis—especially for those in the B.A./M.A. program. All faculty members have many demands on their time, including supervision of graduate student research. Evaluating a draft is, and should be, a time-consuming process. Students must allow faculty at least two weeks to read and comment on a draft proposal or chapter. A completed thesis draft is likely to require even more time. Additionally, most students will need to submit multiple drafts for evaluation before scheduling a defense. Students should discuss their timeline with all committee members, so they can work around faculty travel or research commitments. The student is ultimately responsible for the timely completion of a Master’s thesis. Students must work within committee members’ time constraints to make steady progress on their own research.

The thesis is the final requirement for the M.A. degree and as such will not be accepted by the Graduate Office until all other requirements for the M.A. are satisfied. A thesis may be submitted for final approval no earlier than the beginning of the semester in which the student will graduate and no later than the thesis deadline. In addition, the student must have registered for Graduation two semesters in advance of graduating.

Formatting and submitting a Master’s Thesis

Theses in sociology must use the American Sociological Review format for reference citations. Students should consult a current issue of the American Sociological Review for guidance on citing sources in the text and in the reference section. It is the student’s responsibility to make certain the final version of the thesis complies with all the style, format, and other requirements of the College of Arts and Sciences as detailed on the Graduate Services Office webpage. Please note that the student, rather than the advisor, is solely responsible for conformity to the current College guidelines.

A preliminary copy of your final thesis should be submitted to the Graduate Services Office in advance of their published deadline. You need not have defended your thesis before having it reviewed by the appropriate Graduate Services representative.

The final approved thesis must be submitted electronically to the Graduate Services Office by their posted deadline. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE,** as the date is set as late as possible to allow time for graduation clearance. To allow time for any final revisions, the oral defense should be scheduled no later than two weeks prior to the deadline. Final approval by the Graduate Services Office signifies official approval and eligibility to graduate.

The student must arrange with the Graduate Services Office for bound copies of the approved theses, Thesis Binding Form. The cost of binding is the responsibility of the student. At present, this cost amounts to $12.50 per copy for a master’s thesis and $10.50 per copy for a doctoral dissertation. All students are required to provide one bound copy of their thesis for the Sociology Department’s library and one bound copy to their thesis chair.
Internship Route

Students will take two internships of their choice in a field in which they wish to work. The internships can take one of two routes: 1) evaluate a program during their internship, and, write a 10 page program evaluation; or 2) work for the internship organization completing several tasks and write a 10 page paper on a topic of interest to the internship organization.

The non-thesis paper is the final requirement for the M.A. degree and as such the non-thesis form will not be accepted by the Graduate Office until all other requirements for the M.A. are satisfied. The non-thesis form may be submitted for final approval no earlier than the beginning of the semester in which the student will graduate and no later than the non-thesis deadline. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE**, as the date is set as late as possible to allow time for graduation clearance. There is a non-thesis form located on the bottom of graduate services office (A&S) webpage that must be signed by both the student and the graduate director. All **deadlines** can be found on this link. In addition, the student must have registered for graduation two semesters in advance of graduating. Final approval by the Graduate Services Office signifies official approval and eligibility to graduate.

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**Course Planner B.A./M.A. 5 year Dual degree program.**

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>Eng 1101 (3)</td>
<td>Eng 1102 (3)</td>
<td>Hist 2110 (3)</td>
<td>Area C Elective(3)</td>
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<tr>
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<td>Soci 1160 (3)</td>
<td>Area F Language(3)</td>
<td>Area D Math/Science Elective Recommended Math 1070</td>
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<td>Area F Elective(3)</td>
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<td>Area H Elective or minor course (3)</td>
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5th Year

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<tr>
<td>Soci 8342 Qualitative Methods (3)</td>
<td>Soci 9020 Advanced Research Methods (3)</td>
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<td>Soci Elective 8000 level (3)</td>
<td>Soci Elective 8000 level (3)</td>
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<td>Soci 8999 Thesis Research (3)</td>
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<tr>
<td>9 hours</td>
<td>9 hours</td>
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M.A. in Sociology — Concentration in Professional Sociology

The M.A. program with a concentration in professional sociology is a 31 credit hour degree program beyond the Bachelor's degree: 25 credit hours of course work and 6 credit hours of non-course work (internship and capstone paper). If a student needs to take Soci 3010: Social Statistics, Soci 3020: Research Methods, and/or Soci 3030: Sociological Theory (or their equivalents, as determined by the Director of Graduate Studies), these courses must be taken as non-credit prerequisites for Soci 8010, Soci 8020, and Soci 8030. The M.A.-Only program consists of a Master's Core (A), Master's Electives (B), and Other Master's Requirements (C).

A. Master's Core Course Work (16 hours):
   Soci 8010: Intermediate Social Statistics (3)
   Soci 8020: Research Methodology (3)
   Soci 8342: Qualitative Methods in Sociology (3)
   Soci 9010: Advanced Social Statistics (4)
   Soci 9020: Advanced Research Methodology (3)

B. Master's Elective Course Work (9 hours or 3 courses):
   Students will take an additional three substantive sociology courses or advanced data analysis courses as electives. One elective should be in a substantive area such as:
   Soci 8030: Sociological Theory I (3)
   Soci 8102: Life Course Sociology (3)
   Soci 9230: Medical Sociology (3)
   Soci 8156: Sexuality and Society (3)
   Soci 8216: Gender and Society (3)
   Soci 8212: Race and Ethnic Relations (3)
   Soci 8226: Urban Sociology (3)

   One elective should be in an advanced data analysis or data collection method either in Sociology or another department with permission from the instructor such as:
   Soci 9050: Advanced Topics in Research Methods (3)
   Soci 8900: Domestic Field School (3)
   GEOS 6520 Quantitative spatial analysis (4)
   Soci 8900: Applied Sociology and Evaluation Methods (3)
   PMAP 8521: Evaluation Research: Design & Practice
   PH 7711: Epidemiological Methods (3)*
   PH 8890: Special topics in Biostatistics (3)*
   EPRS 9570: Hierarchical Linear Modeling (3)*
   Soci 8900/Gero 8700: Intervention Research Design (3)

   *Any other methods course that the student would like to take with permission from the graduate director and the course instructor.

   One additional substantive or methodological elective of your choice from either offerings #1 or #2.

C. Other Master's Requirements (6 hours):
   Soci 8980: Internship (3)
   Soci 8900: Capstone (3)

   Students will take an internship of their choice in a field in which they wish to work. The internship can take one of two routes: 1) evaluate a program during their internship, and in the capstone course, write up the program evaluation; or 2) work for the internship organization completing several tasks and in the capstone course, create a work portfolio of accomplishments.

   Students with post-Bachelor's degree course work from other accredited institutions may petition to transfer up to 6 hours (2 courses) of course work towards the M.A. degree following petition to, and approval by, the departmental Director of Graduate Studies. With the approval of the departmental Director of Graduate Studies, up to 6 hours (2 courses) of advanced data analysis may be taken in a related field with approval of the graduate director. A program checklist is available at the end of this handbook for use in tracking progress.

   The capstone paper (non-thesis) is the final requirement for the M.A. degree and as such the non-thesis form will not be accepted by the Graduate Office until all other requirements for the M.A. are satisfied. The capstone non-thesis form may be submitted for final approval no earlier than the beginning of the semester in which the student will graduate and no later than the non-thesis deadline. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE**, as the date is set as late as possible to allow time for graduation clearance. There is a non-thesis form located on the bottom of graduate services office (A&S) webpage that must be signed by both the student and the graduate director. All deadlines can be found on this link. In addition, the student must have registered for graduation two semesters in advance of graduating. Final approval by the Graduate Services Office signifies official approval and eligibility to graduate.
The coursework requirements for the Joint M.A./Ph.D. program are as follows: Ninety semester credit hours (52 semester hours of course work (25 at M.A. and 27 at Ph.D.) and 38 semester hours of non-course work (6 at M.A. and 32 at Ph.D.) beyond the Baccalaureate degree, consisting of a Master’s Core (A), Master’s Electives (B), Other Master’s Requirements (C), Doctoral Core (D), Doctoral Specialty areas (E), Doctoral Electives (F), and Other Doctoral Requirements (G). A program checklist is available at the end of this handbook for use in tracking progress through the program.

**A. Master’s Core Required Course Work (16 hours):**
- Soci 8000 Proseminar in Sociology (3)
- Soci 8010 Intermediate Sociological Statistics (3)
- Soci 8020 Research Methodology (3)
- Soci 8030 Sociological Theory I (3)
- Soci 9010 Multivariate Sociological Data Analysis (4)

**B. Master’s Elective Course Work (9 hours or 3 courses):**
Students are required to take 3 elective courses in the sociology department. These courses provide students with an opportunity to take substantive courses of interest. Students with post-Bachelor’s degree course work from other accredited institutions may petition to transfer up to 6 hours (2 courses) of course work towards the M.A. degree following petition to, and approval by, the departmental Director of Graduate Studies. With the approval of the departmental Director of Graduate Studies, up to 3 hours (1 course) may be taken in a related field or fields and/or up to 3 hours of Soci 8970 Directed Readings may be taken.

Courses that are required courses at the doctoral level can be taken and used temporarily as M.A. elective courses. Once you move on to the doctoral level, however, these courses will automatically apply to the doctoral core requirements and you will be missing M.A. level electives. To rectify this, you will take additional electives to fulfill this requirement.

**C. Other Master’s Requirements (6 hours of non-course work):**

**D. Doctoral Core Required Course Work (9 hours):**
- Soci 8342 Qualitative Methods in Sociology (3)
- Soci 9020 Advanced Research Methodology (3)
- Soci 9030 Sociological Theory II (3)

**E. Area of Specialization Coursework (6 hours or 2 courses).** Below are listed the area core courses that can be chosen as electives. Other electives will be offered throughout the year. To prepare for doctoral exams in one or more areas, students might prepare by selecting 2 of the following area core courses as part of their elective options.
- Soci 8102 Life Course Sociology (3)
- Soci 9230 Sociology of health and illness (3)
- Soci 8156 Sexuality and Society (3)
- Soci 8216 Gender and Society (3)
- Soci 8212 Race and Ethnic Relations (3)
- Soci 8226 Urban Sociology (3)

**F. Doctoral Elective Course Work (12 hours or 4 courses):**
Doctoral elective courses will be offered on a rotating schedule, and may include courses based on faculty members’ research interests. With the approval of the departmental Director of Graduate Studies, up to 3 hours (1 course) may be taken in a related field and/or up to 3 hours of Soci 8970: Directed Readings may be taken.

**G. Other Doctoral Requirements (32 hours of non-course work):**
- Soci 9999 Dissertation Research (32)
  Written doctoral exams, a dissertation proposal, dissertation, and oral defense.
**Additional Notes**

Students entering the Joint M.A./Ph.D. program with a Master’s degree in Sociology are required to have earned an A- or higher in courses equivalent to our Department’s M.A.-level courses in statistics (Soci 8010), methodology (Soci 8020), and theory (Soci 8030) prior to taking the Ph.D.-level required courses in those areas. If they have not taken these courses or if they did not earn an A- or higher in them, they will have to take them.

A maximum of six (6) semester hours of approved post-baccalaureate graduate credit from other accredited institutions may be accepted toward a master’s degree program. Students with post-master’s credit from other institutions of higher learning may transfer up to nine (9) credit hours of work towards the Ph.D. degree following petition to, and recommendation by, the Director of Graduate Studies in Sociology and approval by the Office of Graduate Studies of the College of Arts and Sciences. Students can only petition for course credit for courses that have not lead to another degree. To petition for transfer credit, the student must complete the [required form](#).

All funded students in the Joint M.A./Ph.D. program will be appointed to GTAB (teaching associate) at the completion of their M.A.-level coursework. All funded students in the Ph.D. only program will be appointed to GTAB at the completion of 18 hours of coursework at GSU. Students who are appointed as a GTAB must successfully complete Soci 9000: Teaching Sociology and Soci 9001: Teaching Internship prior to their appointment and as a condition of continued funding. The hours accumulated while taking Soci 9001: Teaching Internship cannot count toward graduation.

M.A. students should register for Soci 8999 (Thesis Research) when working on their thesis proposal or thesis research. They are required to register for a total of at least 6 credit hours Soci 8999, either during one semester or over several semesters. Ph.D. students should register for Soci 9999 (Dissertation Research) when they are working on their dissertation proposal or dissertation research. They are required to register for a total of at least 32 credit hours of Soci 9999. Soci 8999 and 9999 are not traditional courses; they are called non-course hours. They simply mean the student is registered and working under the supervision of a thesis or dissertation advisor.

**Course of Study**

The Department expects students to make regular and timely progress in the program. The student, with the assistance of the Coordinator of Graduate Studies, the Director of Graduate Studies, and their Faculty Advisor should plan a program of study with the following course of study in mind. Student progress is evaluated against this course of study within the annual review process, described on the following page.

Funded students **must** follow this course of study or their funding will be rescinded the very next semester.
# Full time JOINT M.A./PH.D. COURSE OF STUDY

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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</thead>
</table>
| **Year 1** | **Courses**  
Soci 8000: Proseminar  
Soci 8010: Intern Stats  
Soci 8020: Res. Methods  
Elective 1 | **Courses**  
Soci 8030: Theory I  
Soci 9010: Multivariate Data Analysis  
Elective 2 | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed) *  
Other Program Requirements  
None | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed)  
Other Program Requirements  
Preliminary Thesis Work  
Secure Thesis Chair | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed) | **Courses**  
Other Program Requirements  
Preliminary Thesis Work |
| **Year 2** | **Courses**  
Elective 3 | **Courses**  
Soci 9000: Teaching Sociology †  
Soci 9001: Teaching Internship | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed)  
Other Program Requirements  
Defend Thesis Proposal | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed)  
Other Program Requirements  
M.A. Coursework Complete  
Defend Thesis | **Courses**  
Non-Course Work Credits  
Soci 8999 (as needed) | **Courses**  
Other Program Requirements  
Ph.D. Coursework Complete  
Prepare for Doctoral Exams  
Preliminary Dissertation Work |
| **Year 3** | **Begin PhD coursework**  
Soci 8342: Qual Methods  
Soci 9030: Theory II  
Elective 1 | **Courses**  
Elective 2  
Elective 3 | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed)  
Other Program Requirements  
None | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed)  
Other Program Requirements  
Ph.D. Coursework Complete  
Prepare for Doctoral Exams  
Secure Dissertation Chair | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed) | **Courses**  
Other Program Requirements  
Defend Dissertation Proposal  
Begin Job Search |
| **Year 4** | **Courses**  
Elective 4 | **Courses**  
None | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed)  
Other Program Requirements  
Declare primary & secondary areas  
Prepare for doctoral exams  
Form Dissertation Committee  
Work on dissertation proposal | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed)  
Other Program Requirements  
Doctoral Exams  
Defend Dissertation Proposal | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed) | **Courses**  
Other Program Requirements  
Defend Dissertation |
| **Year 5** | **Courses**  
None | **Courses**  
None | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed)  
Other Program Requirements  
Continue Job Search | **Courses**  
Non-Course Work Credits  
Soci 9999 (as needed) | **Courses**  
Other Program Requirements  
Defend Dissertation |

* Students with full tuition waivers should register for enough hours of Soci 8999 to have a total of 18 hours per semester until they fulfill the M.A. requirement of 6 hours. After which they may register for Soci 8990 or 8991 until they complete their M.A. Once they have an M.A. degree, they should register for enough hours of Soci 9999 to have a total of 18 hours per semester until they fulfill the Ph.D. requirement of 32 hours. If a student has fulfilled their required number of Soci 9999 hours, they may register for Soci 8990 or 8991. Tuition waivers and other funding will be rescinded for students who fall short of 18 hours. Students needing more than the required hours for financial aid may also register for these non-course credit hours. |

† All students receiving assistantships must take Soci 9000 and Soci 9001. Soci 9000 counts as elective credit, Soci 9001 does not. Other students may take these classes, but it is not a requirement. |

‡ Ph.D. level students register for Soci 9999 until their dissertation is successfully defended and accepted. Students must accumulate at least of 32 hours of Soci 9999.
The progress of part-time students toward the degree may be determined by a number of unique and individual circumstances. However, they too are expected to make regular and timely progress in the program. They are expected to adhere to this course of study as closely as possible.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tr>
<td>Year 1</td>
<td>Courses</td>
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<td>Declare primary and secondary areas</td>
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<td></td>
<td>Soci 9999 (as needed)</td>
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<tr>
<td></td>
<td>Other Program Requirements</td>
<td>Other Program Requirements</td>
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<tr>
<td></td>
<td>Dissertating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defend dissertation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

‡ Ph.D.-level students register for Soci 9999 until their dissertation is successfully defended and accepted. Students must accumulate at least of 32 hours of Soci 9999.
**Master’s Thesis**

An approved thesis is required of all students in the Joint M.A./Ph.D. program. This thesis will be supervised and directed by a faculty committee, composed of a chair (who must be a member of the Graduate Faculty of the Department of Sociology) and two additional faculty members (who must be on the Graduate Faculty). One member of the thesis committee may come from outside the Department of Sociology. This committee is chosen by the student in consultation with the faculty involved, although the Director of Graduate Studies officially approves the thesis committee and the Chair of the Department officially approves and appoints the thesis committee. The required forms for selecting a thesis committee chair and a thesis committee are at the back of the handbook.

A student discusses a thesis topic and research ideas with first their chair and then the committee, then writes a thesis proposal and submits it to the thesis chair and then committee for approval. After it is approved, the student submits the study to IRB making sure to list their committee chair as the PI and adding them to the IRB signoff along with the department chair. Once the IRB has approved the project, the student conducts the research and prepares a written report of the results. After several drafts, the student is normally in a position to defend the thesis at a meeting of the thesis committee and other interested faculty. The chair and committee determine when a thesis is ready to be defended. The chair of the thesis committee must circulate an abstract of the thesis to the faculty at least one week prior to the defense. The entire thesis must also be made available to all interested faculty at least three days prior to the defense. The thesis committee is the sole judge of the adequacy of the thesis, and two-thirds of the committee must approve the thesis before it can be submitted for acceptance to the Graduate Services Office of the College of Arts and Sciences. Thesis chair, committee members, and Department Chair must sign the Thesis/Dissertation Approval Form.

Effective time management is essential for the successful completion of a Master’s thesis. All faculty members have many demands on their time, including supervision of graduate student research. Evaluating a thesis draft is, and should be, a time-consuming process. Students must allow faculty at least two weeks to read and comment on a draft proposal or chapter. A completed thesis draft is likely to require even more time. Additionally, most students will need to submit multiple drafts for evaluation before scheduling a defense. Students should discuss their timeline with all committee members, so they can work around faculty travel or research commitments. The student is ultimately responsible for the timely completion of a Master’s thesis. Students must work within committee members’ time constrains to make steady progress on their own research.

The thesis is the final requirement for the M.A. degree and as such will not be accepted by the Graduate Office until all other requirements for the M.A. are satisfied. A thesis may be submitted for final approval no earlier than the beginning of the semester in which the student will graduate and no later than the thesis deadline. In addition, the student must have registered for graduation two semesters in advance of graduating.

**Formatting and submitting a Master’s Thesis**

Theses in sociology must use the American Sociological Review format for reference citations. Students should consult a current issue of the American Sociological Review for guidance on citing sources in the text and in the reference section. It is the student’s responsibility to make certain the final version of the thesis complies with all the style, format, and other requirements of the College of Arts and Sciences as detailed on the Graduate Services Office webpage. Please note that the student, rather than the advisor, is solely responsible for conformity to the current College guidelines.

A preliminary copy of your final thesis should be submitted to the Graduate Services Office in advance of their published deadline. You need not have defended your thesis before having it reviewed by the appropriate Graduate Services representative.

The final approved thesis must be submitted electronically to the Graduate Services Office by their posted deadline. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE**, as the date is set as late as possible to allow time for graduation clearance. To allow time for any final revisions, the oral defense should be scheduled no later than two weeks prior to the deadline. Final approval by the Graduate Services Office signifies official approval and eligibility to graduate.

The student must arrange with the Graduate Services Office for bound copies of the approved theses, Thesis Binding Form. The cost of binding is the responsibility of the student. At present, this cost amounts to $12.50 per copy for a master’s thesis and $10.50 per copy for a doctoral dissertation. All students are required to provide one bound copy of their thesis for the Sociology Department’s library and one bound copy to their thesis chair.

For information on the doctoral exams and dissertation, please see the sections in the Ph.D. only program.
Ph.D. - Only Program

Sixty-three semester credit hours (31 semester hours of course work and 32 semester hours of non-course work) beyond the Master’s degree, consisting of a Doctoral Core (A), Doctoral Specialty Core (B.), Doctoral Electives (C), and Other Doctoral Requirements (D). A detailed checklist to help students track their progress is located on page 36.

A. Doctoral Core Required Course Work (16 hours):

- Soci 8000 Proseminar in Sociology (3)
- Soci 8342 Qualitative Methods in Sociology (3)
- Soci 9010 Multivariate Sociological Data Analysis (4)
- Soci 9020 Advanced Research Methodology (3)
- Soci 9030 Sociological Theory II (3)

NOTE: If a student needs to take Soci 8010 Intermediate Social Statistics, Soci 8020 Research Methods, and/or Soci 8030 sociological Theory I (or their equivalents, as determined by the Director of Graduate Studies), these courses must be taken as non-credit prerequisites for Soci 9010, Soci 9020, and Soci 9030. This generally pertains to students admitted to the Ph.D. program who have an M.A. degree in a non-sociology social science program. But Students who earned less than an A in their M.A. program on equivalent courses will be asked to repeat the equivalent prerequisite here.

B. Area of Specialization Coursework (6 hours or 2 courses)
Below are listed the area core courses that can be chosen as electives. Other electives will be offered throughout the year. To prepare for doctoral exams in one or more areas, students might prepare by selecting 2 of the following area core courses as part of their elective options.

- Soci 8102 Life Course Sociology (3)
- Soci 9230 Medical Sociology (3)
- Soci 8156 Sexuality and Society (3)
- Soci 8216 Gender and Society (3)
- Soci 8212 Race and Ethnic Relations (3)
- Soci 8226 Urban Sociology (3)

C. Doctoral Elective Course Work (9 hours or 3 courses):

With the approval of the departmental Director of Graduate Studies, up to 3 hours (1 course) may be taken in a related field and/or up to 3 hours of Soci 8970: Directed Readings may be taken.

D. Other Doctoral Requirements (32 hours of non-course work):

- Soci 9999 Dissertation Research (32)
- Written doctoral exams, a dissertation proposal, a dissertation, and oral defense

Prior Coursework and Transfer of Credit

Students entering the Ph.D.-Only program with a Master’s degree in Sociology are required to have earned an A- or higher in courses equivalent to our Department’s M.A.-level courses in statistics (Soci 8010), methodology (Soci 8020), and theory (Soci 8030) prior to taking the Ph.D.-level required courses in those areas. If they have not taken these courses or if they did not earn an A- or higher in them, they will have to take them.

A maximum of six (6) semester hours of approved post-baccalaureate graduate credit from other accredited institutions may be accepted toward a Master’s degree program. Students with post-master’s credit from other institutions of higher learning may transfer up to nine (9) credit hours of work towards the Ph.D. degree following petition to, and recommendation by, the Director of Graduate Studies in Sociology and approval by the Office of Graduate Studies of the College of Arts and Sciences. Students can only petition for course credit for courses that have not lead to another degree. To petition for transfer credit, the student must complete the required form.
**Course of Study**

The Department expects students to make regular and timely progress in the program. The student, with the assistance of the Coordinator of Graduate Studies, the Director of Graduate Studies, and their Faculty Advisor should plan a program of study with the following course of study in mind. Student progress is evaluated against this course of study within the annual review process, described below.

Funded students must follow this course of study or their funding will be rescinded the very next semester.

**FULL TIME PH.D.-ONLY COURSE OF STUDY**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
</table>
| Year 1 | Soci 8000: Proseminar  
Soci 8342: Qual Methods  
Soci 9030: Theory II  
**Elective 1** | Soci 9010: Mul Data Analysis  
**Elective 2** | Non-Course Work Credits  
Soci 9999 (as needed) **/‡** | Non-Course Work Credits  
Soci 9999 (as needed) | Non-Course Work Credits  
Soci 9999 (as needed) |
|   | Non-Course Work Credits  
Soci 9999 (as needed) | Non-Course Work Credits  
Soci 8990/Soci 8991/Soci 9999 (as needed) | Other Program Requirements  
Declare primary and secondary areas  
Prepare for Doctoral Exams | Other Program Requirements  
Doctoral Exams  
Form Dissertation Committee | Other Program Requirements  
Ph.D. Coursework Complete  
Preliminary Dissertation Work |
| Year 2 | Elective 3  
Elective 4 | Soci 9000: Teaching Sociology  
(or)  
**Elective 5** | Soci 9001: Teaching Internship |
|   | Non-Course Work Credits  
Soci 9999 (as needed) | Non-Course Work Credits  
Soci 9999 (as needed) | Non-Course Work Credits  
Soci 8990/Soci 8991/Soci 9999 (as needed) |
|   | Other Program Requirements  
Defer primary and secondary areas  
Prepare for Doctoral Exams | Other Program Requirements  
Doctoral Exams  
Form Dissertation Committee | Other Program Requirements  
Ph.D. Coursework Complete  
Preliminary Dissertation Work |
| Year 3 | Courses None | Courses None | Courses None |
|   | Non-Course Work Credits  
Soci 9999 (as needed) ‡ | Non-Course Work Credits  
Soci 8990 or Soci 9999 (as needed) | Non-Course Work Credits  
Soci 9999 (as needed) |
|   | Other Program Requirements  
Defend Dissertation Proposal | Other Program Requirements  
Dissertating | Other Program Requirements  
Begin Job Search |
| Year 4 | Courses None | Courses None | Courses None |
|   | Non-Course Work Credits  
Soci 9999 (as needed) | Non-Course Work Credits  
Soci 9999 (as needed) | Other Program Requirements  
Dissertating  
Defend Dissertation |

* The two Area Requirements can be taken during any elective slot. The Area Requirements are Soci 8101, 8102, or 9230 for FHLC, Soci 8216 & 8156 for GS, and Soci 8212 & 8226 for RUS.

** Students with full tuition waivers should register for enough hours of Soci 9999 to have a total of 18 hours per semester. If a student has fulfilled their required number of Soci 9999 hours, they may register for Soci 8990 or 8991. Tuition waivers and other funding will be rescinded for students who fall short of 18 hours. Students needing more than the required hours for financial aid may also register for these non-course credit hours.

† All students receiving assistantships must take Soci 9000 and Soci 9001. Soci 9000 counts as elective credit, Soci 9001 does not. Other students may take these classes, but it is not a requirement.

‡ Ph.D.-level students register for Soci 9999 until their dissertation is successfully defended and accepted. Students must accumulate at least of 32 hours of Soci 9999.
## Part Time PH.D.-ONLY COURSE OF STUDY

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong>&lt;br&gt;Courses&lt;br&gt;Soci 8000: Proseminar&lt;br&gt;Soci 8342: Qual Methods</td>
<td>Courses&lt;br&gt;Soci 9010: Mul Data Analysis&lt;br&gt;Soci 9020: Adv. Res. Methods&lt;br&gt;Elective 2</td>
<td>Elective 1*</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999 (as needed) <strong>/‡</strong>&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong>&lt;br&gt;None</td>
<td>Other Program Requirements&lt;br&gt;None</td>
<td>Other Program Requirements&lt;br&gt;None</td>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Clear credit hours</td>
</tr>
<tr>
<td><strong>Year 2</strong>&lt;br&gt;Courses&lt;br&gt;Soci 9030: Theory II&lt;br&gt;Elective 2</td>
<td>Courses&lt;br&gt;Elective 3&lt;br&gt;Elective 4</td>
<td>Courses</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong>&lt;br&gt;None</td>
<td>Other Program Requirements&lt;br&gt;None</td>
<td>Other Program Requirements&lt;br&gt;None</td>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Ph.D. Coursework complete&lt;br&gt;Preliminary dissertation work</td>
</tr>
<tr>
<td><strong>Year 3</strong>&lt;br&gt;Courses&lt;br&gt;Elective 5</td>
<td>Courses&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
<td>Courses&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Declare primary and secondary areas&lt;br&gt;Prepare for Doctoral Exams</td>
<td>Other Program Requirements&lt;br&gt;Doctoral Exams‡&lt;br&gt;Form Dissertation Committee</td>
<td>Other Program Requirements&lt;br&gt;Work on dissertation proposal</td>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Work on dissertation proposal</td>
</tr>
<tr>
<td><strong>Year 4</strong>&lt;br&gt;Courses&lt;br&gt;None</td>
<td>Courses&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
<td>Courses&lt;br&gt;Begin Job Search</td>
<td>Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Work on dissertation proposal</td>
<td>Defend dissertation proposal</td>
<td>Other Program Requirements&lt;br&gt;Dissertationing</td>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Dissertationing</td>
</tr>
<tr>
<td><strong>Year 5</strong>&lt;br&gt;Courses&lt;br&gt;None</td>
<td>Courses&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
<td>Courses&lt;br&gt;Begin Job Search</td>
<td>Non-Course Work Credits&lt;br&gt;Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Dissertationing</td>
<td>Other Program Requirements&lt;br&gt;Dissertationing</td>
<td>Defend dissertation</td>
<td><strong>Other Program Requirements</strong>&lt;br&gt;Dissertationing</td>
</tr>
</tbody>
</table>

* The two Area Requirements can be taken during any elective slot. The Area Requirements are Soci 8101, 8102, or 9230 for FHLC, Soci 8216 & 8156 for GS, and Soci 8212 & 8226 for RUS.

** Graduate students with full tuition waivers should register for enough hours of Soci 9999 to have a total of 18 hours per semester. If a student has fulfilled their required number of Soci 9999 hours, they may register for Soci 8990 or 8991. Tuition waivers and other funding will be rescinded for students who fall short of 18 hours. Students needing more than the required hours for financial aid may also register for these non-course credit hours.

† All students receiving assistantships must take Soci 9000 and Soci 9001. Soci 9000 counts as elective credit, Soci 9001 does not. Other students may take these classes, but it is not a requirement.

‡ Ph.D.-level students register for Soci 9999 until their dissertation is successfully defended and accepted. Students must accumulate at least of 32 hours of Soci 9999.
Doctoral Specialty Examinations

Required for all Joint M.A./Ph.D. and Ph.D.-Only students, the purpose of the Doctoral Exam is to determine whether a student has a sound understanding of sociology in the two chosen specialty areas. Successful performance will require students to go beyond their course work; they should expand their knowledge by reviewing books and articles on theories, methods, and research findings from specially prepared reading lists. The exam requires answers to questions designed to test the student's knowledge of the field as well as organizing, synthesizing, and writing abilities.

The exam is a three day (72 hours) take home exam in which students answer one question in each chosen area (2 questions total). Each exam area will consist of 2-3 questions indicating the diverse field of research in that area. Students select one question in each area to answer. The department’s specialty areas are: (1) Health, (2) Life Course, (3) Gender, (4) Sexuality, (5) Race, and (6) Urban Studies. Exams will be held once per year starting on the Monday of spring break. The exam is distributed on a Monday morning and is due the Thursday morning immediately following. Students answer a total of two questions (one question per area as described above). Each separate answer is limited to 10-12 pages, including footnotes/endnotes, but not including references. Although a specific number of references are not required, all answers must include enough referenced material to sufficiently answer each question and demonstrate a sound understanding of each specialty.

Students must take the exam at the first opportunity after they successfully complete all doctoral course work. Although students can opt to take the exam in their last semester of coursework. Students are strongly encouraged to compete the core specialty courses in their two specialty areas prior to taking the exam, but this is not required (core specialty courses are not “core”). Students in the Joint M.A./Ph.D. program cannot take the Doctoral Exams until they have successfully defended their M.A. Thesis, completed all requirements for the M.A. degree, and completed all of the core coursework for the Ph.D. degree.

Students are responsible for informing the Director of Graduate Studies in writing (by email) of their intention to take the examination and the two specialty areas in which they will take the exam; notification must occur by December 1st prior to the spring break exam. Failure to take the examination on the agreed date will constitute an exam failure and the following spring will constitute their one other opportunity to take it.

Students are urged to study diligently for these exams and are expected to spend several months studying for the exams. Reading lists are available from the departmental Director of Graduate Studies. Students who entered under catalogs earlier than 2016 and who did not change to the latest graduate catalog can still take the concentration version of the exam or can choose two specialty areas. Register for SOCI 9999 during the semester preparing for and taking the doctoral exams.

The Chair of the Department will appoint two faculty to each of the six areas to form an exam committee. Each exam area’s task will be to construct and grade the Doctoral Examination for their area. They will use the syllabi from the prior three years of the core specialty area course, as well as, the seminal readings included on the reading list to create the exam. The exam committees will be formed in the fall, they will attend one meeting in early December with all spring exam takers to answer questions about the exams. They will construct the exam in early spring and send to the Director of Graduate Studies. The Graduate Director will construct the individual exams and send to the examinees by 9AM on the Monday of spring break. Examinees will return the completed exam to the Graduate Director by 9AM on Thursday morning of spring break. The Graduate Director will make the exams anonymous and send them out to the exam committees the Monday following spring break. The exam committees will have 5 weeks to grade the exams. The decision to "high pass," "pass," or "fail" or "fail/rewrite" is governed by a numerical scale. In the event of a failure on the exam, the student must wait to retake the Doctoral Exam at the next offering. A student will be dismissed from the program upon a second failure of the Doctoral Examination, though the student can petition the graduate committee in writing for a third attempt.

While the exam committee is responsible for the grades, the Director of Graduate Studies will assess the exams for plagiarism using turnitin.com. This is a tool used to make the assessment easier—but it is just a tool and it has its own flaws. All exams will be thoroughly vetted by the DGS regardless of the originality score provided by turnitin.com. If the DGS determines that plagiarism has occurred, the Director of Instruction will be asked to confirm the finding. If it is confirmed, paperwork will be filed with the office of academic dishonesty. This policy allows students to appeal the charge. If the charge is successfully appealed, then the student will receive the grade given by the exam committee. If the charge is upheld, the student will follow the stipulations spelled out in the filed paperwork. This procedure has been approved by the Office of Academic Dishonesty as the most fair in terms of not biasing the grade with issues of academic dishonesty.
Students must submit (via email) their “Notification of Intent” to the Director of Graduate Studies by December 1st.

Students will meet with Graduate Director, receive all exam prep material, go over plagiarism guidelines and subsequently be able to ask exam committee members questions related to the exam in early December including best preparation strategies.

The exam will be distributed (via email) at 9AM on the Monday of spring break.

Students have 72 hours to complete the exam. Complete exams must be submitted (via email) to the Director of Graduate Studies by 9AM on Thursday of spring break.

Exam committees will notify the Director of Graduate Studies of the students’ grades on the exam within 5 weeks, who will then immediately notify the students (approx. 4/20).

Grading System for the Doctoral Exam:
Each faculty committee member grades each individual answer on a ten-point scale, ranging from a low of "1" to a high of "10." The committee members' grades for a particular answer are averaged to produce a summary score for that particular answer. The Committee members are responsible for meeting and discussing their grades for each answer—particularly if there is disagreement about an exam answer. If the committee can’t come to agreement on a particular answer, (e.g. one grades as a pass and another grades as a failure) then the Chair of the department will assign a third committee member to read the exam and act as tie breaker. Each student’s exam ends up with two summary scores, one for each area answer (i.e. the average of the faculty grading each question, rounded to the nearest whole number).

- In order to HIGH PASS the area exam, a student must obtain a score of 9:10 on the answer.
- In order to PASS the exam, a student must obtain a score of 7:8 on the area answer.
- In order to FAIL the exam and be allowed to rewrite an answer in the same semester, a student must earn a score of 5:6 on each area answer.
- In order to FAIL the exam and need to repeat the exam the following Spring offering, a student must earn a score of 4 or lower on each area answer.

The Director of Graduate Studies is responsible for supervising all phases of the Doctoral Examination, checking for plagiarism and academic dishonesty, and informing the Chair of the Department and the Office of Graduate Studies of the College of Arts and Sciences of the results.

Students preparing for the Doctoral Exams should contact the Director of Graduate Studies to receive the Department’s Information and Preparation Packet.

After completing his or her Doctoral Exams, a student is eligible to prepare and defend a doctoral dissertation proposal.

Dissertation
An approved dissertation is required of all candidates for the doctoral degree. A dissertation should be an original contribution to knowledge by the student. In it the student gives a complete discussion of the sociological thinking involved in formulating a topic, provides a careful description of the research methods and findings, and lays out the meaning and implications of the research. Each student must have a Dissertation Chair who will give guidance and direction to the student during the research and writing stages of the project. The Dissertation Chair must be a member of the graduate sociology faculty. Dissertation Chairs are requested by the student, approved by the Director of Graduate Studies, and appointed by the Chair of the Department of Sociology.

A Dissertation Committee, chaired by the Dissertation Chair, will be formed to supervise and evaluate the student’s proposal and dissertation. The Dissertation Committee must have three to five members. Committee members are nominated by the student (in consultation with the Dissertation Chair and faculty expected to be involved), approved by the Director of Graduate Studies, and approved and appointed by the Chair of the Department.

Although committee members may be selected from the graduate faculty of other academic departments of Georgia State University or from the graduate faculty of other accredited institutions of higher learning, a majority of the members of the Dissertation Committee must be members of the Graduate Faculty of the Department of Sociology at Georgia State University. If a student wishes to alter the composition of the Dissertation Committee after members have been appointed, a petition must be submitted to the Director of Graduate Studies who will present the petition to the Graduate Committee for action.

Students may find it useful to examine Ph.D. dissertations completed by previous sociology graduate students. Copies are available in either the Department or via the GSU Library.
Roles and Responsibilities of the Dissertation Committee Chair and Members

The Chair of the committee works most closely with the dissertator. The chair monitors all drafts and determines when the proposal or dissertation is ready to go to the committee. This means that students should choose a faculty member with expertise in the dissertation topic area and/or methodology to chair their committee. Other committee members should be chosen to complement the knowledge base of your committee by either their substantive or methodological expertise. If the chair is less knowledgeable methodologically, then the chair and a committee member that is an expert need to come to an agreement a priori of the extent of additional work the non-chair committee member will conduct. Unless otherwise discussed and agreed upon a priori, non-chair committee members should only be expected to read a defensible draft of the proposal and dissertation. Thus, they should not be engaging in proofreading but rather reading for (1) a clear and coherent research question/hypothesis; (2) logical flow to arguments; (3) complete, accurate and comprehensive literature review; (4) appropriateness of and expertise in methodology used; (5) accurate and appropriate interpretation of results; and (6) discussion of the research findings within the broader scientific discourse.

Dissertation Proposal

A dissertation proposal that outlines the sociological issues, research questions/hypotheses, research methodology, analytical steps, anticipated findings, and study limitations is required of all dissertation proposals. Students must orally defend the proposal at a meeting with their dissertation committee and other interested faculty and students. The committee must unanimously approve it before the student is officially considered to be working on the Ph.D. dissertation. Following the defense, the dissertation committee members and the department chair must sign the Thesis/Dissertation Proposal Approval Form, located at the end of this handbook. The next step is to get IRB approval (note that the dissertation chair must be named in the IRB application as faculty PI and the faculty PI and department chair must approve the IRB submission by signing off on it), and then the student may begin conducting their dissertation research. A student is admitted to candidacy and earns ABD (All But Dissertation) status with the successful defense of their dissertation proposal.

The proposal serves as a plan for action. All empirical research consists of careful, systematic, and pre-planned observations of some restricted set of phenomena. The approved proposal describes a study that if conducted competently and completely should provide the basis for a report that would meet all the standards for acceptability (by a journal or book publisher for example). The acceptability of results is judged exclusively in terms of the adequacy of the methods employed in making, recording, and interpreting the planned observations. Accordingly, the plan for observation, with its supporting arguments and explications, is the basis on which the thesis, dissertation, or research report will be judged. With the exception of plans for qualitative research, proposals for theses and dissertations should be in final form prior to the collection of data.

Accordingly, once the contract has been made, all but minor changes should occur only when arguments can be made for absolute necessity or compelling desirability. This refers to the data collection and analyses in the proposal. The committee can and should expect your best work in terms of writing, interpreting data analysis, and adding new research to the literature review. Expect several drafts before your committee is satisfied with your work. Under most circumstances, substantial revisions should be made only with the explicit consent of the full committee. Once the document is approved in final form, neither the student nor the sponsoring faculty members should be free to alter the fundamental terms of the contract by unilateral action—meaning get approval for any changes from the committee prior to making changes.

In general, proposals consist of three chapters: 1) an introduction (a framework and rationale for the problem or phenomena to be studied, the research problem and question, and the contributions this study will make); 2) a literature review (consisting of a theoretical framework, and a discussion of the existing literature on your area that makes an argument for your particular study), and, 3) a methods section that explains how you will answer your research question (i.e., the data, the theoretical constructs you will use, and how you will analyze the data).

If proposing a three article dissertation, follow the same approval process as for the monograph process. Such a proposal should introduce and provide the literature reviews and methodologies for each article. If, for some reason, at a subsequent point the student decides that the traditional monograph format is more desirable for his or her dissertation, the student can petition the dissertation committee requesting a shift to the traditional monograph format (and vice versa), a request that will be routinely granted. Our purpose here, is to help the dissertator get through the dissertation process in a timely manner.
Monograph or Three-Article Dissertation

Students must complete a doctoral dissertation representing an original research project. The dissertation paper may be organized in one of two ways: 1) a traditional monograph format (like a book), or 2) students may complete a three-article dissertation. The traditional sociology dissertation is written in the monograph style, with a single overall argument carried throughout the entire document. This does not mean a single results chapter like the M.A. thesis, rather the theme is carried out across several results chapters. The three article dissertation has 3 independent arguments—one for each article. In order to complete the three article dissertation, students must complete three interrelated research articles and an additional introduction chapter and conclusion chapter to frame the three articles. It is in the introduction and conclusion that the relationships between the three independent articles are shown.

Students may not submit articles which have been previously published or submitted for course grades as part of a three article dissertation; however, it may be permissible for students to submit chapters (of a traditional monograph dissertation) or articles of their dissertation for publication before their dissertation is defended, with permission of the dissertation committee. If an article has been published prior to the defense of the dissertation, the student must obtain the copyright permission from the copyright holder in order to include the article in the dissertation.

To utilize the three article format or the monograph format, as a first step, the student must get the dissertation committee to agree to the format chosen. This should be done prior to or at the proposal defense. The purpose of this directive is to save the dissertator time. The student’s committee will decide whether or not a three-article format is suitable for the proposed dissertation and acceptable to all members of the committee. There may be many research topics, research questions, and types of data for which this model will not be considered appropriate by the student’s committee. If in doubt about which is the best format for your dissertation, discuss this with your dissertation chair. The ultimate question that should decide this is: is there one overall argument or are there three distinct, but interrelated, arguments being made?

In general, the articles should fit the following set of criteria to qualify for inclusion: (1) the three articles must all be in the same subarea of sociology. The student’s committee will make the determination as to how closely linked the articles can be or must be. (2) No articles written prior to entry into our graduate program can be counted. (3) The three articles must fit the criterion of being based primarily on original quantitative or qualitative empirical research. However, with the permission of the dissertation committee, the student may be allowed to include one article that does not fit this criterion as it may not call for original data collection or preparation. Some examples include, but are not limited to: theoretical articles, policy essays, and methodology articles. (4) Students should be urged to submit their articles for publication as early as possible. (5) Overall, the corpus of five chapters (which includes the three articles) must be approved by the student’s committee as representing a contribution to the field at least comparable to that of a typical monograph style dissertation in our department. The final determination of dissertation acceptance will be based on the quality of the research and the importance of the overall contribution of the work as reflected by the articles as a set.

The student must write an acceptable dissertation, as defined by the Chair and Committee, and pass a final oral defense of that dissertation. At least two-thirds of the Dissertation Committee must give written approval of the dissertation for it to be submitted for acceptance to the Graduate Services Office of the College of Arts and Sciences. The Dissertation Committee is the sole judge of the professional adequacy of the dissertation. The normal procedure is for the student to submit drafts of chapters to the Dissertation Chair, who makes critical suggestions for revision, and reviews rewritten chapters. When the Dissertation Chair feels one or several chapters are ready for other committee members to review, he/she tells the student to distribute them to the committee members, who read them and suggest revisions. When the Dissertation Chair determines the dissertation is at the appropriate stage of development, the dissertation defense is scheduled. At that time the Dissertation Committee decides whether it will accept the dissertation, based on the adequacy of the research, the soundness of the student’s interpretation of the data, and, ultimately, the work’s contribution to knowledge in the discipline of sociology. The Dissertation Committee has the right to require further revisions after the defense.

Effective time management is essential for the successful completion of a Doctoral Dissertation. All faculty members have many demands on their time, including supervision of graduate student research. Evaluating a dissertation draft or chapter is, and should be, a time-consuming process. Committee chairs will read all drafts and chapters until such a time as they release the completed draft to the committee. Students must allow their chair at least two weeks to read and comment on a proposal draft or chapter. Additionally, most students will need to submit multiple drafts to their chair for evaluation before the chair thinks it is complete and final and is willing to send it to the committee members to schedule a defense. A completed dissertation draft is likely to require even more time for committee members to read (2-3 weeks). Students should discuss their timeline with all committee members, so they can work around faculty travel or research commitments. The student is ultimately responsible for the timely completion of a Doctoral Dissertation. Students must work within committee members’ time constrains to make steady progress on their own research.
Oral dissertation (and proposal) defenses may be scheduled during the fall, spring, and summer semesters (regular or Maymester) at the discretion of their committee. It is the sole responsibility of the student to make steady progress on his or her own research. **Students should think about and carefully plan around other deadlines (e.g., applying for jobs) and avoid asking committee members to read dissertations “at the last minute.”**

There shall be a final oral defense of the dissertation, at which time the student will describe and discuss the work he or she has done, defend its merit, and answer any questions about it that arise. This defense of the dissertation is open to interested faculty and students. The Dissertation Chair should notify faculty and students in the Department of Sociology about the topic, time, and place of the defense, and circulate a research abstract of it at least two weeks in advance. The entire dissertation must also be made available to interested faculty members at least one week prior to the defense. Additionally, the Dissertation Chair, all committee members, and the Department Chair must sign the Thesis/Dissertation Approval Form, located at the end of this handbook.

The dissertation is the final requirement for the Ph.D. degree and as such will not be accepted by the Graduate Office until all other requirements for the Ph.D. are satisfied. A dissertation may be submitted for final approval no earlier than the beginning of the semester in which the student will graduate and no later than the dissertation deadline. In addition, the student must have registered for graduation two semesters in advance of graduating.

Dissertations in sociology must use the American Sociological Review format for reference citations. Students should consult a current issue of the American Sociological Review for guidance on citing sources in the text and in the reference section. It is the student’s responsibility to make certain the final version of the dissertation complies with all the style, format, and other requirements of the College of Arts and Sciences as detailed on the Graduate Services Office webpage. Please note that the student, rather than the advisor, is solely responsible for conformity to the current College guidelines.

**Emargoing your Dissertation**

All dissertations must be uploaded electronically to scholarWorks. This makes your dissertation publicly available. In order to restrict access because you want to publish it as a book, you can embargo your dissertation. An Embargo makes the work inaccessible for a specified period of time, usually one year, but possibly 6 months or 2 years. Once the time limit expires the dissertation is automatically released unless an extension is requested. Embargoes need to be approved by the College of Arts & Sciences graduate services office. The office of Graduate Services will ensure that your request has the support of the DGS and the college’s associate dean for research and graduate studies. For more information on the embargo process, please contact Chad Van Gorden at evangorden1@gsu.edu.

**OTHER GENERAL POLICIES AND PROCEDURES**

**Completion of M.A. Prior to Matriculation into Ph.D. Only Program**

Students accepted into the Ph.D.-Only Program must have completed their Master’s degree prior to matriculating at Georgia State. If a student’s Master’s degree is incomplete, that student may petition the Graduate Committee for a one-semester extension. Students requesting this extension must supply all documentation required by the Director of Graduate Studies to support the request (for example, a letter from the student’s thesis chair or Master’s program advisor). Ph.D.-Only students who are awarded funding must complete their Master’s degrees prior to matriculation or their graduate assistantships from the Sociology Department will be rescinded. Students who request and receive one-semester extensions must have completed their Master’s degrees before the start of the Spring semester. Supporting documentation of completion is required. Students failing to complete their Master’s degree by the start of the Spring semester will be scholastically terminated from the sociology graduate program.

**Academic Residence**

Four semesters of residence are required, two of which must be consecutive; during all four semesters the student must register for at least six hours of coursework. A Doctor of Philosophy degree shall be conferred only on that student who holds a distinguished record of academic achievement and has maintained a cumulative grade-point average of at least 3.0 for a minimum period of three academic years of post baccalaureate study. On the recommendation of the major department and with the approval of the appropriate associate dean, up to one-half of the residence requirement may be waived on the basis of competence obtained through coursework completed elsewhere.
Continuous Enrollment

Students in all graduate programs must maintain enrollment totaling 6 hours (or more) over all consecutive three-semester periods (including summers). In other words, the total enrollment of the current term plus the two terms preceding it must add to 6 hours or more at all times. The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance will receive a registration hold preventing all current and future registration. Those students will be notified by an e-mail message sent to their official Georgia State University’s e-mail account. In order to graduate, students must be actively enrolled in the program of study during the semester in which they finish degree requirements for graduation.

To resume their programs, students with continuous enrollment holds must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the re-entry term plus the two terms preceding it must total to 6 hours or more. The maximum required enrollment level for the re-entry term is 6 hours. For more information on the re-entry process.

Institutional Review Board Approval

All student research that involves human subjects, including the analysis of secondary data, must be approved by GSU’s Institutional Review Board. You will receive training on this in Soci 8000. All student research that requires IRB approval requires faculty sponsorship and the IRB review is submitted under the faculty member’s name. This means that when you submit your thesis, capstone paper, or dissertation proposal for IRB approval, list yourself as the student PI, your chair as the PI and make sure the IRB protocol is routed such that your chair must sign off on the protocol as well as the departmental chair signs off on the protocol.

ADEQUATE PROGRESS, MILESTONES AND ANNUAL STUDENT REVIEW

College Mandated Times to Completion and Annual Review Progress

By university policy, all credits presented for the M.A. degree must have been earned within seven calendar years of the date of the degree. All credits presented for the Ph.D. degree must have been earned within ten calendar years of the date of the degree. Students wishing to petition this requirement should refer to the College of Arts and Sciences policies.

The department expects students to make regular and timely progress in the program. The student, with the assistance of the Coordinator of Graduate Studies, the Director of Graduate Studies, and their Faculty Advisor should plan a program of study in line with their program’s defined course of study. Student progress is evaluated against this course of study within the annual review process.

On the next page are the milestones that we use to evaluate progress. Every year, your progress will be evaluated. We evaluate coursework, milestones towards degree, professional development activities (e.g. presenting at conferences and/or publishing papers). Deviations from the courses of study may happen. Such deviations may result in negative annual evaluations and the loss of funding, but they will not risk dismissal from the program unless the following dismissal deadlines are not met. Failure to meet the listed dismissal deadlines will be considered grounds for scholastic termination by the College of Arts and Sciences. The stated dismissal deadlines hold for full-time and part-time students.
Students in the M.A. Only Program are expected to complete these milestones according to the following deadlines:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Recommended Course of Study</th>
<th>Dismissal After</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete M.A. Coursework</td>
<td>4 semesters</td>
<td>10 semesters</td>
</tr>
<tr>
<td>2. Complete Internship</td>
<td>4 semesters</td>
<td>12 semesters</td>
</tr>
<tr>
<td>3. Complete Capstone Paper</td>
<td>4 semesters</td>
<td>14 semesters</td>
</tr>
</tbody>
</table>

Full time Students in the Joint M.A./Ph.D. Program are expected to complete these milestones according to the following deadlines:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Recommended Course of Study</th>
<th>Dismissal After</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete M.A. Proposal</td>
<td>3 semesters (all include summer)</td>
<td>6 semesters</td>
</tr>
<tr>
<td>2. Complete M.A. Coursework</td>
<td>5 semesters</td>
<td>10 semesters</td>
</tr>
<tr>
<td>3. Complete M.A. Thesis</td>
<td>5 semesters</td>
<td>10 semesters</td>
</tr>
<tr>
<td>4. Complete Ph.D. Coursework</td>
<td>8 semesters</td>
<td>16 semesters</td>
</tr>
<tr>
<td>5. Complete Doctoral Exams</td>
<td>10 semesters</td>
<td>20 semesters</td>
</tr>
<tr>
<td>6. Complete Dissertation Proposal</td>
<td>11 semesters</td>
<td>22 semesters</td>
</tr>
<tr>
<td>7. Complete Dissertation</td>
<td>14 semesters</td>
<td>28 semesters</td>
</tr>
</tbody>
</table>

Part time Students in the Joint M.A./Ph.D. Program are expected to complete these milestones according to the following deadlines:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Recommended Course of Study</th>
<th>Dismissal After</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete M.A. Proposal</td>
<td>3 semesters (all include summer)</td>
<td>6 semesters</td>
</tr>
<tr>
<td>2. Complete M.A. Coursework</td>
<td>5 semesters</td>
<td>10 semesters</td>
</tr>
<tr>
<td>3. Complete M.A. Thesis</td>
<td>5 semesters</td>
<td>10 semesters</td>
</tr>
<tr>
<td>4. Complete Ph.D. Coursework</td>
<td>8 semesters</td>
<td>16 semesters</td>
</tr>
<tr>
<td>5. Complete Doctoral Exams</td>
<td>10 semesters</td>
<td>20 semesters</td>
</tr>
<tr>
<td>6. Complete Dissertation Proposal</td>
<td>11 semesters</td>
<td>22 semesters</td>
</tr>
<tr>
<td>7. Complete Dissertation</td>
<td>14 semesters</td>
<td>28 semesters</td>
</tr>
</tbody>
</table>

Students in the Ph.D.-Only Program are expected to complete these milestones according to the following deadlines:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Recommended Course of Study</th>
<th>Dismissal After</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Complete Ph.D. Coursework</td>
<td>6 semesters (all include summer)</td>
<td>12 semesters</td>
</tr>
<tr>
<td>5. Complete Doctoral Exams</td>
<td>7 semesters</td>
<td>14 semesters</td>
</tr>
<tr>
<td>6. Complete Dissertation Proposal</td>
<td>8 semesters</td>
<td>16 semesters</td>
</tr>
<tr>
<td>7. Complete Dissertation</td>
<td>11 semesters</td>
<td>22 semesters</td>
</tr>
</tbody>
</table>
Annual Student Evaluation

Students’ progress will be reviewed annually by the Director of Graduate Studies, Coordinator of Graduate Studies, and the Graduate Committee. These evaluations occur each fall semester and you will receive your evaluation in January of the next semester. The goal of the evaluation is to assess each student’s performance and progress in the student’s program in order to better assist and guide the student. These evaluations focus on a student’s degree progress. All aspects of a student’s activities and performance are reviewed, including progress, academic performance, professionalism, and ethical orientation.

The annual review also serves as the basis for the development of a corrective action plan if significant problems or weaknesses are identified. In those instances when a student’s performance is judged to be unsatisfactory, an evaluation letter will be sent that includes notice of probationary status (i.e., scholastic warning). Students receiving such a warning will be evaluated again during the spring semester of that academic year. If at that time the faculty judges that the circumstances have not changed and the student’s performance is again rated as unsatisfactory, a dismissal action will be initiated. As with appeals for failure to meet progress guidelines, students may appeal their pending dismissal, see “Appeals Procedures”. If a funded student’s performance is judged to be unsatisfactory, they must make significant progress toward completing the corrective action plan by February 1st or their funding will be rescinded.

ASSISTANTSHIPS AND OTHER FUNDING

The financial assistance available to students through the Department of Sociology includes graduate research assistantships (GRAs), graduate teaching assistantships (GTAs), graduate laboratory assistantships (GLAs), and in some cases, financial support for students to travel to sociology conferences. Information about other possible sources of financial support is available at the Financial Aid Office, Panther Career Net, and the GSU Scholarship Office. Students who are not funded by the department should also consult with the Coordinator of Graduate Services for guidance on securing on-campus employment.

Departmental Graduate Research and Teaching Assistantships (GRAs/GTAs)

Graduate Research and Teaching Assistantships (GRAs/GTAs) are available for qualified students in the Department of Sociology on a competitive basis.

Application for and Awarding of Assistantships

Assistantship decisions are based on the student’s performance and progress in the sociology graduate program, the needs of the Department, and the availability of funds. Departmental GRA/GTA appointments are typically made for multiple years, contingent upon the student’s academic progress, the needs of the Department, and budgetary considerations. Incoming students apply for departmental assistantships as part of their regular application package. If a student is not awarded an assistantship when they are accepted into the program, they may apply for departmental assistantships by completing the required Funding Application Form, due each year early in the Spring semester. Students who enter the Ph.D.-Only Program are only eligible for graduate assistantships if their Master’s degrees are complete by the beginning of the Fall semester.

Duties of Assistantships

Typical duties performed by graduate teaching assistants may include conducting library/database searches, copying articles, collecting data, entering data, performing analysis, writing/editing, and presenting research, assisting with the running of the course, grading, recording of grades, attending class, providing a good role model for students in the course, taking role/attendance, assisting students, holding regular office hours, taking notes, copying handouts/tests/etc., posting grades/materials online, enforcing course policies, and leading discussion or giving lectures.

All funded graduate students must teach their own course as a Graduate Teaching Assistant B (GTAB) after the successful completion of the Department’s two teaching classes (Soci 9000: Teaching Sociology and Soci 9001: Teaching Internship). Funded students must take Soci 9000 in the spring of their second year. Ph.D.-Only students with Master’s degrees in Sociology may take Soci 9000 during the spring of their first year with permission of the Director of Graduate Studies. Soci 9001 requires the permission of the instructor and the successful passing of Soci 9000 (completing the class with a grade of B or higher). Soci 9000 prepares students for the classroom. Soci 9001 places student-instructors into an undergraduate sociology class at Georgia State University; student-instructors teach their own class under the direction of their Soci 9001 instructor. Soci 9000 is offered in the spring semester and Soci 9001 is offered in the summer semester. As a GTAB, a student teaches one undergraduate course per semester (Fall, Spring, and Summer) and works four hours as a GRA (Fall and Spring only) for a faculty member.
Qualifications for Assistantships

Assistantships are for full-time students only. To be considered full-time, a student must be taking the number of courses specified in the given Course of Study (typically three courses up until the completion of coursework). Graduate assistants must register for a total of 18 credit hours each semester. These credit hours should include a combination of coursework and required non-coursework hours (e.g. Soci 8999 or Soci 9999). If students need additional hours to reach 18, they may register for Soci 8990: Research Practicum and Soci 8991: Teaching Practicum.

Students holding regular assistantships may not work full-time outside the Department of Sociology. Part time work outside the Department may be acceptable if it does not interfere with your GRA/GTA obligations. GRA/GTA appointments are highly competitive and awarded for assistance provided to the department and faculty. If the appointment is not a student’s first priority, then the assistantship will be reassigned to another student.

Students wishing to dual enroll in another non-sociology graduate program must seek approval by petition from the Graduate Committee prior to enrolling in another graduate program. Students receiving graduate assistantships from the Department of Sociology risk losing their assistantships if they do not seek and gain such prior approval from the Graduate Committee.

Dates of Assistantships

Graduate assistants in the Sociology Department are employed on an annual bases. Assistantships usually begin in the Fall semester (on August 1) and continue through the end of the next Summer semester (on July 31). Students employed on a semester basis will be assigned these dates of employment: August 1 through December 31 for Fall; January 1 through May 31 for Spring; and June 1 through July 31 for Summer.

Time Limits

Students in the Joint M.A./Ph.D. program are eligible for Sociology Department funding through the end of the Spring semester of their fifth year. Students in the Ph.D.-Only program are eligible for Sociology Department funding through the end of the Spring semester of their fourth year. Continued assistantships depend on the student’s academic progress, successful performance of their assigned duties each semester, the needs of the Department, and budgetary considerations. Funded students MUST follow the recommended course of study or their assistantship may be revoked the next semester.

Students may petition the departmental Graduate Committee for a one year leave of absence if a medical or similar emergency occurs. Upon the granting of the absence, the funded student may take a year off from the graduate program and continue receiving a graduate assistantship when rejoining the program.

Tuition Waivers

All full departmental assistantships come with a full tuition waiver. If a student is funded outside the department or receives a partial assistantship from the Department, they may be eligible for a tuition waiver. M.A.-level Graduate Assistants making at least $6,000 per academic year receive a tuition waiver. Ph.D.-level Graduate Assistants making at least $12,000 per academic year receive a tuition waiver from the College of Arts and Sciences. In order to remain eligible for a tuition waiver, students must register for a minimum of 18 credit hours in spring and fall semesters and 15 credit hours in summer semester.

Student Fees

Tuition waivers do not include student fees, which the student is responsible for each semester. Student fees can be located at the Student Financial Services site. Most graduate students are eligible for payment plans through the university for fall and spring semesters. Payment plans are not available for summer semester.

Required Student Health Insurance

All international students and all Graduate Assistants receiving full tuition waivers must enroll in the Mandatory Student Health Insurance Plan. The University System of Georgia has contracted for premium coverage health insurance at a reduced rate. Students may waive out of the mandatory health insurance program if they have equivalent group-plan protection. Other students may sign up for the Voluntary Student Health Insurance Plan. Information can be obtained from the College of Arts and Sciences Graduate webpage.
Student Travel

The Sociology department sets aside a part of the departmental budget to assist students in building their professional careers through presenting at conferences. The department will award 5-6 travel grants to students presenting at conferences each fiscal year. To be eligible for this funding, students must be on the conference program. (Being “on the program” means the student is delivering a paper or has been asked to be an organizer or discussant for a session.) Contingent on budgetary limitations, the Department provides $500 per year in travel expenses to students who are on the program in a national meeting. Students on the program in a regional meeting are provided with $250 per year. A student can receive travel funds for a single conference in a given fiscal year and is eligible to get conference funding twice over their student career at GSU Sociology.

Given the budgetary limitations, the department clearly cannot fund every student that applies. Therefore, the department has decided to formalize this process into a competitive travel award. The department will prioritize national conferences over regional conferences. Within national conferences, ASA has priority over SSSP and SWS. If you plan to be an applied sociologist, you can make an argument for why the applied sociology conference should take precedence for you. If you are going on the job market and a specialized conference will assist you with better career opportunities, you can make that argument as well. This information will be taken into account when prioritizing travel award applications.

We will also prioritize students that are finishing their Ph.D. degree, and need to network and build their reputations. This means that students closer to the job market will be prioritized first. But, we recognize that reputations take a while to establish so students presenting from their M.A. theses or from faculty led research projects will also be prioritized over other research projects. Additionally, paper presentations are more prestigious than round table and/or poster presentations. If you are going on the job market and wish to attend the ASA job placement event, that is also a good reason to apply.

Conference Priority:
ASA
SSSP/ SWS
Association for Applied and Clinical Sociology /American Evaluation Association
Special topical conference with strong career prospects
Regional conferences

Individual level Priority
Presenting from Dissertation
Presenting from GRA or faculty collaborative research
Presenting from M.A. thesis
Presenting other research

Presentation Priority
Paper presentation
Roundtable presentation
Poster presentation

GRADUATE CERTIFICATE PROGRAMS

Georgia State University offers numerous graduate certificate programs in fields that include Gerontology; Women’s, Gender, and Sexuality Studies; and Public Health. The aim of such programs is to integrate an interdisciplinary perspective in students’ degree programs and, hence, they may be earned concurrently with an M.A. or Ph.D. in Sociology. Students enrolled in certificate programs must meet the same requirements to demonstrate progress toward their degrees in Sociology as students who are not enrolled in certificate programs.
DISMISSAL, APPEAL, GRIEVANCE & DISHONESTY PROCEDURES

Dismissal Procedures

The Department of Sociology is committed to supporting students in their progress through the program consistent with the maintenance of acceptable academic and professional standards. There are, however, occasions when the standards of the College of Arts and Sciences or the Department of Sociology are not met and dismissal (called scholastic termination by the College of Arts and Sciences) must be considered.

It is the College of Arts and Sciences that ultimately assumes responsibility for both the admission of students and, in rare cases, their dismissal. Nonetheless, a sociology student is subject to program, department, and college standards. The procedure for dismissal and appeal differs somewhat when a departmental standard (e.g., progress guidelines) or a college standard (e.g., cumulative GPA) is violated. When a departmental standard is violated, the dismissal action will be initiated by the Director of Graduate Studies. When a college standard is violated, the dismissal action is taken by the Associate Dean for the Social and Behavioral Sciences.

Appeal Procedures

Reasons for initiating dismissal at the departmental level include, but are not limited to:

- Not successfully taking corrective action as the result of an unsatisfactory annual evaluation
- Violation of professional ethical principles endorsed by the American Sociological Association
- Failure to pass a thesis or dissertation defense within two semesters after a failed defense
- A second unsuccessful attempt to earn a passing grade (a grade of B or higher) in any graduate sociology course
- Failure (a grade of C or lower) of two or more graduate sociology courses
- Unsatisfactory (a grade of U) completion of two or more graduate sociology courses graded on a Satisfactory Unsatisfactory (S/U) scale

The student will receive notice from the Director of Graduate Studies that dismissal is being considered. The student may appeal this, in writing, to the Director of Graduate Studies, although such an appeal must be received no later than 20 business days after notice was given. The appeal will be considered by the Graduate Committee. At the meeting called for this purpose, the student has the opportunity to present evidence, including any testimony from faculty with whom the student has worked, that the student is capable of successful completion of the graduate program and that the conditions leading to the dismissal action represent atypical behavior or the presence of temporary, mitigating circumstances. The committee will inform the student of their decision within 30 business days of receiving the appeal.

Actions of the Graduate Committee may include, but are not limited to: (a) Let the dismissal action stand, in which case the student may not continue in the program. (b) Place the student on probation and specify remedial actions which must be taken before the student may continue in the program. Such actions are at the discretion of the Graduate Committee as informed by faculty who are familiar with the student’s work. Retaking courses with low grades is one possible action. A deadline for completing such remedial action must be specified. (c) Allow the student to complete requirements for a terminal master’s degree (if the student is in the Joint M.A./Ph.D. Program).

If an appeal is granted and the student is placed on probation, the student’s Faculty Advisor and Director of Graduate Studies will monitor whether the student has met the specified requirements by the specified deadline. If the student has not done so, the Director of Graduate Studies will again initiate a dismissal action. The student may again appeal the action to the Graduate Committee.

If the student believes that a decision by the Graduate Committee decision has been arbitrary, capricious, or discriminatory, the student may appeal its decision in writing to the Chair of the Department. This action must be taken within 20 business days of the date of the Graduate Committee’s decision.

If the student does not appeal the decision or if the appeal is denied at the departmental level, the Director of Graduate Studies will forward the recommendation for dismissal to the Associate Dean for Social and Behavioral Sciences in the College of Arts and Sciences. The Associate Dean will notify the student that this has occurred. The student may then appeal the decision through normal channels within the College of Arts and Sciences.

Reasons for initiating dismissal at the college level include, but are not limited to:

- A second failure to pass the Ph.D. Specialty Examination
- Failure to maintain a cumulative GPA of 3.0

In such cases, the Graduate Committee is not empowered to consider an appeal. The student should refer to the GSU appeal procedures at this level.
Grievance Procedures

The department follows the current procedures and policies of the College of Arts and Sciences regarding grade appeals and other complaints. Students who believe that they have been treated in an unethical, unprofessional, or unfair manner by university faculty, staff, administrators, or fellow students should act to correct the situation. Several procedures are available to do so. First, students may bring the situation to the attention of their advisor, the Director of Graduate Studies, or the chair of the department. At the college level, students may bring their complaint to the attention of the Associate Dean. Students may also discuss the situation with the University’s ombudsperson. Finally, students may follow formal grievance procedures. See the GSU website for the Student Grievance Policy.

Departmental Policy on Academic Honesty

The Faculty of the Department of Sociology strongly affirm the following principles:

- Work presented by students in fulfillment of class requirements or other requirements of an academic program should be that student’s own work, and not that performed by someone else.
- Granting of credit for such work implies that the piece of work has been accomplished for a particular course or requirement.
- The same piece of work should not be presented for credit for two different courses or requirements without special arrangements being made with relevant faculty.
- Falsification of any kind of data is a violation of academic and ethical principles.

The department follows the University’s Policy on Academic Honesty described in the 2016-2017 Graduate Catalog for Georgia State University and the College of Arts and Sciences Graduate Bulletin. All violations of Georgia State’s policy on Academic Honesty are formally reported to the Dean of Arts and Sciences. The College of Arts and Sciences procedures for reporting and appeal are followed.
OTHER GENERAL INFORMATION

Registration
Students are expected to familiarize themselves with computer registration procedures at GSU and should register by appointment as provided by the Registrar’s Office. Most sociology graduate courses do not require special authorization from the Department prior to registration, but a number of them do. Special authorization can be obtained for a course from the instructor or the Graduate Director. Once the student has the instructor’s or advisor’s consent, all that is required for special authorization is the student’s name, Panther ID number, and the CRN of the course be given to the departmental Coordinator of Graduate Studies in order to receive an override.

Course Loads
Nine (9) credit hours (or three courses) are the normal course load for full-time unfunded students. Graduate Assistants must register for at least eighteen (18) credit hours per semester. The maximum course load for graduate students is twenty one (21) credit hours per semester. Part-time students may take six (6) credit hours per semester.

Part-Time and Full-Time Student Status
The Department of Sociology classifies students as “full-time” if they are taking 9 or more credit hours per fall or spring semester and as “part-time” if they are taking fewer than 9 credit hours per fall or spring semester. For the summer semester, students are classified as “full-time” if they are taking 6 or more credit hours and as “part-time” if they are taking fewer than 6 credit hours. The Department’s distinction follows the requirements for federal financial aid.

Scheduling of Courses
Every year the University publishes a projected schedule of courses for that year. Students should consult it to see when required and elective courses are scheduled. Students should check with their advisors and plan when they will take their required classes and other courses. Also, near the beginning of each Spring semester, the Department develops its projected schedule of courses for the next academic year. It is available to students as an aid in planning their course work (contact the Graduate Director).

Graduate Student ListServ (Soci-Grad)
All graduate students are required to subscribe to the Graduate Student ListServ. Your GSU email address will be added by the department. You may not unsubscribe your GSU email address from the listserv. You may, however, add a second email address to the listserv by simply going to http://listserv.gsu.edu, scrolling down to SOCI-GRAD, and then selecting Join or Leave SOCI-GRAD. If you do this you will receive the postings at both your GSU email addresses and whatever other email address you select. If you don’t want to receive two of every post, the better route is to forward email from your GSU email address to another email address. Instructions for doing so are located here.

Computer Lab and Copy Machines
The Sociology Department’s computer lab has a number of computers and a high-speed printer. The computers are connected to the University’s mainframe through a network server. Statistical Package for Social Sciences (SPSS), Microsoft Office, Internet access, and e-mail are available in the lab. The lab opens at 9:00am and closes at 5:00pm, Monday through Friday. Students wishing to print documents in the computer lab must pay to do so. Students may not use the departmental copy machines.

Graduate Student Lounge
Space is always at a premium in large universities. Funded Graduate students who are teaching courses will be assigned office space on the 10th floor in a shared office. Other students can use the graduate student lounge for work while on campus. The graduate student lounge is located in Langdale Hall, 9th floor, room 976A. Please see La’Isla or Reggie for the code to unlock the door. The code will change every semester. This is your space, it is up to you to keep it nice and clean.

Petition
If a student believes that he or she can justify, for professional reasons, being exempt from any of the requirements of this Handbook, the student may request that the Director of Graduate Studies ask the departmental Graduate Committee (or the petition committee appointed by the Chair) to hear the student’s views.
Leaves of Absence

Students who wish to take a leave of absence for personal or medical reasons should submit such requests in writing to the Director of Graduate Studies for consideration by the Graduate Committee. Such requests must specify the intended duration of the leave of absence, usually specified in semesters. A maximum of one year may be requested at a given time, although extensions may be requested by following the same procedure. Departmental progress guidelines may be adjusted for departmentally approved leaves of absence; any time limitations for completing degrees as specified by Georgia State University or the College of Arts and Sciences are unaffected.

Application for Graduation

A student must apply for graduation through the Office of the Registrar at least two semesters in advance of the expected graduation date. The deadlines for application for each semester’s graduation are published in the Graduate Bulletin and on the Graduate Services Office webpage.

Contact Information

Students must notify the Director of Graduate Studies in Sociology, the Coordinator of Graduate Studies, the Office of Graduate Studies of the College of Arts and Sciences, and the Registrar of any address or telephone number changes, including e-mail address changes.

CONCLUSION

The Department of Sociology at Georgia State University welcomes and encourages students in their pursuit of a graduate education. The faculty are interested in helping students define and achieve their professional goals and have tried to create a stimulating program and a congenial atmosphere in which to study and learn. If you have any questions about the material covered in this Handbook, please contact the Director of Graduate Studies.
FORMS AND CHECKLISTS
## General Information

The M.A. Only program consists of thirty-one semester credit hours (25 semester hours of course work and 6 semester hours of non-course work) beyond the Baccalaureate degree. Six (6) hours of elective courses may be taken in a related field or fields.

## Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Req / Elec</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Coursework</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Soci 8010</td>
<td>Intermediate Social Statistics</td>
<td>3</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
</tr>
<tr>
<td>Soci 8020</td>
<td>Research Methodology</td>
<td>3</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
</tr>
<tr>
<td>Soci 8030</td>
<td>Sociological Theory I</td>
<td>3</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
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<tr>
<td>Soci 8342</td>
<td>Qualitative Methods</td>
<td>3</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
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<tr>
<td>Soci 9010</td>
<td>Multivariate Data Analysis</td>
<td>4</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
</tr>
<tr>
<td>Soci 9020</td>
<td>Adv. Research Methodology</td>
<td>3</td>
<td>Required</td>
<td>_______________</td>
<td>_____</td>
</tr>
</tbody>
</table>

| Elective Coursework                               |        |            |             |                 |
| Soci ____  | Spec. Req 1: ____________________  | 3     | Required   | _______________ | _____ |
| Soci ____  | Spec. Req 2: ____________________  | 3     | Required   | _______________ | _____ |
| Soci ____  | Spec. Req 3: ____________________  | 3     | Required   | _______________ | _____ |

| Non coursework Requirements                        |        |            |             |                 |
| Soci 8980  | Internship                          | 3     | Required   | _______________ | _____ |
| Soci 8900  | Capstone                            | 3     | Required   | _______________ | _____ |

| Total:                                             | 31     | GPA:       |             |                 |


**General Information**

The Joint M.A./Ph.D. program consists of ninety semester credit hours (52 semester hours of course work and 38 semester hours of non-course work) beyond the Baccalaureate degree. Six (6) hours of elective courses may be taken in a related field or fields.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Req / Elec</th>
<th>Semester Taken</th>
<th>Grade</th>
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</thead>
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<tr>
<td>M.A. Coursework</td>
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<tr>
<td>Soci 8000 Proseminar in Sociology</td>
<td>3</td>
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<tr>
<td>Soci 8010 Intermediate Social Statistics</td>
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<tr>
<td>Soci 8020 Research Methodology</td>
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<tr>
<td>Soci 8030 Sociological Theory I</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>3</td>
<td>Elective</td>
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<td></td>
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<td>3</td>
<td>Elective</td>
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<tr>
<td></td>
<td></td>
<td>3</td>
<td>Elective</td>
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</tr>
<tr>
<td>Soci 8999 Thesis Research</td>
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<td>Ph.D. Coursework</td>
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<tr>
<td>Soci 8342 Qualitative Methods</td>
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<tr>
<td>Soci 9010 Multivariate Data Analysis</td>
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<tr>
<td>Soci 9020 Adv. Research Methodology</td>
<td>3</td>
<td>Required</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Soci 9030 Sociological Theory II</td>
<td>3</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soci ___ Spec. Req 1:</td>
<td>3</td>
<td>Required</td>
<td></td>
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</tr>
<tr>
<td>Soci ___ Spec. Req 2:</td>
<td>3</td>
<td>Required</td>
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<td></td>
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<td>3</td>
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<tr>
<td></td>
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<td>Elective</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>3</td>
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<td></td>
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</tr>
<tr>
<td>Soci 9999 Dissertation Research</td>
<td>32</td>
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<td>Total: 90</td>
<td></td>
<td></td>
<td>GPA:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Specialty Area requirements are Soci 8101, 8102, or 9230 for FHLC; Soci 8216 & 8156 for GS; and Soci 8212 & 8226 for RUS.
Other Program Requirements

Thesis Title: ____________________________________________________________

________________________________________________________

Thesis Chair: __________________________________________________________

Thesis Member: _________________________________________________________

Thesis Member: _________________________________________________________

Proposal Defense Date: _________________________________________________

Final Defense Date: _____________________________________________________

M.A. Graduation Date: _________________________________________________

Doctoral Exam Date: ____________________________________________________

Dissertation Title: ______________________________________________________

________________________________________________________

Proposal Defense Date: _________________________________________________

Final Defense Date: _____________________________________________________

Dissertation Chair: _____________________________________________________

Dissertation Member: ____________________________________________________

Dissertation Member: ____________________________________________________

Ph.D. Graduation Date: _________________________________________________
**General Information**

The Ph.D. is a sixty-three semester credit hours (31 semester hours of course work and 32 semester hours of non-course work) beyond the Master’s degree. Three (3) hours of elective courses may be taken in a related field. If a student needs to take Soci 8000, 8010, 8020, or 8030 (or their equivalents, as determined by the Director of Graduate Studies), these courses must be taken as non-credit prerequisites for Soci 8342, 9010, 9020, and 9030.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Req / Elec</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soci 8010</td>
<td>Intermediate Social Statistics</td>
<td>(3)</td>
<td>(Optional)</td>
<td>_____________</td>
<td>______</td>
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<tr>
<td>Soci 8020</td>
<td>Research Methodology</td>
<td>(3)</td>
<td>(Optional)</td>
<td>_____________</td>
<td>______</td>
</tr>
<tr>
<td>Soci 8030</td>
<td>Sociological Theory I</td>
<td>(3)</td>
<td>(Optional)</td>
<td>_____________</td>
<td>______</td>
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<tr>
<td>Soci 8000</td>
<td>Proseminar in Sociology</td>
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<td>Required</td>
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<tr>
<td>Soci 9030</td>
<td>Sociological Theory II</td>
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<tr>
<td>Soci ____</td>
<td>Spec. Req 1:</td>
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<td>_____________</td>
<td>______</td>
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<tr>
<td>Soci ____</td>
<td>Spec. Req 2:</td>
<td>3</td>
<td>Required</td>
<td>_____________</td>
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<tr>
<td>____</td>
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<td>3</td>
<td>Elective</td>
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<tr>
<td>____</td>
<td></td>
<td>3</td>
<td>Elective</td>
<td>_____________</td>
<td>______</td>
</tr>
<tr>
<td>Soci 9999</td>
<td>Dissertation Research</td>
<td>32</td>
<td>Required</td>
<td>_____________</td>
<td>______</td>
</tr>
</tbody>
</table>

Total: 72

GPA: ______

* The Specialty Area requirements are Soci 8101, 8102, or 9230 for FHLC, Soci 8216 & 8156 for GS, and Soci 8212 & 8226 for RUS.
Ph.D.-ONLY PROGRAM CHECKLIST (Continued)

Other Program Requirements

Doctoral Exam Date: ____________________________________________________________

Dissertation Title: ___________________________________________________________________

___________________________________________________________________________

Proposal Defense Date: _______________________________________________________

Final Defense Date: ____________________________________________________________

Dissertation Chair: ____________________________________________________________

Dissertation Member: ___________________________________________________________

Dissertation Member: ___________________________________________________________

Ph.D. Graduation Date: ________________________________________________________
FACULTY ADVISOR FORM
Department of Sociology

I, the undersigned member of the Faculty of the Department of Sociology, have agreed to serve as the Faculty Advisor to:

Student: _______________________________________  ID#: ________________________

Signatures:

Faculty Advisor: _________________________________  Date: _________________
Printed Name: __________________________________

Student: _______________________________________  Date: _________________

Approved: _________________________________  Date: _________________

Director of Graduate Studies
SPECIALTY DECLARATION FORM
Department of Sociology

Name: ________________________________________    ID#: __________________________

I hereby declare that I will pursue the ________________________________ Specialty in my graduate program. I understand that this declaration is binding until I notify in writing my Faculty Advisor and the Director of Graduate Studies that I wish to change my specialty.

Signatures:

_______________________________________________  Date: ______________________

Student

_______________________________________________  Date: ______________________

Director of Graduate Studies
CHAIR APPROVAL FORM
Department of Sociology

I, the undersigned member of the Graduate Faculty of the Department of Sociology, have agreed to serve as the thesis/dissertation committee chair of:

Student: ___________________________    ID#: __________________________

Semester Matriculated: _______________   Estimated Graduation: ______________

Check One: ___Dissertation   ___Thesis

Tentative Project Title:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signatures:

Student: ___________________________ Date: __________________________

Chair: _____________________________ Date: __________________________

Printed Name: __________________________

Approved: __________________________ Date: __________________________

Director of Graduate Studies

Georgia State University
COMMITTEE APPROVAL FORM
Department of Sociology

We, the undersigned members of the Graduate Faculty of Georgia State University, have agreed to serve on the thesis/dissertation committee of:

Student: ________________________________________    ID#: ________________________

Check One: ___Dissertation  ___Thesis

Tentative Thesis/Dissertation Title:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures:
Chair:  ___________________________________________  Date: ___________________
       Printed Name: _______________________________

Member: __________________________________________  Date: ___________________
        Printed Name: ______________________________

Member: __________________________________________  Date: ___________________
        Printed Name: ______________________________

Member: __________________________________________  Date: ___________________
        Printed Name: ______________________________

Member: __________________________________________  Date: ___________________
        Printed Name: ______________________________

Member: __________________________________________  Date: ___________________
        Printed Name: ______________________________

Approved: _______________________________________  Date: ___________________

Director of Graduate Studies
THESIS/DISSERTATION PROPOSAL APPROVAL FORM
Department of Sociology

Name: ________________________________________    ID#: __________________________

Check One: ___Dissertation  ___Thesis

Thesis/Dissertation Title:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures:
Chair: ___________________________________________ Date: ___________________
       Printed Name: __________________________
Member: _________________________________________ Date: ___________________
       Printed Name: __________________________
Member: _________________________________________ Date: ___________________
       Printed Name: __________________________
Member: _________________________________________ Date: ___________________
       Printed Name: __________________________
Member: _________________________________________ Date: ___________________
       Printed Name: __________________________

Approved: ______________________________________ Date: ___________________

Director of Graduate Studies
THESIS/DISSERTATION APPROVAL FORM
Department of Sociology

Name: __________________________    ID#: __________________________

Check One:  ____Dissertation  ____Thesis

Thesis/Dissertation Title:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signatures:

Chair: __________________________    Date: __________________
Printed Name: __________________

Member: __________________________    Date: __________________
Printed Name: __________________

Member: __________________________    Date: __________________
Printed Name: __________________

Member: __________________________    Date: __________________
Printed Name: __________________

Member: __________________________    Date: __________________
Printed Name: __________________

Approved: __________________________    Date: __________________

Director of Graduate Studies
ADMISSION TO CANDIDACY FORM
Department of Sociology

Student: _______________________________________    ID#: ________________________

Semester Matriculated: _______________   Estimated Graduation: _________________

Specialty: _____FHLC  _____G&S  _____RUS   Program: _____M.A./Ph.D.  _____Ph.D.-Only

Students are "admitted to candidacy" after they have fulfilled the four requirements listed below. "Admission to candidacy" is equivalent to what is often termed ABD, "all-but-dissertation."

Residency Requirement: Semesters: ____________________________________________

(Students are required to spend four semesters in residence, two of which must be consecutive. During all four semesters the student must register for at least six hours of course work.)

Course Requirements: Date Completed: ________________________________

Ph.D. Specialty Exams: Date Exam Passed: ________________________________

Dissertation Proposal: Date Approved: ________________________________

Signatures:

____________________________________________________  Date: ___________________

Student

____________________________________________________  Date: ___________________

Dissertation Chair

____________________________________________________  Date: ___________________

Director of Graduate Studies

Georgia State University
Let’s Get Social

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HTTP://SOCIOLOGY.GSU.EDU/