DEPARTMENT OF SOCIOLOGY

HANDBOOK FOR GRADUATE STUDENTS

2015 – 2016

Georgia State University

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INTRODUCTION

The Department of Sociology offers the Master of Arts (M.A.) and 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. Qualified students are accepted into the Joint M.A./Ph.D. Program after their completion of a baccalaureate degree or are accepted into the Ph.D.-Only Program after their completion of a master’s degree in sociology or a closely related field (we accept students with graduate degrees in non-social science fields into our Joint M.A./Ph.D. program). Students in the Joint M.A./Ph.D. program are awarded an M.A. and Ph.D. over the course of their studies. 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 three specific areas: (1) Family, Health, and Life Course (Last year that family will be a core part of the concentration); (2) Gender and Sexuality; and (3) Race and 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.

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, and numerous government agencies, as well as private concerns.

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 (for a full listing of degrees awarded see the Department website). 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 almost 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 supplements, but does not replace the University Catalog and the information available on the College of Arts and Sciences’ Graduate Services Office webpage. 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: http://catalog.gsu.edu/graduate20142015/college-of-arts-and-sciences/ and familiarize themselves with the College of Arts and Sciences Graduate Services webpage: http://cas.gsu.edu/graduate-studies/. This Handbook officially describes the sociology graduate program as of the date listed on the cover.
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

**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 Jamie Hayes. The Coordinator assists the Director of Graduate Studies in overseeing the daily activities of the graduate program and student advising. The coordinator regularly communicates to graduate students professional events and related activities of the graduate program. Students should contact the Coordinator whenever questions arise concerning the program or to schedule advising.

**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 Anne Shlay is the Chair of the Department. The Chair of the Department supervises all aspects of the running of the department.

**Concentration Heads**
Each of the three areas of concentration in the department has a head. For Family, Health, and Life Course this is Professor Eric Wright, for Gender and Sexuality Professor Wendy Simonds, and for Race and Urban Studies Professor Deirdre Oakley. The duties of the Concentration Heads that are relevant to the graduate program are designing and scoring the doctoral exams, providing input on approval of credit for classes taken outside of GSU, and organizing which graduate classes will be taught each semester and by what professor.

**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 Sociopath 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 Sociopath Newsletter Committee is primarily concerned with preparing the Department newsletter, Sociopath. 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.

**Sociology Graduate Student Association (SGSA)**
The central function of this informal 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 student 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.

The SGSA Board for 2015-2016 are:
Liason Chair – Kym Bradley
   Presides over meetings, works in tandem with other council members on projects as required, and represents concerns of the student body and SGSA to the Sociology Department faculty and University at large.
Student Mentorship Chair – Stephanie Hall
   Works with SGSA advisor to develop and maintain a student mentorship program, which introduces new graduate students to established graduate students and faculty mentors.
Community Outreach Chair – Sarah Hanson
   Plans and facilitates social gatherings, coordinates volunteer and outreach opportunities for SGSA members in the Atlanta community, and reaches out to the graduate student body to generate interest and involvement in SGSA activity.
Academic Development Chair – Brandon Attell
   Works to create and maintain an online directory of academic opportunities relevant to the Sociology graduate student body, including but not limited to scholarship/fellowship/funding resources, conference and proposal calls.
**Sociology Faculty**

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

DAWN BAUNACH (Virginia)  
Associate Professor  
Stratification and Inequality, Gender and Sexuality, Demography and Health, Quantitative Methodologies

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

DANIEL CARLSON (Ohio State)  
Assistant Professor  
Marriage & Parenthood, Life Course Transitions, Social Stress, Health & Illness, Gender

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

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

MATTHEW GAYMAN (Florida State)  
Assistant 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  
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
Race and Urban Studies Concentration Head
Director of Undergraduate Studies
Urban and Community, Race, Inequality, GIS and Spatial Analysis

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

ERIN RUEL (Illinois Chicago)
Associate Professor
Director of Graduate Studies
Health, Race and Gender Stratification, Quantitative Methods

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

ANNE SHLAY (Massachusetts Amherst)
Professor
Chair
Urban sociology, housing, Jerusalem

WENDY SIMONDS (City University of New York)
Professor
Gender and Sexuality Concentration Head
Gender, Sociology of Culture, Theory

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

Eric Wright (Indiana University)
Professor
Health and Life Course Concentration Head
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
The Department of Sociology offers the Doctor of Philosophy (Ph.D.) degree program and the Joint Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degree program.

**Joint M.A./Ph.D. Program**

Ninety semester credit hours (52 semester hours of course work and 38 semester hours of non-course work) 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 Core (E, F, or G), Doctoral Electives (H), and Other Doctoral Requirements (I).

**A. Master’s Core Required Course Work (12 hours):**
- Soci 8000 Proseminar in Sociology (3)
- Soci 8010 Intermediate Sociological Statistics (3)
- Soci 8020 Research Methodology (3)
- Soci 8030 Sociological Theory I (3)

**B. Master’s Elective Course Work (12 hours or 4 courses):**
- 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.

**C. Other Master’s Requirements (6 hours of non-course work):**
- Soci 8999 Thesis Research (6)

**D. Doctoral Core Required Course Work (13 hours):**
- 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)

**E. Family, Health and Life Course (FHLCC) Specialty Required Course Work. Select two (6 hours):**
- Soci 8101 Family Sociology (3)
- Soci 8102 Life Course Sociology (3)
- Soci 9230 Medical Sociology (3)

**F. Gender and Sexuality (GS) Specialty Required Course Work (6 hours):**
- Soci 8156 Sexuality and Society (3)
G. Race and Urban Studies (RUS) Specialty Required Course Work (6 hours):
   o Soci 8212 Race and Ethnic Relations (3)
   o Soci 8226 Urban Sociology (3)

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

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

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, C, or D), Doctoral Electives (E), and Other Doctoral Requirements (F).

A. Doctoral Core Required Course Work (16 hours):
   o Soci 8000 Proseminar in Sociology (3)
   o Soci 8342 Qualitative Methods in Sociology (3)
   o Soci 9010 Multivariate Sociological Data Analysis (4)
   o Soci 9020 Advanced Research Methodology (3)
   o Soci 9030 Sociological Theory II (3)
   o 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.

B. Family, Health and Life Course (FHLC) Specialty Required Course Work. Select two (6 hours):
   o Soci 8101 Family Sociology (3)
   o Soci 8102 Life Course Sociology (3)
   o Soci 9230 Medical Sociology (3)

C. Gender and Sexuality (GS) Specialty Required Course Work (6 hours):
   o Soci 8156 Sexuality and Society (3)
   o Soci 8216 Gender and Society (3)

D. Race and Urban Studies (RUS) Specialty Required Course Work (6 hours):
   o Soci 8212 Race and Ethnic Relations (3)
   o Soci 8226 Urban Sociology (3)

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

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

Coursework-Related Policies and 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, 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 must take three hours of Soci 8000 in the Fall semester of their first year in the graduate 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.

Students 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.

Soci 8970 (Directed Reading) is designed to enable a student to study a subject area in which the Department does not currently offer a graduate course, or to study a special topic in greater depth than is dealt with in 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.

All funded students in the Joint M.A./Ph.D. Program will be appointed to GTAB at the completion of their MA-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 simply mean the student is registered and working under the supervision of a thesis or dissertation advisor.

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 MA-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- 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 (http://cas.gsu.edu/files/2014/08/transfer_of_credit_form.pdf).

Master’s Thesis (Joint M.A./Ph.D. Program Only)
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.

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 and oral defense. After it is approved, 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.

No faculty member is obligated to drop all other work in order to evaluate a draft immediately so as to help a dilatory student meet a deadline. Evaluating a thesis draft is, and should be, time-consuming. Students must allow faculty at least two weeks time to read and comment on a draft proposal or chapter. A completed thesis draft is likely to require even more time. Students should discuss their timeline with all committee members, so they can work around faculty travel or research commitments.

Thesis and proposal defenses may be scheduled during the summer semesters (regular or Maymester) at the discretion of their committee. Completing the work is the responsibility of the student and faculty are not obligated to stop all their research to assist students who are not making steady progress on their thesis or dissertations.

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 (http://cas.gsu.edu/graduation-2/).

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 (http://cas.gsu.edu/graduation-2/).

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 (http://cas.gsu.edu/undergraduate/graduation/graduation-requirements/).

The student must arrange with the Graduate Services Office for bound copies of the approved theses. The cost of binding is the responsibility of the student. 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.

**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 concentration area. 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 as well as organizing, synthesizing, and writing abilities.

Students must take the exam at the first opportunity after they successfully complete all doctoral course work. 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 coursework for the Ph.D. degree. [Note: The Graduate committee will consider petitions from students who wish to take the exam at an earlier point in their graduate career; for example, if a student is waiting to take just one course, which due to scheduling will not be offered for a semester or more, and the student does not want to delay degree progress any more.]

Students are responsible for informing the Director of Graduate Studies in writing (by email) of their intention to take the examination and the specialty area in which they will take the exam; notification must occur before June 1 for the Fall exam or before Jan 1 for the Spring exam. Failure to take the examination on the agreed date will constitute failure and only one other opportunity will be allowed to take it.

Students are urged to study diligently for these exams. Students are expected to spend a couple of months studying for the exams. These reading lists are available from the departmental Director of Graduate Studies. Students who entered under catalogs earlier than 2013 and who did not change to the latest graduate catalog must register for Soci 9970: Readings for Qualifying Examination (3-9) in the semester(s) during which they prepare for the exam. Those who entered the program after 2012-2013 or who switched to the most recent catalog do not need to register for Soci 9970.

Doctoral Examinations are given in each of the department’s specialty areas: (a) Family, Health, and Life
Course, (b) Gender and Sexuality, and (c) Race and Urban Studies. Students take the exam in their declared specialty area.

The Doctoral Examination is composed of three parts – (1) the first part covers the theoretical foundations, debates, and evolution of the student’s specialty area (FHL, GS, or RUS); (2) the second covers the methodologies typically used and the methodological challenges in the student’s specialty area; and (3) the third asks students to place their intended dissertation topic within the context of the theories and methodologies of the specialty field. **FOR THE ACADEMIC YEAR 2015-2016, PART THREE HAS BEEN DROPPED.** The three parts of the Doctoral Exam use a take-home essay format. The exam is offered twice a year: 1) in mid-August the Monday of the week prior to the beginning of classes and 2) the Monday of the week of Spring break. Students have 72 hours to complete the exam; the exam is distributed on a Monday morning and is due the immediately following Thursday morning. Students answer a total of two questions (one question per section described above). Each separate answer is limited to 10-12 pages, including footnotes/endnotes, but not including references.

The Chair of the Department will appoint three faculty committees (constructed of three faculty members each) to construct and grade the Doctoral Examination; one committee for each specialty area. Faculty committee assignments begin July 1 and continue through June 30 the following year. The decision to “high pass,” “pass,” or “fail” is governed by a numerical scale (see below). In the event of a failure on the written portion of 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.

While the exam committee is responsible for the grades, the Director of Graduate Studies (DGS) will assess the exams for plagiarism using turnitin.com. This is a tool used to make the assessment easier. The Director will look carefully at each exam regardless of the originality number turnitin.com supplies as that number is meaningless. 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. 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.

Schedule for the Spring exam:
- Students must submit (via email) their “Notification of Intent” to the Director of Graduate Studies by January 1.
- The exam will be distributed (via email) at 9am on the first Monday in 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 the immediately following Thursday.
- 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).
- If the student has failed the exam, the student must retake the exam at the next offering in Fall

Schedule for the Fall exam:
- Students must submit (via email) their “Notification of Intent” to the Director of Graduate Studies by June 1.
- The exam will be distributed (via email) at 9am on the first Monday of the week prior to the start of Fall semester (August 17th).
- Students have 72 hours to complete the exam. Complete exams must be submitted (via email) to the Director of Graduate Studies by 9am on the immediately following
Thursday

■ Exam committees will notify the Director of Graduate Studies of the students’ grades on the exam by October 7, who will then immediately notify the students/
■ If the student has failed the exam, the student must retake the exam at the next offering in Spring

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. Each student’s exam ends up with three summary scores, one for each answer.

■ In order to HIGH PASS the exam, a student must obtain a score of 9 or higher on two of the three answers and a score of 8 or higher on the third answer
■ In order to PASS the exam, a student must obtain a score of 7 or higher on all three answers or a student must obtain a score of 8 or higher on two answers and a score of 6 or higher on the third answer
■ In order to FAIL the exam, a student must not meet the criteria for a PASS or HIGH PASS (described immediately above)

The Director of Graduate Studies is to be responsible for supervising all phases of the Doctoral Examination 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.


Dissertation Proposal

A dissertation proposal that outlines the sociological issues, research methodology, analytical steps, and anticipated findings is required of all candidates for the doctoral degree. Students must defend the proposal at a meeting of 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. A student is admitted to candidacy and earns ABD (All But Dissertation) status with the successful defense of their 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. 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 (http://digitalarchive.gsu.edu/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.

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.

No faculty member is obligated to drop all other work in order to evaluate a draft immediately so as to help a dilatory student meet a deadline. Evaluating a dissertation draft is, and should be, time-consuming. Students must allow faculty at least two weeks time to read and comment on a draft proposal or chapter. A completed dissertation draft is likely to require even more time. Students should discuss their timeline with all committee members, so they can work around faculty travel or research commitments.

Dissertation and proposal defenses may be scheduled during the summer semesters (regular or Maymester) at the discretion of their committee. Completing the work is the responsibility of the student and faculty are not obligated to stop all their research to assist students who are not making steady progress on their proposals or dissertations.

There shall be a final oral defense, 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.

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. Diplomas 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 references.
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 (http://cas.gsu.edu/undergraduate/graduation/graduation-requirements/).

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

The final approved dissertation 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 (http://www.cas.gsu.edu/graduation_requirements.html).

The student must arrange with the Graduate Services Office for bound copies of the approved dissertation. The cost of binding is the responsibility of the student. All students are required to provide one bound copy of their dissertation for the Sociology Department’s library and one bound copy to their Dissertation Chair.

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 Masters degrees 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.

Declaration of Specialty
All Joint M.A./Ph.D. and Ph.D.-Only students must formally declare a specialty within the program, either Family, Health and Life Course (FHLC), Gender and Sexuality (GS), or Race and Urban Studies (RUS), no later than after completing 18 hours of course work or no later than the start of the student’s second year in the graduate program, whichever comes first. To declare their specialty, students must submit the Declaration of Specialty Form (http://sociology.gsu.edu/files/2014/10/Specialty_Declaration_Form_2013.pdf).

Admission to Candidacy/All-But-Dissertation (ABD)
Students are admitted to candidacy after they have: (a) satisfied the residency requirement; (b) completed all course requirements; (c) passed the Doctoral Exam; and (d) successfully defended a dissertation proposal. Admission to Candidacy is equivalent to what is generally called ABD (all-but-dissertation).

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, see http://cas.gsu.edu/graduate-studies/admissions/reentry/.

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 (http://www.gsu.edu/research/human_subjects.html). You will receive training on this in Soci 8000 and in both Soci 8020 and 9020. All student research that requires IRB approval requires faculty sponsorship and the IRB review is submitted under the faculty member’s name.

COURSE OF STUDY, ADEQUATE PROGRESS, AND ANNUAL STUDENT REVIEW

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.

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.

Courses of study for the Joint-M.A./Ph.D. Programs are on the following pages.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td><strong>Courses</strong>&lt;br&gt;Soci 8000: Proseminar&lt;br&gt;Soci 8010: Interm Statistics&lt;br&gt;Soci 8020: Res. Methods&lt;br&gt;Elective 1 *</td>
<td><strong>Courses</strong>&lt;br&gt;Soci 8030: Theory I&lt;br&gt;Soci 9010: Mul Data Analysis&lt;br&gt;Elective 2</td>
<td><strong>Courses</strong>&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)**&lt;br&gt;Other Program Requirements&lt;br&gt;None</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)**&lt;br&gt;Other Program Requirements&lt;br&gt;Preliminary Thesis Work</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;Secure Thesis Chair</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)</td>
</tr>
<tr>
<td>Year 2</td>
<td><strong>Courses</strong>&lt;br&gt;Soci 8342: Qual Methods&lt;br&gt;Soci 9030: Theory II&lt;br&gt;Elective 3</td>
<td><strong>Courses</strong>&lt;br&gt;Soci 9020: Adv. Res. Methods&lt;br&gt;Soci 9000: Teaching Sociology† (or)&lt;br&gt;Elective 4</td>
<td><strong>Courses</strong>&lt;br&gt;Soci 9001: Teaching Internship&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;Secure Thesis Chair</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;Declare Specialty&lt;br&gt;Defend Thesis Proposal</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;MA Coursework Complete&lt;br&gt;Defend Thesis</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 8999/ Soci 8990/Soci 8991 (as needed)</td>
</tr>
<tr>
<td>Year 3</td>
<td><strong>Courses</strong>&lt;br&gt;Elective 5&lt;br&gt;Elective 6&lt;br&gt;Elective 7</td>
<td><strong>Courses</strong>&lt;br&gt;Elective 8&lt;br&gt;Elective 9</td>
<td><strong>Courses</strong>&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999/ Soci 8990/Soci 8991 (as needed)‡&lt;br&gt;Other Program Requirements&lt;br&gt;PhD Coursework Complete&lt;br&gt;Prepare for Doctoral Exams&lt;br&gt;Secure Dissertation Chair</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999/ Soci 8990/Soci 8991 (as needed)‡&lt;br&gt;Other Program Requirements&lt;br&gt;None</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;Prepare for Doctoral Exams&lt;br&gt;Preliminary Dissertation Work</td>
<td><strong>Non-Course Work Credits</strong>&lt;br&gt;Soci 9999/ Soci 8990/Soci 8991 (as needed)</td>
</tr>
<tr>
<td>Year 4</td>
<td><strong>Courses</strong>&lt;br&gt;None</td>
<td><strong>Courses</strong>&lt;br&gt;None</td>
<td><strong>Courses</strong>&lt;br&gt;Non-Course Work Credits&lt;br&gt;Soci 9999/ Soci 8990/Soci 8991 (as needed)&lt;br&gt;Other Program Requirements&lt;br&gt;Begin Job Search</td>
</tr>
<tr>
<td>Year 5</td>
<td>Courses</td>
<td>Courses</td>
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<tr>
<td><strong>Non-Course Work Credits</strong></td>
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<tr>
<td>Soci 9999/ Soci 8990/Soci 8991 (as needed)</td>
<td>Soci 9999/ Soci 8990/Soci 8991 (as needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong></td>
<td><strong>Other Program Requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue Job Search</td>
<td>Defend Dissertation</td>
<td></td>
<td></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 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.
# 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></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Soci 8000: Proseminar</td>
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<td></td>
<td>Soci 9030: Theory II</td>
<td>Elective 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective 1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Course Work Credits</strong></td>
<td>Soci 8990/Soci 8991/Soci 9999 (as needed) **/‡</td>
<td><strong>Non-Course Work Credits</strong></td>
<td>Soci 8990/Soci 8991/Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong></td>
<td>None</td>
<td><strong>Other Program Requirements</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td></td>
<td>Elective 3</td>
<td>Soci 9000: Teaching Sociology†</td>
<td>Soci 9001: Teaching Internship</td>
</tr>
<tr>
<td></td>
<td>Elective 4</td>
<td>(or) Elective 5</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Course Work Credits</strong></td>
<td>Soci 8990/Soci 8991/Soci 9999 (as needed)</td>
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<td>Soci 8990/Soci 8991/Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong></td>
<td>Declare Specialty</td>
<td><strong>Other Program Requirements</strong></td>
<td>Prepare for Doctoral Exams</td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td></td>
<td>None</td>
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</tr>
<tr>
<td><strong>Other Program Requirements</strong></td>
<td>Doctoral Exams‡</td>
<td><strong>Other Program Requirements</strong></td>
<td>Defend Dissertation Proposal</td>
</tr>
<tr>
<td></td>
<td>Form Dissertation Committee</td>
<td><strong>Other Program Requirements</strong></td>
<td>Begin Job Search</td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Course Work Credits</strong></td>
<td>Soci 8990/Soci 8991/Soci 9999 (as needed)</td>
<td><strong>Non-Course Work Credits</strong></td>
<td>Soci 8990/Soci 8991/Soci 9999 (as needed)</td>
</tr>
<tr>
<td><strong>Other Program Requirements</strong></td>
<td></td>
<td><strong>Other Program Requirements</strong></td>
<td>Defend Dissertation</td>
</tr>
</tbody>
</table>

**Notes:**
- ‡ As needed
- ‡ Doctoral Exams as needed
- ‡ PhD Coursework Complete
- ‡ Preliminary Dissertation Work
* 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.

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‡ 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.
Adequate Progress
Deviations from the above 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 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>

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.

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. 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 rates 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” later in this handbook. 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.

ADVISORS AND ADVISEMENT

Most advisement of graduate students is done by either the Director of Graduate Studies or Coordinator of Graduate Studies in Sociology. In addition, all graduate students have a Faculty Advisor. When a student enters the graduate program a member of the sociology faculty will be assigned as a Faculty Advisor. At the completion of the first year in the graduate program, students are required to select a Faculty Advisor and fill out the Advisor Form. (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 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 or Coordinator 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 on the sociology graduate faculty to serve as the chair of that project, who will also serve as their Faculty Advisor.

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 (http://www.gsu.edu/financialaid/info_for_graduate.html), Panther Career Net (http://career.gsu.edu/home/about-us/panther-career-net/), and the GSU Scholarship Office (http://sfs.gsu.edu/scholarships-grants/). 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 Graduate Director and the Director of Graduate Studies. Soci 9001 has as its requirements 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, the needs of the Department, and the 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.

**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 (http://sfs.gsu.edu/tuition-fees/student-health-insurance/).

**Student Travel**

Many sociology graduate students at GSU present both their own and jointly-authored papers at state, regional, and national meetings. To encourage this effort, the Department may provide financial support for part of the student’s travel expenses to students who are on the program at professional meetings. (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 $200 per year. The Department will cover the conference’s registration fees at the student rate of graduate students who are on the program at professional meetings in Georgia. For more information, contact the Director of Graduate Studies.

**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 MA or PhD 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, AND 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 (http://www.gsu.edu/enrollment/appeals.html).

**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 (http://www.gsu.edu/enrollment/appeals.html).

**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 General Catalog for Georgia State University and the College of Arts and Sciences Graduate Bulletin (http://catalog.gsu.edu/graduate20142015/). 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 (http://www.gsu.edu/registrar/) 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 that the student’s name, Panther ID number, and the computer number of the course be given to the departmental Coordinator of Graduate Studies, and the computer will be programmed to accept the registration.

**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).

Required courses are typically offered on the following schedule:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proseminar in Sociology (8000)</td>
<td>1. Sociological Theory I (8030)</td>
</tr>
<tr>
<td>2. Intermediate Social Statistics (8010)</td>
<td>2. Teaching Sociology (9000)</td>
</tr>
<tr>
<td>4. Qualitative Methods in Sociology (8342)</td>
<td>4. Advanced Research Methodology (9020)</td>
</tr>
<tr>
<td>5. Sociological Theory II (9030)</td>
<td>5. RUS Req: Race &amp; Ethnic Relations (8212)</td>
</tr>
<tr>
<td>6. RUS Req: Urban Sociology (8226)</td>
<td>6. GS Req: Sexuality &amp; Soc. (8156)</td>
</tr>
<tr>
<td>7. GS Req: Gender &amp; Society (8216)</td>
<td>7. FHLC Req: one of three below</td>
</tr>
<tr>
<td>8. FHLC Req: one of three below</td>
<td></td>
</tr>
</tbody>
</table>

FHLC Core Requirement Rotation
Health & Illness (9230): Spring 2015, Fall, 2016, Fall 2017
Family Sociology (8101): Fall 2015**** becomes an elective
Life Course Sociology (8102): Fall 2014, Spring, 2016, Spring 2017

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: http://technology.gsu.edu/2013/02/20/forward-your-panthermail-email/.

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.

Study Carrels and Office Space
The Department is sometimes able to provide graduate students with desk space in the tenth floor study
carrel area or some other office space for their work. Students desiring such study space should contact the departmental Business Manager. Since space is limited, a waiting list for study carrels is sometimes needed and assignments are made on a first come first served basis. Graduate teaching assistants (GTAs) and graduate research assistants (GRAs) are given priority in the assignment of desk space in offices.

**Petitions**
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 http://registrar.gsu.edu/graduation/).

**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.
JOINT MA/PhD PROGRAM CHECKLIST

General Information
The Joint MA/PhD 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>
</tr>
</thead>
<tbody>
<tr>
<td>MA Coursework</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Soci 8000</td>
<td>Proseminar in Sociology</td>
<td>3</td>
<td>Required</td>
<td>___________</td>
<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>
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<td>Elective</td>
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<td></td>
<td></td>
<td>Elective</td>
<td>___________</td>
<td>______</td>
</tr>
<tr>
<td>Soci 8999</td>
<td>Thesis Research</td>
<td>6</td>
<td>Required</td>
<td>___________</td>
<td>______</td>
</tr>
<tr>
<td>PhD Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soci 8342</td>
<td>Qualitative Methods</td>
<td>3</td>
<td>Required</td>
<td>___________</td>
<td>______</td>
</tr>
<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>
<tr>
<td>Soci 9030</td>
<td>Sociological Theory II</td>
<td>3</td>
<td>Required</td>
<td>___________</td>
<td>______</td>
</tr>
<tr>
<td>Soci ____</td>
<td>Spec. Req 1:</td>
<td>3</td>
<td>Required</td>
<td>___________</td>
<td>______</td>
</tr>
<tr>
<td>Soci ____</td>
<td>Spec. Req 2:</td>
<td>3</td>
<td>Required</td>
<td>___________</td>
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<td></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: 90 GPA: ______

* 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: _____________________________________________________

MA Graduation Date: ____________________________________________________

Doctoral Exam Date: _____________________________________________________

Dissertation Title: _______________________________________________________

Dissertation Chair: _____________________________________________________

Dissertation Member: ___________________________________________________

Dissertation Member: ___________________________________________________

PhD Graduation Date: ___________________________________________________
PhD-ONLY PROGRAM CHECKLIST

General Information
The PhD 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>
</tr>
<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>
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</tr>
<tr>
<td>Soci 8000</td>
<td>Proseminar in Sociology</td>
<td>3</td>
<td>Required</td>
<td>____________</td>
<td>____</td>
</tr>
<tr>
<td>Soci 8342</td>
<td>Qualitative Methods</td>
<td>3</td>
<td>Required</td>
<td>____________</td>
<td>____</td>
</tr>
<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>
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<tr>
<td>Soci 9030</td>
<td>Sociological Theory II</td>
<td>3</td>
<td>Required</td>
<td>____________</td>
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<tr>
<td>Soci ____</td>
<td>Spec. Req 1:</td>
<td>3</td>
<td>Required</td>
<td>____________</td>
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</tr>
<tr>
<td>Soci ____</td>
<td>Spec. Req 2:</td>
<td>3</td>
<td>Required</td>
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<td>Elective</td>
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<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>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>72</strong></td>
<td></td>
<td><strong>GPA:</strong></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.
PhD-ONLY PROGRAM CHECKLIST (Continued)

Other Program Requirements

Doctoral Exam Date: ______________________________________________________
Dissertation Title: ______________________________________________________
Proposal Defense Date: __________________________________________________
Final Defense Date: ______________________________________________________
Dissertation Chair: ______________________________________________________
Dissertation Member: ____________________________________________________
Dissertation Member: ____________________________________________________
PhD 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 (THESIS/DISSERTATION) 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#: ___________________________

Specialty: ___FHLC ___G&S ___RUS

Semester Matriculated: ________________ Estimated Graduation: ________________

Check One: ___Dissertation ___Thesis

Tentative Project Title:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures:

Student: ___________________________ Date: ___________________________

Chair: ___________________________ Date: ___________________________
Printed Name: ___________________________

Approved: ___________________________ Date: ___________________________

Director of Graduate Studies
COMMITTEE (THESIS/DISSERTATION) 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: _________________________________

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: ____________________________

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: _____MA/PhD  _____PhD-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: ______________________________________

PhD Specialty Exams:  Date Exam Passed: _______________________________

Dissertation Proposal:  Date Approved: ________________________________

Signatures:

____________________________________________________  Date: ________________
Student

____________________________________________________  Date: ________________
Dissertation Chair

____________________________________________________  Date: ________________
Director of Graduate Studies