



**Student Handbook
Health and Social Inequalities
Doctoral Degree Program
Department of Sociology**

Updated September 2011

SOCIOLOGY DEPARTMENT'S HEALTH AND SOCIAL INEQUALITIES DOCTORAL DEGREE PROGRAM

Program Overview

Over the past decade the graduate program in Sociology has developed strengths in areas of instruction and research that reflect issues of immediate relevance to the urban and regional environment of PSU and the nation as a whole. The Ph.D. program emphasizes research and instruction in the areas of social inequality and health, including access to health care; new immigrants and barriers to their assimilation; neighborhood-level race relations; educational attainment for first-generation college students and social and environmental sustainability.

The Health and Social Inequalities doctoral program has been explicitly designed to produce well-trained sociologists -- researchers, academic faculty, and administrators -- to serve the social needs of the region and the nation, especially in the design, assessment and implementation of social service systems to address social inequalities. The program is also intended to advance sociological knowledge, especially in areas of inequalities, and contribute knowledge to support the development of policies and actions to help reduce social inequality.

In order to begin this Ph.D. program, students must have already earned a master's degree in sociology or a related discipline. This doctoral program will typically take between three to five years to complete, given the students' background, employment status, ability to go full or part time. Once admitted to the program, students will be expected to complete a sequence of required core courses and individualized electives, pass comprehensive examinations, and complete a dissertation of original research as described below. Graduates of the Sociology Department Ph.D. program will be proficient in all aspects of the research process from design through analysis. In addition, they will be able to demonstrate a range of professional skills, including being able to navigate the research / policy nexus, disseminate findings to diverse audiences, and facilitate cooperative relationships across diverse research and community settings.

Student Support

While the department is unable to fund all Ph. D. students, we make every effort to provide support for as many students as possible. Students must request funding in order to be considered for an assistantship. Ph. D. students who receive funding typically will be offered a Research Assistant (RA) position – assisting a professor with funded research – or an Instructor position – teaching one or more sections of undergraduate classes. Factors affecting assistantship decisions include, but are not limited to, department needs, student financial need, student skills and experiences, and the specific requirements of some positions. Graduate assistantships in the department of sociology include a stipend amount plus tuition remission for full-time course work. Doctoral students who receive support will be remitted for 9 credits of coursework per term. The stipend amount offered will vary depending upon the number of work hours (FTE) being offered.

Assistantships are offered for one academic year unless explicitly stated that they are offered for one term only. Term to term, department support is contingent on a graduate

student's adequate performance of required duties. The Graduate Director will review student performance at the end of each term. Students must apply every year by the end of April to request funding renewal. (see Appendix Seven for further responsibilities and eligibility requirements).

Adequate performance is based on the student's grades and supervising faculty's evaluation. Students must achieve a grade of 'B' or higher in all required and elective courses in order to remain qualified for departmental funding. In order to receive departmental funding during the second year, doctoral students must declare their concentration areas and share a plan for preparing for and completing comprehensive exams with their advisor, in addition to maintaining adequate performance in their first year coursework. In order to receive departmental funding during the third year of the program, doctoral students must have completed their comprehensive examinations and progress on their dissertation. A student's yearly progress will be documented by the student's advisor's signature on the Doctoral Program Progress Report (see Appendix Nine)

Each year, at the end of Spring quarter, all Ph. D. student advisers will submit a progress evaluation to the Graduate Director, which the department will use to make decisions about continuation of funding. Students will be informed about their funding for the following year by June 15.

Ph.D. student / dissertation Advisor

Each student will be assigned a Ph.D. student advisor upon entering the program. Students are required to meet with their advisor at least once a term. In most cases, this individual will also serve as the student's dissertation advisor once the student has been advanced to candidacy. The advisor's role includes providing guidance in regards to the student's progress through the program, helping the student in selecting appropriate elective courses, determining when the student is ready to schedule comprehensive examinations, and, for dissertation advisors, assisting in the selection of the dissertation committee, preparation of the dissertation proposal, and completion of the dissertation.

Graduate Director

The Graduate Director is the formal and practical interface between the student and the Ph.D. program. The Graduate Director tracks whether students are making adequate progress, and, after consultation with the Graduate Committee, determines program continuation and continuation of funding decisions. The Director plays a central role in the comprehensive examination process through:

- providing final approval as to which areas comprehensive examinations will be offered in for any given term and year,
- providing the reading lists for each comprehensive examination,
- supervising the exam process (e.g. distributing the exam, verifying the exam is completed on time), and
- serving as the communication channel between the student and the examination committee. The Graduate Director will provide the students with exam results and feedback from the examiners. Similarly, once the examination has been distributed, students should NOT directly contact the examination committee members. Students with questions about the examination or exam results should direct those to the Graduate Director who will then pass them on to the committee.

Detailed List of Doctoral Degree Stages

NOTE: See "Summary of Procedures for Doctoral Degree" in the PSU Bulletin or on the Graduates Studies website at http://www.gsr.pdx.edu/ogs_general_doctoral.php.

1. Complete coursework
2. Identify Comprehensive Examination Areas
3. Comprehensive Exams
4. Passing of Comprehensive Exams
5. Define Dissertation topic
6. Form Dissertation Committee
7. Develop Dissertation Topic and Research Plan
8. Submit GO-16D and *Preliminary* Human Subjects proposal to Office of Graduate Studies
9. Official Appointment of Dissertation Committee
10. Dissertation Research Proposal Colloquium
11. Dissertation proposal defense
12. Submit formal Human Subjects Research Application; Advancement to Candidacy upon approval.
13. Conduct and Write Dissertation
14. File an "Application for the Degree" form
15. Distribute Dissertation to Committee
16. Pre-Defense Meeting
17. Schedule Oral Examination Dissertation Defense
18. Dissertation Abstract Approval
19. Distribute Final Draft of Dissertation to Committee
20. Dissertation Defense (Oral Examination)
21. Final Dissertation Approval
22. Dissertation Formatting Approval
23. Submit Copies of Dissertation and Abstract to Office of Graduate Studies
24. Microfilming Agreement Form and Dissertation Abstract Submission to Office of Graduate Studies
25. Complete the National Research Council Survey of Earned Doctorates
26. The Sociology Department (*not the student*) submits the GO-17D form for Graduation

27. Graduation

Procedures for Doctoral Degree

The program is structured around three major stages of core training experiences. The list below illustrates the timing of these required stages.

1. **Coursework:** There are TWO *Required Courses*, SOC 684 Social Inequality Seminar, and SOC 695 Advanced Research Methods. Though not required, it is STRONGLY SUGGESTED that students who have not already taken a graduate level stratification course also take SOC 523 Stratification as preparation for the Inequality Comprehensive Examination. Additional *Elective Courses* allow students to tailor their skills in specific focus areas. NOTE: Typically, Ph.D. students set up *Reading and Conference (SOC 605)* courses as elective courses. A *Reading and Conference* course can be for between one (1) and four (4) credits and requires the consent of the supervising faculty member. These courses are co-developed by the student and participating faculty member, on a topic relevant to the students' degree program (e.g. content areas related to preparing for comprehensive examinations). The three required courses and a minimum of four hours of elective coursework must be completed before taking a comprehensive exam.
2. **Comprehensive Exams:** Comprehensive exams are designed to assess the breadth of student knowledge in key programmatic areas. Students must pass two comprehensive exams. Exams will be offered twice a year, in the Fall and Spring terms. The comprehensive examinations should be taken in the second year after admission to the program, but no later than the end of the fifth year after admission to the program.
3. **Doctoral Dissertation** conducted under the supervision of a faculty. Students must complete an empirical doctoral dissertation to demonstrate their proficiency in conducting independent research. This research represents the culmination of the student's graduate training.
 - a. *Dissertation Research Proposal.*

The student is expected to prepare a dissertation research proposal, submit it for acceptance by a proposed dissertation committee, and be advanced to candidacy within one year of passing the comprehensive exams. The student may petition for a maximum of one year extension of this requirement. If the student is not advanced to candidacy within one year, or two years with approved extension, the student will be permanently dropped from the program.
 - b. *Dissertation Defense*

The defense of the completed dissertation and graduation must occur no later than five calendar years after advancement to candidacy. Extensions must be approved by the Vice Provost for Graduate Studies and Research.

Required Coursework

Students in the PhD program are required to take a minimum of 51 hours in graduate coursework including 8 credits in core sociology courses, 16 elective credits (8 may be in

other departments), and 27 dissertation credits. With the permission of the adviser and the Graduate Director, up to 8 elective credits may be transferred from another institution. While a student may transfer credits into the program, the substitution of transferred for specific core requirements are generally not allowed.

During the entire time they are in the program, doctoral students must enroll in a minimum of 1 hour of graduate credit per quarter, Fall to Spring, or apply for a leave of absence; deviations from this requirement must be approved by the department. Note that once a student has been advanced to candidacy, she/he must be enrolled for one credit each term including Summer.

Core Courses

There are two core courses that are required for all PhD students:

SOC 684 Social Inequality Seminar (4). Theoretical perspectives and current research in social inequality including dimensions such as social class, race / ethnicity, gender, age, and nativity. Exploration of social inequality in selected domains, such as health services and outcomes, employment and work, educational attainment, housing, and other areas of sociological inquiry.

SOC 695 Advanced Research Methods (4). Introduces a range of advanced quantitative methods commonly found in published research in sociology. Particular attention will be paid to the techniques commonly used to address the most common shortcomings of sociological data, including estimation of multivariate models with categorical dependent variables (i.e. logistic regression) and to nonparametric methods for analyzing data.

It is strongly suggested that students who did not earn a Masters degree in Sociology, or for those who do not have a strong foundation in inequality also take a third class:

SOC 523 Stratification (4) Examination and analysis of stratification theories and empirical research. Analysis of class, race, ethnicity, gender, and sexual orientation, considering economic, social, political, and cultural dimensions of power.

Requisite Grades

Doctoral students must achieve a B or higher grade in Soc 623, 684 and 695. Any student who does not achieve a B or higher grade must retake the course in the subsequent year. The course(s) may be taken no more than two times with the course tuition paid by a Department tuition waiver. In no case will a student be permitted to begin their comprehensive examinations without first meeting the above grade requirements in SOC 623, 684 and 695.

Elective Coursework

NOTE: Any 500-level course can be taken for 600-level credit. PhD students must achieve grades of "B" or higher in elective courses. All Ph.D. coursework must be taken for letter grades (A-F). Elective courses offer opportunities for students to tailor their skills in a particular area of concentration (i.e., Medical Sociology, Education, Criminology etc).

Students who focus on health inequalities may choose their elective courses to develop a directed course of study in health disparities. Other students who focus on social inequalities may choose their elective courses in areas such as social stratification, education, criminology, welfare systems, and social and environmental sustainability. Students are required to reach an agreement on appropriate electives with their dissertation advisor. Please see below for a list of examples of other graduate courses that may be used by students. Be aware that not all courses are offered every year.

Examples specific to general inequality

| | |
|-------------|-------------------------------------|
| SOC 523/623 | Stratification |
| PAP 618 | Political and Organizational Change |
| SOC 544 | Race, Ethnicity, Nationality |
| SOC 598 | Globalization Seminar |

Examples specific to Education:

| | |
|-------------|---------------------------------------|
| SOC 548/648 | Sociology of Education |
| SOC 550/650 | Sociology of Higher Education |
| ELP 655 | Gender and Education. |
| ELP 656 | The Urban School and "at Risk" Status |

Examples specific to Qualitative Methods:

| | |
|---------|-----------------------------------|
| SOC 610 | Focus Groups and Interviews |
| SOC 610 | Mixed Method Approaches |
| ED 661 | Qualitative Research in Education |
| SW 670 | Program Evaluation |

Examples specific to Deviance:

| | |
|--------|--|
| AJ 645 | Economic and Political Perspective of Criminal Justice |
| AJ 625 | Criminal Justice Theory |
| AJ 635 | Criminal Justice Policy |

Examples specific to Sustainability:

| | |
|-------------|--|
| Soc 565 | Environmental Sociology |
| SOC 588/688 | Social Sustainability Theory and Practice |
| USP 569 - | Sustainable Cities and Regions |
| USP 571 | Environmental Policy |
| PA 565 | Natural Resource Policy and Administration |

Examples specific to Urbanization:

| | |
|---------|---|
| USP 617 | The Sociology and Politics of Urban Life |
| USP 689 | Advanced Urban Politics and Sociology |
| EC 582 | Poverty, Welfare, and Income Distribution |

Examples specific to the Health Inequality concentration

| | |
|-------------|--|
| SOC 585/686 | Medical Sociology |
| SOC 586/686 | Topics in Health and Inequality |
| SOC 587/687 | Comparative Health and Welfare Systems |
| PA 554 | Building Health Communities |

| | |
|-------------|--|
| PA 588 | Program Evaluation and Management in Health Services |
| PA 570 | Health Administration |
| PA 571 | Health Policy |
| PA 572 | Health Politics |
| PA 573 | Values and Ethics in Health |
| PA 574 | Health Systems Organizations |
| PA 576 | Health Care Law and Regulation |
| PA 578 | Continual Improvement in Health Care |
| PA 586 | Introduction to Health Care Economics |
| PSY 554/654 | Social Psychology and Mental Health |
| PHE 535 | Epidemiology Survey |
| PHE 511 | Foundations of Public Health |
| PHE 512 | Principles of Health Behavior |
| PHE 513 | Health, Behavior and the Social Environment |
| PHE 541 | Media, Advocacy and Public Health |
| PHE 543 | Drugs, Behavior and Society |
| PHE 546 | Urban and Community Health |
| PHE 550 | Health Promotion Program Planning |
| PHE 580 | Concepts of Environmental Health |
| SW 523 | Health Care Policies and Programs |
| PHPM 507 | Disability and Public Health (OHSU) |
| PHPM 519 | Health Systems Organization (OHSU) |
| PHPM 571 | American Indian/Alaska Native Health (OHSU) |

Comprehensive Examination Procedures

The primary purpose of the comprehensive exams is for students to demonstrate breadth of training in their areas of concentration. In addition, the exams allow students to demonstrate integration of perspectives, knowledge, and research gained from course work and research activities. We also encourage students to use the exams as an opportunity to explore potential dissertation topics. Doctoral students may take the comprehensive exams after they have completed the required number of hours of coursework. Students are required to pass two comprehensive exams before beginning their dissertation proposal. Both comprehensive exams must, however, be taken and passed no later than by the end of a student's fifth year in the program. Students not passing both comprehensive exams by this point will be dismissed from the Ph.D. program.

Comprehensive exams are given twice per year, typically in the 2nd week of the Fall and Spring quarters.

Subject Areas

Comprehensive exams will consist of two written exams . ALL students must take (general) Social Inequality as one area of concentration. Through discussion with their advisor, students will choose one additional area of concentration for their comprehensive exams. Possible areas of concentration include:

- Health / Medical Sociology

- Sustainability
- Education
- Criminology
- Qualitative Methods
- Quantitative Methods
- Immigration / Minorities / Race
- Urban Sociology
- Social Movements / Social Change

The Sociology department will appoint two comprehensive exam committee members for each area of concentration.

Comprehensive Examination Planning

The comprehensive exam in Social Inequality will be offered every fall, and, if requested, also during spring. The program is sequenced in such a way that full-time students are expected to be prepared to take the Inequality comprehensive examination during fall term of year #2 in the program.

Students should declare their second concentration area in writing for approval by their advisor and the graduate advisor no later than 3 months before the beginning of term in which they plan to schedule the examination. With the approval of both advisors, the student may then schedule the examination.

The Graduate Advisor will notify the examiners in each concentration area of students' intentions. Examiners will provide a reading list in that concentration area no later than the end of fall term.

Reading Lists

The core reading list is determined in advance by faculty in the area of concentration, but exam committee members may tailor it to provide more emphasis in a particular area pertinent to the student's area of expertise. Although the Department strives for comparability of the reading lists across areas in terms of length, the length of any reading list is ultimately up to the faculty in the area of concentration.

Exam Administration

Comprehensive exams will be given semi-annually in the 2nd week of the Fall and Spring terms. These exams will be take-home exams. For each area of concentration, students will have to answer multiple questions. One of the questions will be a general question where the student will be expected to show the breadth of their knowledge and their overall understanding of the area of concentration. All students will answer the general question. An exam can have up to three additional questions, and students will be provided with specific instructions as to question-choice options in "comprehensive examinations directions" accompanying that exam.

The students will have seven days to complete each exam. Students will receive their exams by 9 AM of day one of the examination period. The exam is due, in both electronic and hard-copy form, to both of the examiners by 9am on day eight of the

examination period. Electronic copies of each of the student's exams will also be sent to the Graduate Advisor at the same time they are submitted to the examiners.

Comprehensive Examination directions

The examination committee will provide a set of comprehensive examination directions to accompany each examination that include instructions about the number of questions to be answered, students' question-choice options, and approximate answer length. This material will be made available on the day that the exam is distributed to the student.

Scoring of the Exam

Two faculty examiners will read and grade each exam. After their exams are graded, students will receive a grade (pass/fail) and combined anonymous comments from the examiners.

Students must earn a score of *Pass* on both questions within the area of concentration in order to be allowed to proceed to the dissertation proposal. At the discretion of examiners, students may be given an opportunity to rewrite one exam question for re-consideration of a failing score. In that case, students would have one week to rewrite the question. If, upon rewriting the question, the student does not earn a *Pass*, the final grade for the subject is a *Fail* and the student must retake the entire subject area test at the next scheduled comprehensive exam period. Students who fail the exam will be given one additional chance to pass the exam in either of the next two comprehensive examination periods. If they again fail, the student will be dismissed from the program.

Dissertation

Overview

The dissertation must be original research designed and carried out by the student. It is the culminating empirical project of the student's doctoral program.

Students must complete a total of 27 credits of dissertation. Note that tuition remissions can only be given during terms when the student is registered for full-time credit (9 credits).

It is the student's responsibility to schedule the dissertation proposal and defense meetings early in the quarter since follow-up meetings may be needed before the proposal or dissertation is approved. It is also the student's responsibility to schedule follow-up meetings in a timely fashion during the quarter and to give committee members, including the chair, sufficient time (at least three weeks) to review drafts of the dissertation.

Note that the same Office of Graduate Studies forms that were completed for the Master's thesis also must be completed for the dissertation (GO-16-D to appoint the committee and GO-17D at the final oral examination).

Dissertation Committee

Committee Membership

The dissertation committee consists of five to seven people: the dissertation adviser, a Graduate Office Representative, selected by the Office of Graduate Studies, and a minimum of three and a maximum of five additional committee members (at least 3 regular Sociology faculty, additional committee members can be from the Sociology department or another department), and. The chair of the dissertation committee and the Graduate Office Representative must be regular, full-time PSU instructional faculty, tenured or tenure-track, assistant professor or higher in rank; the other three to five committee members may include adjunct or fixed-term faculty and / or one member of the OHSU faculty. If it is necessary to go off-campus for one committee member with specific expertise not available among PSU faculty, a curriculum vitae for that proposed member must be approved by the Office of Graduate Studies (see their website at <http://www.gsr.pdx.edu/ogs.php> for further details) This off-campus member may substitute for one of the three to five regular committee members. All committee members must have doctoral degrees. No proposal defense shall be valid without a dissertation committee approved by the Office of Graduate Studies.

Official Appointment of Dissertation Committee

Once the student and the dissertation adviser have identified potential committee members, the advisor submits a GO-16 form to the Office of Graduate Studies to officially appoint the dissertation committee. The GO-16 form requires the following information: 1) dissertation topic; 2) if human subjects will be used (if yes, a draft of the human subjects application must also be submitted to Graduate Studies); 3) names of the regular committee members; 4) two suggested names for the graduate studies representative, in priority order; and 5) a plan of study. A plan of study is a complete list of courses taken to meet the sociology department doctoral degree requirements and a brief statement including the following: a) the students' estimated date (month) of dissertation proposal defense and advancement to candidacy, b) the number of Dissertation Research credits necessary to meet requirements (students must register for at total of at least 27 credits of dissertation research), and c) students' estimated date of dissertation defense.

Students should allow 1 to 2 months for Committee Appointment from the Office of Graduate Studies.

Dissertation Proposal

Preparation of the Dissertation Proposal

The proposed research problem must be appropriate for a Ph.D. in Sociology and meet University requirements. Students should obtain a copy of the Office of Graduate Studies' requirements for a dissertation, available from the Graduate Studies Office and on its web site.

The proposal is expected to include the following:

1. Background and general status of knowledge in the problem area.
2. Theoretical and empirical framework within which the proposed problem exists, beginning with a concise statement of the problem.
3. Significance of the proposed research and its likely contributions.

4. Research methodology, including participants and their recruitment, design, measures to be used and Human Subject Review issues.
5. Analysis plan in relation to sociological theory.
6. Discussion section, containing the limitations of the research and future studies.

Note: The length of your proposal may vary depending on the topic, the methodology, and the relevant literature. You should discuss this with your dissertation advisor. However, proposals should not exceed 100 pages in length, excluding references and appendices.

Dissertation Proposal Defense

When the dissertation Chair deems that the student is ready, the student is given permission to schedule her/his proposal defense. The student must be registered for at least one dissertation credit during the term they present their dissertation proposal. The first step is for the student and the dissertation committee to agree on the date and time. Two hours will be needed for the proposal defense; One week prior to the proposal defense, the student sends an e-mail announcement to all Sociology faculty and graduate students, providing the date, time, room number of the defense; title of the dissertation, plus the names of the chair and other dissertation committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty. At this time, the student places one copy of the proposal in room 217A for interested faculty and students. Faculty or other students may also request electronic copies of the document from the student.

All committee members, including the GO representative, must be present at the proposal defense, which is also open to Sociology faculty and graduate students. The purpose of the colloquium is for the student to present and defend the proposal, and for the committee members to be able to ask any questions they might have regarding the proposed research. It is possible that the student will be required to make additional changes in the proposal, as per recommendations by the committee members.

When committee members are satisfied that the student's proposal merits approval, they sign "Final Approval of Proposal" form (see Appendix Nine) and the student can proceed with the actual research project, pending Human Subjects Research Review Committee Approval as necessary (see below).

Advancement to Candidacy

To be advanced to candidacy, students must have:

- completed all required courses
- completed a minimum total of 24 post-Master's degree credits (the 8 credits of core courses, and 16 elective credits. Many students will have completed more than this amount, typically having taken up to 9 credits of *Reading and Conference* coursework in preparation for each comprehensive examination.
- passed both comprehensive exams
- passed their dissertation proposal defense
- received Human Subjects Research Review Committee approval
- met the requirements for advancement to candidacy established by the Office of Graduate Studies (see Office of Graduate Studies web site),

Following the committee's approval of the student's dissertation proposal, the Chair of the committee forwards a letter of recommendation for advancement to candidacy and a copy of the cover page of the research proposal to the Dean of Graduate Studies. The letter of recommendation must be signed by the Dissertation Committee Chair and the Department Chair. The Vice Provost for Graduate Studies then advances the student to candidacy for the degree. The dissertation can be defended in a minimum of four months and a maximum of five years following advancement to candidacy.

Human Subjects Research Application

All students must apply for review of their research by the Human Subjects Research Review Committee **after** approval of the proposal but **prior to** conducting the study or analyzing data that have already been collected. While students typically submit their application to the HSRRC after the proposal has been approved at the department level, students should nonetheless begin preparing their application materials prior to the dissertation proposal defense to ensure a timely review. The application for review can be found at: http://www.rsp.pdx.edu/compliance_human.php. Once the application is completed and signed by the advisor and department chair, it should be submitted to HSRRC through the Office of Research and Sponsored Projects. Students should allow from 4 to 6 weeks for approval from HSRRC.

Proceeding with the Dissertation Research

Students must be registered for at least one credit each term (including Summer Session) that they are working on their dissertation.

Dissertation Defense

Note: If you are trying to make a deadline for any reason, please be sure to schedule your defense meeting early so that you can accommodate the need for revisions and avoid disappointments. Also be aware that faculty are generally only available for thesis and dissertation meetings Sept. 16 – June 15. A dissertation defense must be scheduled no later than five weeks prior to the close of the term of application for graduation in which the degree will be granted (i.e., must be completed four weeks before the beginning of finals week).

The student files the Application for the Degree form with the Office of Graduate Studies before the first week of the anticipated term of graduation. The student should also distribute the final draft of the dissertation to all members of the committee a minimum of three weeks prior to the dissertation defense.

All committee members, or alternates approved by the Vice Provost for Graduate Studies, must be present for the dissertation defense. The defense is open to the public. The candidate is expected to prepare and present orally a formal statement on the research methodology and results. The oral presentation should not exceed 40 minutes. Following this presentation, the committee members are given the opportunity to question the candidate. During this discussion, the candidate must defend the dissertation as a worthy contribution to knowledge in its field and must demonstrate mastery of the field of specialization as it is related to the dissertation. The purpose of the questioning and discussion is to further illuminate, for the candidate and the committee, the significance and limitations of the research, as well as to demonstrate

that the candidate has met the high standards of the University for the award of the doctoral degree.

Following questions and discussion, the student and all audience members leave the room while the committee confers and votes. Each appointed member has a vote. For dissertation approval, there can be no more than one dissenting vote on the final examination. The Graduate Studies representative participates in conducting the final oral exam and in the vote for pass or no-pass. The role of the Graduate Studies representative is defined by documents given to the representative by the Graduate Studies Office. The Committee and the student should be aware that the representative's vote influences the Vice Provost's approval / disapproval of the dissertation. The representative can write a memorandum to the Office of Graduate Studies if they have any concerns about the dissertation. The Committee may pass the student subject to the completion of specified minor modifications to the dissertation. If the final oral examination is not satisfactory, the advisory committee may recommend that the Vice Provost for Graduate Studies permit the candidate to take another oral examination after a period of further work.

Note: During the term in which the Dissertation defense occurs, the student must be enrolled for a minimum of one credit hour. The final defense of the dissertation may be held no later than five weeks prior to the conferring of the degree. A GO-17D form must be submitted to the Office of Graduate Studies by the deadline published by the Office of Graduate Studies. Note that doctoral students must be graduated to walk in commencement.

APPENDIX ONE

STUDENTS ENTERING WITH GRADUATE COURSEWORK

Transfer Credit

If transfer credit is to be presented in partial fulfillment of the requirements for an advanced degree at PSU, the GO-21 form (Proposed Pre-Admission and Transfer Credit; available from the Office of Graduate Studies or their web site) must be filed in the Office of Graduate Studies for approval as soon as possible after admission. The GO-21 form must be approved before the student submits the Graduate Degree Program form (GO-12). Be aware that the GO-21 needs to be approved by the student's advisor and Graduate Committee before being sent to the Office of Graduate Studies.

Note that transfer credits are graduate credits graded A or B only (no P/NP), which meet the conditions described on the GO-21 form.

According to university guidelines, the maximum transfer credit accepted toward a graduate degree is one-third of the number of quarter hours required for the degree. The Sociology Department limits the maximum number of credits that can be transferred from another institution toward a PhD at 8 credits. The transfer of any credits from another institution must be approved by the graduate committee.

Waiver of Required Graduate Work

Students who have completed previous graduate work, whether or not they received a degree, and who wish to have this work meet program requirements may submit a course waiver petition (see Appendix Nine). All master's or Ph.D. program requirements must be completed, substituted, or waived. This is accomplished on a course-by-course basis. This form must be signed by the faculty member who is responsible for the course waived. Be aware that approval of the petition constitutes a waiver of a required course, not a waiver of required credits – students will still need to take the required number of credits for the program.

Reservation of Work for Graduate Credit

Only credits earned at PSU can be reserved for graduate credit. A Reservation of Graduate Credit form must be filed in the Office of Graduate Studies and Research (GO-10) after admission to a graduate program, no later than the term following admission. Reserved graduate credit toward the master's degree is limited to 8 completed and graded graduate credits of A or B earned within the last 45 credits prior to the award of the baccalaureate degree and not used to fulfill the requirements for the baccalaureate degree. Reserved graduate credit toward the PhD will be limited to 8 elective credits, conditional upon the student's petition receiving approval from the Graduate Committee.. Core PhD courses taken prior to formal admission to the program will not be accepted as 'reserved graduate credit

APPENDIX TWO

GRADUATE STUDENT GRADING REQUIREMENTS

The Sociology Department has set the following policies for grading in the graduate program:

1. A master's level student receiving two or more grades of C+ or below in any one year or in the entire core program will be considered by the faculty for possible dismissal.
2. Any courses that must be re-taken may be taken no more than two times.
3. A PhD level student must maintain at least a B average in all courses. Students receiving any grades of B- or lower will be considered by the faculty for possible dismissal.
4. Doctoral students must achieve a B or higher grade in Soc 684 and 695. Any student who does not achieve a B or higher grade must retake the course in the subsequent year. The course(s) may be taken no more than two. In no case will a student be permitted to begin their comprehensive examinations without first meeting the above grade requirements in SOC 684 and 695.
5. No graduate courses may be taken P / NP

Grading requirements may be higher for maintaining an assistantship than for remaining in the program.

APPENDIX THREE

UNIVERSITY GUIDELINES

Below are some university guidelines that student's have found useful. These are not all of the University Guidelines and just because information is not included here does not indicate that the guidelines do not apply. Students are expected to be familiar with the University Guidelines and policies as set out in the Bulletin and on the Office of Graduate Studies website (<http://www.gsr.pdx.edu>).

Incompletes

A student may be assigned an incomplete by an instructor when all of the following four criteria apply: 1) the quality of work in the course up to that point is C level or above (please note, however, that the Sociology Department requires that the quality of work in the course be B level or above in order to grant a grade of Incomplete); 2) essential work remains to be done; 3) reasons for assigning an 'I' must be acceptable to the instructor and must not be given for the exclusive reason of raising a deficient grade; and 4) a formal agreement must be reached between the instructor and student as to the nature of the work to be done and a reasonable time frame for completing it.

A written record of the remaining work and its completion date should be kept by both instructor and student. The instructor may specify the highest grade that may be earned, which should not exceed the level of achievement displayed during the normal course period. The student's advisor should also be notified regarding the incomplete grade.

The deadline for completion of an incomplete is no longer than one year. The instructor may set a shorter deadline which shall be binding. In order to obtain a longer period of time to complete the work, the student must submit a petition to the Office of Graduate Studies. Students must complete a minimum of 9 credits per term in order to continue their assistantships. "In Progress" (IP) grades count as successful completion of credits, but Incomplete (I) grades do not.

In the case 501 Research or 503 Thesis, students are not given grades until the conclusion of the research or thesis. Until that point, the grade remains as In Progress and no time limitation applies except that the student must complete all work in the required 7 years.

Repeat of Graduate Courses

Students will not be given credit toward an advanced degree for the repeat of a course in their program. If a required course must be repeated, the credits from the repeated course will not be used to fulfill the credit hour requirement for the degree. Both grades appear on the student's record and are included in calculating the GPA. No course(s) may be taken more than two times with the course tuition paid by a Department tuition waiver

Academic Probation

A graduate student with regular or conditional degree status will be placed on probation if:

1. The student's cumulative graduate GPA at PSU, based on the completion of 9 letter-graded graduate credits after admission to the graduate level at PSU, is below 3.00 at the end of any term, or
2. The student's term graduate GPA, based on a minimum of 6 graded graduate hours is below 2.67 for a given term.

While on academic probation the student will not be permitted to 1) graduate, 2) receive or continue to hold a graduate assistantship, 3) change majors (GO-19 form), 4) be advanced to

doctoral candidacy, 5) receive approval of the master's degree program (GO-12 form), or 6) register for more than a total of 9 credits in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.00 within the next 9 graduate credits in graded courses in the case of probation due to low cumulative GPA, or both cumulative and term GPA of 3.00 or above in the case of probation due to low term GPA.

Disqualification

A student who is disqualified may not register for any graduate courses at PSU. Disqualification occurs if:

1. The student on academic probation for low GPA fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 graded credits in graduate course work; or
2. The student on academic probation for a term of GPA below 2.67 does not receive at least a 3.00 term GPA and does not achieve a 3.00 cumulative GPA with the next 9 credits of graded graduate coursework; or
3. The student becomes subject to academic probation for a second time.

Re-Admission after Disqualification

A disqualified student may petition for re-admission as a degree-seeking student to a graduate program after one calendar year. Re-admission after the mandatory one-year period is initiated by the student filing a petition for re-admission to the Graduate Council through the Office of Graduate Studies. Re-admission is not automatic. To be readmitted the student must meet all the current admission requirements, with the exception of the graduate GPA.

If the student's graduate program has recommended re-admission, the Graduate Council may grant re-admission, with or without additional academic requirements, or may recommend continued disqualification. The decision of the Graduate Council is final. The readmitted graduate student is subject to all University and program requirements in effect at the time of re-admission. The student must raise the PSU graduate GPA to 3.00 or better within the first 12 credits of graded graduate coursework after re-admission, or be disqualified again.

Graduate courses completed at any institutions while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

Leave of Absence

A student admitted to the graduate program may petition for a leave of absence for one calendar year. A leave of absence insures that students are in good standing in the program while away, and allows them to continue in the program when the leave of absence expires. To apply for a leave of absence, the student writes a letter to the Graduate Committee explaining why and for how long the leave is requested. Once the request has been endorsed by the Graduate Committee it is forwarded to the department chair and must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term in which the application is made. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU. The one-year deadline for fulfilling the requirements for an incomplete grade is *not* suspended. A student may petition for a second leave of absence from a graduate program, but additional approval is required from the Office of Graduate Studies. Graduate students accepted into the program who have not yet matriculated submit their requests for a deferred admission to the Graduate Admissions Committee.

Any quarter of the regular academic year (Fall, Winter or Spring) during which a student is not enrolled for at least one credit hour in sociology at PSU, requires a formal leave of absence from the department. Failure to do so can result in termination from the program. Graduate students

should be enrolled for at least 1 credit hour of thesis or dissertation each quarter they are receiving assistance from any faculty. They also should be enrolled for at least 1 credit hour of thesis or dissertation in the quarter they have a colloquium or final defense.

APPENDIX FOUR

LIBRARY PRIVILEGES

Portland State's Branford Price Millar Library is an important resource for students. It is highly recommended that students become familiar with both the library's website (<http://library.pdx.edu>) as well as the physical location (tours are available).

Library Hours

The library's hours can change throughout the year, but are generally:

Fall / Winter / Spring Terms

Mon - Thu: 7:30 am - 11 pm

Friday: 7:30 am - 7:00 pm

Saturday: 10:00 am - 7:00 pm

Sunday: Noon - 11 PM

Finals weeks, inter-sessions, Summer term and holidays have different hours. Visit <http://library.pdx.edu/hours.html> to check for the most current library hours.

Library Accounts

As a student at PSU, you will have access to three library accounts: Vikat, ILLiad, and Summit. All three are accessed with your student ID. Vikat refers to the account that is used at the Branford Price Millar Library and for databases that are contracted through this library. ILLiad and Summit accounts are used when the needed materials are only located at other libraries.

Borrowing materials from the library

Graduate students can check out materials from the General Collection for three weeks with the option of three renewals. Graduate assistants are given an extended loan, with items due at the end of the current academic year. These items are subject to recall by other borrowers. All graduate students are also able to checkout non-circulating books (marked "Library Use Only") and periodicals for three days.

Research Assistance

The library provides research help in-person, through online chat, via e-mail, by phone, and through online tutorials. Please check the website or talk to the reference librarian about these options.

APPENDIX FIVE

COMPUTING ON CAMPUS

Odin Account

Students get access to e-mail, library resources and other resources with your PSU Computer account (or Odin account). Students can get an Odin account via <http://www.account.pdx.edu>.

There are a number of computer labs available to students at PSU (<http://oit.pdx.edu/topics/General+Access+Labs>) and one that is specifically for Faculty Graduate Students and Staff (SMSU 18). The computer lab hours vary, so please check the website for current hours.

Printing

Students are given a printing quota of 500 pages per term at the computing labs (double sided printing counts as two pages). Any portion of the quota that a student does not use will not carry over to the next term. Users that exceed their quota will be billed \$.025 for each additional print (charges are automatically billed to students' accounts).

H: Drive

Students are given 500 megabytes of storage space on a network drive (referred to as the H: drive). This storage space is automatically set up with the students ODIN account. The H drive is easily accessible while on campus. To access the H drive off campus please see the instructions at: <http://oit.pdx.edu/off-campus-access>

APPENDIX SIX

OTHER SUPPORT AVAILABLE ON CAMPUS

Campus Public Safety: <http://www.pdx.edu/cpso/>

Campus Recreation: <http://www.pdx.edu/recreation/>

Career Center: <http://www.pdx.edu/careers/>

Center for Student Health and Counseling: <http://www.shac.pdx.edu/>

Child Development and Family Services: <http://www.cdfs.pdx.edu/>

Disability Resource Center: <http://www.drc.pdx.edu/>

Financial aid: <http://www.pdx.edu/finaid/>

Library: <http://library.pdx.edu>

Office of Information Technologies: <http://oit.pdx.edu/>

Queer Resource Center: <http://www.qrc.pdx.edu/>

Women's Resource Center: <http://wrc.pdx.edu/>

Writing Center: <http://www.writingcenter.pdx.edu/>

There are more resources available to students than can be reliably listed. Please visit my.pdx.edu for more information and resources (or visit <http://www.pdx.edu/students> until the My Portland State Portal is fully functional)

APPENDIX SEVEN

GRADUATE ASSISTANTSHIPS AND FUNDING

Efforts will be made to reconcile department needs (e.g. providing TAs for particular courses) with students' -- both masters and doctoral -- progress in the program and need for support. Students' training and experiences and the fit between students' skills and the requirements of specific assistantships will be considered in the decision process. The final appointment is determined by the recommendation of the Graduate Committee.

Assistantships are offered for one academic year unless explicitly stated that they are offered for one term only. Students must apply every year by the end of April to request funding renewal. Decisions to renew are based on coursework performance, progress in the program and performance on assistantship duties.

Efforts will be made to provide continuous funding throughout a student's graduate program providing that the student remains in good standing and makes timely progress toward the degree. Two-years of support will be attempted for Master's students, three-years for Doctoral students. These may be graduate teaching assistantships, part-time instructorships (extra wage sections), or research assistantships, and often will include a combination of research and teaching responsibilities. Ph. D. Students who receive funding typically will be offered a Research Assistant (RA) position – assisting a professor with funded research – or an Instructor position – teaching one or more sections of undergraduate classes

A graduate assistant receives a tuition credit in addition to the stipend earned. The amount of the stipend will vary depending on the FTE offered. The tuition paid by the student is variable depending upon the tuition rate in the current schedule of classes.

Responsibilities.

Graduate and Research assistants are expected to contact the faculty members they are to be working with one week before the beginning of the term. GA's and RA's are encouraged to discuss their obligations with the faculty member and make sure that all expectations are clearly spelled out. GA's are expected to be on campus until all exams are given and grades are entered at the end of the term.

In general, departmental RA's will only be requested to participate in activities related to research. TA's can also be requested to participate in activities related to research and other professional activities. Graduate assistants will not be requested or permitted to perform personal tasks for faculty.

As indicated on the web page for the Office of Research and Sponsored Projects (ORSP), http://www.gsr.pdx.edu/forms/GA_Terms.pdf), "The graduate assistant is provided a salary on a monthly basis as compensation for the service that has been provided. The salary is not directly dependent on the actual number of hours worked each month, but rather is paid for satisfactory performance of professional responsibilities." The website also provides guidelines for hours worked relative to your FTE. The guidelines are meant to give you an approximation for what you can expect. For example, you are paid over 13 weeks, and over 13 weeks, .49 FTE equals 254 hours, so at .19 for research, a guideline is 98 hours for the term for your time as a

research assistant (RA) For teaching assistant responsibilities (TA) , a guideline is 156 hours. Each graduate assistant's time may vary each week based on such things as the nature of the projects, and the number of weeks the instructor and your advisor engage your time. Generally, your TA responsibilities run for 11 weeks, although some instructors may request your assistance just before the term begins. Your RA responsibilities are also worked out individually with your advisor. As the ORSP web page also says, "In all cases the assistantship is regarded as a contribution to the graduate student's learning experience as well as a service to the university."

When the number of hours required per week will not be equally distributed over the term, advance information regarding the time requirements of the assistantship should be provided. In general, graduate students are expected to work during the week of final examinations. A TA's responsibilities for a particular class and to particular professor are terminated at the end of the quarter during which the TA was performed (i.e., at 5 p.m. on the day grades are due). Any time not used during the quarter cannot be used later. Faculty and graduate assistants are encouraged to remain flexible and to consider the student's workload. If a Teaching Assistant is working with more than one faculty member, the faculty members should make efforts to coordinate the total workload.

All students will receive a performance evaluation at the end of every quarter. Any student problems or concerns related to graduate assistantships should be communicated to the Graduate advisor.

Eligibility

Master's students will be supported for no more than two years. Doctoral students will be supported for no more than four years. Students who are not making timely progress toward a degree will have their PSU funding rescinded.

Ineligibility for funding due to academic standing

All students become ineligible for funding for any of the following:

1. One grade of C or lower.
2. A cumulative grade point average below 3.0.
3. A grade of I (incomplete) in one or more courses, excluding thesis credits, which has not been completed within one academic term of being assigned.

A student meeting any of the above ineligibility criteria can be continued as a graduate assistant for one quarter at the discretion of the department. Students become eligible again when conditions are remediated. The nature of the remediation will be at the discretion of the department. *However, note that under no circumstances will the Office of Graduate Studies allow students to have an assistantship if they meet criteria 2 and 3, above.*

Doctoral students must achieve a grade of B or higher in the core courses, Soc 684 and 695, and B or higher in all elective courses, in order to remain eligible for funding,

Ineligibility for funding due to substandard performance

When a faculty member supervising a graduate RA or TA notes that the graduate student is not performing the duties of the position at an acceptable level, the faculty member will take three steps:

1. The faculty member will meet with the student to discuss their concerns and make suggestions, where possible, about how to improve subsequent performance.
2. If concerns persist, the faculty member will complete a Performance Evaluation and submit it to the Graduate Director for mediation and appropriate action.
3. The Graduate Director will meet separately with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director will make a decision about the student's continued eligibility for funding, and, if funded, whether the student is assigned to a different faculty member.

TAing in mixed Undergraduate -Graduate-Level Courses

When a graduate student is serving as a TA in a mixed undergraduate-graduate course, the TA should not be expected to assign grades to other graduate students' examinations, essays or term papers. Efforts should be made to limit TA grading of other graduate students to homework assignments. If grading of tests is included among the TA duties, the TAs access to other students' grades should be limited and should not include final grades. It is a given that students' grades are to be kept confidential.

Teaching Courses

Students must have completed a Master's degree in order to teach an undergraduate course.

Department Awards

Sociology Graduate Student Travel Award

The purpose of this award is to provide funding for Sociology graduate students to present academic research at professional conferences. A total of five \$100 awards will be available annually. Students may apply for one award per calendar year. There will be one award granted during Fall Quarter and two each during Winter and Spring quarter. Application deadlines are as follows:

Fall term: First Monday in November
Winter term: First Monday in February
Spring term: First Monday in May

Awarded: Applicants will be notified within 45 days of the application deadline.

Complete instructions and eligibility criteria are available on the Sociology Department's website (<http://www.sociology.pdx.edu/awards.php>).

Sociology Alumni to Alumni Scholarship

This scholarship is sponsored by Alumni of the Sociology program at Portland State University. The purpose of this scholarship is to provide an outstanding PSU sociology major who has been accepted to the PSU Sociology Graduate Program with financial support to begin their graduate studies. The award is a one-time amount of \$400. Applications are due the last Friday in June. Complete instructions and criteria are available on the Sociology Department website (<http://www.sociology.pdx.edu/awards.php>)

Sociology Department Thesis Award

The purpose of this annual award is to provide financial support to an outstanding sociology graduate student who is in the thesis writing stage in order to assist them in completing their master's thesis. The award is a one-time amount of \$500. Applications are due February 1st each year. Complete instructions and criteria are available on the Sociology Department website (<http://www.sociology.pdx.edu/awards.php>).

APPENDIX EIGHT

GRADUATE FORMS AND PROCEDURES

All of the forms listed below are available at the Office of Graduate Studies (OGS) and on its web site.

GO-7 Petition for Change of Status

This form is required to change a student's admission status from "Departmental Conditional" to "Regular" status and should be submitted to OGS, 117 Cramer Hall. The advisor completes the form, keeps one copy for the major department and forwards another copy to OGS.

GO-10 Reservation of Graduate Credit

Some graduate-level course work taken at PSU while working towards a Bachelor's degree can be reserved for use in a PSU graduate program. To reserve courses taken prior to receiving an undergraduate degree for graduate credit, the student and advisor must complete the GO-10 and submit it to OGS no later than the term following admission to the degree program. Another copy should be placed in the student's file.

GO-12 Approved Graduate Degree Program

This form must be completed and signed by the student, advisor and Graduate Committee chair and forwarded to OGS no later than the date indicated on the OGS Deadlines form for the applicable term, typically the first Friday of the intended term of graduation. Only the credits needed to complete the requirements are listed.

GO-13 Change in Graduate Degree Program

To be used only for a change in GO-12 form. See procedures for GO-12.

GO-15 Validation of Out-of-Date Graduate Credit for Master's Degrees

All credits to be applied to a master's degree program must be completed within seven years of the date of graduation. Credits that will be more than seven years old at the time of graduation, *but no more than 10 years old at the time of graduation*, may be validated by separate examination according to the PSU Validation Policy.

GO-16M Appointment of Final Oral Examination Committee - Masters *

When the student has completed an acceptable draft of the thesis, the advisor completes the GO-16M and submits it to OGS who will appoint a Graduate Office Representative. The form must be filed in the Graduate Office at least three weeks before the anticipated date of examination. A final draft of the thesis must be given to the Graduate Office Representative at least three weeks prior to the Oral.

GO-16D Appointment of Doctoral Dissertation Committee

The advisor completes the GO-16D when the student has an acceptable draft of the dissertation proposal. The form is submitted to the Office of Graduate Studies who will appoint a Graduate Office Representative to serve on the committee. The students must give the Graduate Office Representative a copy of the proposal at least three weeks before the colloquium.

GO-17M Recommendation for the Degree - Masters *

The GO-17M should be prepared by the advisor prior to the orals and presented to committee members for signatures when the oral examination is passed. If further work is required on the thesis, the GO-17M should be kept in the student's file until all members of the committee have signed. The completed GO-17M is delivered to OGS by the specified deadline. The student must also give OGS three copies of the final thesis and 4 copies of the abstract and signed approval page, all signed by the committee members.

GO-17D Recommendation for the Degree - Doctoral *

The GO-17D should be prepared by the advisor prior to the oral defense of the dissertation and presented to the committee members for signatures when the orals have been passed. This form also requires verification of satisfactory completion of the comprehensive examinations. All other procedures are the same as for the GO-17M.

GO-19M and GO-19D Petition for Change of Major

The GO-19 form is used for students who want to change their program.

GO-21 Proposed Pre-Admission and Transfer Credit

This form is required whenever pre-admission and/or transfer credit is requested. It must be submitted and approved before the GO-12 can be approved.

Application for Advanced Degree *

Candidates must file an application for the degree with OGS by the first Friday of the term of anticipated graduation or earlier. The degree will not be awarded unless the student has a cumulative GPA of at least 3.00 on the basis of graduate credits earned at the University after admission into the graduate program.

Petition to the Graduate Council (through the Office of Graduate Studies)

All petitions for exceptions or waivers of University graduate regulations or graduate degree requirements are filed using this form. The petition is submitted to the Graduate Council through OGS for consideration and action. If necessary, the petition will be forwarded to the appropriate graduate committee for review. The Graduate Council determines the final action.

Overload Petition

Graduate students must seek approval of registration in excess of 16 credit hours by completing an Overload Petition and getting the approval signatures. A student registering for 17-19 hours must obtain the approval of the department chair or advisor. If the registration is for 20 hours or more, the petition must be approved by the department chair or advisor and the Vice-provost Graduate Studies and Research. The Vice-provost must approve any petition for an overload from a Graduate Assistant. The approved petition must be presented at the time of registration.

* The deadlines for the footnoted forms are conservative. The Office of Graduate Studies publishes a one-page list of Graduate Candidates' deadlines each year. This list should be consulted for firm deadlines.

APPENDIX NINE

FORMS

The following pages have some of the forms that may be needed in either the sociology department master's or PhD program. This is not an exclusive list of forms, others can also be found on the Portland State University website. Important websites to look at are: the sociology department, the Office of Graduate Studies, and the Human Subjects Research Review Committee to name a few.

COURSE WAIVER PETITION

(Submit 1 form for each course to be waived)

NAME: _____

PROGRAM (Master's or Doctoral): _____

PSU course to be waived (number and title):

Number and name of comparable course:

University at which course was completed:

Year course was completed: _____ Grade received: _____

Briefly describe the content of this course and required texts and readings, and provide a syllabus if possible. Use an additional sheet if necessary.

Approved Denied

_____(Signature of PSU faculty teaching required course)

Approved Denied

_____(Graduate Committee Chair signature)

COMMENTS:

*** Note that this form may not be used to waive credit requirements for the Masters or Ph.D.

PROPOSAL FORM

(for Dissertation and Thesis Proposals)

Student Name:

Working Title:

BY SIGNING BELOW, COMMITTEE MEMBERS AGREE THAT THEY APPROVE OF THE PROPOSAL AND PERMIT THE STUDENT TO PROCEED WITH THE RESEARCH (PENDING HUMAN SUBJECTS APPROVAL).

Committee Chair:¹ Name (Printed/typed):

Signature

Date

Committee Members:²

Name (Printed/typed)

Signature

Sociology Department
First Year Review of PhD Program Student

Instructions: This form is to be completed by the supervising faculty member by the end of spring quarter.

Name of Student:

Name of Supervising Faculty Member:

Date:

Is the student making adequate progress in their coursework? Please describe the student's progress in their coursework. Make note of any incomplete or substandard grades and a timeline to address these.

Is the student making adequate progress toward preparation for their comprehensive exams in the second year of the program? Describe areas of preparation the student should focus on.

Is the student making adequate progress toward their dissertation research? Has the student identified a focus and research topic? Has the student mastered the relevant literature in their desired area of study?