

**University of Kentucky**

**Department of Sociology**

# **GRADUATE PROGRAM**

## **REFERENCE GUIDE**

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# **UK**

**1523 Patterson Office Tower  
University of Kentucky**

**[www.uky.edu/AS/Sociology/grad/index.html](http://www.uky.edu/AS/Sociology/grad/index.html)**

**See also: [www.gradschool.uky.edu](http://www.gradschool.uky.edu)**



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## Graduate Studies in Sociology at the University of Kentucky

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

This manual\* has been prepared to assist students in their orientation to the Department of Sociology, its faculty, and its operational procedures. This document is not intended to be the sole source of information. Rather, it should be viewed as complementary to the *University of Kentucky Bulletin: The Graduate School*. (The Graduate School Bulletin can be accessed on-line at <http://www.rgs.uky.edu/gs/gradhome.html>.)

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

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

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\* This manual also can be accessed from the Department's graduate program home page at <http://www.uky.edu/AS/Sociology/graduate/maingr.html>.

## **General Requirements of the Graduate School**

A primary responsibility of a graduate student at the University of Kentucky is becoming thoroughly familiar with current Department and Graduate School rules and regulations. Many of these may be found in this manual and the Bulletins of the University and the Graduate School. You should not rely upon your advisor, faculty, or other students to remind you of standard requirements such as registration, residency requirements, or specifications for the dissertation. It is your responsibility to keep your own record up-to-date and in compliance with University regulations. The Director of Graduate Studies and Department Administrative Associate will keep official records, but you need to make sure that this record is complete and correct.

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

#### **Director of Graduate Studies and the Department's Graduate Committee**

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

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

#### **Student Advisory Committees**

The most important committees in a student's academic life are the academic advisory committees. Upon entering the Department, the DGS will act as your advisor. The DGS will evaluate your previous experience and help you work out a general plan of coursework. If you have had little or no previous training in sociology or other social sciences, it may be necessary to make up deficiencies in lower level courses without receiving graduate credit in these courses. In consultation with faculty who teach the relevant courses, the DGS will also determine whether prior course work can be substituted for required Department courses. The DGS

appoints an interim advisor for each entering graduate student based upon the student's expressed interests in sociology. During your first year, your interim advisor will provide guidance and listen to your concerns. A primary task for you and your interim advisor is completing the master's or doctoral degree "planning sheet" (see the Department's Administrative Associate for this form). When completed, this sheet will be placed in your permanent file in the office of the Department's Administrative Associate.

The Department strongly recommends that you form your advisory committee by the end of your first year or even earlier. It is your responsibility to ask the appropriate faculty to serve on your committee. There is no obligation for the interim advisor to serve on your advisory committee. A faculty member may choose not to serve on your committee. Until you have formed an advisory committee, the interim advisor will perform advisory committee duties such as conducting the annual review of graduate student progress (described on p. 6).

For a Master's Degree, the Graduate school requires an advisory committee of three members. At least one member must be a full member of the Graduate Faculty and one other must hold at least an associate appointment. If the student so desires, one member of the committee (other than the chair) can be a faculty member from a department other than Sociology.

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

The core of the Advisory Committee must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the Committee (occasioned by resignation, faculty leave, or inability to serve), an appropriate replacement must be made prior the making of important committee decisions such as the master's thesis defense or doctoral qualifying examination. (Any student who passed the oral qualifying examination prior to May 1, 2001 must maintain an advisory committee core of five members rather than four.)

Your advisory committee will provide guidance throughout your graduate career. The chair (or co-chairs) is (are) expected to direct your thesis, major paper, or dissertation, and to provide mentoring throughout your graduate program.

Doctoral students form their official advisory committee by petitioning the Dean of the Graduate School (the appropriate form is available from the Department's Administrative Associate, and is

also available from the Graduate School's web site). It is possible to change the composition of the doctoral committee, but any change requires the approval of the DGS, and, in the case of a failed qualifying exam or dissertation defense, the approval of the Dean of the Graduate School is required. Master's students do not petition the Graduate School to form their committees, but are required to fill out and submit a departmental form which lists their committee members (available from the Administrative Associate). Choosing your committee is one of the most important acts you make as a graduate student.

### ***Master's Degree Programs***

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

#### **Core Requirements**

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

##### ***Theory (3 hours)***

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

##### ***Methods/Statistics (6 hours)***

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

SOC 682A (3 hours) Topics in Qualitative Methods\*  
or

SOC 682B (3 hours) Topics in Quantitative Methods\*  
Prerequisite: SOC 681

\*Note: These course titles, reflective of current course context, do not coincide with course titles found in the current UK course catalogs. We are working to update these course descriptions in the catalogs.

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

above are counted in M.A. credit hours requirements.

### **Waiver of Core Requirements**

If equivalent coursework has been taken elsewhere, students may petition the Director of Graduate Study for a waiver of required theory or methods courses. Evidence of equivalence consists of a syllabus or other document from the equivalent course that shows parallel content in addition to transcript documentation of satisfactory completion of the course with a grade of “B” or better. The DGS is the final arbiter of a waiver decision. Action may be taken in consultation with the Graduate Committee, the student’s advisory committee, and/or instructors of required theory and methods courses if questions arise about equivalency criteria. A waived course does not count toward the Master’s degree hour requirements.

### **Additional Requirements**

#### ***Plan A***

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

#### ***Plan B***

Requirements under Plan B include a written product and completion of at least 30 semester hours of course work for the Master of Arts and 36 semester hours for the Master of Science with a cumulative standing of 3.0 (“B”) or better. Two-thirds of the course hours must be in Sociology, and three-quarters of the courses must be at the 600-level or above. In addition, the Graduate School stipulates that two-thirds of the minimum course requirements be in regular courses, as opposed to special problems or independent research. (The minimum hours of course work listed above include the 9 hours of required courses in theory and methods/statistics.)

### **Advisor/Committee**

#### ***Plan A***

As noted above, after identification of the general subject area for the thesis, students should select, in consultation with their interim advisor and the DGS, a faculty member to ask to serve as advisory committee chair and thesis director. If the person agrees to serve in this capacity, the DGS must be notified so that the appointment can be confirmed and recorded. The advisory committee chair should be appointed by the end of the second semester of residence. In consultation with the advisory committee chair, the student asks two additional faculty members

to serve on the student's advisory (thesis) committee. At least one member of the Committee must be a full member of the Graduate Faculty; another should be a full or associate member. This committee will guide the student in the completion of the program and serve as the final oral examination committee. As noted above, the student needs to fill out and submit the departmental form which lists the committee members when the committee has been formed. (See the section below pertaining to Review Meetings.)

### ***Plan B***

The student should discuss with the interim advisor and the DGS the selection of a chair and two other appropriate faculty members to serve as an Advisory Committee. The DGS will formally appoint the committee. This committee will guide the student in the completion of the program and serve as the final oral examination committee. (See the section below pertaining to Review Meetings.)

### **Annual Review/Advisory Meetings**

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

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

Planning and Progress Forms will be reviewed by the Graduate Committee. In the event that problems in student progress are noted, the Graduate Committee will write a letter to the student and her/his advisor informing them of the Committee's concern and inquiring about steps the Department might take to address the problem. The Graduate Committee may decide to schedule a Graduate Faculty meeting at the end of the spring semester to discuss graduate student progress in the event that a Departmental discussion seems warranted.

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

## **Written Product**

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

### ***Plan A : Thesis***

#### **Topic**

The master's thesis is intended to be a relatively limited research exercise on a focused and manageable topic. It does not have to be a completely new contribution to knowledge. It can be a restudy of an earlier investigation or an attempt to extend an established hypothesis. It should be focused on a well-defined topic with restricted scope. At the same time, it must be carried out with care and rigor.

#### **Proposal**

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

**See the appendix "Deadlines for the M.A. in Sociology" for deadlines to submit the proposal as well as other important deadlines for the M.A.** This document is also available on the Department's graduate program website <<http://www.uky.edu/AS/Sociology/>>.

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

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

#### **Writing the Thesis**

The student's advisory committee chair will supervise the student's work during preparation of the thesis, with the advisory chair taking major responsibility.

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

### ***Plan B: Non-Thesis***

Under Plan B, the written product most often takes the form of a research paper, policy paper, or evaluation paper. This manuscript need not be judged “publishable” but must be based on extensive independent research and conform to scientific standards. It may have an applied or program-planning orientation. The paper must be approved by a majority of the Advisory Committee and submitted to the DGS for final approval.

### **Final Oral Exam**

A final oral examination is required of all master’s candidates and is conducted by the student’s three-person advisory committee. Upon completion of the thesis/other written product described above, the student should arrange in consultation with the Director of Graduate Studies and their committee a suitable time and place for the examination.

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

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

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

#### **Plan A**

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

#### **Plan B**

The student must deliver a final copy of the written product to the Administrative Associate to be placed in the student’s permanent file.

## **Timing**

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

*Before a student's master's degree requirements (including the thesis) are completed, a candidate for this degree is permitted to register for or take NO MORE THAN six semester hours of course work BEYOND the specified number of hours required for the master's degree.*

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

Students should also note the Departmental policy limiting assistantship or fellowship financial support for master's degree candidates. (See Time Limits on Support on p. 18).

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

Students nearing completion of the M.A. who wish to continue in the Department's graduate program must apply for admission to the doctoral program. To be considered for admission to the Ph.D. program, a letter from the student's advisory committee chair is needed, which assesses the student's performance in the master's program and provides the advisory committee's recommendation regarding whether the student should be admitted to the Ph.D. program.

Student admission from the master's to the Ph.D. program shall be officially registered in the student's Graduate School record AFTER the student has successfully defended the master's thesis. Admission to the Ph.D. program for continuing students may occur in either the fall or spring semester.

## ***The Doctor of Philosophy Program***

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

- Crime, Law, and Deviance
- Families, Aging, and Health
- Political Sociology and Social Movements

- Rural Sociology and Development
- Social Inequalities
- Work, Organizations, and Economy.
- Ph.D. students develop two areas of specialization, one of which must be within the discipline of Sociology. The second specialization may be within Sociology or a related area. Considerable flexibility exists to create a program of study and research tailored to individual student interests.
- The Department of Sociology offers Ph.D. students many opportunities for professional development to integrate them into the profession and to prepare them for their future careers as sociologists. Opportunities exist to work as research assistants on funded faculty research projects and/or applied sociology outreach programs and to develop teaching skills through employment as teaching assistants. Additional professional development experiences are offered through seminars and workshops organized by the department's Professional Development Committee and other university-wide professional development programs.

## **Program Requirements**

### **Theory and Methods/Statistics Course Requirements**

#### ***Theory Requirements***

Required:	SOC 651 (3 hrs.)	Classical Sociological Theory (Alternate Springs)* Prerequisite: SOC 650 or equivalent.
	SOC 751 (3 hrs.)	Topics in Contemporary Sociological Theory* (Alternate Springs) Prerequisite: SOC 651 or equivalent.

- Students are expected to take these courses at the first opportunity they are qualified to take them. M.A. students are allowed to take two required courses (6 hours–theory and/or methods) that can be applied to the Ph.D. program. Due to the current rotation, M.A. students planning to enter the Ph.D. program at UK may wish to take the Ph.D. theory course offered in the spring semester of their second M.A. year.

#### ***Minimum Methods/Statistics Requirements***

Required:	SOC 681 (3 hrs.)	Multivariate Analysis (Fall)* Prerequisite: SOC 303 or STA 570
	SOC 682A (3 hrs.)	Topics in Qualitative Methods (Fall)*
	SOC 682B (3 hrs.)	Topics in Quantitative Methods (Spring)*

### Prerequisite: SOC 681

- Students are expected to take these courses at the first opportunity they are qualified to take them. Students who have taken SOC 681 and SOC 682A or 682B as M.A. students have only one additional methods course to take in the Ph.D. program.

\*Note: Course titles above differ from those currently entered in the *UK University and Graduate School Bulletins*. We are in the process of changing bulletin descriptions to match course contents indicated by the current course titles above.

The requirements are satisfied if a minimum grade of “B” is achieved in the requisite courses. If the minimum course grade is not achieved, the required course or its equivalent must be retaken and passed with a minimum grade of “B”.

### ***Prerequisites***

Students who enter the Ph.D. program with a non-sociology master's degree or a professional degree (e.g., law or medicine) are required to take SOC 650 unless the Director of Graduate Studies approves an exemption.

### **Course Credit Requirements**

The Graduate School sets no credit hour requirements for the Ph.D. Students must satisfy the Graduate School residency requirements (as outlined on p. 11) prior to taking the qualifying exam. In order to take the qualifying exam, the Department of Sociology requires that Ph.D. students must have completed all required Ph.D. theory and methods courses (as outlined on p. 10), and at least 12 hours of course work in each of the two declared specialization areas (as outlined on p. 13).

### **Research Requirement**

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

### **Residence Requirement**

The following are minimum residence requirements of the Graduate School for Ph.D. students.

**(1) Pre-qualifying Examination Residency Requirement:**

Each Ph.D. student will be enrolled for 9 hours of course work for at least 2 consecutive semesters prior to taking the qualifying exam. A summer term may be one of these semesters. (Students can gain only 12 hours total of course work if they register in both the 4-week and the 8-week summer terms.)

**or** - students may elect to enroll for 6 hours of course work for at least 3 consecutive semesters prior to taking the qualifying exam.

**(2) Post-qualifying Examination Residency Requirement for students entering after Fall 2005:**

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

**(3) Post-qualifying Examination Residency Requirements for students entering Before Fall 2005:**

Students who enrolled in a doctoral program before Fall 2005 but who have not taken the qualifying examination, may opt to follow either the new rules (2) above, or the old rules (3). Graduate students who have taken the qualifying examination and have already enrolled under the old residency requirements should continue to enroll under these rules.

(a) For students completing their exam before June 2005 the student will register for 9 hours in each of the following 2 semesters (full-time option) **or** students may register for 6 hours in each of the following 3 semesters (part-time option)

Students electing the full-time option may substitute a summer term for one of the semesters by enrolling in three credits in the four-week session and six credits in the eight-week session.

Students electing the part-time option may substitute a summer term for one of the semesters by enrolling in six credits of SOC 769 in the eight-week session, only.

SOC 769 must be used for part or all of these hours, depending on whether courses are being taken. The student does not have to be on campus.

Residence credit is given the semester of the qualifying examination if:

- a) the student successfully completes the qualifying examination within 6 weeks after the first day of classes (3 weeks for the 8-week summer session); **and**
- b) the student registers full-time, including at least 3 hours of SOC 769 residence credit and no more than 6 hours of course credit.

As per Graduate School regulations, graduate courses taken for credit **after** the semester in which the qualifying exam is taken must focus on topics that are not directly related to the dissertation topic (but courses related to the dissertation can be taken for credit during the same semester that the qualifying exam is taken).

(b) After fulfilling post-qualifying exam residency requirements of 18 hours according to either method, the student will register in SOC 769 or SOC 749 for zero credit hours each semester. To request zero credit hours in SOC 749 or SOC 769, students must notify the Director of Graduate Studies regarding which of these course numbers is desired and the semester that the registration should commence. The DGS in turn submits a list of the registration requests to the Graduate School.

- International students and students wishing to defer loans should be registered for SOC 749 for zero credits instead of 769 for zero credits.
- Students are eligible for enrollment in SOC 749 for three years following completion of post-qualifying residency credit. During this 3-year period, SOC 749 can be taken for a maximum of six semesters (summer terms not included). After this time, if the Ph.D. has not yet been awarded, the student will be registered for SOC 769.

See the current Bulletin of the Graduate School for a complete description of residence requirements.

### **The Advisory Committee**

The Director of Graduate Studies will appoint an interim faculty advisor when a Ph.D. student first enters the program. After a student has become acquainted with faculty interests, she or he designates an advisory committee that reflects the sociological interests of the student and informs the DGS in writing of committee composition by filing the requisite form (this form is available on the Graduate School's web site at <[www.rgs.uky.edu/gs/gforms.html](http://www.rgs.uky.edu/gs/gforms.html)> and is also available from the Department's Administrative Associate). See the current Bulletin of the Graduate School to determine how the advisory committee must be composed.

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

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

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

### **Annual Review**

The Graduate School requires that each student be evaluated annually and be given a written notification of the assessment. The Director of Graduate Studies will set the time and ask each student to submit the "Ph.D. Planning and Progress Form." This form is available from the Department's administrative assistant.

### **Areas of Specialization**

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

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

### **The Qualifying Examination**

The purpose of the qualifying exam is to demonstrate 1) mastery of core knowledge in sociology and in the student's areas of specialization; and 2) the ability to integrate, apply, and critique key sociological ideas, arguments, methods, theories, and empirical evidence.

All Ph.D. students are required to take a qualifying examination comprised of written and oral components. The exam covers three areas: two areas of specialization and a theory and methods area. Consistent with the Graduate School rules, qualifying exams (written and oral) can cover

any material deemed appropriate by the student's advisory committee. The theory and methods component of the exam requires students to integrate theory and methods in analysis of research questions and may require application of theory and methods beyond their area(s) of specialization.

To help students prepare for the qualifying examination, core reading lists should be made available in specialization areas by the advisory committee, often in consultation with the student. Questions for the theory and methods component of the exam will be constructed from the knowledge base acquired in the PhD required theory and methods courses.

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

The written portion of the qualifying exam will include questions in each examination area (two specialization areas and theory and methods) with some choice offered to the student (some questions may be required). The recommended number of questions to be answered for both the take-home and the open-book exam format is two questions per exam area, for a total of 6 questions. It is recommended that advisory committees include instructions on the exam which convey to the student an approximate number of pages to write for each exam question and any style format the committee deems appropriate.

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

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

Upon passing the qualifying examination, the student officially becomes a "candidate" for the Ph.D. and proceeds to the dissertation stage of the program. If a student fails the qualifying

exam on the first attempt, the student's advisory committee will require the student to do additional work to prepare for taking the exam again (e.g., additional courses or directed readings). Upon completion of these additional requirements, the student should request and be granted a second qualifying exam. Scheduling requirements for the second exam are the same as scheduling requirements for the first exam.

- If a student fails the qualifying exam on the first attempt, written permission of the student's advisory committee must be obtained by the student prior to any decision to switch to a new form of exam.
- If a student fails the qualifying exam on the first attempt, the student will not be permitted to take a second exam before 4 months have passed; a second exam must be taken before 12 months have elapsed.
- A student is permitted two opportunities to pass the qualifying exam. If the student fails both attempts to pass the qualifying exam, the student will be dismissed from the program.

**See the handout "Deadlines for the Ph.D. in Sociology" for Qualifying Exam deadlines, as well as other important deadlines for the Ph.D.** This handout is appended to this Graduate Guide, and is also available at the Department's web site: <<http://www.uky.edu/AS/Sociology/>>.

## **The Dissertation**

### ***The Proposal***

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

At least one week before the proposal hearing, the student

- submits a copy of the proposal to the Director of Graduate Studies.
- submits a one-page notice of the hearing and an abstract of the proposal to the Department's Administrative Associate.
- makes a complete copy of the proposal available for interested faculty, in the office of the Administrative Associate.

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

- If approved by a majority, the title page of the proposal will be signed by all members

- of the advisory committee.
- The chair of the advisory committee will transmit the signed proposal to the DGS to be permanently placed in the student's file.
  - If approval of the proposal is not given, another proposal hearing, which follows the same schedule requirements as the first hearing, will be held after suitable revisions.

### ***Writing the Dissertation***

The student's advisory committee will supervise the student's work during preparation of the dissertation, with the chair of the committee taking major responsibility.

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

### **The Final Oral Examination**

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

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

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

- Each graduating student must pay dissertation fees, payable at the University Billings and Collection office. (Authorization forms to pay dissertation fees are issued in Room 331, Patterson Office Tower.)
- The student must supply to the Department's Administrative Associate one unbound copy of the dissertation for the Department library. (This is in addition to the two unbound copies required by the Graduate School.)

## *Funding*

### **Philosophy of Funding**

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

### **Assistantships and Fellowships**

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

### **Time Limits on Support**

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

Master's students--a maximum of two years departmental funding support.

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

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

It is possible that a student may find it necessary to take time off from her/his studies. If so, the student must inform their advisory committee and the DGS of their intentions to take time off. Assuming the student has been making adequate progress, the Department will not count this

time-off period against their funding time limit. However, the Department cannot guarantee that funding will be available when the student returns.

### **Adequate Progress and Priorities for Funding**

Each year students who receive funding from the Department as well as those requesting funding for the coming year will be evaluated by the Graduate Committee to determine the student's priority for continued or future funding. Criteria for minimal progress include the following:

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

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

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

*Incompletes:* The Department strongly recommends minimal use of incompletes. Incompletes should be requested sparingly, and except in extraordinary circumstances, must be completed within one semester. *Students taking an incomplete must sign a contract with the instructor specifying requirements for completion of the course and when it will be completed.* Failure to meet the terms is grounds for turning in a grade of E. Overall, excessive numbers of incompletes

or failures to complete them promptly, except in unusual extenuating circumstances (severe health problems, family/personal emergencies, etc.), will be viewed as failure to make adequate progress.

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

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

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

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

## ***Graduate Student Awards***

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

- The **Graduate Student Teaching Award** recognizes the outstanding contributions its graduate students make to its undergraduate teaching mission. All graduate students who have taught their own course in our undergraduate curriculum are eligible. The award consists of (1) an individual plaque and (2) placement of the recipient's name on a plaque to be displayed in the department. Those interested in applying should submit six copies of their vita and teaching portfolio to the Director of Graduate Studies.

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

### ***Graduate School and Departmental Policies for Termination***

The Department of Sociology is bound by all university regulations regarding termination from the degree programs as well as those for the Department stated in this manual. Students and faculty are referred to the *Graduate School Bulletin* for information regarding academic policies and the handbook of *Student Rights and Responsibilities* for additional policies, including University policy on cheating and plagiarism. The *Graduate School Bulletin* is available on-line at <[www.rgs.uky.edu/gsbulletin/bullinfo.html](http://www.rgs.uky.edu/gsbulletin/bullinfo.html)>. The *Student Rights and Responsibilities* handbook can be accessed on-line at <<http://www.uky.edu/StudentAffairs/Code/>>.

A “B” average in all coursework must be maintained and a minimum grade of “B” must be earned in Department required theory and methods courses.

For the doctoral Qualifying Examination, the Graduate School requires that if the oral Qualifying Exam is failed, a second examination must be taken no sooner than four months and no later than one year following the initial attempt. The Graduate School does not permit a third attempt to pass the oral Qualifying Exam; therefore a student who fails the second examination is dropped from the program. A qualifying examination includes both the written and oral portion. Once a student opens the written exam questions, the exam must follow through to an oral examination. Failure of the oral portion of the Qualifying Examination constitutes failure of the Qualifying Exam. In all decisions, the majority opinion of the committee prevails.

For the Final Examination for either the M.A. or the Ph.D., the Graduate School specifies that if

the Exam is failed, the advisory committee may recommend to the Dean of the Graduate School the conditions under which the candidate may be re-examined, if re-examination is deemed appropriate. When conditions set by the Dean of the Graduate School have been met, the candidate may be re-examined. A third examination is not permitted.

*The departmental policies outlined in this manual were approved in April 1998; April, 1999; September, 1999; December, 1999; October, 2001; March, 2002; September, 2002; November, 2003, March 2004, and November 2006.*



### **Important Deadlines for the M.A. in Sociology Plan A (Thesis) and Plan B (Non-Thesis)**

(Some procedures may differ for the M.S. in Agriculture; contact your faculty advisor for this information.)

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

**NOTES:** Be sure to complete the *Advisory Committee Request Form for Master's Degree Program* and submit this form well before the following deadlines. The Department requires that students form their advisory committees by the end of their first year.  
*All underlined forms referenced here are available in the office of the Department's Administrative Associate. These forms should be returned to the Administrative Associate.* (The Administrative Associate records the information contained in the forms for departmental records, then forwards the forms to the DGS for signature.)

### **Thesis Proposal**

#### **minimum of one week prior to the proposal hearing**

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

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

*Application for Degree Cards* are available from the Graduate School. The deadline falls within the **first 2-3 weeks of the semester** that you plan to graduate; the specific deadline is listed in the Schedule of Classes for that semester. Students should pick up two of these cards from the Graduate School, fill them out, and return them to the department's Administrative Associate for

DGS signature well before the deadline. The Administrative Associate will forward the cards to the Graduate School, unless the deadline is quite near (in which case you should pick up the signed cards from the Administrative Associate and transmit them directly to the Graduate School). If you do not graduate during the planned semester, degree cards will remain valid for the following two semesters (the 8-week summer session counts as one of these two semesters).

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

### **Final Examination (Thesis Defense)**

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

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

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

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

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

**by the date of the examination:**

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

**following the examination:**

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

**Plan A (thesis option)**

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

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

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

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

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

## **Important Deadlines for the Doctoral Degree in Sociology**

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

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

All underlined forms referenced here are available in the office of the Department's Administrative Associate. **These forms should be returned to the Administrative Associate.** (The Administrative Associate records the information contained in the forms for departmental records, then forwards the forms to the DGS for signature.)

## **Qualifying Examination**

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

### **first 6 weeks** of the semester:

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

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

- After obtaining the permission of her or his Advisory Committee, the student submits the Recommendation for Qualifying Examination form to the DGS.

NOTE: The form states the date, time, and location for the **oral portion** of the qualifying examination.

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

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

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

- Oral portion of the exam to be given.

NOTE: Oral portion of the exam must be administered irrespective of whether the student passes or fails the written portion of the exam.

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

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

### **following the examination:**

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

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

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

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

## **Dissertation Proposal**

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

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

**following the proposal hearing:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **following the examination:**

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

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

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