



Department of Sociology and Criminology Graduate Handbook



University of Utah

Last updated: June 9, 2026

Table of Contents

Department of Sociology	4
Admissions, Enrollment, Leaves of Absence	5
Residency Expectations	8

Degree Programs	
MStat in Sociology	9
Program of Study	10
Research Project	12
Suggested Timeline	14
Ph.D. in Sociology	15
Program of Study	16
Comprehensive Area Exams	18
Third-Year Paper	21
Qualifying Exam (Proposal)	23
Dissertation	26
Suggested Timeline	30

Student Responsibility & Conduct	31
Student Progress & Evaluation	32
Probation & Dismissal	34
Appeals	35
Resources for Graduate Students	36
Graduation and Convocation	38
Exit Interview	40

Purpose of Handbook

This handbook is intended to be a resource for prospective and current graduate students in the Department of Sociology at the University of Utah. It outlines the expectations, requirements, and policies governing the graduate program in Sociology. In addition to this handbook, students should regularly consult and follow the Graduate School Policies and Guidelines located at the Graduate School website.

Graduate School website:

www.gradschool.utah.edu

Graduate School policies and requirements:

<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

University of Utah Student Handbook:

<http://registrar.utah.edu/handbook/>

As graduate students, you are expected to be independent and proactive in managing and completing the requirements of your program of study.

Graduate students are responsible for knowing and following all guidelines and policies of the department and university.

Your success is dependent on you!

For additional assistance and clarification, please reach out to the Director of Graduate Studies, any faculty members in the Sociology and Criminology department, or your fellow graduate students.

Department of Sociology

The Department of Sociology and Criminology at the University of Utah is among the oldest sociology departments in the country. The department offers undergraduate and graduate degrees. As a department, it excels in both research and teaching.



The department's webpage, with many helpful links, is located here:
<http://soc.utah.edu/>

A current list of Sociology and Criminology faculty is available here:
<http://soc.utah.edu/people/faculty.php>

Graduate Committee: Roles & Responsibilities

A tenured faculty member serves as the Director of Graduate Studies (DGS) for the Sociology Ph.D. program. The DGS chairs the Graduate Committee and supervises its functions. The DGS is available to assist students with problems, especially those related to supervisory committees, departmental requirements, or university requirements.

The Graduate Committee is composed of the Director of Graduate Studies and sociology faculty members chosen by the department chair. The Graduate Committee oversees the functioning of the graduate program and advises the faculty on issues of policy, curriculum, and degree requirements. The Graduate Committee conducts the admission process and reviews student progress annually.

The Department Chairperson has the final authority in all actions taken by the DOGS and the Graduate Committee.

Admissions, Enrollment, and Leaves of Absence

Prospective graduate students must apply for admission to the graduate program in sociology through the Graduate School at the University of Utah. For more information about how to apply and the minimum requirements, please visit:

<https://soc.utah.edu/graduate/admissions.php>

Registration & Enrollment

Once admitted, students should become familiar with the registration process at the University of Utah. The Office of the Registrar's (<http://registrar.utah.edu/>) website will have information on class schedules, academic calendars, registration deadlines. Please also see the Program of Study guidelines below, and be sure to consult your faculty advisor.

Once admitted and enrolled, graduate students are required by Graduate School policy to maintain continuous registration (of at least one credit) during the academic year of fall and spring semesters. If a graduate student must “stop out,” they should file for a Leave of Absence through their academic program (see “Leaves of Absence” below). Students failing to maintain continuous registration and who have not been granted an official leave of absence will be discontinued from their graduate program. A graduate student who fails to register for a term (excluding summer term) and does not file for a leave of absence is immediately made ineligible to register for future terms. Continuing students that have been discontinued will be required to apply for readmission into their graduate program.

In general, students are encouraged to enroll in 12 credit hours per semester. Graduate students are not permitted to register for more than 16 credit hours in any single semester. A schedule of 9 hours is considered the minimum “full” load.

After completing all requirements in the program of study (including the dissertation defense), a doctoral student may register for “Continuing Registration” (SOC 7999) if the candidate is not using faculty time or University facilities, except for the library. Course number 7999 is limited to a maximum of four semesters with no exceptions. “Continuing Registration” cannot be used for verification of half- or full-time enrollment to qualify for deferment of student loan repayments or to receive student loan funds. (International students must be enrolled in for-credit courses past their dissertation defense semester to stay in compliance with full-time enrollment for immigration purposes. In these cases, international students would need to enroll in additional credits of SOC 7977.)

Time to completion

All program requirements are ideally completed within five years. If a student wishes to continue in the PhD program after seven consecutive calendar years, they must work with their faculty advisor and the Director of Graduate Studies to make a Time Limit Exception and Completion Plan ([gradstudent_tlcp_s25.pdf](#)).

Non-Matriculated Status

Students who do not qualify for admission to graduate studies or non-degree-seeking students may enroll in graduate-level courses on a non-matriculated basis. Credits earned by non-matriculated students may or may not apply to a graduate degree program. Decisions on accepting course credit are made by the Graduate Committee in the Department of Sociology. Only nine semester hours of non-matriculated credit, taken no more than three years prior to approval, can be applied toward a graduate degree. Non-matriculated and second baccalaureate students registering for one or more graduate level courses in their undergraduate career will be charged graduate tuition rates for **all** courses taken.

Credit for Previous Graduate Work

Students entering the Sociology Ph.D. program can request to receive credit from prior graduate-level coursework. Students are responsible for submitting requests (including all documentation) to the DGS before the end of Fall semester in the first year of the graduate program.

Credit Hours. Credit hours do not transfer automatically. Students, however, may request a waiver that would exempt them from 1 to 2 graduate seminars (equivalent to about 6 credit hours) if they took similar courses during prior graduate-level coursework at a different accredited university. A request must include a syllabus, evidence of a passing grade (transcript), and a short justification of how the previous course material is relevant to one of the core or elective courses in the Program of Study. The Graduate Committee will review all petitions. Committee decisions will be documented in writing and placed in the student file. The student remains responsible for meeting all minimum credit hours required by the Graduate School at the University of Utah for graduation.

Third-year Paper. Students admitted to the Sociology Ph.D. program with an earned master's degree in any field from an accredited institution, domestic or international, will be exempted from the third-year paper requirement. However, if for any reason the University does not recognize and accept an admitted student's degree, the student will need to complete a third-year paper. If a student is admitted with a master's degree expected/pending, and that master's degree is not awarded within two years of admission to our Sociology PhD program, the student will be required to complete the third-year paper requirement.

Leaves of Absence

Students are expected to enter graduate school and remain continuously enrolled until graduation, but sometimes, people need a break. Here we discuss how to arrange for time-away from your graduate program or for more time to finish your degree, should it be necessary.

Sometimes in the course of a graduate program it is necessary for a student to take time off for an extended period of time. Reasons might include:

- Parental leave (*see separate policy on the next page*);
- a serious health condition of the student or family member;
- parental leave to care for a newborn or newly adopted child;
- a call to serve in military service; or

- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

If you need to temporarily leave graduate school (other than during the summer term), please meet with your advisor and the Director of Graduate Studies to discuss your circumstances and options. To petition for an official leave of absence, students must complete this form:

<https://registrar.utah.edu/resources/documents/pdf/graduate-leave-absence.pdf>.

International students who need to take a leave of absence should consult the relevant policies:

<https://iss.utah.edu/f-1-visa/f-1-students/leaving-the-university/leave-of-absence/index.php>.

Parental Leave

The Department of Sociology provides up to 8-weeks of parental leave to graduate students in good standing, provided that they have not yet defended their dissertation. Ordinarily, this benefit will be interpreted as a *maternal* leave policy, with the 8-week period including or immediately following the birth/adoption date of the child. A man who is the primary caregiver within the family may petition to be considered for a paternal leave. Funded students who are granted parental leave will be paid at their normal rate during the 8-week leave. In other words, a parental leave will not jeopardize funding or tuition benefit.

Students granted parental leave will work with the Director of Graduate Studies, their research advisor, and the department Chair to develop and approve a revised workload assignment to accommodate the approved leave period. A "memorandum of understanding" (MOU) outlining the dates of the approved leave and the revised workload accommodation will be signed by all parties involved, usually including the student, Director of Graduate Studies, Department Chair, and faculty advisor. This MOU will be kept in the student's file. Please talk with the Director of Graduate Studies ASAP if you wish to apply for parental leave, so a workload accommodation can be developed.

Note: Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider, should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.

Residency expectations

Graduate students are expected to reside in Salt Lake City during their enrollment in the program. This serves a number of purposes, such as building community within the Sociology and Criminology Department; enabling students to attend talks and other professional development activities happening on campus; facilitating contact between students and faculty mentors; and helping students to remain focused on meeting program milestones.

In addition to these informal benefits, the University of Utah also requires employees to be Utah residents. This applies to Instructor, Teaching Assistant (TA), and Research Assistant (RA) assignments. Employees who wish to establish a remote work arrangement must complete the relevant forms and obtain official approval (see <https://workreimagined.utah.edu/resources/>).

Students who are no longer receiving financial support from the University of Utah (for example, via a TA or RA position) may wish to move out of state as they complete the remaining program milestones. This is discouraged, for the reasons noted above. However, if a student does choose to move out of state, this will mean that they will have a lower level of priority when it comes to assigning teaching and research opportunities, should they become available. Students who plan to move away from Salt Lake City should inform the Director of Graduate Studies.

Degree Programs

The sociology department offers two degree programs:

1. MStat in Sociology
2. Ph.D. in Sociology

The following pages describe the program of study and requirements for each degree.

MStat in Sociology

The Department of Sociology at the University of Utah offers an MStat in Sociology. This applied master's program is offered in several disciplines throughout the University of Utah campus: www.mstat.utah.edu

Program Purpose

The program is designed for students whose interest lies in the *application* of statistical methods to sociological and social problems. The program prepares students to be broadly knowledgeable in statistics and probability theory. Students learn state-of-the-art programming and applications in the Sociology area of concentration. Graduates are trained to pursue careers in industry, the public sector, or to continue doctoral studies.

Program Requirements

Prior to applying for admission to the MStat program, students must have completed a four-year bachelor degree from an accredited university with a cumulative GPA of 3.0 or higher and taken the GRE exam (and TOEFL for international applicants; minimum score of 600). MStat students are expected to have the following prerequisite knowledge and training prior to completing the required “math” curriculum, which may extend the time to degree completion or delay a student's ability to apply for the program:

- Calculus I, II, III, including calculus with multiple variables
- 2 semesters of basic statistics
- Knowledge of matrix algebra

Once admitted, students in the MStat in Sociology program must complete the required coursework (program of study), as well as a mentored capstone research project. See next pages for expectations about each.

Program of Study

MStat in Sociology

The coursework required by a graduate program is called the student's "Program of Study". Note: Credit hours used to meet the requirements of a master's program may not be used to meet the credit hour requirements of another degree being pursued simultaneously. Please work with the Director of Graduate Studies if you want to pursue two degrees.

Required Courses	The MStat in Sociology requires the successful completion of 37 credit hours, consisting of courses related to the research foundations and theories within the discipline of Sociology, Math/Statistics, and an independent research/capstone project. A student must maintain a 3.0 cumulative GPA. <u>Sociology Core</u> SOC 6010 Proseminar (1) SOC 6110 Methods of Social Research (3) SOC 6120 Statistics I (3) SOC 6130 Statistics II (3) Sociology Electives (6) SOC 6050 Sociological Theory SOC 6720 Medical Sociology SOC 6732 Population Principles SOC 6731 Population Techniques SOC 6837 Sociology of Gender SOC 6834 Sociology of Race SOC 6840 Environmental Sociology SOC 6846 Political Sociology SOC 6845 Sociology of Development Other 5000-level or above SOC course, as approved by Committee. <u>Math & Statistics Core</u> MATH 5010 Intro to Probability (3) MATH 5080 Statistical Inference I (3) MATH 5090 Statistical Inference II (3) Quantitative Electives (6) <i>Choose from STAT 6969 Special Topics, or a quantitatively oriented graduate-level course (5000 level or above) from a department within CSBS (Sociology, Psychology, Economics, Political Science, Family & Consumer Studies, Anthropology).</i> <u>Capstone Project</u> SOC 6990 MStat Project (6 minimum)
Committee	A Supervisory Committee consisting of three faculty members, the majority of whom must be tenure-line faculty in the student's major department, is appointed no later than the second semester of graduate work. One of the committee members should be appointed as a chair. All course work counted toward the degree must be approved by the student's Supervisory Committee. One semester prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the department

	graduate coordinator and then approved by the student's Supervisory Committee and the Director of Graduate Studies.
Syllabi	Many of the required courses will follow an instructor-created syllabus that outlines the expectations, requirements, and grading guidelines associated with the course. Other courses that are more independent in nature, where a student works with an instructor to complete an independent project or directed reading, will require a student-generated syllabus where the student and instructor on record will create a brief contract of what will be accomplished during the semester and how the student will be evaluated/graded for that work. This contract or syllabus should be created within the first few weeks of a semester. It should be signed and agreed to by both the student and the instructor.
Continuous Enrollment	All graduate students must be registered for at least one course (3 credit hours) from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are defending the thesis project. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Graduate students are not permitted to register for more than 16 credit hours in any single semester. Requests for exceptions to this policy must be submitted in writing to the dean of The Graduate School by the student's advisor.
Time Limits	All work for the master's degree must be completed within <u>four</u> consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student (they may reapply for admission). Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, pass examinations, or otherwise demonstrate that they are current in their field.
Residency Requirement	According to Graduate School policy, a minimum of 24 credit hours (out of the total 37) must be completed while in residence at the University of Utah.
Exceptions	If a student wants to request an exception to any of the requirements in the Program of Study, they must submit a written petition to the Director of Graduate Studies. This petition should include explicit justification, including documentation (e.g., syllabi from alternate courses). Relevant and equivalent graduate coursework completed previously at an accredited university may be used to waive some of the required courses listed in the Program of Study above. Typically, credit for previous coursework is limited to 6 credit hours. It is the student's responsibility to prepare and submit a petition to count previous graduate to the Director of Graduate Studies upon admission. Petitions will be reviewed by the full Graduate Committee in the Department of Sociology.

Research Project

MStat in Sociology

This requirement is intended to help students develop and execute an independent research project. It is an opportunity to conduct a research project that is closely mentored by a faculty member and that applies statistical training to a problem or question of sociological value. It is a “capstone” project that integrates and applies the learning of the full MStat program.

Description	This is an independent research project in which a student produces a publishable-like manuscript that uses statistical analysis to answer a specific research question within the traditions and theoretical perspectives of Sociology. Although the paper does not have to be published in order to complete this requirement, the manuscript produced typically leads to the student’s first solo-authored publication. The paper should be of a scope that can be completed in one year, given the students’ current capabilities, access to data and any other resources needed to complete the project. Students are encouraged to use a topic they have already considered in graduate coursework. Students, for example, might implement the proposal they developed in Research Methods. The project can also draw on a topic discussed in the Theory seminar. Or, students may choose to complete and/or expand an analysis started in one of the required Stats classes. The paper produced for this requirement has to be unique, not <u>identical</u> to something that has already been graded in the context of another course. It is customary for students to use secondary (already existing) data to complete this project.
Committee	It is the student’s responsibility to select a Primary Reader (faculty advisor) for this project before enrolling in SOC 6990. When asking a faculty member to be the advisor of your project, you should be prepared to discuss the general direction and plan for this project, including the type of data to be used. The faculty advisor for the capstone research project is typically a tenure-track faculty member from the Department of Sociology who is the chair of the student’s Supervisory Committee. Please consult with the Director of Graduate Studies if you want to select an advisor outside of Sociology or outside of your Supervisory Committee. In addition to the faculty advisor on record, students are welcome to consult with additional faculty advisors (within and outside of the Sociology department) should additional substantive or methodological advice and guidance be needed to complete the project. As well, the chosen faculty advisor will often consult – formally or informally -- with the members of the student’s Supervisory Committee during the completion and approval of the final project.
Format	The final product will consist of a well-developed and polished empirical manuscript written by the student. An empirical paper typically includes an abstract, introduction, literature review, method, results, discussion, and references sections. Generally, the length of the paper should follow subdisciplinary or genre-specific guidelines used by sociology journals. Students should work with their faculty advisor to identify a potential target journal for the topic and type of analysis selected for the project. Students are

	expected to produce a manuscript that follows the “author guidelines” for the selected target journal. No formal presentation (defense) is required; however, students are encouraged to present their work (completed or in-progress) during a Department of Sociology brownbag presentation.
Enrollment	Students will enroll in SOC 6990 for a minimum of 3 credit hours during the semester in which they are completing their research project. A separate section of SOC 6990 will be created, upon student request, with the chosen faculty advisor listed as the instructor. Students may receive a “T” grade if the project is not completed during the semester enrolled, showing that they are making progress on the project but it is not yet complete. The “T” grade will be changed when the project is completed and approved by the faculty advisor.
Timing & Completion	MStat students are expected to complete the project during a single semester, often their final semester of the MStat program. At the end of the semester, the faculty advisor will review the produced manuscript and consider whether it should receive one of the following grades: • Pass -- the student is encouraged to consider submitting the paper for publication review and has finalized the “capstone research project” requirement of the MStat degree. • Conditional Pass -- the student should work with the faculty advisor to outline expected revisions. Revisions and final faculty approval must be completed before the MStat is completed. • Fail -- the student will be dismissed from the program and not allowed to continue in the program. This is a rare outcome. The faculty advisor will report the outcome (grade) to the student’s Supervisory Committee. If the completion of the project is stalled or delayed (i.e., taking more than two semesters to complete), the student’s faculty advisor will work together with the student’s Supervisory Committee to provide specific timelines and expectations for the student to finish the project in a timely and successful manner. If progress remains stalled or lacks the minimum expectations for quality (as assessed by the student’s Supervisory Committee), the student’s overall progress in the program will be evaluated by the Graduate Committee. A student failing to make steady progress could be dismissed from the program.

As with all requirements, exceptions or deviations to these requirements will be made on a case-by-case decision. Please speak with the Director Graduate Studies, who will discuss your case with the Graduate Committee.

Suggested Timeline

MStat in Sociology

Given the variability in individual circumstances and research interests, each students' timeline will be unique. Students are encouraged to consult with their Supervisory Committee and/or the Director of Graduate Studies about course selection, timing, and strategies for degree completion. Below is an example calendar that MStat students can use as a guideline to ensure they complete the program requirements in a timely fashion. This schedule assumes that the student enrolls in full-time credit hours (9-12 per semester), has completed all prerequisite course requirements, and entered the program with no previous graduate work.

YEAR 1	
<u>Semester 1</u> SOC 6010 Proseminar (1) SOC 6120 Stats I (3) Sociology Elective (3) MATH 5010 Intro to Probability (3)	<u>Semester 2</u> SOC 6110 Research Methods (3) SOC 6130 Stats II (3) Sociology Elective (3) Quantitative Elective (3)
YEAR 2	
<u>Semester 1</u> Quantitative Elective (3) MATH 5080 Statistical Inference I (3) SOC 6940 Individual Research (3)	<u>Semester 2</u> MATH 5090 Statistical Inference II (3) SOC 6990 Individual Research (3) Complete Research Project

Ph.D. in Sociology

The Department of Sociology and Criminology at the University of Utah offers a Ph.D. in Sociology.

Program Purpose

The Ph.D. in Sociology provides training in sociological theory and research methodology to equip doctoral students with strong scholarly and pedagogical skills. Students will be prepared for a wide range of academic, research, government, policy, or industry positions with strong critical thinking, analytical, communication, and teamwork skills.

Description of the Ph.D. Program

The Sociology Ph.D. program prepares students to conduct methodologically sound, empirically rigorous, and theoretically grounded research in a variety of substantive domains. We offer foundational training in social theory, research methods, statistical analysis, instructional pedagogy, and research ethics, giving students the skills needed to pursue a range of academic and applied careers. In addition, students work closely with faculty members to pursue specialized training in one or more of the following program areas:

- Environmental Sociology
- Political Sociology
- Sociology of Race and Ethnicity
- Sociology of Development
- Sociology of Gender
- Sociology of Health
- Population Studies
- Criminology

Within each of these areas, many of our faculty study various dimensions of social inequality, often in global and comparative perspective. Students have ample opportunities to take courses in, and conduct research at the intersection of, more than one specialized program area. The program is designed to offer flexibility for students to develop their own research interests and topics.

Program Requirements

In order to earn a Ph.D. in Sociology and regardless of which emphasis area one chooses, students must complete the following program requirements:

- 1) Required Coursework (Program of Study)
- 2) Comprehensive Area Exams
- 3) Third-Year Paper
- 4) Qualifying Exam - Proposal (oral & written)
- 5) Dissertation Project (oral & written)

Program of Study

Ph.D. in Sociology

The coursework and credit hours required by a graduate program is called the student's "Program of Study." To be eligible for the Ph.D. in Sociology, students must successfully finish all required courses in the Program of Study outlined below. Doctoral students who wish to apply for a master's degree (M.S. in Sociology) may do so after completing a minimum of 30 credit hours, including the completion of the courses designated in **bold**.

Required Courses	A Ph.D. in Sociology requires the successful completion of the following courses (with the minimum number of required credits indicated in parentheses). SOC 6010 Proseminar in Sociology (1) SOC 6050 Classical Sociological Theory (3) SOC 6110 Methods of Social Research (3) SOC 6120 Statistics I (3) SOC 6130 Statistics II (3) SOC 7800 Professional Development Forum (3) PHL 7570 Research Ethics (1) CTLE 6000 Teaching in Higher Education (3) Advanced Research Methods or Statistics (3) Elective Seminars (12) - students must choose from the following: SOC 6720 Medical Sociology SOC 6732 Population Principles SOC 6834 Sociology of Race SOC 6837 Sociology of Gender SOC 6840 Environmental Sociology SOC 6845 Sociology of Development SOC 6846 Political Sociology SOC 6965 Criminology SOC 6930 Comprehensive Area Exams (6) SOC 7910 Third Year Research Paper (3) SOC 7931 Qualifying Exam: Review of Literature (6) SOC 7950 Qualifying Exam: Dissertation Proposal (6) SOC 7977 Dissertation Research (14)
Committee	A student's Supervisory Committee, along with the Director of Graduate Studies, will approve each student's Program of Study when a degree has been completed and/or a student applies for graduation. Staff in the Department of Sociology and Criminology office will update the student's "tracking" report as an official record with the Graduate School. Please work with the Graduate Secretary to confirm committee members.

Minimum GPA and Grades	A student will be dismissed from the program if s/he receives a cumulative GPA below 3.0. A student must pass all required courses with a grade of “B” or better. Students cannot select the credit/no credit or pass/fail option for a required course (except for PHL 7570) and have it count toward the degree. If a grade of B- or lower is received in any required course or if the GPA falls below 3.0, a student can be automatically terminated from the program, unless a petition is filed within 40 working days from the posting of semester grades. The Graduate Committee will evaluate the petition. A decision will be made and notification given to the student within 15 working days after the receipt of the petition. A student may be granted permission to continue on probation. It is the student’s responsibility to notify the Graduate Committee of any failing grades (B- or lower) or subpar GPAs (below 3.0) as they happen, as well as to initiate the petition process.
Exceptions	If a student wants to request an exception to any of the requirements in the Program of Study, they must submit a written petition to the Director of Graduate Studies. This petition should include explicit justification, including documentation (e.g., syllabi from alternate courses). The Graduate Committee will consider the petition and make exceptions if/when reasonable. Exceptions may include course substitutions or waived requirements. Waived requirements are typically available only to students who have done graduate-level coursework prior to being admitted to the Ph.D. program. See the section on <i>Admissions</i> for possible exceptions made for people entering with prior graduate work.
Multiple Degrees & Graduate Certificates	Graduate students may choose to do a Graduate Certificate while completing the requirements for their primary degree. A listing of degrees and certificates offered outside of Sociology can be found here: http://www.utah.edu/academics/colleges.php Some students may wish to apply for the Masters in Sociology <i>en route</i> to completing the requirements of the Ph.D. in Sociology. Other students may wish to complete an MStat in Sociology, along with the Ph.D. Completing multiple degrees simultaneously can be done, but careful strategic planning is required. Credit hours in shared core requirements that have been or will count toward M.S. in Sociology can also count for the PhD in Sociology. Elective (both sociology and quantitative) credit hours that have been or will count toward MStat in Sociology cannot also count for the PhD in Sociology and vice versa. If you are interested in pursuing multiple degrees simultaneously or adding a Graduate Certificate to your program of study, please consult with the Director of Graduate Studies to ensure that you are meeting the minimum credit hour requirements of both programs, and are able to efficiently fulfill both Programs of Study.

Comprehensive Area Exams

Ph.D. in Sociology

The **Comprehensive Area Exams** evaluate students' ability to synthesize and critically assess the scholarly literature related to two substantive areas in Sociology as well as classical sociological theory.

Description	The Comprehensive Area Exam tests students in three areas: classical sociological theory and two subfield specializations of their choosing. <u>Subfield selection</u> For the specialized component of the exam, students will select two substantive areas represented by elective coursework: • Medical Sociology, • Population Principles, • Political Sociology, • Sociology of Development, • Environmental Sociology, • Sociology of Gender, • Sociology of Race, • Criminology. Students who wish to prepare in a substantive area that is not in the above list may do so under two conditions: 1) their chosen area corresponds to one of the official Sections of the American Sociological Association, and 2) they identify a tenure-line faculty member who is willing to supervise their preparation in the chosen area. <u>Grading decision</u> In order to complete the Comprehensive Area Exam, students must successfully Pass all three essays. Satisfactory completion of the Comprehensive Area Exam (i.e., earning a Pass) is associated with the conferral of the master's degree <u>and</u> permission to continue in the doctoral program. These two outcomes are distinct: for example, students may earn a terminal master's degree upon completion of the Exam, but not be allowed to continue in the program. Students may take the exam twice. After taking the exam the first time, students may be awarded one of the following two grades: • Pass – satisfactory completion of all three essays. • No pass / retake – at least one of the essays was not satisfactory. The committee will indicate which of the three essays are unsatisfactory, and provide the student with the opportunity to retake the exam for these specific essays.
--------------------	---

	A retake of the exam will consist of only those essays that the committee deemed unsatisfactory. After the second (retake) exam, the committee will award a final grade with the following possibilities: • Pass – satisfactory completion of all three essays. • Fail – Dismissal from program without a master’s degree. • Marginal pass – Conferral of a terminal master’s degree; <u>not</u> allowed to continue in the program. Students entering the program with a master’s degree cannot waive this requirement under any circumstance; they must pass the comprehensive area exam to continue their doctoral studies.
Committee	By no later than the second week of the second year, each student will select a comprehensive examination committee consisting of three faculty members in the Department of Sociology and Criminology, one corresponding to each of the two substantive subfield areas selected (i.e., the two primary readers), and the third faculty member chosen by the two primary readers. The two primary readers must be tenure-line faculty members. The student will designate one committee member the Chair, who has primary responsibility for monitoring student progress and ensuring that relevant deadlines are met. Students are encouraged to identify the two primary readers of their committee by the end of the Spring semester in the academic year prior to the year in which they plan to take the Comprehensive Exam.
Format	Students will produce three written essays in response to exam questions corresponding to classical sociological theory and each of their two specialized areas. Faculty in each area will be responsible for writing the exam questions, and for each substantive area, students will choose between two question options. Students are expected to write well-organized essays, showing both a depth and breadth of knowledge related to each question. Essays should use standard formatting (double-spaced, 12-point font, one-inch margins), and be 2,000 to 3,000 words, not including references. <u>In-person, on campus:</u> Students must take the exam in person, on campus, using a computer provided by the university. You will not have access to the internet, and you are explicitly forbidden from using generative AI during the exam. Students will be allowed access to a) their reading lists, and b) PDF versions of their readings and other printed material (hard copies of books on the reading list). Students should work with their committee chair to ensure that these files are accessible on the university-provided computer. In addition, students may bring up to 3 one-sided pages of notes on each day of the exam. These notes may be different for each day of the exam, i.e. different notes for each of the three essays. Students will submit their notes with their exam.

	The exam will take place over three days, typically during finals week, with each day devoted to one of the three exam questions. On each day, students will have 5 hours to complete the relevant essay, with a one-hour lunch break in the middle of the exam period (6 hours total). The Graduate Committee will set the exam dates at the beginning of the Spring semester.
Enrollment	Students should enroll in SOC 6930 as they prepare for the Comprehensive Exam, with the Chair of the supervisory committee as the instructor of record. You may enroll in SOC 6930 for up to 6 credits in one semester, and you may repeat the course one time (i.e. two semesters, for a total of 12 credits). These credit hours are intended to be independent study, in which students prepare for the exam on their own schedule and in consultation with their comprehensive exam committee.
Timing & Completion	Comprehensive Area Exams are administered toward the end of the Spring semester in students' second year. The exam dates will be set by the Graduate Committee. In the event of a retake exam, students must retake the exam by no later than eight weeks after the completion of the first exam. Please see the Description above for details on the possible grading decisions, as well as the option to retake the exam one time.

As with all requirements, exceptions or deviations to these requirements will be made on a case-by-case decision. Please speak with the Director Graduate Studies, who will discuss your case with the Graduate Committee.

Third-Year Paper

Ph.D. in Sociology

This requirement is intended to help students develop and execute an independent research project. It is an opportunity to conduct a research project that is closely mentored by a faculty member. The third-year paper is not required for students entering with a previously awarded masters-level degree.

Description	The Third-Year Paper (SOC 7910) is an independent research project in which a student produces a publication-like manuscript that contains empirical analysis. Students will work on this project over two semesters (fall and spring) of their third year, after they have successfully passed their Comprehensive Area Exam. Although the paper does not have to be published to complete this requirement, this project may produce the student's first sole- or first-authored publication. The paper should be of a scope that can be completed in one year, given the students' capabilities, access to data, and any other resources needed to complete the project. Students are encouraged to use a topic they have already considered in prior courses. Students, for example, might implement the proposal they developed in Research Methods. The project can also draw on a topic discussed in the Theory seminar. Or, students may choose to complete or expand an analysis started in one of the required Stats classes. Students may use the Third-Year Paper requirement as a way to explore a topic, data, or analyses they want to consider for the dissertation. It is common for students to produce multiple papers/projects while in graduate school utilizing the same data and/or related to the same topic. Just keep in mind: <i>The paper produced for this requirement must be unique and not <u>identical</u> to something that has already been graded in the context of a course and cannot be used <u>verbatim</u> as part of an eventual dissertation.</i> Given that the paper must be conceptualized and executed within a single year, it will be common to see third-year papers that analyze secondary quantitative data. However, "empirical analysis" does not mean quantitative analysis. It is defined as a paper that specifies a research question(s), situates it within a larger body of literature, has a method section detailing the data and processes used to analyze that data, and reports and discusses findings. Thus, the paper may adopt quantitative, qualitative, historical, or a mixed-method data and analytic strategies.
Committee	The project requires a Primary and Secondary Reader. The Primary Reader should be a tenure-track faculty member from within the Department of Sociology. This is the "faculty member on record" who will appear on the transcript and award the grade. The Secondary Reader can be a faculty member within or outside of the Sociology Department. This faculty member serves as a consultant and will not appear on the transcript or course listing. It is the student's responsibility to select a Primary Reader for before the <i>drop/add deadline of Fall semester of their third year</i>. When asking a faculty member to be the Primary Reader, the student should be prepared to discuss the general direction and plan for this project. The Primary Reader will provide the most direct advice, oversight, and mentoring to the student. The Secondary Reader will provide additional expertise, as required or requested by the student or Primary Reader. The Primary Reader and student should discuss who should serve as the Secondary Reader.

Format	An empirical paper typically includes an abstract, introduction, literature review, method, results, discussion, and references sections. Generally, the length of the paper should follow subdisciplinary or genre-specific guidelines used by sociology journals. Students should work with their Primary and Secondary Readers to identify a potential target journal for the topic and type of analysis selected for the project. Students are expected to produce a manuscript that follows the “author guidelines” for the selected target journal. No formal presentation or defense is required; however, students are encouraged to present their work (completed or in-progress) during a Department of Sociology brownbag presentation.
Enrollment	Students will enroll in SOC 7910 for a <i>minimum</i> of 3 credit hours [Variable credit hours are available each semester: 1 to 6]. A separate section of SOC 7910 will be created, upon student request, with the chosen faculty advisor (Primary Reader) listed as the instructor. The student must contact the Graduate Secretary to notify them of the intent to register for SOC 7910 and the name of the Chair. The Graduate Secretary will then create a section under that professor’s name and email the student the course number and permission code, and the student will register for that section of SOC 7910. Students will generally receive a “T” grade during Fall semester, showing that they are making progress on the project but it is not yet complete. The “T” grade will be changed at the end of Spring semester when the project is completed.
Timing & Completion	The third-year paper must be completed by <i>the final day of classes of Spring Semester</i> of the third year. The draft submitted by this deadline should be considered a “final” draft that has already undergone revision and review by faculty committee. Once a final draft is submitted, the Primary and Secondary Readers will vote on whether the paper is acceptable (<i>pass</i>), whether it requires additional revisions (<i>conditional</i>), or whether it is not acceptable (<i>fail</i>). If the Primary and Secondary Readers cannot agree on whether this paper is completed to a satisfactory level, a Tertiary Reader will be appointed by the Graduate Committee to be the tie-breaker. • Pass -- the student is encouraged to consider submitting the paper for publication review and can progress forward in the program toward the dissertation-related requirements. • Conditional Pass -- the student should work with the Primary and Secondary Readers to outline expected revisions. Revisions and final faculty approval should be completed before the start of the 4th year. • Fail -- the student will be dismissed from the program and not allowed to continue on to the dissertation-related requirements. If the completion of the third-year paper is significantly delayed (i.e., not completed and approved by the <i>first week of classes during the student’s 4th year</i>), the student’s overall progress will be evaluated by the Graduate Committee. A student failing to make steady progress could be dismissed from the program.

As with all requirements, exceptions or deviations to these requirements will be made on a case-by-case decision. Please speak with the Director Graduate Studies, who will discuss your case with the Graduate Committee.

Qualifying Exam

Ph.D. in Sociology

The Qualifying Exam is a series of projects related to establishing one's own research agenda, and when completed, mark the important transition from a doctoral student to a doctoral candidate.

Description	The Qualifying Exam requires a student to select and consult with a Supervisory Committee and develop a clear plan for the dissertation project. The Qualifying Exam includes two components: 1) written research proposal 2) oral defense of the research proposal. The <i>research proposal</i> outlines a detailed plan for the dissertation project, as well as a clear description of how the project is framed within and contributes to the literature associated with that topic. The first part of the document includes an extended analytic literature review. The second part of the document will include a clear statement of the research question(s), a description of the methodology including a description of the data or data collection plan as well as how the data will be analyzed, and a proposed timeline for a dissertation project. Students are required to discuss the written research proposal during an <i>oral defense</i> that is approximately two hours in length. During this defense, the Supervisory Committee will ask questions about the literature review to ensure the student knows the relevant literature deeply and broadly. The Supervisory Committee will also ask the student to justify the proposed research design and offer critique and suggestions on how to improve the research design. At the end of this defense, the student and Supervisory Committee should agree on the scope and direction of the Dissertation. Completing the qualifying exam requirements (written proposal and oral defense) produces a type of “contract” between the doctoral candidate and the Supervisory committee. It is an agreement about what the dissertation will be, including the specific research questions to be answered, the theoretical frameworks to be employed, the methods and data to be used, and how the completed project will contribute to the existing literature. The student agrees to execute this plan, while the committee agrees to be satisfied when the student does so.
Committee	The Qualifying Exam is overseen by a five-person committee called the Supervisory Committee. This committee is responsible for providing guidance and advice to the student throughout the development and completion of the Qualifying Exam requirements, as well as the final Dissertation Project as described on the next pages. In other words, this committee is the student's dissertation committee. The Supervisory Committee must consist of five faculty members, including at least three regular sociology faculty. The chair of the committee must be a core faculty member in the Department of Sociology. One member of the committee must be appointed from a department other than Sociology.

	Note: Typically, the Chair has the most contact and direct supervision of the student. The other two/three members of the committee from the Sociology Department may play a more direct role in advising the student (especially in the construction and review of literature review component of the written research proposal), compared to the outside member/s.
Format	The <i>research proposal</i> should be a single, coherently written document that contains the two primary elements indicated in the “description” above. In total, the research proposal should not be more than 15,000 words (approximately 50 pages). The extended analytical literature review should comprise a significant proportion of the proposal, and will typically be about 7,500-9,000 words in length (approximately 25-30 pages), not including references. The dissertation research proposal will vary depending on the type of research being proposed. Students should discuss with their Chair and committee members the expectations regarding content, structure, and length of proposal component. All proposals must include a detailed plan of how the project will be executed, including descriptions of data, measurement, data analysis, and timelines for completion The <i>oral defense</i> will consist of a two hour meeting in which the student will provide a brief oral presentation of the proposal (typically about 20-30 minutes) and answer questions from the committee members. This meeting will also typically include a period where committee members provide feedback and advice to the student about how to move forward with the dissertation project.
Enrollment	To complete the Qualifying Exam, students will enroll in SOC 7931 for a minimum of 6 credit hours and SOC 7950 for a minimum of 6 credit hours. These 12 credit hours may be taken in any order and may be split across semesters when the student is preparing for the Qualifying Exam (typically Year 4). Separate sections of SOC 7931 and SOC 7950 will be created by the Graduate Secretary, upon student request, with the primary faculty advisor (Chair of Supervisory Committee) listed as the instructor. In order to create the sections of SOC 7931 and 7950 specific to their advisor the students must contact the Graduate Coordinator/Secretary with the request. Students will receive a “T” grade during Fall semester, showing that they are making progress on the requirements, though not yet complete. The “T” grade will be changed at the end of Spring semester when the Qualifying Exam is satisfactorily completed (Pass).
Timing & Completion	Scheduling of the oral defense should not occur until the written research proposal is sufficiently developed. Once the chair has indicated that the student is ready (i.e., when the written research proposal has been reviewed and revised according to initial feedback from some or all of the Supervisory Committee), s/he should contact the entire 5-person committee to find a date and location that is agreeable for all committee members. The full written research proposal must be submitted to all members of the committee at least 14 days in advance of the date of the oral defense. The Qualifying Exam will be evaluated using the following grades:

	• Pass -- the student has satisfactorily completed the Qualifying Exam. The committee believes that the student has the potential for success and that the dissertation project has the potential to make a significant contribution to the field. The student is invited to commence/continue research for the dissertation project. • Conditional Pass – The committee believes that either the proposed research project or the student’s ability to defend/articulate the project has potential, but is not yet satisfactory. In this case, the committee will request that the student revise the research proposal document, as well as potentially reschedule another oral defense at a later date. The committee will provide specific suggestions to the student on how to proceed and how to remedy the noted deficiencies. Revisions should typically be completed and submitted within 30 days of the original oral defense. Typically, the chair will make a final determination about whether the revisions are sufficient to merit passing grade, though the chair may choose to consult other committee members for further review. Once the committee (or chair) provides final approval, the student is invited to commence/continue research for the dissertation project. • Fail -- the Qualifying Exam is deficient in quality and the student shows little, to no, potential for success. A student who receives a “Fail” can be dismissed from the program and not allowed to continue on to the dissertation-related requirements. Typically, the Qualifying Examination will be completed by the end of the fourth year (or by the end of the third year if the student enters the program with previous graduate work). If the completion of the Qualifying Exam is significantly delayed (i.e., not completed and approved by the <i>first week of classes during the student’s fifth year</i>), the student’s overall progress will be evaluated by the Graduate Committee. A student failing to make steady progress could be dismissed from the program.
--	--

As with all requirements, exceptions or deviations to these requirements will be made on a case-by-case decision. Please speak with the Director Graduate Studies, who will discuss your case with the Graduate Committee.

If you have made it to this point, you are now called a Doctoral Candidate or ABD. This stands for “All But Dissertation.” Be warned, entering this final phase of a program is where many doctoral students (no matter what discipline) stall and stay far longer than they should. Keep in contact with your Supervisory Committee and ensure that you are making steady progress in completing the research plan that you just got approved.

Dissertation

Ph.D. in Sociology

A dissertation is the final requirement of a doctoral degree (Ph.D.). A dissertation is an original piece of research that provides evidence of a student's ability to conduct an independent investigation. A dissertation should make a unique contribution to a specialized field of knowledge in Sociology.

Description	To complete this final requirement, students will 1) prepare a written manuscript called a <u>thesis</u> 2) pass an oral examination, called the <u>final defense</u> Dissertation projects, as well as the two products you complete (i.e., the thesis and defense), will vary based on the type of research conducted. As a general rule, dissertation projects in the Department of Sociology will include empirical analysis. “Empirical analysis” does not mean quantitative analysis. It is defined as a project that specifies a research question(s), situates it within a larger body of literature, uses a research methodology to collect and/or analyze the data, and reports and discusses findings. A dissertation project in the Department of Sociology may adopt quantitative, qualitative, historical, or mixed-method data and analytic strategies. A dissertation project in the Department of Sociology is typically longer and more in-depth than a single paper/analysis that would appear in a published journal article. Examples of dissertations completed by previous Sociology students can be viewed in the department archives, the Marriott Library, or through ProQuest dissertation database. Faculty advisors can also provide feedback on the scope of a dissertation project. Before beginning dissertation research, students are expected to have completed their Qualifying Exam requirements, which include an extended literature review, detailed research plan or proposal, and oral defense of the proposed dissertation project. In addition, projects that involve human subjects must obtain approval from the Institutional Review Board (IRB). Once the student successfully passes the Qualifying Exam requirements and obtains IRB approval (if necessary), they may commence the dissertation research. Dissertation research is to be closely supervised by a five-person Supervisory Committee chosen by the student to provide guidance and expertise related to the substantive topic and methodological needs of the proposed research. Students are also responsible for consulting the Graduate School Handbook for specific formatting guidelines, and rules about use of illustrations or copyrighted materials, and other aspects of thesis preparation.
Committee	The Supervisory Committee is responsible for evaluating and assessing the dissertation requirements (thesis and defense), as well as providing guidance and advice during the development and execution of the dissertation research project. The Supervisory Committee is also responsible for approving the student’s Program of Study and Qualifying Exam.

	The Supervisory Committee consists of five faculty members, the majority of whom must be regular faculty in the Department of Sociology. The chair of the committee must be a core faculty member in the Department of Sociology. One member of the committee must be appointed from a department other than Sociology.
Format	The format, structure, and length of a dissertation will vary depending on the type of research being conducted. Students should work closely with their Supervisory Committee to outline the unique expectations and format for their dissertation project. Despite variability across projects, all students are required to adhere to the specific style guidelines set out in the <i>Handbook of Theses and Dissertations</i> available from the Graduate School. This <i>Handbook</i> also outlines the steps students must follow to formally submit and bind their dissertations. Handbook https://gradschool.utah.edu/thesis/handbook/index.php Templates https://gradschool.utah.edu/thesis/templates-guides-samples/index.php Forms https://gradschool.utah.edu/thesis/forms.php/
Enrollment	Students must take at least 14 credit hours of SOC 7977 when completing the dissertation project. Students should not enroll in SOC 7977 prior to completing the dissertation proposal document and scheduling the proposal defense/qualifying exam. Students must be enrolled in at least 1 credit hour of SOC 7977 during the semester in which they defend the dissertation. Separate sections of SOC 7977 will be created, upon student request, with the primary faculty advisor (Chair of Supervisory Committee) listed as the instructor. Students will receive a “T” grade during semesters in which they are working on the dissertation, showing that they are making progress on the requirements, though not yet complete. The “T” grade will be changed at the end of semester when the student successfully defends the dissertation (Pass).
Timing & Completion	Once the student has completed the dissertation research and has drafted a complete thesis document (<i>to be done under the ongoing advice, guidance, and supervision of the Supervisory Committee</i>), an oral defense will be scheduled. <u>The Defense</u> Scheduling of the defense requires the approval of the Chair of the Supervisory Committee. That is, a student cannot schedule a defense if s/he has not received permission from the Chair. In the rare circumstance when a student would like to contest their Chair’s decision about scheduling a defense date (or more likely, <i>not</i> scheduling one) the procedures outlined in 6-400 Section IV.B of University policy should be consulted. The defense should be scheduled early enough for the student to finish <u>all</u> requirements (including the defense meeting and receiving final approval of the thesis document), no

	later than 7 weeks prior to the closing date of the semester in which the student wants to graduate, or 8 weeks for manuscripts in excess of 200 pages. Once an oral defense is scheduled, the Department of Sociology will formally announce the event. The oral defense is public, meaning that other faculty, students, and guests are welcome to attend the meeting. The student must provide a copy of the thesis to the members of the Supervisory Committee at least 2 weeks before the final oral defense is scheduled. Students must also submit an electronic copy of the complete thesis, along with the thesis abstract and list of committee members (with the committee chair designated) to the main Department of Sociology office for purposes of public review. Prior to the scheduled defense date, a student should prepare one copy of the Supervisory Committee Approval and Final Reading Approval forms. See the Graduate School website, “Thesis and Dissertations Forms.” During the defense itself, the student will deliver a formal presentation of the dissertation project. The presentation is typically about 30-45 minutes and will succinctly detail the research questions, methodology, and results of the dissertation project. (Students are encouraged to consult with their Chair about specific expectations and guidelines regarding the defense meeting.) Following the formal presentation, the audience, including the full Supervisory Committee, will ask the student questions about the research s/he conducted as part of the dissertation project. After the Q&A is over, the Supervisory Committee will ask the public audience to leave. The Supervisory Committee will then ask additional questions of the candidate and confer about the completion of the dissertation requirements. The committee will agree on a list of revisions that need to be made before the dissertation is considered finished. <u>Grading of Dissertation</u> Before the defense meeting is over, the Supervisory Committee will decide whether the student should receive a PASS or FAIL on the oral defense, and will announce to the student whether there are required revisions to complete the dissertation. ➔ If a student receives a FAIL at the defense, s/he may be dismissed from the program and is no longer eligible to receive the Ph.D. The more likely scenario of a FAIL is the Supervisory Committee asking that the student do additional work and repeat a defense at a later time. ➔ If a student receives a PASS at the defense, congratulations! A major milestone has been met! However, this does not mean that the student has finished the dissertation and all degree requirements. Several additional layers of approval must happen before the dissertation is complete: ○ The Supervisory Committee must sign (in ink) the “<i>Supervisory Committee Approval</i>” form. By majority vote, the members of the Supervisory Committee certify that the dissertation project (including the written thesis and the oral defense) are satisfactory for the degree. ○ The Chair of the Supervisory Committee and the Chair of the Department of Sociology must sign the “<i>Final Reading Approval</i>” form. This form is not signed until the student has satisfactorily completed all required
--	---

	revisions that were outlined and agreed-upon by the Supervisory Committee during the defense. Once these two approvals are granted, the student will then submit their manuscript to the Thesis Office for final approval and formatting. <i>This final step should not be taken lightly. It has been said that it can be as hard to pass the Thesis Office formatting requirements as it is to complete the dissertation research.</i> <u>Working with the Thesis Office</u> A full draft of the thesis manuscript (hard copy only) may be submitted to the University of Utah Thesis Office (AKA, the thesis editor) for “preliminary review” at any time before the defense occurs. The manuscript will not be read at this time, but it will be examined for obvious errors in University format. <i>Students are strongly encouraged to do a pre-review.</i> A manuscript will not be accepted by the Thesis Office for Format Approval until it has been successfully defended and signatures of a majority of the Supervisory Committee, the final reader, and the chair of the department have been obtained. The signature forms are not included in the published manuscript (they are replaced by the Statement of Approval, which is not signed), but must be present when submitted to the Thesis Office. Note: The signature of the Dean of The Graduate School is given after the final manuscript is approved by the thesis editor, not before the first submission to the Thesis Office. Students are to submit a single-sided hard copy of the thesis manuscript, along with the two signed approval forms, to the University of Utah Thesis Office for format approval. Manuscripts are reviewed in the order in which they are received. Students will meet with the Thesis Editor regarding any corrections. Discussion of corrections is by appointment only. Once all corrections have been made, a Format Approval is issued by the Thesis Editor. The student will be given instructions for uploading a PDF file to ProQuest/UMI. The final manuscript should be uploaded no later than the Monday before examination week (the final week of the semester; refer to Graduate School website for detailed calendar). The dean of The Graduate School then signs the Final Reading Approval form and a Thesis Release is issued. If a Thesis Release cannot be issued by the closing date of the semester (i.e., the last date of the semester), the student will need to reapply for graduation the next semester. http://gradschool.utah.edu/thesis/
--	--

As with all requirements, exceptions or deviations to these requirements will be made on a case-by-case decision. Please speak with the Director Graduate Studies, who will discuss your case with the Graduate Committee.

When you have made it this far, you have earned your Ph.D. Congratulations!

Note: the diploma will be dated the semester in which all approvals and final processing was completed. If necessary, the student may obtain a “Statement of Completion” from the Office of the Registrar while they wait for their diploma to be issued.

Suggested Timeline

Ph.D. in Sociology

Below is a typical calendar that students can use as a guideline to ensure they complete the program requirements in a timely fashion. This schedule assumes that the student enters the program with no previous graduate work.

Note: Given the variability in individual circumstances and research interests, each student's timeline will be unique. Students should consult with their advisor and/or the Director of Graduate Studies about course selection, timing, and strategies for degree completion.

YEAR 1	
<u>Semester 1</u> SOC 6010 Proseminar (1) SOC 7800 Professional Development Forum (1) SOC 6120 Statistics I (3) SOC 6050 Classical Sociological Theory (3) Elective Seminar (3)	<u>Semester 2</u> SOC 7800 Professional Development Forum (2) SOC 6110 Methods of Social Research (3) SOC 6130 Statistics II (3) Elective Seminar (3)
YEAR 2	
<u>Semester 1</u> SOC 6930 Comprehensive Exam Reading Hours (3-6) Elective Seminars (3-6) PHL 7570 Research Ethics (1)	<u>Semester 2</u> SOC 6930 Comprehensive Exam Reading Hours (3-6) Elective Seminars (3-6) CTLE 6000 Teaching in Higher Education (3) Comprehensive Area Exam
YEAR 3	
<u>Semester 1</u> SOC 7910 Third-Year Research Paper (6) Advanced research methods (3)	<u>Semester 2</u> SOC 7910 Third-Year Research Paper (6) Elective Seminar (3) Independent Research Project
YEAR 4	
<u>Semester 1</u> SOC 7931 Qualifying Exam – Literature Review (0-6) SOC 7950 Dissertation Proposal Development (0-6) Elective Seminars (0-3)	<u>Semester 2</u> SOC 7931 Qualifying Exam – Literature Review (0-6) SOC 7950 Dissertation Proposal Development (0-6) Elective Seminars (0-3) Qualifying Exam <i>Includes written document & oral defense</i>
YEAR 5	
<u>Semester 1</u> SOC 7977 Dissertation Research (9)	<u>Semester 2</u> SOC 7977 Dissertation Research (9) Dissertation <i>Includes written document & oral defense</i>

Student Responsibility & Conduct

Graduate students in the Department of Sociology are expected to be familiar with the policies, expectations, rights, and responsibilities associated with being a student at the University of Utah, and with being a trainee in the field of Sociology.

University of Utah

First and foremost, *academic honesty* is expected from all students in our graduate program. Standards of academic honesty apply to all work including course requirements, area examinations, and independent research. An act of academic misconduct is a violation of the university's regulations regarding student conduct. As such, an act of academic misconduct may result in a failing grade for an assignment or a failing grade for a course. An act of academic misconduct may result in a recommendation to university officials for additional disciplinary action including dismissal from the graduate program.

The following definition is from the university's Code of Student Rights and Responsibilities (Policy 8-10, Rev 6, February 2006): 'Academic misconduct' includes, but is not limited to, *cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information*. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. Definitions of these terms as well as information regarding your rights and responsibilities as a student are available in the university's policies and procedures manual, located here:
<https://regulations.utah.edu/academics/6-400.php>

Additional rights and responsibilities of students are outlined in the University of Utah Student Code. The most relevant policies include:

- Student Code-Code of Student Rights and Responsibilities (Bill of Rights, Student Behavior, Academic Performance, Academic Conduct, Professional and Ethical Conduct, and Student Records) (6-400)
- Amendments of Student Code-Role of Committee on Student Affairs (6-401)
- Student Academic Performance & Grades-Standards of Academic Performance, Grade Appeals, Academic Appeals Committees (6-400)
- Student Misconduct (Academic, Behavioral, Professional/Ethical)-Standards of Conduct, Sanctions, Appeals, Academic Appeals Committees/Student Behavior Committee (6-400)
- Student Records (6-400).

It is important to note that as graduate students enter the later stages of the program, they may be teaching their own courses. As such, they are expected to uphold the expectations associated with being an instructor. See Faculty duties to students under Faculty Code (6-316, Section 4)

All of these University of Utah policies and expectations can be found at:
<http://regulations.utah.edu/>

Student Progress & Evaluation

In order to successfully meet the requirements of the graduate program, students are expected to (a) meet the academic requirements of each course, (b) meet the academic requirements of the entire program, (c) adhere to generally accepted standards of academic honesty, and (d) uphold the professional and ethical standards of the discipline for which the student is preparing.

General Advice

Graduate school can be very fast paced and hectic; other times, it can feel isolating since so much of the work has to be directed and completed by you only. Students are expected to individually manage their time, so they successfully meet the major program milestones. In general, students should set both short and long term goals to ensure their success in graduate school. These goals should be shared with faculty advisors and peers. Here are some ideas to aid you in managing your time:

- Get up early. Plan your daily activity each morning.
- Post daily, weekly, and yearly goals in visible places. Check off items as completed.
- Stay on schedule; reassess and adjust goals to maximize time.
- Avoid time killers such as misguided work and procrastination.
- Schedule regular meetings with your advisor; solicit feedback regarding your progress.
- Stay healthy, exercise, and get regular sleep.
- Do not ignore personal needs or relationships.
- Check in with yourself to ensure your time management strategy is effective and working for you.

Annual Self-Evaluation

All students in the sociology graduate programs are required to complete a self-evaluation each spring. This self-evaluation focuses on the accomplishments and progress of the student for the past academic year, with specific attention paid to whether or not s/he has successfully completed program requirements that keep them on track and in good standing in the program.

A self-evaluation template is provided to students by the Director of Graduate Studies. Students are expected to complete the self-evaluation form each spring and to submit it to the Director of Graduate Studies by April 1. Failure to complete and submit the annual self-evaluation form could have negative consequences for students, including being put on probation. Students that receive funding from the department may also be at risk of losing funding and tuition support.

Annual Evaluation

The full faculty in the Department of Sociology reads the self-evaluation forms and conducts an annual evaluation of every graduate student in the program. Each spring, an extended faculty meeting is devoted to the discussion and evaluation of each graduate student. During this evaluation period, faculty members consult the self-evaluation forms submitted by each student, as well as additional documentation including: official grades, teaching evaluations (if applicable), online grad tracking system, and written and verbal assessments from any faculty

member in the department. Funded students will also be assessed on their performance as a TA, GA, or RA, as evaluated by the faculty member who supervised their work.

Based on the evaluation and discussion, members of the Graduate Committee will write personalized letters of evaluation to each student. All letters will be approved and signed by the Director of Graduate Studies. A signed copy of the evaluation letter is provided to each student. An additional copy is kept in the student's file.

The evaluation letter contains

- A review of the student's progress, performance, and achievement of academic goals
- Advice for what the student should focus on in upcoming years
- Specific timelines and expectations, if the student is deficient in any regard
- An evaluation of the student's performance as a TA, RA, or GA, if funded as one of these job classifications
- Status of the student's funding (if applicable), including if they will receive funding from the department for the following academic year (including how much), as well as the number of years of remaining TBP eligibility the student has.

In general, the annual evaluation process is intended to provide constructive feedback and specific advice for students. Most students receive positive and laudatory evaluation letters. Students receiving less-than-satisfactory evaluations may be at risk of losing funding, being placed on probation, or being dismissed from the program. Those students will be asked to schedule an appointment with the Director of Graduate Studies to further discuss the evaluation.

Probation & Dismissal

While most students succeed in the graduate program, sometimes there are situations when graduation is not an option. Students may be placed on probation or dismissed from the program.

Probation

Reasons for probation include:

- Cumulative GPA below 3.0.
- Not making reasonable progress toward the degree, as indicated by accumulation of incompletes in coursework and/or delays in reaching program milestones.
- Not upholding basic expectations associated with being a student or employee of the university

Probation will be lifted if the student raises their cumulative GPA to 3.0 or above by the end of the following semester. Probation will be lifted if the student demonstrates reasonable progress in meeting specified goals and timelines and/or completes the outstanding degree milestones by the end of the following semester.

Dismissal

Reasons for dismissal include:

- Gross ethical or legal misconduct
- An offense of academic misconduct
- Enrolled past the recommended time to complete a degree (4 calendar years for a MS and 7 years for a Ph.D.)—although in this case, the student might reapply
- A “Fail” grade on any of the major program milestone requirements

Whenever possible, students will be placed on probation prior to being formally dismissed from the program. If placed on probation, the student will have specific goals to meet by specified timelines in order to be taken off of probation. At the discretion of the Director of Graduate Studies, in consultation with the Department Chair and the Graduate Studies Committee, dismissal from the graduate program may occur when the student remains on probation for two consecutive semesters.

All probation and dismissal decisions will be made by the Graduate Committee, with full approval of the Sociology faculty. These decisions are typically made in conjunction with the annual evaluation process; though, they may occur at any time of the year if the situation warrants. The Director of Graduate Studies will meet individually with the student and provide a written letter outlining the reasons for probation or dismissal.

Appeals

If a student wishes to appeal the recommendations and/or decisions of an individual instructor, their Supervisory Committee, the Director of Graduate Studies, or the Department in general, several levels of appeals are possible and should be pursued in the following order. The policies and guidelines for appeals are provided from the University of Utah Code of Student Rights and Responsibilities, Policy 6-400

<http://regulations.utah.edu/academics/6-400.php>

Informal Appeals Process

The University encourages the informal resolution of problems. Students are urged to informally discuss any problems or concerns with the involved faculty member(s), Director of Graduate Studies, department Chair, Dean of the college, and/or Dean of Students.

If no informal solution can be found, then formal procedures for the resolution of the problem are detailed below. The academic action can be formally overturned only if it is judged to have been arbitrary or capricious.

Formal Appeals Process

The first formal level of appeals is to the Chair of the Department. This appeal needs to be filed within 40 working days of notification of the original academic action or decision. The chair, at their discretion, may then ask that the appeal be heard by the departmental Graduate Committee. It is most helpful if the student writes a petition (memo) to the departmental Chair, outlining the reasons why they believe the recommendation/decision should be reconsidered. The role of the Graduate Committee, in this context, primarily involves insuring that proper procedures were followed when the recommendations and/or decisions were made. Within 15 working days of the notification by the student, the chair will notify the student and faculty involved in writing of their decision. If student or faculty members disagree with the Chair's decision, they have 15 working days to appeal to the Academic Appeals Committee.

The next level of appeals is to the Academic Appeals Committee. Procedures for this appeal are outlined in the University of Utah Code of Student Rights and Responsibilities.

Grade appeals and appeals of academic decisions typically succeed only if the student can show that the grade or decision was "arbitrary and capricious". For example, if the grade was not based on course grading policies stated in the syllabus, this can be grounds for a successful appeal. Similarly, if comprehensive examinations or their evaluation did not follow departmental policies, an appeal might be successful. Appeals are usually not successful when they involve questioning academic standards or faculty member's academic judgment. Both student and instructors who are involved in appeals should provide documentation and evidence to support their perspectives.

Resources for Graduate Students

There are various resources provided to graduate students through the Department of Sociology and Criminology, the University of Utah, or professional organizations.

Funding and benefits

Students admitted to the Sociology Ph.D. program are typically offered funding (i.e., stipend) for their service as teaching or research assistants. Students admitted to the MStat in Sociology are not typically offered funding. Funding decisions are made upon admission and are based on meritorious achievement as outlined in the admissions application. Funded students are generally eligible for the Tuition Benefit Program, as well as subsidized health insurance (both described below). For further information, please visit the Graduate School website: <https://gradschool.utah.edu/funding/tbp/index.php>.

Office Space

Under most circumstances each student enrolled in the graduate program will be provided with office space. This is subject to availability as well as broader departmental needs. Priority will be given to students that work as teaching assistants and graduate instructors. Marriott Library has areas reserved for use by graduate students, if space is not available within the Department.

Keys

Students who receive office space will be issued keys by the department's staff for their office. These keys are the sole responsibility of the student, and if lost, the student is responsible for any costs for key replacement. Students in good standing will also have the option of obtaining keys to the building. Upon completion of study here and before leaving the University of Utah campus, the student is responsible for turning in all keys issued in their name. As stated on the key request (signed at the time the keys were issued): "I will return this key when my need or employment terminates." The keys must be returned to the main Department of Sociology office (301 BEHS).

Contact Information

The department's office staff maintains contact information for all students, faculty, and other employees for the department. It is the students' responsibility to inform the office staff of any changes in their contact information.

Email

All graduate students will be issued a unique university email address. All emails associated with students in the Sociology graduate programs will be added to a department listserv (socgradstudents@lists.utah.edu). It is expected that students will use their university-issued email addresses (Umail) for all official departmental and university communications. Students are cautioned to not use a different email address for such correspondence.

Computer Lab

The department provides and maintains a graduate student computer lab, located on the fourth floor. These facilities are to be used by graduate students for coursework, research, teaching, and any other program-related activities. The facilities should not be used for other purposes without the approval of the Director of Graduate Studies or the department chair. Other computer facilities are available for student use around the university campus.

Copy machine

Graduate students in good standing have access to the department's copy machine and other miscellaneous office equipment. The department's office staff provides each student with a unique identification code for the copy machine. To print or make copies, you must load money onto your account. Please see here for details: <https://copiers.utah.edu/mobilityprint/>.

Mailbox

All graduate students in good standing will be issued a personal mailbox to receive mail. These mailboxes are located in the graduate lounge and are not locked. Thus, students are cautioned to not receive confidential and expensive mail items. Any thefts are not the responsibility of the department or university more generally.

Travel Funds

Graduate students who need to travel as part of their training and professional development – most typically, to a professional conference for the purposes of presenting their own research though not limited to that – can request travel funding from the department. The amount awarded to students is limited to a *maximum* of \$500 per fiscal year (July 1 – June 30), and is dependent on available funds. To request travel funding from the department, students must submit a funding request form to the Director of Graduate Studies. This form is available on the Sociology Graduate Programs Canvas page, under the “Forms” link. Travel requests should be made in advance of planned travel.

For additional funding, graduate students may also apply for the Graduate Student Professional Development Supplement Award (<https://gradschool.utah.edu/funding/professional-development-award/index.php>). This is a one-time award, meaning graduate students are only eligible to receive this award once during their graduate career. The award can only be applied to one professional development activity.

Graduation and Convocation

Applying for Graduation

Upon completion of all requirements for a degree program, students must complete an *Application for Graduate Degree*. This is done several months before a planned semester of graduation. To apply on or before the due date simply click on the “Graduation” tile on your Student Homepage in Campus Information Services (CIS) and follow the instructions. Note: This link does not become active until your Supervisory Committee has been entered into Grad School Tracking.

Please see the registrar website for deadlines and other information about the graduation process: <https://registrar.utah.edu/handbook/graduategraduation.php>

Graduating students should closely work with the Director of Graduate Studies and the Graduate Secretary to ensure that the electronic Graduate Tracking form is up to date and that the student has fulfilled all requirements of the Program of Study.

Convocation

Dates, times, and locations for convocation ceremonies will be announced and posted on the College of Social & Behavioral Sciences (CSBS) webpage. Students choosing to be recognized during the commencement ceremony can purchase regalia at the campus bookstore. If you have completed the Ph.D., please speak with your supervisory committee members to ensure that one of them will be at the ceremony and is able to “hood” you.

How to Apply to Earn a Milestone Master’s Degree

Ph.D. students who have completed the **bolded** sections of the “Program of Study” above may apply for an M.S. Sociology degree part way through their doctoral training. Students who would like to apply for this degree must notify the Director of Graduate Studies (Marcel Paret) and the Graduate Secretary (Alana Robison) in writing by no later than the second week of the semester **prior** to the one in which they plan to graduate with the M.S. degree. Students who submit their intent to apply for the M.S. after the second week of the semester will only be eligible to apply in the semester after next (not including summer semester). To obtain the M.S. degree, the Graduate Secretary will work with you to complete the Recommendation for Change of Graduate Classification form (see here: <https://registrar.utah.edu/handbook/graduateclassification.php>), establish an MS supervisory committee, and update your record within graduate tracking. Failure to follow the required steps may result in a delay of the M.S. degree.

Exit Interview

Upon leaving the department, students must return keys and vacate their offices. In addition, students are asked to leave the following information with the staff in the main Sociology office:

Name
Affiliation after leaving the University of Utah
Address (business and/or home)
Phone number
Non-University of Utah email address

*We wish you luck as you transition to the next stage of your career.
We thank you for choosing to study Sociology at the University of Utah.*

