

Student Guide to Graduate Studies in Sociology

DEPARTMENT OF SOCIOLOGY
COLORADO STATE UNIVERSITY
FORT COLLINS, CO 80523-1784

January 2008

TABLE OF CONTENTS
COLORADO STATE UNIVERSITY
FORT COLLINS, COLORADO

PART I: DEPARTMENTAL POLICY

Program Orientation	1
Admission Requirements	1
Performance Standards	2
Graduate Teaching and Research Assistantships	2
Graduate Advisory Committees–General Procedures and Guidelines	2
Masters Students Continuing Toward the Ph.D. at CSU	3
Special Students	3
Publication Policy	4
Petition Policy	4

PART II: THE MASTER OF ARTS PROGRAM IN SOCIOLOGY

Admission	4
Curriculum Requirements	4
Plan A	
Plan B	
Synopsis to M.A.	6
M.A. Worksheet	7

PART III: DOCTOR OF PHILOSOPHY PROGRAM IN SOCIOLOGY

Admission	8
Curriculum Requirements	8
Social Change	9
Comprehensive Examinations	9
The Dissertation	10
Synopsis to Ph.D.	11
Ph.D. Worksheet	12
M.A. Satisfactory Progress form	13
Ph.D. Satisfactory Progress form	14
Application Check Sheet	15

PART 1: DEPARTMENTAL POLICY

Program Orientation

Graduate study in Sociology at CSU is designed to provide the qualified student with professional competence in sociological theory and research methods, and social change. The graduate program in Sociology at Colorado State University focuses on social change and our faculty members carry out applied and policy research nationally and internationally on the causes and consequences of social change on individuals, communities, and nations. Areas of current shared interest among faculty include environment and natural resources, agriculture and food, and social justice and governance.

Admission Requirements

Applications for Fall Semester admission should be received no later than the preceding January 15. Note: this deadline is earlier than the University deadline for applications. Few mid-year admissions will be granted because important course sequences are initiated in the Fall Semester. A check sheet for admission requirements is included at the end of this Student Guide to Graduate Studies (p. 13).

The applicant must submit the following documents:

1. The online graduate school application. This form is an online application, available at http://graduateschool.colostate.edu/index.asp?url=app_online2

The rest of the supporting documentation should be mailed directly to the sociology department.

2. Two copies of certified transcripts of all undergraduate and graduate study.
3. Three letters of reference from individuals who are in a position to evaluate academic and professional potential.
4. Graduate Record Examination scores (quantitative, verbal and analytical writing) are required of *all* students. Information regarding this examination may be obtained from the [GRE](http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=b195e3b5f64f4010VgnVCM10000022f95190RCRD) portion of the Educational Testing Service website:
(<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=b195e3b5f64f4010VgnVCM10000022f95190RCRD>)
5. A personal statement describing your professional interests, experience and objectives relevant to your graduate study in sociology. Statements should not exceed five, double-spaced typewritten pages.
6. Foreign students are required to supply evidence of proficiency in oral and written English. This is accomplished by taking the Test of English as a Foreign Language (TOEFL). A minimum score of 213 (computer-based), 550 (paper-based) or 80 (internet-based) is required. Information regarding this examination may be obtained from the [TOEFL](http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=69c0197a484f4010VgnVCM10000022f95190RCRD) section of the Educational Testing Service:
(<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=69c0197a484f4010VgnVCM10000022f95190RCRD>)
7. The faculty and graduate student members of the Graduate Committee screen all applications for admission and select those best qualified for graduate study. Selected meritorious applicants are recommended for admission by the Director of Graduate Studies to the Department Chair.

Performance Standards

In addition to regular courses and seminars, the graduate student is expected to contribute to his/her professional growth through interaction with the faculty and other graduate students, and from independent study and reading during residency. The criteria for being granted an M.A. are: completion of the credit hour requirements and the successful defense of the thesis or completion of the non-thesis option. The Ph.D. is granted on: completion of the credit hours required, passing the written comprehensive examinations, and the successful defense of the dissertation.

The student is expected to maintain a minimum grade point average of 3.0. Students who fail to maintain the necessary grade average will be placed on probation or will be separated from the program. Maximum course load is 15 credit hours a semester; a 12 credit hour load is considered to be full-time for courses taken at the graduate level. Students who have assistantships (either teaching or research), however, are advised to take no more than 9 or 10 credit hours. Finally, all graduate students are required to be **continuously registered** from first enrollment through graduation term (excluding summer). Check the Graduate School Bulletin for more information.

Once admitted, students must make satisfactory progress to continue to receive assistantships or be considered for departmental resources for conferences, travel, among other considerations. Satisfactory progress is defined more specifically by the satisfactory progress forms for M.A. and Ph.D. students that each student's advisor fills out each spring semester (see pages 13 and 14 for copies of the forms). Students not meeting the standards defined on these forms may be discontinued from teaching assistantship appointments, and are not ordinarily eligible for travel funding or other scarce resources that the department might allocate to graduate students. Satisfactory progress may also be considered as a criterion when appointing students to part-time instructor positions.

Graduate Teaching and Research Assistantships

Teaching and research assistantships are limited in number and are awarded only to the most qualified applicants. Once awarded department funds for an assistantship, the student making satisfactory progress on his/her assignments and in course work can expect a maximum of two years financial aid at the M.A. level and/or three years at the Ph.D. level. Actual funding from year to year depends on the availability of funds. Teaching assistantships are awarded on the recommendation of the members of the Graduate Committee, the Director of Graduate Studies, and the Department Chair. Individual project directors and faculty researchers are responsible for selection of their Graduate Research Assistants from a pool of qualified students who have been admitted to the program.

Assistantships general involve a half-time workload of twenty hours per week. Graduate Assistants may be rotated in teaching and research assignments to maximize the educational value of the assistantship experience.

Graduate Advisory Committees--General Procedures and Guidelines

Regulations pertaining to the organization and functions of graduate advisory committees are found in the General University Catalog and the Graduate School (see the Graduate School Website). Upon gaining admission to the department, the student will secure an appointment with the Director of Graduate Studies who will serve as the student's temporary advisor. The Director of Graduate Studies will assist the student in planning a program of study in the period prior to the selection of a permanent advisory committee.

As soon as is practical, but no later than the end of the second semester (M.A.) or the third semester (Ph.D.), the student on regular status will select a major advisor who will serve as chair of his/her graduate advisory committee. The advisor must be a faculty member or joint faculty member of the

sociology department. Remaining members of the committee will in consultation with the major advisor. The advisory committee must consist of a minimum of *three members for the M.A. level and four members for the Ph.D.* One member of the advisory committee must be from outside the department of sociology (i.e., the “outside member”). All committees must be approved by the Department Chair and the Vice-Provost of Graduate Education.

Changes or substitutions of committee membership may be made at the student’s or major advisor’s discretion at any time *prior to submission and approval of the thesis or dissertation prospectus*. Changes in membership after that date may be made only upon the resignation of a committee member or the inability of a member to serve.

The graduate advisory committee will meet with the graduate student as soon as possible after being established. Subsequent meetings shall be called by the student, the Chair of the student’s graduate advisory committee or by the committee members. The graduate advisory committee will approve the thesis or dissertation project, assist the student in conducting thesis/dissertation research, and approve and report on the final product at the completion of the research.

Students may choose a committee with two co-advisers, whereby the role of committee chair is shared by two professors. This technique is useful when a new faculty member shares responsibility with a senior faculty member, or the student’s research involves two fields of knowledge.

It is also possible to appoint additional members to the advisory committee, including persons or employed time basis by an organization other than the University. Such outside faculty affiliates must be approved on a case-by-case basis by the University.

M. A. Students Continuing Toward the Ph.D. at CSU

Students completing an M.A. in this department and planning to continue toward the Ph.D. in Sociology at CSU, need to apply for admittance to the Ph.D. program. Completion of an M.A. *does not* automatically lead to acceptance to the Ph.D. program. (See Synopsis to Ph.D., p. 11).

Special Students

The applicant’s acceptance into courses is determined by the respective instructors. Non-degree and Special students may apply for admission to graduate studies. Such applications will be judged according to the established criteria (see admissions criteria for the M.A. and Ph.D. program). If the student is granted *regular* status, she/he may petition to have course work completed while on special or non-degree status applied to degree requirements. The student’s graduate advisory committee will evaluate such work and determine what credit hours, if any, will be applied to degree requirements.

Professional Activities & Publication Policy

The Department expects its graduate students to participate in professional activities early in their career. This includes academic and applied teaching, research and service. One activity that is strongly encouraged is writing papers for presentation at professional meetings or publication in refereed journals of the field. The University Graduate Council has adopted the following policy:

Where graduate student research results are deemed worthy of publication, the department, or major advisor of the student, shall have the right to publication if, twelve months after completion of the research, the student has not prepared at least a draft manuscript for publication. Whether published by the student, major advisor, or department, due credit will be given to the other, and also to any other researchers involved.

Petition for Relief from Departmental Policy

Occasionally, a departmental rule or procedure may inappropriately affect a student's progress through her/his degree program. In such situations, the student may petition the graduate committee for relief, explaining both the nature of the problem and requesting a specific change to alleviate it. The burden of proof shall be on the student to demonstrate that the problem is substantial, and that the relief is reasonable and consistent with the intent of department rules. The graduate committee shall recommend to the Department Chair whether the petition shall be denied, accepted with changes, or accepted as is. The Department Chair will then issue a final decision.

PART II: THE MASTER OF ARTS PROGRAM IN SOCIOLOGY

Admission

Requirements include a bachelor's degree from an accredited college or university, cumulative grade point average of 3.0 or higher, acceptable GRE scores, at least three letters of recommendation, a personal statement of professional interests and objectives, and adequate current training in sociology. (*Adequate* is taken to mean at least 12 semester credits in Sociology including theory and research methodology.)

In select cases, students of special promise who fail to fulfill all admission criteria will be admitted. Here, the Director of Graduate Studies will serve as advisor until all deficiencies are made up. As temporary advisor, the Director of Graduate Studies will determine the specific means to remove deficiencies. M.A. students may be asked to take undergraduate courses to remove the deficiencies for which no graduate credit will be granted (see 3. below).

Curriculum Requirements

A minimum of 30 semester hours beyond the Bachelor's degree must be completed for the M.A. degree. The following apply: (See also course check sheet on page 7):

1. A maximum of five thesis credits may be applied to the 30 hours.
2. Twenty-four credit hours must be completed at CSU.
3. All M.A. students must take SOC301 Development of Sociological Thought or SOC302 Contemporary Sociological Theory, SOC210 Quantitative Sociological Analysis, and SOC311 Methods of Sociological Inquiry. These requirements are in addition to the 30 hours and will be waived if these

courses or their equivalents (i.e., a semester of sociological theory, a semester of sociological research methods, and a semester of statistics) have been completed under the B.A. degree.

4. All M.A. students must take SOC500, SOC502, SOC510, SOC511 and SOC602.

5. All M.A. students must take a minimum of nine additional hours of sociology, and additional coursework to meet the requirements of Plan A or Plan B, at the 300 level or above. Thesis hours, SOC699, may not be applied toward this requirement, nor may SOC301 or SOC302, SOC210, and SOC311 or their equivalents.

Students who have less than 12 semester credit hours of undergraduate Sociology will be expected to make up this deficiency with appropriate coursework in addition to the 30 semester credit hours.

Courses completed within ten years preceding the fulfillment of degree requirements may be applied toward the M.A. degree credit hour requirements. Students whose residence is interrupted by military service may request an extension of time from the Graduate School.

The student should maintain a close working relationship with her/his graduate advisory committee throughout the student's program of study at Colorado State. In addition to formal classwork, all candidates for the M.A. are required to demonstrate competency by engaging in supervised intellectual activity of a relatively independent nature. To optimize the contribution of such activities to the achievement of the diverse career goals of candidates, the Department of Sociology has provided the following two options for fulfilling this requirement. The student will be required to select Plan A or Plan B by the end of the second semester of course work.

Plan A Program for the M. A.

This program is designed for the student who anticipates further graduate study and requires that the student write a thesis. Since the Ph.D. degree is a research degree, the research experience acquired in the preparation of the Master's thesis is an invaluable experience for later graduate work. Students selecting this option must submit an acceptable thesis prospectus to their graduate advisory committee before research is undertaken.

The research must be completed, a thesis written, and a final examination passed within two years after 30 hours of course work is completed. If the candidate does not meet these requirements, he or she must reapply for admission to degree candidacy. The thesis must conform to requirements specified in the *Thesis Manual* published by the Graduate School. The final examination will be oral and will consist of a defense of the thesis plus questions relative to the student's competency in theory and methods. Should the student fail the final examination, a second examination may be scheduled with the approval of the graduate advisory committee. The second examination must be scheduled not less than three and no more than twelve months after the initial failure. A second failure will result in separation from the program. This separation will be initiated by the Chair of the student's graduate advisory committee after consultation with other members of the committee in a memorandum to the Department Chair.

Two unbound copies of the completed thesis will be delivered to the university library, one hard bound copy to the departmental library and one to the major advisor of the advisory committee. It is recommended that a bound copy be provided to each member of the graduate advisory committee.

Plan B Program for the M. A.

The Plan B program is designed primarily for the student who does not plan to continue to any Ph.D. program. This plan allows students to substitute activities commensurate with their career goals for the thesis. Some examples of specialized programs are college teaching, community action, technical research, and public agency administration. The student and his/her graduate advisory committee will design a specialized program that must include three components: required courses, supervised learning experiences, and a final written report. The student selects Plan B by proposing a program to his/her committee by the end of the second semester of course work. The committee approved program will be submitted to the Department Chair for review and final approval by the end of the second semester. Plan B requires a minimum of 36 hours of course work. Upon completion of the course work, including a professional paper based on experiential activity, an oral examination will be conducted by the student's graduate advisory committee covering competency in theory and methods and the specialized interests of the student. The overall evaluation of the student depends upon his/her performance in this examination, written work, course work and, if needed, the evaluation of the field work supervisor.

SYNOPSIS OF PROCEDURES LEADING TO THE MASTER'S DEGREE
(The following criteria apply to **both** Plan A and Plan B unless otherwise noted)

ACTION	TIME
1. Application for Admission to the Graduate School (GS 1 Form, transcripts, letters of recommendation, GRE scores, etc.)	Jan. 15 for fall admission. Note: Deadline differs from university's default deadline.
2. Consultation with the Director of Graduate Studies, who will act as temporary advisor.	Before first registration
3. Selection of major advisor.	By end of second semester.
4. Selection of other members of the Graduate Advisory Committee. Filing Program of Study (GS 6 Form).	By end of second semester.
5. Meeting of Graduate Advisory Committee to begin planning student's graduate program.	As soon as possible.
6. Open defense of prospectus (Plan A) or special program Proposal (Plan B).	As soon as possible.
7. Application for graduation (GS 25 Form)	See CSU Graduate School website for deadlines.
8. Thesis clearance by Graduate School.	One week prior to examination.
9. Final Examination set by Advisory Committee.	See Graduate School website for deadlines.
10. Report of Final Exam Results (GS 24 Form)	Within two working days after final oral examination.
11. Plan A only. Deposit one unbound copy of signed thesis to the library Deposit one bound copy to the department for the department library. Note: Student pays for binding.	
12. Graduation	

M.A. PROGRAM COURSEWORK REQUIREMENTS:

(30 hr. minimum for Plan A, 36 hr. minimum for Plan B)

These courses (or acceptable equivalents) are required for Masters candidates but do **not** count towards the **minimum** credits requirements

SOC 301/2 _____ SOC 210 _____ SOC 311 _____

REQUIRED CORE COURSES:

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
SOC 500	The Sociological Profession I	(1)	_____
SOC 502	Foundations of Theoretical Sociology	(3)	_____
SOC 510	Sociological Methods I	(3)	_____
SOC 511	Sociological Methods II	(3)	_____
SOC 602	Contemporary Sociological Theory	(3)	_____
		Total Hours	13

ADDITIONAL SOCIOLOGY COURSES

(9 hours of sociology courses at the 300 level or above. SOC 699, SOC 301, SOC 302, SOC 311 do not count here.)

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
SOC _____	_____	()	_____
SOC _____	_____	()	_____
SOC _____	_____	()	_____
SOC _____	_____	()	_____
SOC _____	_____	()	_____
		Total Hours	_____

ADDITIONAL ELECTIVE HOURS

(Courses from sociology or any other prefix, at any level, are allowed. A total of at least 8 hours for Plan A, or at least 14 Hours for Plan B are required. No more than five hours of thesis credit (SOC 699) may be counted here.)

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
Thesis credits (if Plan A)		()	_____
		Total Hours	_____

PART III: THE DOCTOR OF PHILOSOPHY PROGRAM IN SOCIOLOGY

Admission

Requirements include an M.A. degree in sociology or closely related field, acceptable GRE scores, a minimum graduate GPA of 3.0, at least three letters of recommendation, and a personal statement of professional interests and objectives. The Master's degree must have been granted within the last six years or the applicant must have had significant work experience in sociology in the period between completion of the Masters and application for admission.

In a few cases, students of special promise will be admitted who fail to fulfill certain admissions requirements. In such instances, the Director of Graduate Studies will serve as Advisor (until such time as is required to make up deficiencies). Ph.D. students may be asked to take undergraduate or graduate courses to remove the deficiencies for which no credit toward the Ph.D. will be granted (see 3. below).

The sociology doctoral program is designed to provide the student with competencies in sociological theory and research methods. Additionally, in conjunction with one's advisory committee, each student is expected to develop competency within some area of social change. Current areas of major faculty interest include environment and natural resources, agriculture and food, and social justice and governance.

Curriculum Requirements

A minimum of 42 semester hours beyond the Master's degree must be completed for the Ph.D. degree. The following apply (See also course check sheet on page 12):

1. A maximum of five dissertation credits may be applied to the 42 hours.
2. Thirty-two credit hours must be completed at CSU. Of these 32 credits, 25 must be completed within the Department of Sociology. Within sociology, only credits at the 500 level and above will be applied to the Ph.D. degree credit hour requirements. In disciplines other than sociology, credit hours earned at the 300 level and above may be applied at the discretion of the graduate advisory committee. Ph.D. students must take SOC 500, The Sociological Profession I (one credit) and SOC 501, The Sociological Profession II (three credits).
3. All Ph.D. students must take SOC 502 Foundations of Theoretical Sociology, SOC 510 Sociological Methods I, SOC 511 Sociological Methods II, SOC 602 Contemporary Sociological Theory, *and* have had the undergraduate prerequisites to those courses (SOC 301/SOC 302, SOC 311, and SOC 210, or equivalents.) These requirements *are in addition to the 42 hours*. The 500-level requirements will be waived if these courses or their equivalents (i.e., two semesters of sociological theory, one semester of sociological research methods, and one semester of social statistics and data analysis) have been completed under the M.A. degree.
4. All Colorado State University courses taken for graduate credit must have been completed within *ten* years preceding graduation to apply toward the Ph.D.
5. The areas of sociological theory and research methods are viewed as central to the doctorate in sociology. Students are encouraged to take courses that go well beyond the minimum requirements in both of these areas. In addition to those theory and research methods courses required for the M.A. degree, students are required to take two theory and two research methods courses.

- **Theory:** Students are required to take SOC 660: Theories and Issues in Developmental Change and SOC 667 Theories of State, Economy, and Society.
- **Research Methods:** Students are required to take both SOC 610/POLS 621 Seminar in Methods of Qualitative Analysis and SOC613 Seminar in Multiple Regression and Path Analysis.

The sociology doctoral program is designed to provide the student with competencies in sociological theory and research methods. Additionally, in conjunction with one's advisory committee, each student is expected to develop competency within some area of social change. Current areas of major faculty interest include environment and natural resources, agriculture and food, and social justice and governance.

Social Change

Sociological inquiries into social change are central to the discipline of sociology. The CSU graduate program in sociology gives emphasis to these inquiries. The department has a legacy of scholarship in the of social change, the analysis of public and private sector policies, social planning and program implementation, and program evaluation. Within the area of social change, current areas of common interest among faculty include environment and natural resources, agriculture and food, and social justice and governance. The areas of expertise of the faculty in sociology define the limits of the program to address a student's research efforts in social change. Therefore, it is the student's responsibility to work with his/her advisory committee to determine the nature of his/her inquiry into social change.

Students are encouraged to seek multidisciplinary approaches in their inquiry into social change *once they have developed competency in sociological theory and research methods*. CSU offers a wide variety of disciplinary opportunities for developing competencies in other academic endeavors.

Given the flexibility offered in this Ph.D. program, the student's working relationship with his/her graduate advisory committee is of great importance. To a certain extent, a student's opportunities are limited by the organization of the departmental curriculum. On occasions when course offerings leave gaps in a student's curricular needs, he/she is encouraged to work with appropriate faculty in developing readings courses.

Comprehensive Examinations

Comprehensive exams are administered for each of these three areas of expected competency. The sociological theory and research methods comprehensive exams are constructed by examination committees for Sociological Theory and Research Methods. These two committees are appointed by the Department Chair and ratified by the Departmental Council. Once a student has passed the comprehensive exams in social theory and research methods, he/she will then take a comprehensive examination in Social Change which is developed and administered by his/her advisory committee.

Students should take the methods and theory comprehensive exams as soon as their advisory committee believes they are ready. Students making satisfactory progress will pass both examinations by the end of their sixth semester (not counting summer sessions). The sociological theory and research methods exams are administered by the Director of Graduate Studies or his/her designated agent between the 8th and 11th weeks of each semester except summer. Dates for these examinations will be announced early in the semester. Both examinations are eight-hour written examinations.

The examination in Social Change constitutes the last of three comprehensive examinations of a Ph.D. student. Passage of the Social Change examination advances the student to the status of Ph.D. candidate. Consequently, a meticulous, rigorous, and attentive examination in Social Change, employing only the most demanding standards, is conducted prior to advancement to candidacy by the Advisory Committee. These guidelines are intended to help clarify the interests and expectations of the Department, the student, and the Advisory Committee.

The Ph.D. comprehensive examination is constructed, administered, and evaluated by the student's Advisory Committee. The examination should be administered within one year after the student successfully completes the comprehensive examinations in Theory and Methods. The Advisory Committee and the student are encouraged to construct a reading list in Social Change that reflects the theoretical, substantive, and research interests of the student. The Chair of the Advisory Committee is encouraged to solicit departmental input to aid the Social Change examination process. The Social Change examination will be graded by the Advisory Committee as Honors Pass, Pass, or Failure. In the event of a Failure, the student must retake the Social Change comprehensive examination within six calendar months of notification of the failure. A second failure of the Social Change comprehensive examination means separation of the student from the graduate program. A copy of the Social Change comprehensive examination, the evaluation, and the grade must be filed with the Department Chair for future reference. Although the Social Change comprehensive should reflect the interests of the student, this is an examination in Social Change and should not be construed as a defense of a dissertation proposal, nor should the interest of the student be so narrowly defined as to compromise the examination process.

The examination will ordinarily be constructed and evaluated by the three members of the Advisory Committee from the Department of Sociology. When practical and appropriate, the outside member should be involved. The decision to include the outside member is to be made by the Chair of the Advisory Committee, the student, and the outside member.

The form of the examination is determined by the Advisory Committee and the student. The examination may be, but is not limited to, a written examination, a take-home examination, the preparation of a paper for publication, a paper in response to committee questions, or the design of a course in social change. An oral examination may be used to supplement any of these when agreed upon by the Advisory Committee and the student.

Ph.D. examinations are graded Honors Pass, Pass, or Fail. An Honors Pass denotes truly exceptional work. If the student fails either the sociological theory or research methodology comprehensive examinations, then he/she will retake that examination when it is offered next by the Graduate Committee. If the student fails the social change comprehensive examination, then he/she will retake that exam within six months of notification of the failure. A second failure of any comprehensive examination means separation of the student from the program. Copies of the comprehensive examinations are filed with the Department Chair for future reference.

The Dissertation

After successful completion of the comprehensive examinations, the student is admitted to candidacy for the doctoral degree and will then undertake a research project leading to the preparation of a dissertation reflecting scholarly standards in style and substance. Dissertations must conform to certain specified requirements and criteria set forth in the Thesis Manual, published by the Graduate School. The student's defense of the complete work will be conducted before the student's graduate advisory committee (in open session). Two copies of the dissertation are delivered to the Graduate School for deposit in the University Library; one hardbound copy is to be deposited in the departmental library; and additional copies are to be provided the major advisor and every other advisory committee member.

SYNOPSIS OF PROCEDURES LEADING TO THE DEGREE OF DOCTOR OF PHILOSOPHY

ACTION	TIME
1. Application for Admission to the Graduate School (GS Form 1, transcripts, letters of recommendation, GRE scores, etc.)	By Jan. 15 for fall admission. Note: Deadline differs from university's default deadline.
2. Appointment with Director of Graduate Studies for general orientation and temporary advisor.	Before first registration.
3. Selection of major advisor	No later than the end of the 3 rd semester.
4. Selection of remaining three members of the Graduate Advisory Committee. Filing a Program of Study (GS 6 Form)	No later than the end of the 3 rd semester. (Advisor and other committee members may be changed until dissertation prospectus is accepted.
5. Meeting of graduate advisory committee to make initial evaluation of student's professional interest and to plan student's graduate program.	As soon as possible.
6. Comprehensive (Preliminary) examinations.	Theory and Methods by 6th semester, Social Change by 8th
7. Report of Comprehensive Examinations	After each exam is completed, the Director of Graduate Studies will report results to the student, her/his advisory committee chair, and the department.
8. Submit prospectus to Advisory Committee.	As soon as possible.
9. Submit Report of Preliminary Examination (proposal defense) (GS 16 Form).	Within two working days. Note: Preliminary exam must be completed six months before the dissertation defense.
10. Submit Report of Final Examination Results (Dissertation Defense) (GS 24 Form).	Within two working days.
11. Application for Graduation (GS 25 Form).	Check with Graduate School for specific deadline.
12. Deposit two copies of signed dissertation for binding to the library. Deposit one bound copy to the department for the department library. Note: Student pays for binding.	
13. Graduation.	

PH.D. PROGRAM COURSEWORK REQUIREMENTS

(42 hours minimum)

BACKGROUND COURSES: These courses (or acceptable equivalents) are required for Ph.D. candidates but do **not** count towards the 42-hour **minimum** requirement.

SOC 301/SOC 302 _____ SOC 311 _____ SOC 210 _____
 SOC 502 _____ SOC 510 _____ SOC 511 _____ SOC 602 _____

REQUIRED CORE COURSES:

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
SOC 500	The Sociological Profession I	(1)	_____
SOC 501	The Sociological Profession II	(3)	_____
SOC 660	Theories and Issues in Developmental Change	(3)	_____
SOC 667	Theories of State, Economy, and Society	(3)	_____
SOC 610 or POLS 621	Seminar in Methods of Qualitative Analysis	(3)	_____
SOC 613	Seminar in Multiple Regression and Path Analysis	(3)	_____

Total Hours 16

9 HOURS (MINIMUM) FROM WITHIN THE DEPARTMENT at the 500 level or above, excluding SOC 695, SOC 696, SOC 795, and SOC 797. (Crosslisted courses allowed if approved by student's advisory committee).

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
SOC _____	_____	()	_____
SOC _____	_____	()	_____
SOC _____	_____	()	_____
SOC _____	_____	()	_____

Total Hours _____

12 HOURS FROM INSIDE OR OUTSIDE THE DEPARTMENT.

(Inside department: Only 500 level or above may count. Outside department: Courses at 300 or 400 level allowed if approved by student's advisory committee)

<i>Course Number</i>	<i>Name</i>	<i>Hours</i>	<i>Completed</i>
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____

Dissertation Credits

SOC 799 (up to 5 hours) _____

Total hours _____

Standards for Satisfactory Progress, M.A. Students

Standards are cumulative: Meeting the standard for any semester entails having satisfied any unmet standards(s) from previous semesters. Semester counts are understood not to include summers.

End of first semester

1. Completed SOC 500, SOC 502, SOC 510
2. Completed a total of 9 hours that count toward M.A. requirements
3. Took at least one course to meet any background deficiency
4. Achieved a GPA of 3.0 in graduate classes

End of second semester:

1. Completed SOC 511 and SOC 602.
2. Satisfied all background deficiencies present at admission.
3. Completed a total of 15 credits that count toward the M.A
4. Filed the GS 6 Program of Study form
5. Achieved a graduate GPA of 3.3 on work taken at CSU. (This standard is to be maintained throughout the student's time in the program.)

End of third semester:

1. Presented prospectus to advisory committee.

End of fourth semester:

1. Completed all required coursework except thesis hours.

End of sixth semester:

1. Completed thesis or plan B project
-

Name/Signature of student _____

Date: _____

Number of semesters in program:

Please indicate what the student's status is:

____ 1. Making satisfactory progress by meeting the standards above

____ 2. **Not** meeting the standards and **not** making satisfactory progress.
(Please attach a memo or indicate above what the problems are.)

____ 3. Student is **not** meeting the standards but **is** nevertheless making satisfactory progress.
(Please attach a memo explaining why the student should be judged as making satisfactory progress.
Example of reasons would include part-time status, or a course schedule conflict.)

Name/Signature of Advisor:

Standards for satisfactory progress, Ph.D. Students

Standards are cumulative: Meeting the standard for any semester entails having satisfied any unmet standards(s) from previous semesters. Semester counts are understood not to include summers.

End of first semester:

1. Took at least 1 required graduate class offered in this semester.
2. Completed a total of 9 hours that count toward Ph.D. requirements.
3. Taken at least one course to meet any background deficiency (if applicable).

End of second semester:

1. Completed any pending M.A. degree requirements.
2. Completed a total of 18 credits that count toward the Ph.D.
3. Achieved a cumulative graduate GPA of 3.3 on work taken at CSU. (This standard is to be maintained throughout the student's time in the program.)

End of third semester:

1. Formed a graduate committee and filed the GS-6 Program of Study form before registration for fourth semester, which occurs in the middle of the third semester.
2. Satisfied all background coursework deficiencies present at admission.
3. Completed a total of 27 credits that count toward the Ph.D.

End of fourth semester:

1. Completed 30 credits that count toward the PhD
2. Completed four courses from among the six required courses (SOC 500, SOC 501, SOC 667, SOC 610 or POLS 621, SOC 613)

End of sixth semester:

1. Completed all credits except dissertation hours
2. Passed the theory and methods comprehensive exams

End of eighth semester:

1. Successfully completed all comprehensive exams, including social change
2. Completed prospectus defense

End of twelfth semester

1. Completed dissertation

Name/Signature of student _____

Date: _____

Number of semesters in program:

Please indicate what the student's status is:

- ____ 1. Making satisfactory progress by meeting the standards above
- ____ 2. **Not** meeting the standards and **not** making satisfactory progress.
(Please attach a memo or indicate above what the problems are.)
- ____ 3. Student is **not** meeting the standards but **is** nevertheless making satisfactory progress.
(Please attach a memo explaining why the student should be judged as making satisfactory progress. Examples of reasons would include part-time status, or a course schedule conflict.)

Name/Signature of Advisor: _____

Application Check Sheet

Sent

Received by CSU

Graduate School Application

Undergraduate transcripts

Graduate transcripts

Letters of Reference

Letter 1

Letter 2

Letter 3

Graduate Record Exam (GRE) Scores

Personal/Professional Statement

TOEFL Scores (International Students Only)