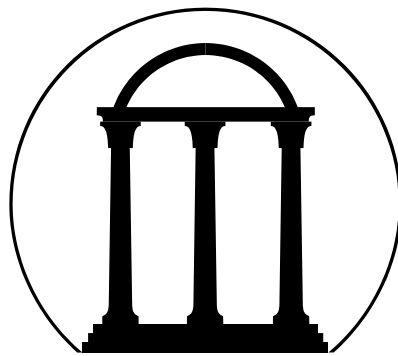


GRADUATE PROGRAM



1 7 8 5

Department of Sociology
The University of Georgia

2017-2018

Graduate Program

*Department of Sociology
The University of Georgia*

(706) 542-7147

socigrad@uga.edu

This booklet is intended to inform students and faculty about the basic policies and procedures of the Graduate Program in Sociology. Since it does not cover all University regulations governing graduate education at the University of Georgia, it should be treated as a supplement to the *Graduate School Bulletin*, <http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>, *Theses and Dissertations Guidelines*, <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>, and the *Graduate School's Academic Regulations and Procedures*, <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/>. The Graduate Program in Sociology operates within an administrative structure established by the Graduate School. It is the responsibility of all faculty and graduate students to familiarize themselves with the relevant Graduate School policies.

The University of Georgia is committed to the principle of affirmative action and Equal Opportunity. The Department encourages applications from qualified minorities and women.

Graduate Coordinator: Dr. Justine Tinkler
Degree Program Assistant: Melissa Leizear

Last updated August 18, 2017

TABLE OF CONTENTS

I. Overview	1
II. Pre-Ph.D./Master of Arts Program	2
Proseminar	2
Master of Arts Degree	2
The Master of Arts Program of Study	3
Master's Thesis	5
Students with Previous Graduate Study	6
III. THE DOCTORAL PROGRAM	7
Doctoral Program of Study	8
Written and Oral Comprehensive Examinations	9
Admission to Candidacy	10
Dissertation Prospectus	11
The Dissertation Defense	12
Students with Previous Graduate Study	13
IV. ANNUAL REVIEWS	13
V. FINANCIAL ASSISTANCE AND OTHER RESOURCES	14
Assistantships	14
Graduate School Assistantships and Presidential Fellowships	14
Departmental Graduate Assistantships	15
Graduate Teaching Assistantships	16
Research Assistantships	17
Graduate School Travel Funds	17
Departmental Travel Funds	18
Physical Facilities	19
Appendix A Sample Schedule for Graduate Training	21
Appendix B The Graduate Faculty	23
Appendix C Areas of Specialization	26
Appendix D Procedures for PhD Written Comprehensive Examination	27
Appendix E Satisfactory Progress Policy (<i>students entering program after May 2014</i>)	29
Appendix F Prior Satisfactory Progress Policy	33
Appendix G Leave Policy	36

I. OVERVIEW

The graduate program in sociology at the University of Georgia is directed primarily toward students seeking the degree of Doctor of Philosophy. Although we offer a Master of Arts Degree, we do not have separate M.A. and Ph.D. curricula. Instead, students receive the M.A. on the way to the Ph.D. All students entering the program will receive strong basic training in sociological theory, research methods and analytic techniques, as well as a grounding in several major substantive areas. More concentrated advanced study may then be pursued within one or more broadly defined specialty areas.

A favorable faculty-to-student ratio permits an emphasis on individualized instruction and student-faculty collaboration in research activities. Students are strongly encouraged to engage in research and scholarship and to share the results of their efforts with other social scientists through presentations at professional meetings and by publishing their work. The doctoral program is based on a rigorous curriculum. Course work during the first year of study concentrates on the fundamentals of sociology, including the required research design and theory courses, two required courses in statistical analysis of sociological data, the Proseminar, and elective courses in major substantive areas. The elective courses will normally include one or more of the "foundations" courses that are intended to provide introductions to the theoretical and research literature for the Department's specialty areas. All students must also complete the Proseminar sequence in the first year. During the second year, most students will complete the required course work for the master's degree and begin to take advanced seminars in one or more of their substantive areas.

Students continuing work toward the doctoral degree will use the third year to begin a more

advanced program of study. During this phase, the student will focus more intensively on particular substantive problems and research issues. Advanced study involves additional course work, independent reading, and research directed toward the doctoral comprehensive examinations. They include a written component and an oral examination. Following successful completion of these examinations, course work and residency requirements, the student may be admitted to candidacy for the Ph.D. degree. During the fourth year, the student's attention will begin to focus more narrowly on the dissertation topic.

Appendix A presents the "normal progress" schedule for students in the Graduate Program.

Note that the structure of our program requires students to begin their studies in the Fall Semester.

II. PRE-PH.D./MASTER OF ARTS PROGRAM

Proseminar

All students entering the graduate program in sociology must take SOCI 6190: Proseminar in Sociology during their first year. The Proseminar, which is organized by the Graduate Coordinator, socializes students into the discipline of sociology. Each week, faculty and advanced graduate students present on a different professional topic. A wide range of topics are included, such as teaching, time management, choosing a thesis topic, and writing for publication.

Master of Arts Degree

Students seeking an M.A. degree must file a [*Designation of Major Professor*](#) form with the Department. In addition, the Graduate School requires M.A. Degree candidates to file an

[Advisory Committee for Master of Arts Candidates](#) and a [Master of Arts Program of Study](#). Once the M.A. Advisory Committee has been appointed and approved, any requests for changes must be made in writing using the [Request for Change in Advisory Committee](#) form. Committee changes require the approval of the Graduate Coordinator, in consultation with the Major Professor of record and, if necessary, with the Graduate Program Committee. All current and past committee members shall be notified of such changes. A revised [Advisory Committee for Master of Arts Candidates](#) form must be completed and approved by the Graduate Coordinator as well.

The Graduate School requires that Master's candidates pass an oral examination, covering the program of study and the thesis. The Graduate School requires advance notification of the date of the exam. The oral examination is conducted by the student's Advisory Committee and chaired by the student's Major Professor. The candidate should submit a draft of the master's thesis to each member of the committee who must have three weeks to read and evaluate it before a defense is scheduled. **All members of the Advisory Committee must be present for the entire examination.**

The Master of Arts Program of Study

As noted above, the Graduate School requires prospective Master's degree students to complete a [Program of Study for Master of Arts Candidates](#). The Program of Study includes all relevant graduate course work for the Master's and must contain a minimum of 37 hours of course work. Graduate course offerings will vary from year to year, and students are encouraged to communicate with the Degree Program Assistant and appropriate Specialty Area Committees about scheduling substantive courses in a timely fashion. By developing a preliminary Program

of Study, the student will help faculty in the specialty areas identify courses that need to be offered and give the department sufficient time to respond to these needs.

The courses listed below are required of all sociology graduate students and should be completed within the first two years of residence.

The M.A. Program of Study must include:

- 1) SOCI 6190: Proseminar in Sociology (Fall and Spring)
- 2) SOCI 6220: Development of Sociological Theory or SOCI 6410: Current Trends in Sociological Theory
- 3) SOCI 6620: Analysis and Interpretation of Sociological Data I
- 4) SOCI 6630: Analysis and Interpretation of Sociological Data II
- 5) SOCI 6600: Research Methods and Models
- 6) SOCI 7300: Masters Research (no more than three credit hours)

5 required courses:

SOCI 6190, SOCI 6220/6410, SOCI 6620, SOCI 6630, SOCI 6600 16

Master's Research (required by the Graduate School): SOCI 7300 3

6 electives 18

Total: 37)

The program of study may include no more than three credit hours in:

SOCI 8000: Special Topics in Sociology (this course number may only be used for a directed readings course in the student's area of concentration)

The program of study may not include:

SOCI 7000: Master's Research, Directed Study

GRSC 7770: Graduate Seminar for Teaching and Laboratory Assistants

Students seeking a master's degree in sociology may include on their program of study no more than six hours of course work outside the Department. Courses taken outside the Department and included on the program of study must be part of a coherent program toward a master's degree in sociology. Students may petition the Graduate Program Committee for approval to include on their M.A. program of study additional hours outside the Department. Regardless of course prefix, courses taught by faculty members in Sociology are not considered courses outside the Department.

Master's Thesis

The M.A. thesis is important to a student's training in two respects. First, it offers many students their first opportunity to experience the kinds of individual research and writing projects that are central to a successful academic career in Sociology. Second, it provides graduate faculty members in sociology with an important criterion for assessing students' progress in the graduate program. For students seeking Departmental assistantship support, timely completion of the thesis is also a consideration in funding.

The **M.A. thesis is an independent** research project carried out under the supervision of faculty members in the Department. It is intended to provide practical research experience in an area of substantive interest to the student. No later than spring semester of the first year, the student selects a thesis advisor to assist in identifying a suitable research topic. By early fall semester of the second year, the student selects two additional members of the thesis committee, who are involved in shaping the research topic. The thesis advisor and at least one other member

of the committee must be members of the Graduate Faculty. The candidate should submit a draft of the master's thesis to each member of the committee and the committee members must have three weeks to read and evaluate the thesis before a defense is scheduled (Appendix B lists current members of the graduate faculty). See the [Graduate Bulletin](#) for details regarding the composition of the thesis committee.

Students with Previous Graduate Study

Students entering with a recent (within the past five years) Master of Arts or Science (MA/MS) degree and a master's thesis from a U.S. Sociology Department or other related field may request direct entry into the doctoral program (and thus not complete a Master of Arts degree at UGA). Applicants who seek to directly enter the doctoral program must submit the thesis to the department's Graduate Program Committee for review. The Graduate Coordinator and two faculty members chosen by the program committee will review the submitted thesis to determine whether it meets departmental standards.

For those prospective students already in possession of an MA/MS degree, the thesis may be submitted with the application material by December 15 and direct acceptance to the Ph.D. program may be known before April 15. For those prospective students who are expecting to complete an MA/MS degree before enrolling at UGA but prior to applying to the department, the thesis may be submitted by August 1 and acceptance into the Ph.D. program will be known by September 30. Prospective students seeking to have their MA/MS approved will initially be admitted into the MA program. They will file for a [change of degree objective](#) if their MA/MS is approved at the department level.

If the committee does not accept the thesis, the applicant will still be admitted into the graduate program, but will be expected to complete the master's degree requirements. If the committee does accept the thesis, and thus allows the student to bypass a UGA master's degree, the student will still be required to take SOCI 6600 (Graduate Methods) and two semesters of SOCI 6190 (Proseminar). The student must also make-up any course work deficiencies, such as the required statistic courses (SOCI 6620, 6630) and the required theory course (SOCI 6410 or 6220) if such comparable courses were not taken at the student's previous institution. These required courses at the M.A. level may not be used by the student on his/her Ph.D. Program of Study.

III. THE DOCTORAL PROGRAM

Advanced doctoral training during the third and fourth years of residence are structured by the student's selection of an area in which to concentrate his or her studies. During the fall semester of the third year, students select a Major Professor and, in consultation with the Major Professor, the remaining members of the Ph.D. Advisory Committee. Students who completed a sociology M.A. degree at UGA may select a different Major Professor for Doctoral work, if they choose. A committee may have as few as three and as many as five members. At least **two** members of the Advisory Committee must be listed as members of the Specialty Area in which the student plans to take Doctoral Comprehensive Examination (see Appendix C for list of faculty by specialty area). Three committee members must be members of the Graduate Faculty with an appointment in sociology (see Appendix B for list of Graduate Faculty). Students should review the policies outlined in the [Graduate Bulletin](#) for additional details regarding the composition of

the Doctoral committee.

The Ph.D. Advisory Committee is responsible for the following:

- 1) plan the Doctoral Program of Study with the student
- 2) prepare and evaluate the Doctoral Written Comprehensive Examination
- 3) conduct and evaluate the Doctoral Oral Comprehensive Examination
- 4) conduct and evaluate a hearing on the dissertation prospectus
- 5) serve on the student's dissertation committee

Designation of the Major Professor and the Doctoral Advisory Committee requires the completion of two forms: [Request for Appointment of Major Professor](#) and [Designation of Specialty Area and Advisory Committee for Doctoral Candidates](#). Once the Advisory Committee has been appointed and approved, requests for changes require completion of two forms: [Request for Change in Advisory Committee- Ph.D.](#) and a revised [Advisory Committee for Doctoral Candidates](#). Committee changes must be approved in writing by the Graduate Coordinator in consultation with the Major Professor of record and, if necessary, by the Graduate Program Committee. All current and past committee members shall be notified of such changes.

Doctoral Program of Study

The Ph.D. training program focuses primarily on defining and mastering an area of theoretical and research literature that can serve as a foundation for advanced study. The courses included on the Doctoral Program of Study should therefore form a coherent whole. As indicated above, development of the Program of Study rests not just with the student, but also with his or her Major Professor, in consultation with the Ph.D. Advisory Committee. **For the Ph.D. program of study, we require 21 substantive hours (7 electives) plus 9 “dummy hours”.**

The Program of Study requires a minimum of 30 consecutive hours of (semester) course work and must include:

1. A graduate-level Sociology methods course
2. One course outside of the Department
3. 6 credit hours of **SOCI 9000: Doctoral Research**
4. 3 credit hours of **SOCI 9300: Doctoral Dissertation**
5. No more than 6 credit hours outside of the Department
6. No more than 3 credit hours of **SOCI 8000**

The methods requirement (#1) will be waived for students who have taken a methods course as an elective while pursuing their M.A. degrees. As was the case for the Master's Program of Study, courses taken outside the Department and included on the Program of Study must be part of a coherent program toward the Doctoral Degree in Sociology. Courses taught by faculty members in Sociology, regardless of course prefix, are not considered courses outside the Department. **Note that the Graduate School requires a doctoral program of study to consist primarily of 8000- and 9000- level courses.** Please visit [*PhD Programs of Study*](#) on the Graduate School website for more information.

Written and Oral Comprehensive Examinations

The Graduate School requires that all doctoral students pass a Written and Oral Comprehensive Examination before they are admitted to candidacy for the doctoral degree.

Students planning to take the Written Comprehensive Examination must meet with their Advisory Committee, as a whole, to discuss the reading list and the examination at least 4

months prior to the exam. No student will be allowed to take the examination without having attended such a meeting. A [form](#) will need to be completed in order to document this meeting. Written Comprehensive Examinations take place the third Tuesday and Wednesday of the fall and spring semesters. The examination takes 5 hours per day, consists of 4 typed answers, with a 5-7 page maximum per answer, exclusive of bibliography. Departmental procedures for the examination are detailed in Appendix D.

The final step before Admission to Candidacy is the Oral Comprehensive Examination, administered by the Advisory Committee. It is an inclusive examination within the student's field of study, and it must be held within one month of the grading of the written examination. **The Graduate School requires notification of the Oral Comprehensive Examination at least two weeks before it is to be held. All members of the Advisory Committee must be present for the entire period of this examination.** According to the Graduate School Bulletin, a discussion of the student's dissertation prospectus may precede or follow the Oral Comprehensive Examination, but it may not take the place of the Oral Comprehensive Exam.

Students who enter with an approved M.A. are expected to complete the written and oral comprehensive exams no later than the second semester of their third year. Students who enter without a M.A. are expected to complete the written and oral comprehensive exams no later than the second semester of their fourth year. If a student is unsuccessful, he/she will have one opportunity to re-take the exam in the next semester. Continuation in the program will be contingent upon successfully completing the exam during this second attempt and upon compliance with the Satisfactory Progress Policy (see Appendices E and F).

Admission to Candidacy

Once the Written and Oral Comprehensive Examination has been passed and all course work and residency requirements met, the student may be admitted to candidacy for the doctoral degree. **Admission to candidacy expires in 5 years.** If the dissertation is not completed within 5 years, the student must pass another set of Written and Oral Comprehensive Examinations and be readmitted to candidacy. The student may request an extension of the 5-year time limit from the Dean of the Graduate School. Such a request requires the endorsement of the student's major professor and the Graduate Coordinator.

Dissertation Prospectus

After completing the Doctoral Comprehensive Examinations, the student prepares a preliminary prospectus for a dissertation. This prospectus will be reviewed by the major professor and revised by the student until it provides a clear picture of the proposed dissertation, including reviews of relevant theoretical, substantive, and methodological issues raised by the proposed research project and an outline of how the proposed research would proceed. The dissertation prospectus is then distributed to members of the Advisory Committee. The candidate should submit a draft of the dissertation prospectus to each member of the committee and the committee members must have three weeks to read and evaluate the completed dissertation prospectus. While there can be no guarantee that a dissertation research effort will develop exactly along the lines proposed, the dissertation prospectus offers the student and faculty advisors an opportunity to work together to identify important issues and to agree on an approach to address those issues.

The Graduate School requires that the dissertation prospectus be approved in a formal meeting of the Advisory Committee and the student ([Graduate Bulletin](#)). The members of the Advisory Committee must sign the [Dissertation Prospectus Approval form](#). That form, along with a copy of the approved prospectus, must be submitted to the Graduate Coordinator and retained in the student's file.

The Dissertation Defense

The dissertation project is the culmination of the student's graduate program. The dissertation constitutes an original and independent research project undertaken by the student with the advice of the Major Professor and Advisory Committee. It is expected that the dissertation will advance knowledge in the field by addressing a new issue or by clarifying or successfully reinterpreting an existing sociological problem. All methods of research employed in sociology, including experimental, historical, survey, qualitative, and theoretical methods are considered potentially viable for purposes of the dissertation project.

The final step in the graduate training program in Sociology is the oral defense of the dissertation before the Advisory Committee. **The Graduate School requires a dissertation defense announcement from the Graduate Coordinator at least two weeks prior to the dissertation defense.** To ensure that the student benefits from the knowledge and experience of all members of the Advisory Committee, the candidate should submit a draft of the dissertation to each member and the committee members must have three weeks to read and evaluate the completed dissertation. The Graduate School requires the [Dissertation and Final Examination Approval form](#) signed by all members of the Advisory Committee with no more than one

dissenting vote. **All members of the Advisory Committee must be present for the entire defense ([Graduate Bulletin](#)).**

Students with Previous Graduate Study

Students who are admitted to the Ph.D. Program with a master's degree from any other institution must meet the course requirements listed for master's students listed earlier. For more details, *see p. 6*.

IV. ANNUAL REVIEWS

The Graduate Faculty conducts annual reviews of each student through the fifth year in the graduate program. These reviews typically take place in March. Students will be reviewed according to the guidelines established in the *Satisfactory Progress Policy* (Appendix E or F). Students are responsible for constructing a dossier for faculty review. The dossier should include the following items:

- 1) Statement of Accomplishments - a statement of no more than 3 pages outlining progress in the program and plans for the immediate future
- 2) Curriculum Vitae
- 3) Copies of papers that have been published, accepted for publication, or are under review. A copy of the M.A. thesis should be included if the thesis has not yet been submitted for publication.
- 4) Letter of support from the major professor (no more than 2 pages)

As a result of this review, the Graduate Faculty will recommend one of the following:

- 1) Continue in the Graduate Program,

- 2) Continue in the Graduate Program with Conditions, or
- 3) Dismissal from Graduate Program

V. FINANCIAL ASSISTANCE AND OTHER RESOURCES

Assistantships

Four types of competitive assistantships are available to graduate students in Sociology at the University of Georgia: Graduate School Assistantships, Departmental Teaching Assistantships, Graduate Teaching Assistantships, and Research Assistantships through individual faculty members with external funding. Students with assistantships receive a tuition waiver, but must pay nominal matriculation, health insurance, and activities fee each semester. Graduate School and Departmental assistantships are paid in ten monthly checks, with the first check issued by the beginning of September.

Students with assistantships must enroll for a minimum of 15 credit hours each semester the assistantship is in effect (and 9 hours for Summer Semester, if enrolled). Ordinarily, they may not take more than 9 hours of course work per semester (making up the remaining hours by registering for SOCI 7000, 7300, 9000, or 9300). [Unfunded students are allowed to take up to 15 hours of course work per semester]. Under special circumstances the University allows funded students to take an “overload”. Consult the Graduate Coordinator for further information on course loads.

Graduate School Assistantships and Presidential Fellowships

These assistantships are awarded to individuals nominated by the Department and selected on the basis of a university-wide competition. The criteria used in nomination include undergraduate grade point average, graduate grade point average, G.R.E. scores, letters of

recommendation, and evidence of professional participation. The Department's Graduate Program Committee nominates students for consideration. Final selection is made by Graduate Coordinators from all departments and schools within the University.

Students holding these assistantships have the discretion to select the professor or professors with whom they wish to work. They may alter their faculty supervisor on semester-to-semester basis. Recipients of Graduate School Assistantships/Presidential Fellowships and the professor of their choice mutually agree upon the tasks to be performed by the student, which may involve collaborative research projects or instructional activities. The assignment shall not be treated as necessarily meeting the instructional needs of the professor with whom the graduate assistant has chosen to work. The professor supervising the graduate assistant shall evaluate, in writing, the graduate student's performance.

Departmental Graduate Assistantships

These assistantships are awarded to new and continuing students by the Graduate Program Committee. Students who hold Departmental assistantships are required to work 17 hours per week for the nine-month academic year. For the 2016-2017 academic year, the salary for M.A. level students is \$17,592 and \$18,692 for Ph.D. level students. Students awarded Departmental assistantships will be assigned to one or more faculty members on a semester basis, to assist them with instructional activities. Typical tasks include leading discussion groups, proctoring and grading exams, giving lectures, or operating audio-visual equipment.

Several important rules apply to Departmental Assistantships:

1. Typically, only students taking courses that lead to a Sociology degree objective are eligible for Departmental funding.
2. Assistantships are awarded on a yearly basis by the Graduate Program Committee, but may be withdrawn during the year for failure to carry out assigned tasks in a competent, timely and professional manner.
3. Students who receive a Departmental assistantship can normally expect to receive funding through the Department as long as departmental funds are available and the student is making satisfactory progress toward the Ph.D. degree. Students with advanced training should also be more competitive for Research Assistantships funded by external grants.
4. Assistantships are awarded annually on the basis of a competitive screening of all applicants. Screening is based on course and assistantship performance and progress towards the degree objective. Departmental Annual Reviews are important in ranking advanced students for access to Departmental funding.

Graduate Teaching Assistantships

Graduate students in their third year of study are eligible to serve as Graduate Teaching Assistants (GTAs), provided that they have also completed the Sociology M.A. Students who hold Graduate Teaching assistantships are required to work 17 hours per week for the nine-month academic year. The salary is based on Franklin College annual base-salaries. A GTA assumes full responsibility for individual sections of an undergraduate course, with any expected load of two courses per semester. Students often find such experiences helpful in preparing for the transition to

college level teaching. Prior to assuming any teaching responsibilities, students are required to enroll in GRSC 7770: Graduate Internship. This 3-credit hour course is designed to provide graduate teaching assistants with knowledge of pedagogical approaches and available support systems.

Research Assistantships

There are typically a number of research assistantships associated with externally funded research projects. Such research assistantships, which are allocated to students by the faculty member(s) holding the grant, may provide up to 12 months support, at up to a half-time rate. The availability of such positions and their substantive foci will vary from year to year. Students should contact individual faculty members regarding these positions.

Graduate School Travel Funds

Students who wish to present a paper at a professional meeting within the United States may submit a travel request to the Graduate School. Details regarding eligibility for these funds are available from the Graduate School website:

<http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>.

Each request, submitted to the Graduate Program Assistant (office 113A), must be accompanied by the following: abstract of the research to be presented, written evidence that the student's paper has been accepted for presentation, completed [Travel Authority Form](#) and [Travel Registration Profile form](#). When requesting Graduate School Travel Funds, make sure to complete and return all items listed on the [Travel Checklist](#) to the Graduate Program Assistant.

All travel requests must be approved prior to the date of travel. The Graduate Program Assistant sends applications to the Graduate School as a group, in accordance with the Graduate School deadlines. These deadlines are available from the Graduate School web site (**students should confirm deadlines with the Graduate School**).

Departmental Travel Funds

The department provides for graduate students to present papers at professional conferences or attend the conference in some official capacity contingent upon availability of funds.

Priority for funding is as follows:

- 1) on the program and presenting a research paper on which you are the first or sole author; or on the job market and registered for the job market class SOCI 9100 with one academic year;
- 2) presenting a paper on which you are a co-author but not first author;
- 3) being on the program in a different capacity such as presiding over a session or receiving an award, etc.

For each fiscal year (July 1-June 30) the department will pay up to a maximum of \$500 for one out-of-state national conference and \$200 for one out-of-state regional conference such as the Southern Sociological Society Meetings. If the conference is in state (GA) the department will pay up to \$200 for one national conference and \$100 for one regional conference.

Students are eligible to receive departmental funds as specified above if the student:

- 1) Is in good standing and enrolled in the program.
- 2) Applied for Graduate School funding if eligible.

If a student receives Graduate School funding the department will pay the student's conference registration but will not provide any other travel funds for that conference.

If the student is denied Graduate School funding the student is eligible for departmental funding as stated above.

The department will pay for the conference registration for students who receive funding from other sources (e.g., faculty grants), but will not provide any additional travel funds for that conference.

In all cases graduate students must correctly complete, and have approved, a Travel Authority form prior to attending conferences. All travel authorities must be filled out regardless of eligibility or allocations of departmental funds. Travel authorities must be submitted **at least two weeks prior to the date of travel.**

For those allocated funding, expense statement must be submitted to the department **at least one week after returning from travel.**

Physical Facilities

The Department of Sociology is housed in Baldwin Hall. Faculty and student offices, most seminar rooms, many classrooms, LaSSI, and the Computer Laboratory are all located in Baldwin Hall. The Main Library is across the street.

Graduate teaching assistants are given office space in Baldwin Hall. Students have access to computers and word processing equipment in their offices, as well as in the departments' computer laboratory.

APPENDIX A Sample Schedule for Graduate Training

First Year

Fall Semester

- Select Temporary Faculty Advisor, in consultation with Graduate Coordinator
- SOCI 6190: Proseminar in Sociology (**required**)
- SOCI 6220 or 6410: Classic/Contemporary Theory (**required for MA**)
- SOCI 6620: Analysis & Interpretation of Sociological Data I (**required**)
- Elective course
- Research hours

Spring Semester

- Select Thesis topic and Thesis Advisor [*dept form required*](#)
- SOCI 6190: Proseminar in Sociology (**required**)
- SOCI 6630: Analysis & Interpretation of Sociological Data II (**required**)
- SOCI 6600: Research Methods (**required**)
- Elective course
- Research hours

Second Year

Fall Semester

- Select Thesis Committee [*grad school form required*](#)
- Elective or required course (select two)
- Research hours

Spring Semester

- M.A. Thesis Defense [*grad school form required*](#)
- Elective or required course (select two)
- Research hours

Third Year

Fall Semester

- Electives

Spring Semester

- Electives

Fourth Year

- SOCI 8000: Special Topics in Sociology
- Complete Ph.D. Written Comprehensive Exam
- Complete Ph.D. Oral Comprehensive Exam
- Dissertation Prospectus Defense [*dept form required*](#)

APPENDIX B

The Graduate Faculty

CLAY-WARNER, Jody. Emory University, 1997. Professor and Dept. Head

Social Psychology; Criminology; Gender.

COONEY, Mark. University of Virginia, 1991. Professor.

Conflict Management, especially Law and Violence.

COVERDILL, James. Northwestern University, 1991. Associate Professor and Graduate Coordinator

Quantitative and Qualitative Methods; Inequality; Organizations; Work.

DERPIC, Jorge. The University of Texas, 2017. Assistant Professor

Sociology of Law, Criminology, Indigenous Studies, Political Sociology, Urban Sociology,
Quantitative Methods, Latin America.

ERIGHA, Maryann. University of Pennsylvania, 2014. Assistant Professor

Race, Class, Gender Inequality, Work and Occupations, Media and Digital Sociology,
Black/African American Media and Popular Culture

FINLAY, William. Northwestern University, 1983. Professor.

Industrial Sociology; Organizations.

GRAIZBORD, Diana. Brown, 2016. Assistant Professor

Political Sociology, Globalization, Development and Social Change, Culture;
Sociology of Science.

HERMANOWICZ, Joseph. University of Chicago, 1996. Professor.

Occupations/Professions/Careers; Culture; Life Course Studies; Higher Education;
Science.

LAPEGNA, Pablo. State University of New York at Stony Brook, 2011. Associate Professor.

Social Movements and Protest: Qualitative Methods: Latin American Studies; Culture;
Development and Social Change; Globalization; Political Sociology.

McNULTY, Thomas L. SUNY- Albany, 1996. Associate Professor.

Criminology; Deviance and Social Control; Inequality; Race and Ethnicity

RICHARDS, Patricia. University of Texas at Austin, 2002. Professor.

Sociology of Gender; Global Sociology; Social Movements;
Social Inequality; Qualitative Research Methods; Development and Social Change;
Political.

ROBINSON, Dawn T. Cornell University, 1992. Professor.

Social Psychology, Collective Behavior and Social Movements, Social Networks,
Gender.

ROMAN, Paul. Cornell University, 1968. Professor.

Work, Occupations, and Organizations; Deviance; Mental Health.

SHANNON, Sarah. University of Minnesota, 2013. Assistant Professor.

Aging and the Life Course; Crime, Law, and Deviance; Inequality

SIMONS, Leslie Gordon. Iowa State University, 1999. Professor

Family, Aging, and the Life Course; Crime, Law, and Deviance; Gender;
Physical and Mental Health

SIMONS, Ronald L. Florida State University, 1974. Professor.

Crime, Law, and Deviance; Family, Aging, and the Life Course; Physical and Mental Health; Social Psychology; Inequality; Race and Ethnicity.

TINKLER, Justine E. Stanford University, 2007. Associate Professor and Graduate Coordinator

Crime, Law, and Deviance; Gender; Inequality; Race and Ethnicity; Social Psychology.

Adjunct Graduate Faculty

ALETRARIS, Lydia. University of Georgia, 2010. Assistant Research Scientist, Owens Institute

for Behavioral Research; Assistant Director, Center for Research on Behavioral Health and Human Services Delivery; Adjunct Assistant Professor, Sociology.

Work, Occupations, and Organizations; Mental Health; Research Methods; Inequality.

LEI, Man-Kit. University of Georgia. 2014. Research Scientist, Center for Family Research.

Adjunct Assistant Professor, Sociology. Crime, Law, and Deviance; Community; Physical and Mental Health; Statistical Methods.

WICKRAMA, Kandauda (K. A. S). Iowa State University, Sociology. 1992. Professor, Child

and Family Development, Adjunct Professor, Sociology.

Social Distribution and Social Determinants of Mental and Physical Health;

Life Course; Marriage; Family; Methods.

APPENDIX C

Comp Areas and Faculty

Crime, Law, Deviance: Clay-Warner, Cooney, Derpic, McNulty, Roman, Shannon, L. Simons, R. Simons, Tinkler

Culture: Erigha, Lapegna, Richards

Development and Social Change: Derpic, Graizbord, Lapegna, Richards

Family, Aging, and the Life Course: Hermanowicz, Shannon, L. Simons, R. Simons, Wickrama

Gender: Clay-Warner, Erigha, Richards, Robinson, L. Simons, Tinkler

Globalization: Derpic, Graizbord, Lapegna, Richards

Inequality: Aletraris, Erigha, McNulty, R. Simons, Shannon, Tinkler

Medical Sociology, Physical and Mental Health: Aletraris, Coverdill, Lei, Roman, L. Simons, R. Simons, Wickrama

Political Sociology: Derpic, Graizbord, Lapegna, Richards

Race and Ethnicity: Erigha, McNulty, R. Simons, Tinkler

Social Movements: Graizbord, Lapegna, Richards

Sociology of Education: Hearn, Hermanowicz

Sociology of Science: Graizbord, Hermanowicz

Social Psychology: Clay-Warner, Robinson, R. Simons, Tinkler

Work, Occupations, and Organizations: Aletraris, Coverdill, Erigha, Finlay, Hearn, Hermanowicz, Roman

APPENDIX D

Policies for Doctoral Comprehensive Examination

1. Comprehensive exams may be taken in sociological areas in which there are two tenure or tenure track faculty members in sociology who identify as experts. The list of approved areas is posted in the graduate handbook and on-line.
2. It is incumbent upon the student to find an Advisory Committee of at least three members. Three members must be graduate faculty with an appointment in sociology. At least two of the three must be tenure or tenure-track sociology graduate faculty members who identify as experts in the comprehensive exam area chosen.
3. The required readings shall be developed and negotiated by the student in consultation with the Advisory Committee. Reading material should be comprehensive enough to meet the scholarly interests and direction of a student, but also should be sufficiently broad in literature coverage that successful students will be able to teach an upper level undergraduate course or lower level graduate class.
4. Students must meet with their Advisory Committee, as a whole, to discuss expectations for the exam at least 4 months prior to taking the exam. No student will be allowed to take the examination without both approval of a pre-exam meeting. The date of the pre-exam meeting shall be recorded by the Graduate Program Assistant.
5. Written comprehensive examinations shall be given twice annually in the fall and spring semester. The exam will be taken over two days within the same semester. The student will pick up the first part of the exam from the Graduate Program Office at 8:30 a.m. on the third Tuesday of the fall or spring semester and return it to the Graduate Program Office by 1:30 pm that same day. The student will pick up the second part of the exam from the Graduate Program Office at 8:30 a.m. on the third Wednesday of the fall or spring semester and return it to the Graduate Program Office by 1:30 pm that same day. Students will have 5 hours each day to complete the exam. Students must return **hard and electronic copies** of the completed exam.
6. The written exam shall consist of four graded questions. On the first day, students will answer 2 questions from a total of three choices submitted by the student's Advisory Committee. On the second day, students will answer 2 questions from a total of three choices submitted by the student's Advisory Committee.
7. The Sociology Computer Lab will be available for students to take their exams from 8:30 a.m. until 1:30 p.m. on the exam days. Students may choose to take their exam in their offices as well. Students may use notes and books but no prewritten outlines or answers may be used in the exam. All students are subject to the honor code as outlined by the Culture of Honesty at UGA:

8. For the written exam, all answers, including footnotes, must be double spaced, typed in 12 point font, have one inch margins, and be between 5 and 7 pages, not to exceed 7 pages each.
9. Students who enter with an approved M.A. degree are required to take the comprehensive exam by the second semester of the third year. Students who enter without an approved M.A. degree are required to take the comprehensive exam by the second semester of the fourth year.
10. All members of the Advisory Committee will read and assess all 4 written questions. The Advisory Committee will meet to discuss the quality of the exam and determine if it is sufficient to pass or fail the exam within one week of the termination of the exam. A majority of the committee must give the student a passing grade to pass the exam. Less than a majority constitutes a failing grade. To pass the written portion of the exam, a student must show mastery in the content area. A student who receives a fail on the exam may not take the oral exam that semester but may retake the written exam the following semester (see below).
11. Normally only one retake of the Written Comprehensive Examination is allowed. The retake of the exam will follow the same procedures as above in the following semester. An appeal for a second retake must be made to the Graduate Faculty. A third retake is not permitted.
12. The Oral Comprehensive Examination shall be held within one month of the grading of the Written Comprehensive Examination and shall include the entire Advisory Committee. The Graduate School must be notified at least two weeks in advance of the date of the Oral Exam. Students are responsible for completing the notification paperwork. They should consult with the Graduate Program Assistant as soon as the date of the oral exam has been established. In accordance with Graduate School policy, a defense of the student's dissertation proposal may precede or follow the Oral Examination, but may not take the place of the Oral Comprehensive Examination.
13. Normally only one retake of the Oral Comprehensive Examination is allowed. The retake of the oral must be done by February 15 for exams taken in the fall and September 15 for exams taken in the spring. An appeal for a second retake must be made to the Graduate Faculty. A third retake is not permitted.

This policy shall apply to students entering the Doctoral Program beginning fall 2011 and subsequently. All students admitted to the Doctoral Program in previous semesters may operate under the old policy or may select the new policy.

APPENDIX E

SATISFACTORY PROGRESS

All Students entering program after May 2014 are subject to these guidelines. Students who entered the program prior to May 2014 are grandfathered under Appendix F.

Purpose:

The purpose of this policy is to make explicit for students the minimum standards for making satisfactory progress through the graduate program in sociology. Students who do not meet these minimum standards will be at risk of dismissal from the program, per faculty review and vote. Many students will have achieved the goals and meet the standards well before the times stated in this document.

Review Procedures:

The faculty will review each student annually through the fifth year of the program in order to assess whether the following criteria have been met. The review will normally occur in April. There will be a subsequent review for students the semester they defend their MA thesis (See *Master's Review* below). The faculty will assess the student's progress, consider whether the progress is both satisfactory and reasonable, and vote on the student's continued status in the program. Students are expected to have met the criteria for minimum satisfactory progress by the time of the review.

Annual Review:

Faculty will vote according to the following recommendations for all students through their fifth year:

- Continue in the Program
- Continue in the Program with Conditions
- Dismissal from Program

Students who receive a majority vote of "Continue in the Program with Conditions" are required to discuss those provisions with their major professor, or if a major professor has not been designated, with the Department's Graduate Coordinator. The purpose of the discussion will be to make explicit those areas in the student's performance that require improvement in time for the student's next annual review.

Master's Review:

Students who have entered the graduate program without having completed an approved M.A. thesis will be considered for acceptance into the Ph.D. program once the thesis and all M.A. degree requirements have been completed. This decision will normally be made during the semester in which the M.A. requirements have been satisfied but in no case later than December of the student's third year.

Faculty will vote according to the following recommendations:

- Do Not Accept into the PhD Program
- Continuation to the PhD Program

Minimum Satisfactory Progress for Student Entering without an Approved MA:

Year 1:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance of teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Identification of Major Professor
- Development of thesis topic

Year 2:

- Predominantly A's in coursework
- Successful completion of required and elective courses
- Successful performance of teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Formation of a thesis committee
- Defense of a M.A. thesis proposal by *November 1 of Fall Semester*

Year 3:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Completion of M.A. degree no later than *November 1 of Fall Semester*
- Preparation of the M.A. thesis and/or other research paper for presentation and publication
- Formation of comprehensive exam committee

Year 4:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Successful completion of written and oral comprehensive examination.
- Submission of at least one paper for publication in a peer-reviewed journal
- Consistent progress toward dissertation proposal

Year 5:

- Predominantly A's in coursework (if applicable)
- Successful completion of required and elective coursework (if applicable)

- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Evidence of ongoing efforts to revise/submit research papers for publication
- Instructor experience in freestanding courses, unless engaged in research assistantship
- Dissertation proposal defense by April 1.

Minimum Satisfactory Progress for Student Entering directly into the PhD program with an Approved MA:

Year 1:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance of teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Identification of Major Professor

Year 2:

- Predominantly A's in coursework
- Successful completion of required and elective courses
- Successful performance of teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Preparation of the M.A. thesis and/or other research paper for presentation and publication
- Formation of comprehensive exam committee

Year 3:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Submission of at least one paper for publication in a peer-reviewed journal
- Successful completion of the written and oral comprehensive examination.

Year 4:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.

- Evidence of on-going efforts to revise/submit research papers for publication
- Dissertation proposal defense by April 1.

Year 5:

- Predominantly A's in coursework (if applicable)
- Successful completion of required and elective coursework (if applicable)
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Evidence of on-going efforts to revise/submit research papers for publication
- Instructor experience in free-standing courses, unless engaged in research assistantship
- Evidence of on-going efforts toward dissertation project

APPENDIX F

PRIOR SATISFACTORY PROGRESS *Students who entered the program prior to May 2014*

Purpose:

The purpose of this policy is to make explicit for students the minimum standards for making satisfactory progress through the graduate program in sociology. Students who do not meet these minimum standards will be at risk of dismissal from the program, per faculty review and vote.

Review:

Students will be reviewed each March by the graduate faculty with respect to the following criteria through their fifth year in the program. The faculty will assess the student's progress, consider whether the progress is both satisfactory and reasonable, and vote on the student's continued status in the program. Students are expected to have met the criteria for minimum satisfactory progress by the time of the review.

Faculty will vote according to the following recommendations:

- Continue in the Program
- Continue in the Program with Conditions
- Dismissal from Program

Students who receive a majority vote of "Continue in the Program with Conditions" will be required to discuss those provisions with their major professor, or if a major professor has not been designated, with the Department's Graduate Coordinator. The purpose of the discussion will be to make explicit those areas in the student's performance that require improvement in time for the student's next annual review.

Minimum Satisfactory Progress:

Year 1:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance of teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department. Identification of Major Professor Development of thesis topic for those students entering without a M.A. in sociology*

Year 2:

- Predominantly A's in coursework
- Successful completion of required and elective courses
- Successful performance of teaching/research assistantship responsibilities

- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Formation of a thesis committee for those students entering without a M.A.
- Steady and productive thesis research for students entering without a Master's Degree
- For students who enter with a M.A. in Sociology: Preparation of the M.A. thesis and/or other research paper for presentation and publication

Year 3:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Receipt of M.A. degree no later than Fall semester
- Preparation of the M.A. thesis and/or other research paper for presentation and publication
- Formation of comprehensive exam committee
- For students who enter with a M.A. in Sociology: Successful completion of the comprehensive examination. Consistent with the Comprehensive Exam Policy, students who enter with a M.A. are required to take the comprehensive exam by the second semester of the third year. If a student is unsuccessful, he/she will have one opportunity to re-take the exam in the next semester. Continuation in the program will be contingent upon successfully completing the exam during this second attempt.

Year 4:

- Predominantly A's in coursework
- Successful completion of required and elective coursework
- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department.
- Successful completion of comprehensive examination. Consistent with the Comprehensive Exam Policy, students who enter without a M.A. are required to take the comprehensive exam by the second semester of the fourth year. If a student is unsuccessful, he/she will have one opportunity to re-take the exam in the next semester. Continuation in the program will be contingent upon successfully completing the exam during this second attempt.
- Submission of at least one paper for publication in a peer-reviewed journal
- Consistent progress toward dissertation proposal

Year 5:

- Predominantly A's in coursework (if applicable)
- Successful completion of required and elective coursework (if applicable)

- Successful performance in teaching/research assistantship responsibilities
- Demonstration of ethics and a professional attitude, as well as engagement in the intellectual life of the department
- Evidence of on-going efforts to revise/submit research papers for publication
- Instructor experience in free-standing courses, unless engaged in research assistantship
- Dissertation proposal defense

*all items that apply to students who enter with a M.A. in sociology also apply to students who enter with a M.A. in another discipline whose thesis is deemed by the GPC to be a satisfactory substitution for the sociology M.A.

Appendix G

Leave of Absence and Significant Life Events Policy

According to the Graduate School Handbook:

<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>

“A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate program Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.”

In the Department of Sociology, our guidelines for satisfactory progress follow this graduate school policy with the important exception that an approved leave under this policy will not count against the time limits stated in the department’s Satisfactory Progress document. An approved leave of absence of one semester will allow the student one additional semester to meet all subsequent degree requirements.

In addition, those who have had a significant life event (but did not receive an approved leave of absence from the Graduate School) may petition to the Graduate Program Committee in the Department of Sociology for an extension of their satisfactory progress time-line. Our departmental policy is intended to accommodate students with responsibilities related to elder care, adoption, birth of a child, or another similar event.