GRADUATE MANUAL

for the

Program in Sociology
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1. INTRODUCTION TO THE GRADUATE PROGRAM IN SOCIOLOGY

This manual has been prepared to assist students in becoming oriented to the Graduate Program in Sociology and its operational procedures and practices. The document is not intended to be the student's sole source of information. Rather, it should be viewed as complementary to the North Carolina State University Graduate Catalog and Graduate School Handbook with which all students are strongly advised to be familiar. Additional questions may be referred to the Graduate Program Office, which consists of the Director of the Graduate Program (DGP) and the Graduate Academic Advising Coordinator (GAAC).

The Department admits students into a graduate program leading to the Doctor of Philosophy (Ph.D.) degree, with a Master of Science in Sociology (M.S.) *en route* for those who enter the program without a previous master's degree. A thesis is required for the M.S. and a dissertation for the Ph.D. Both must be based on original research. Completion of the requirements usually takes two to three years for the M.S. and three to four years beyond that for the Ph.D.

When students enroll in graduate school, they enter a new academic world. Major emphasis is placed on students' ability to think and work independently in terms of complex patterns of ideas as well as research project organization. Graduate education stresses not only what is known but also the methods of knowing; it operates to a great extent at the frontiers of knowledge. Emphasis is placed on research methods, analysis, and interpretation rather than on the mastery of neatly packaged sets of facts. To obtain an advanced degree, students must demonstrate their abilities to learn independently and do independent, original work which goes well beyond course work. All students participate in the broad and critical patterns of thinking that characterize research.

Advanced degrees in sociology are certifications that the person possessing them can carry out the analytical, conceptual, and methodological work expected of a professional sociologist. An advanced degree is not merely a stamp of professional competence. It also testifies to the expectations on the part of the faculty that the person receiving the degree will continue to grow and be productive in the field. Faculty members at North Carolina State University make every effort to ensure that those who receive advanced degrees in sociology are fully capable of meeting the standards of professional scholarship.

Graduate students must assume major responsibility for planning their programs and taking the initiative in securing necessary advice from the faculty. Any carefully developed plan devised for a program will depend upon individual interests or goals. One of the following three broad goals may be anticipated by a student seeking an advanced degree in sociology:

First, a student may wish to become a teacher-research scholar. Most teacher-research scholars are associated with universities and colleges.

Second, a student may be interested in working as a researcher or a teacher in sociology. For the researcher, employment opportunities exist in government agencies, non-profit organizations, and private companies. The person interested primarily in teaching will seek positions in smaller colleges, community colleges, and secondary schools.

Third, a student may be interested in preparing for a career in sociological practice or engaged sociology. Opportunities for employment exist in various forms of administration, community-oriented action organizations, extension and other educational institutions, foundations, international and governmental agencies or programs, and private companies.

Graduate students and faculty in the sociology doctoral program are also advised to consult as needed the online NC State Graduate Handbook, which provides an overview of Graduate School functions and resources, as well as the rules, regulations, and procedures administered by the Graduate School. That handbook is available here:

https://catalog.ncsu.edu/graduate/graduate-handbook/

2. ADMISSION REQUIREMENTS AND PROCEDURES

2.1 Graduate School Requirements and Procedures for Admission

Applications for admission must include official transcripts from all colleges and universities previously attended, references from at least three people familiar with the student's academic record and potential for graduate study, a writing sample, a personal statement, and a non-refundable application fee. Graduate Record Examination scores are optional. We primarily admit for full-time Fall semester admission; applications are due by January 1st of each year.

The application process is entirely online. Full information may be found at:

https://socant.chass.ncsu.edu/graduate/sociology/

2.1.1 International Students

The Graduate School sets policies for admissions of international students. All international applicants, regardless of citizenship, must demonstrate proficiency in English – and submit language test scores as such – at a level necessary to be successful in a graduate program at NC State. Refer to the Graduate School's website for international student applicants for details on types of evidence that can be used to demonstrate proficiency and for minimum score requirements.

2.1.2 Full Graduate Standing

For admission in full graduate standing, an applicant must have a baccalaureate degree from a college or university recognized as a regional or general accrediting agency and must have at least a "B" (3.0) average in the undergraduate major. Accepted students typically have GPAs above 3.5.

2.1.3 Provisional Admission

Provisional admission is rarely granted to applicants with bachelor's degrees from accredited institutions who lack essential undergraduate work. Course work without graduate credit will be required to make up such deficiencies before admission to full status can be granted. Applicants with bachelor's degrees from non-accredited institutions may be granted provisional admission when their academic records warrant this status, and additional coursework may be required. Students whose scholastic records are below the full admission standards may also be admitted provisionally when their undergraduate work indicates progressive improvement or that unavoidable extenuating circumstance affected their undergraduate averages.

Students admitted under provisional status are reviewed after the first year of enrollment. Full graduate standing is granted when deficiencies are corrected and a 3.0 grade point average has been earned on all provisional course work. Change from provisional to full status is made upon recommendation from the Department to the Graduate School.

The source for information included in this section is the North Carolina State University Graduate Handbook. For greater detail, students should consult the Handbook at

http://catalog.ncsu.edu/graduate/graduate-handbook/

2.2 Other Departmental Requirements and Procedures for Admission

The department follows the guidelines of the Graduate School and the College of Humanities and Social Sciences (CHASS). As a part of the University, the Department of Sociology and Anthropology is an Equal Opportunity/Affirmative Action employer.

Graduate School applicants are required to submit letters of recommendation and transcripts of their undergraduate grades as well as any graduate course experience. A personal statement detailing professional aspirations and interest in this program, as well as and a writing sample, are required. Application materials are reviewed by the Graduate Recruitment and Admissions Committee and applicants are notified of the decision as rapidly as possible.

Exceptions to full-time Fall term admission can be made in special circumstances. Changes in the admission date must be requested in writing and approved by the Department and the Graduate School.

2.3 NC Residency Requirements

2.3.1 Master's Students

Master's students are required to pursue graduate work in residence at NCSU for a minimum of one academic year or its equivalent.

2.3.2 Doctoral Students

Students receiving doctoral degrees must have been registered for graduate work at an accredited graduate school for a minimum of six semesters beyond completion of the baccalaureate degree. Students must obtain a minimum of two residence credits at NCSU. Summer work may serve as partial fulfillment of this requirement.

During Fall and Spring semesters, residence credits are calculated as follows according to hours registered:

Semester Credits (Hours)	Residence Credits
9 or more hours	1
6-8 hours	2/3
less than 6 hours (including registration for "Dissertation Preparation" or "Dissertation Research")	1/3

During either summer term, residence credit equals one-half that of the corresponding credit for a regular term (e.g., six hours credit during a summer term equals 1/3 residence credit.)

More information about requirements to attain state residency is available from the Graduate School's website.

3. TIME LIMITS

The Graduate School has strict time limits for graduate students across the university to complete all degree requirements: six (6) calendar years for a master's degree and ten (10) calendar years for a doctorate, which includes the dissertation final defense.

Within the department, in order to maintain student status and funding, students are expected to complete all requirements for the master's degree, including the thesis defense, before the end of the sixth semester of enrollment (with extension granted for a leave of absence during that time). If a student does not meet this expectation, they may still enroll but they may not receive GSSP funding, as they will no longer be considered in 'good standing.' For those entering the program *with* a master's degree in sociology, to remain in 'good standing' students are expected to pass their written and oral comprehensive exams and thus be admitted to candidacy (i.e. ABD status) before the beginning of their seventh semester of enrollment.

4. GRADUATE STUDY FINANCIAL ASSISTANCE

4.1 Assistantships

Teaching Assistant (TA) or Research Assistant (RA) financial support is offered to most applicants through GSSP (see 4.2). Students admitted to provisional status are ineligible for financial assistance. International students must first show evidence to The Graduate School that they are able to support themselves for the duration of their study at NCSU; then, they are eligible for GSSP support.

Appointments to assistantships are made by the DGP in consultation with the faculty and students involved, who efforts to place the student with a faculty member teaching or doing research in related areas of interest. However, departmental teaching demands may take priority over student requests.

4.2 Graduate Student Support Plan

The Graduate Student Support Plan (GSSP) is the name of the funding package used to support graduate students at NC State. Under the plan, students supported on teaching or research assistantships (for fifteen hours of work per week during the semester) receive health insurance benefits, tuition support, and a stipend for their RA/TA work. Complete information about GSSP's requirements is available on the Graduate School's website.

4.3 Other Sources of Support

In addition to the above there are several other sources of supplemental financial support, most of which are available to enrolling graduate students, available on the campus.

University Fellowships: These are first-year-only supplements to attract superior graduate students. They are very competitive. Supplements are awarded across all university colleges/schools as a financial incentive above and beyond whatever fellowship or assistantship candidates have already been offered.

Alumni Association Stipend Supplements: These are first-year-only supplements intended to attract superior graduate students across the university. They are very competitive. Supplements are awarded across all university colleges/schools as a financial incentive above and beyond whatever fellowship or assistantship candidates have already been offered.

Grants and Fellowships: Competitive awards are funded through national research support institutions such as National Science Foundation (NSF), National Institute of Health (NIH), National Institute of Education (NIE), or National Institute of Mental Health (NIMH). Some of these are restricted to students in certain fields of study (e.g., medical sociology) or are especially designed to aid students from under-represented groups. Materials on grants and fellowships are available from the Graduate School, in the D.H. Hill Library reference area at NCSU, or from the American Sociological Association.

Loans: The Financial Aid office in the Student Services Center is the best source of information for loans and other types of financial aid. More information is available at:

https://studentservices.ncsu.edu/your-money/financial-aid/

5. ADMINISTRATION OF THE GRADUATE PROGRAM

5.1 The Student

The management of a student's graduate program of study is largely in the hands of the student as guided and constrained by

the rules of the Department and the Graduate School. Should occasions or issues arise which require adjustment between the student and the Department and/or Graduate School, immediate action should be taken to resolve the issues by utilizing one's advisor, chair, or the DGP. Each student has responsibility for adhering to all Graduate School rules and time limits.

All graduate students are expected to provide the Graduate Academic Advising Coordinator (GAAC) with copies of all significant documents pertaining to their graduate program, so that these records can be consulted at times of student employment, assistantships, awards, fellowships, etc. Because some forms and procedures – especially those concerning registration and employment – require processing by the Graduate Office, students should turn in completed forms well in advance of Graduate School deadlines.

Students should also keep the GAAC informed of their addresses and telephone numbers and any change in their graduate status.

5.2 The Temporary Advisor

The DGP will designate a temporary advisor for each student prior to their first semester – a member of the graduate faculty who is appropriately qualified and authorized by the Graduate School to advise new graduate students. This advisor can – but does not necessarily have to – serve as chair when the student forms a thesis and/or dissertation committee. The temporary advisor should be the first point of contact for the student on matters of course selection, developing research interests, and matters of professional behavior, as well as steps toward independent scholarship. More information is available in the program's shared resources folder.

5.3 Advisory Committees

5.3.1 Selection of an Advisory Committee

The Graduate School policy regarding the selection of an Advisory Committee and submission of requests for defense paperwork reads as follows: "Master's students' records must be filed in the Graduate School before completion of half of the course work required in the program (see Graduate Catalog, for more information). Doctoral students' records must be filed in the Graduate School after 12 hours of coursework in the contemplated program have been completed" (see Graduate Catalog for more information).

The department recommends that a student work on selecting their Advisory Committee suited to their next program goal by their second year of graduate study, when they begin working on the M.S. thesis or comprehensive exam preparation. The committee chair becomes the principal faculty advisor. Co-chairs are possible. Graduate School policy states that the committee members and chair are selected by the student with the advice and approval of the Head and/or DGP. Of course, the faculty advisor and committee members must agree to participate. The chair and committee are then officially appointed by the Dean of the Graduate School via filing the appropriate forms on MyPack Portal.

Graduate faculty and students both need to recognize that changes in membership on the Advisory Committee may be desirable, such as when thesis or dissertation projects change, or necessary, based on availability of faculty, throughout the student's time in the program. Students are encouraged to ascertain that the faculty on their Advisory Committees remain appropriate to their substantive interests and that their chair is the faculty member who best can assume primary responsibility for direction of the project(s). See 5.3.3.

The Advisory Committee is expected to be available for student program planning, discussion of professional development, and consultation and direction on research and teaching. Committee members are expected to be well acquainted with the student's progress at all times after the committee's formation. A student should be certain to keep the committee members fully informed of progress toward the degree.

5.3.2 Composition of the Advisory Committee

At the master's level, the Advisory Committee consists of three faculty: at least two members from the sociology graduate faculty and one member from the graduate faculty in the minor area if a minor is declared. If there is no minor, the third committee member may be either a member of the sociology graduate faculty or a member of the graduate faculty in another discipline in which the student has taken course work and/or which is related to the student's thesis or project. The student may elect to have a committee composed of more than three members. No Graduate School Representative is required.

For the written comprehensive exam, the Advisory Committee consists of a minimum of two and a maximum of three members of the sociology graduate faculty.

For the dissertation, an Advisory Committee consists of at least four faculty: three members of the sociology graduate faculty and one member from the graduate faculty in the minor field if a minor is declared. If there is no minor, the fourth member may be either a member of the sociology graduate faculty or a member of the graduate faculty in another discipline in which the student has taken coursework and/or which is related to the student's dissertation research. The student is responsible for securing the consent of committee members to serve, and committee makeup should be made in writing to the DGP. The formal appointment is made by the Dean of the Graduate School (upon the recommendation of the major professor) and the DGP, via forms in MyPack Portal. A Graduate School Representative can be either the committee member from another discipline who is already on the committee or assigned by the Graduate School, and is required.

All Advisory Committees will be chaired or co-chaired by graduate faculty inside the department holding the PhD in Sociology. Exceptions to this rule are subject to approval by the Head and/or the DGP.

Faculty who are located at other North Carolina university graduate schools operating under a "cooperative doctoral program graduate faculty" with NCSU (Duke University, North Carolina Central University, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, and University of North Carolina at Greensboro) and are members of their institution's graduate faculty may serve as the third member of Master's or the fourth member of doctoral committees pending approval of the Advisory Committee chair, the DGP, and the Graduate School. A copy of the faculty

member's vita should be provided with the appointment request.

A faculty member from another university (with credentials comparable to those required for membership on the Graduate Faculty) may serve as an external member [fourth member, master's committees; fifth member, doctoral committees], with full voting rights, along with the required committee composed of members of the NCSU Graduate Faculty. It will be necessary to provide credentials to the Graduate School, to be approved by the Dean. The DGP will assist with this process.

In addition, a person from industry, a governmental agency, or a university may, upon recommendation of the committee and the department/program, serve as a technical consultant, without voting rights, along with the required committee composed of members of the NCSU Graduate Faculty. A statement describing the consultant's potential contribution to the student's research or project should be provided to the Graduate School, to be approved by the Dean. The DGP will assist with this process.

As soon as possible after beginning the program, doctoral students should begin developing their own research plans and trajectory within sociology and may select a minor area outside of sociology (not required). The Advisory Committee should be so constituted as to reflect these choices. A student may change their research topic with the approval of the new committee makeup and before attempting their next program milestone. Such a change may require a corresponding change in committee members.

5.3.3 Changes in the Composition of the Advisory Committee

If prior to the oral preliminary examination the student, in consultation with their advisor, wishes to change any of the committee members, they must submit a revised committee make-up through the Student Information System (SIS), indicating that this change has been approved by the advisor and by the DGP. The DGP or GAAC can assist with this process. Attempts will be made to resolve any problems in committee composition in the best academic interests of the student and the integrity of the graduate program.

Changes in departmental faculty, such as retirements and new hires, require that committee makeup be somewhat flexible. Changes in the Advisory Committee should be done by mutual consent of all parties involved (the faculty being dropped and/or added) and by the chair (or co-chairs) of the Advisory Committee.

Changes in doctoral committee membership after the oral preliminary examination (what the department calls the dissertation proposal defense) require signatures of both outgoing and incoming committee members and the student, as well as justification for the committee change. Approval by the Graduate School is required before scheduling the final oral examination (i.e. the dissertation defense). The DGP or GAAC can assist with this process.

5.4 Degree Audit

The Graduate School replaced the Plan of Work with the Degree Audit in June 2024. The Degree Audit is an online document required for graduation, as it ensures students have completed all necessary coursework and credit hours. Students should work with the DGP and/or GAAC to complete their Degree Audit. Student instructions for planning their courses and building their committee on their Degree Audit can be found here:

https://grad.ncsu.edu/students/degree-planning/

Students cannot be cleared for graduation or permitted to schedule a master's defense (e*n route*) or a preliminary or final oral examination unless the complete Degree Audit for the degree program is on file. It is the student's responsibility to file to schedule an exam (the thesis, proposal, or dissertation defense); the GAAC and/or DGP can assist with this process.

Any student with a previously approved plan of work was converted to a degree audit. Changes can be requested by the student via their Planner or made by the DGP or GAAC directly on the degree audit. Student-initiated planner changes require approval from the DGP or the advisor/committee chair if the student has an approved committee. Faculty can request assistance from the DGP and/or GAAC in this process as well.

5.5 Role of the Director of the Graduate Program

The Director of the Graduate Program (DGP) in Sociology administers the graduate program and reports to the Department Head. This includes the regular business of graduate program approvals, committee selection, assistantship assignments, interpretation of graduate requirements, and communication with the Graduate School. The DGP also represents graduate student requests to the Department or Graduate School, chairs the recruitment of new graduate students, recommends changes in the graduate program, helps to resolve advisor-advisee issues, collects and analyzes data about the operations of the graduate program, and other related duties. The DGP also conducts an annual review of all enrolled graduate students each May.

Although the DGP will respond to the diverse program needs of graduate students and advisors, students and faculty advisors first should attempt to resolve conflicts with each other. However, the DGP can also help, possibly by strategizing how to approach a conflict or possibly by intervening.

5.5.1 Departmental Graduate Committees

As currently constituted, the Graduate Curriculum and Recruitment Committee of the Graduate Program in Sociology serves to formulate and manage policy as well as review applications of prospective graduate students. This committee is chaired by the DGP. It should consist of two faculty appointed by the Head, two elected faculty, and the GAAC. A graduate student may serve on the Curriculum, but not the Recruitment, component of the committee. The committee may be assisted by subcommittees focused on topics like curriculum development.

5.5.2 The Graduate School

All students are reminded that this manual on graduate study pertains specifically to the graduate program in sociology and that the general requirements for M.S. and Ph.D. degrees are controlled and administered by the Graduate School as outlined in the NCSU Graduate Catalog and their website.

6. MEMBERSHIP IN THE GRADUATE FACULTY

A member of the faculty holding full graduate faculty status may participate fully in all phases of the graduate program of the university. These are generally departmental tenured and tenure track faculty. In other cases (non-tenure track faculty or faculty from other departments), advancement or appointment to graduate faculty status needs be recommended by the Department Head or DGP, with the recommendation should be voted on by the members of the Graduate Faculty of the program and the vote forwarded to the Dean of the Graduate School along with the recommendation for approval.

NOTE: A faculty member who is not a member of the Graduate Faculty may serve on graduate student committees as an additional member to the basic committee.

7. CONTINUOUS REGISTRATION POLICY

After a student is admitted to the Graduate School and enrolls for the first time, they are required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until they have either graduated or their graduate program has been terminated. Full-time registration (9 credit hours) is required by the Graduate School for GSSP support in most situations (see exceptions below in 7.2).

7.1 Leave Policy

A student in good academic standing who must interrupt their graduate program may request a leave of absence for a definite period of time (one or two semesters), normally not to exceed one year. The student should initiate the request with the chair of their Advisory Committee and have it endorsed by the DGP. The student can then initiate the leave of absence via MyPack Portal or the DGP can submit it for them. The request should be received by the Graduate School at least one month prior to the first day of the term involved, but this is not a hard rule depending on the circumstances involved.

The time that the student spends on an approved leave of absence is included in the time allowed to complete the degree, i.e., six (6) years for the Master's and ten (10) for the doctorate. The primary purpose of a leave is to relieve the student of the responsibility of continuous enrollment for the period of leave.

7.2 Exceptions to Continuous Registration Policy

Students enrolled in the graduate program in sociology are bound by the Graduate School's regulations on continuous enrollment with specific exceptions as noted below.

a) All students who take their final oral examination or submit their thesis or dissertation to the Graduate School during either summer session must be registered for one credit in either the first or second summer session.

b) Students who complete all requirements for the degree prior to the first day of the fall or spring semester or the first summer session may graduate during the next semester or summer session without being registered as long as they were registered in the immediately preceding semester or summer (either session). The Graduate School calls this a 'no registration required' deadline.

c) In order for students to submit their thesis or dissertation to the Graduate School or have their final oral examination after the last day of a semester or summer session but before the first day of the next semester or summer session, they must have been registered in the semester or summer (either session) which immediately preceded the date that the thesis or dissertation was submitted or the exam was held.

d) Students whose only remaining requirement for graduation is removal of an "IN" in a course are not required to be registered to remove the IN and graduate. However, students who do not remove any remaining IN grade(s) in the semester or summer following completion of all other requirements, and are not registered during the same semester or summer term, will be removed from student standing at the end of that term due to non-compliance with the continuous registration policy.

8. MASTER'S DEGREES

Graduate School requirements for the Master's and Ph.D. degrees are outlined in the North Carolina State University Graduate Catalog. Students are urged to review carefully the section pertaining to the degree sought. The discussion which follows includes some repetition of general requirements but focuses specifically on those applicable to this Department. The Department does not admit students into either Master's program as terminal degrees, but students entering without an MS work toward one *en route* to the Ph.D. The Department has no foreign language requirement. The residence requirements for the Department are the same as those for the University. See the relevant section of this graduate manual for details.

Oral examinations for Master's degree candidates are open to the university community (that is, North Carolina State University faculty, staff, and students). Other guests may attend only by unanimous consent of the student's advisory committee and the student being examined. Discussion and decisions regarding the student's performance are private to the student's advisory committee.

8.1 Master of Sociology (M.R.)

The Master of Sociology (M.R.) is a non-thesis degree that is rarely but occasionally utilized when a student will not continue in the program afterwards. Most of the information given for the Master of Science degree applies to this degree as well. The major difference is that the Master of Sociology substitutes six additional credits of a research practicum as an alternative to the research and thesis required by the Master of Science. We do not admit students to this program, although enrolled students who decide not to pursue the Ph.D. are free to choose this curriculum in consultation with their advisor and the DGP.

1) A minimum of 36 semester hours (30 hours of course work and 6 hours of practicum).

2) Twenty-one hours must be 500- or 700-level courses.

3) Core Courses (Transfer credit is not allowed to meet the theory requirement unless the equivalency procedures detailed in Section 13.5 are followed):

a) Three hours of Sociological Theory, SOC 701 or equivalent, are required.

b) Three hours of Research Methods, SOC 711, or the equivalent, are required.
c) Three hours of Applied Research (SOC 713), are required. Master's students exempted from SOC 713 should include another course in their plans of work (ordinarily an additional sociology course, but it could be a higher-level quantitative methods course or an additional course in the minor).
d) One hour of Proseminar (SOC 601) for first year students, regardless of their previous degrees or fields of study.

4) Six hours of Practicum, SOC 642, are required.

Up to six hours may be transferred from another graduate program (distinct from the six hours of practicum) and 400-level courses are acceptable only in courses outside Sociology. A minor is optional.

The requirements for the Practicum in Sociology (SOC 642) are:

a) Supervised field placement.

b) Independent study related to the placement.

c) Submission of a paper documenting and reporting the use of sociological knowledge applicable to the mission of the host agency/organization. This paper must be documented in a manner acceptable to the student's committee and appropriate for deposit in the Departmental Graduate Office Library.

d) Regular conferences with the course instructor or placement supervisor.

The specific organization, assignment, and project to be undertaken by the student will be determined by the Advisory Committee in consultation with the student and the host organization representative. Specific attention will be given to the selection of a practicum placement that will maximize the potential for the application of material covered in the major and minor courses which have been or will be taken by the student. The student must have a Committee and complete the Degree Audit requirements. The chair of the student's graduate Advisory Committee will be the practicum instructor. Evaluation of the sociological aspects of the student's field experience will be by the chair in consultation with a professional employee of the host organization who has appropriate training and experience. The practicum may not be initiated until after the student has completed at least one half of the courses which appear on the Degree Audit. Variable credit (3-6 hours) is possible so that, if it is preferable to the overall program of work, the student may divide the practicum over more than one semester. It is expected that the practicum will involve completing a minimum of one semester of half-time placement in a career-related organization.

5) Master's Oral Examination

Candidates for the Master of Sociology (M.R.) degree must pass an oral examination to demonstrate to the Advisory Committee that they possess a reasonable mastery of the subject matter of the major and supporting fields and that this knowledge can be used with promptness and accuracy. The oral examination includes an oral presentation about the practicum paper and questions focused on the project. Authorization to hold the examination is requested via the DGP/GAAC. The examination may not be held until all other requirements, except completion of the course work for the final semester, are satisfied. A mutually agreeable time of no less than two hours must be scheduled for the examination.

A unanimous vote of approval by the Advisory Committee is required for passing the oral examination. Approval of the examination may be conditioned, however, upon the completion of additional work to the satisfaction of the Advisory Committee. Failure of a student to pass the examination terminates the student's graduate program unless otherwise unanimously recommended by the Advisory Committee. Only one re-examination is permitted.

8.2 Master of Science (M.S.)

This is the expected route to the Master's degree for students in sociology who expect to continue on in the program for the Ph.D. degree. The general requirements for the Master of Science have been established by the Graduate School (see Graduate Catalog). A minimum of 30 credits is required; however, most degree audits exceed the minimum. Up to six hours of graduate credit may be transferred from another graduate program for the M.S. degree. At least 20 semester hours must come from 500- and 700-level courses.

Minimally, 18 hours of a master's degree audit must consist of graduate level courses in sociology (courses at the 400-level counted toward the minimal 30-hours requirement may not come from sociology). Credit for research hours (SOC 693 or 695) or thesis hours (SOC 699) may be included in the 30-hour minimum. There is no minimum requirement for credit for research hours, but credit must be included as excess hours above the 30-hour program.

8.2.1 Requirements for the Master of Science degree

Transfer courses are not allowed to meet the theory requirement unless the equivalency procedures detailed under Section 11.5 are followed.

a) Three hours of Sociological Theory, SOC 701 or equivalent, are required.
b) Three hours of Research Methods, SOC 711, are required.
c) Three hours of Applied Research, SOC 713, are required.
d) An approved thesis.

There is no foreign language requirement. A minor is optional. The only examination is the oral presentation and examination (i.e. "defense") of the written thesis, which is conducted by the Advisory Committee. All requirements for the Master's degree must be completed within four calendar years from the date the student begins courses for graduate credit. All requirements for this degree should aim to be completed before the end of the fifth semester in order for funding to continue.

8.3.2 Master's Thesis

The Master's Thesis should be completed before the end of the fifth semester of graduate study. Students who do not pass the Master's Comprehensive Oral Examination in this time frame will see the creation of a probationary contract for scheduling a

defense by end of the following (sixth) semester to be considered to be making normal progress and to be eligible for continued tuition support (e.g., the Graduate Student Support Plan); requests for exceptions or extensions are on a case-by-case basis. In order to complete the degree in a reasonable time frame, students should identify a topic and start work on the thesis early. This is typically done during the second semester.

It is the student's responsibility to engage early in activities which will lead to the identification of a thesis topic. While there is no unique sequence of steps that should be taken in order to arrive at the definition of an appropriate problem, a few suggestions may be helpful. A student may enter the graduate program with a definite interest. A student may be able to identify a thesis topic from course work or readings. Some portion of research in which a faculty member is engaged may be developed as a thesis, and graduate students are encouraged to contact faculty members for ideas and suggestions; faculty generally welcome the opportunity to get acquainted with students. Another suggestion is to glance through the recent theses which have been done in the Department (available through the library's website). Other sources of stimulation and advice are discussions with other students, attendance at research talks and professional meetings, and familiarity with the relevant literature. Finally, in researching and writing term papers for courses, students have an opportunity to get the background understanding and information which will enable them to sense a problem that is both interesting and of reasonable scope.

The Master's Thesis is intended to be a relatively limited research exercise on a focused and manageable topic. It does not necessarily have to involve some completely new contribution to knowledge. For example, it can be a replication of an earlier investigation or an attempt to modestly extend an established hypothesis. It should be focused on a well-defined topic with restricted, feasible scope. At the same time, it must be carried out with care and rigor. Many theses are eventually reviewed for publication as journal articles or book chapters.

The committee will supervise the work throughout the preparation of the thesis with the chair taking major responsibility. The student should consult with the chair and the committee in connection with any major problems encountered and keep them informed of progress. A completed thesis is usually the length and scope of a journal article. Once it has been completed and carefully edited, it should be tentatively approved by the student's committee members. The student may then proceed to schedule a time and place for the oral examination, according to the rules of the Graduate School. The DGP/GAAC can assist with this process.

All theses are submitted electronically to the Graduate School. Guidelines and templates are available at this website:

https://grad.ncsu.edu/students/etd/

Once the thesis is defended, it must be approved by the Advisory Committee. Before final approval, the thesis will be reviewed by the Graduate School to ensure that it conforms to Electronic Thesis and Dissertation (ETD) guidelines. Theses must be submitted electronically by a certain deadline, established by the Graduate School (typically in March and November), to graduate in a given semester.

Students are encouraged to try to publish their thesis after the defense. This often necessitates more work/revision to get it to a publishable form. Students should ask for guidance from their committee and/or take a class on writing for publication.

8.3.3 Master's Oral Examination (Thesis Defense)

Candidates for the M.S. degree must pass an oral defense to demonstrate to their Advisory Committee that they possess a reasonable mastery of the subject matter of the major and supporting fields and that this knowledge can be used with promptness and accuracy. The oral defense includes an oral presentation about the thesis and answering questions about the project. Authorization to hold the examination is requested through the DGP. The examination may not be held until all other requirements, except completion of the course work for the final semester, are satisfied. A mutually agreeable time of no less than two hours must be scheduled for the examination; if this is impossible, then it may be necessary to find a substitute or replace a committee member. Either of these alternatives requires the permission of the members of the Advisory Committee, the DGP, and the Graduate School.

A unanimous vote of approval by the Advisory Committee is required for passing the oral examination. Approval of the examination may be conditional, however, upon the completion of additional work to the satisfaction of the Advisory Committee. Only one re-examination is permitted. Failure of a student to pass the examination a second time terminates the student's graduate program unless otherwise unanimously recommended by the Advisory Committee.

8.3.4 Procedures for earning the Master of Science degree *en route* to the Ph.D. degree

When the student is working on their thesis and nearing the defense, they should file the "Change of Degree Status" form indicating the request to receive the M.S. in Sociology *en route* to the Ph.D; the GAAC can assist with this form. This form must be signed by the student and the DGP, after which it is submitted to the Graduate School. Following approval by the Graduate School, the student should file (online through SIS) their degree audit for the Master of Science degree, which will be reviewed by the DGP and upon approval be forwarded to the Graduate School.

Once the request for awarding the Master of Science *en route* and the degree audit have been approved by the Graduate School, the student can (with the approval of their thesis chair) file a "Request to Schedule" form via the GAAC, which will be forwarded to the Graduate School for approval.

Upon approval, the student may then schedule the Oral Examination. The packet containing the approved "Request to Schedule" form will include the "Master's Oral Examination Report" form (to be signed by the student's thesis committee upon passage). By this time, the student should also be aware of NCSU's Thesis Editor (ETD) deadlines and requirements in the Graduate School to make arrangements for the thesis review and filing. The thesis defense is open to the department, but discussion of and decisions regarding the student's performance are private to the advisory committee.

Once the thesis defense has been passed and all revisions have been completed to the satisfaction of the thesis committee and

the Graduate School, the student will have completed all requirements for the Master of Science degree; the date of the degree will be in accordance with the Graduate School calendar.

8.4 Master's Minor in Sociology

A total of nine credit hours in sociology (typically three courses) is required of students minoring in this department at the Master's level. In all cases, the selection of courses will be made by the student and a member of the Graduate Faculty of this Department who is serving as the minor representative on the student's Advisory Committee. There are no specific course requirements for a minor.

9. DOCTOR OF PHILOSOPHY

The Ph.D. degree symbolizes the ability of the recipient to conduct independent original research and scholarly work. The North Carolina State University Graduate Catalog states: "The degree is… not granted simply upon completion of a stated amount of coursework but rather upon demonstration by the student of a comprehensive knowledge and high attainment in scholarship in a specialized field of study." The student must demonstrate this ability by passing a series of comprehensive examinations in the field of specialization and related areas of knowledge and by writing a dissertation reporting the empirical and theoretical results of an original investigation.

The doctoral program requires a total of 72 credit hours. Up to 36 credit hours for course work at the master's level at NCSU may be counted towards that total. Up to 18 credit hours from course work at the master's level from another university may be counted towards the total of 72 credit hours, as long as the credits meet the graduate school requirements. The student will need to provide the Graduate School with a final official transcript of the master's degree and apply for the transfer of credits through their Degree Audit planner. The DGP can assist with this process.

The total of 72 credit hours typically includes a number of dissertation research (SOC893, SOC895, SOC899) hours. Coursework may include work in a minor field outside Sociology.

Appropriate coursework completed in the sociology graduate program will count towards the requirements of the doctoral degree audit. For instance, after a student completes SOC 711, 707 and 713, only three additional hours of methods are required, for a total of 12 hours (for courses taken in a master's program elsewhere, the procedures in Section 11.5 apply).

More specifically, the program of coursework and degree audit require the components outlined below (no course can count for two different components [i.e., theory, substantive, minor] of the degree audit).

9.1 Core Requirements for Doctor of Philosophy degree

These requirements include the courses taken for the M.S. degree.

a) Six hours of Sociological Theory are required. The student must complete SOC 701 or the equivalent plus one elective theory course. If a course is taken outside the department, it must be previously approved by the student's Advisory Committee and DGP.

b) Twelve hours of Methods/Analysis are required. The student must take SOC 713, 711, and 707 and choose one other non-redundant methods or analysis course. If a methods course is taken outside the department, the student must have prior approval of the student's Advisory Committee and DGP.

c) The Proseminar for first year students will be a one credit class. This class is required for all new students regardless of their previous degrees or fields of study.

9.2 Substantive Credit Requirements

Students are required to complete 18 credit hours (ordinarily, six courses) of substantive coursework in addition to the core requirements in theory, methods, and professionalization.

The precise list of courses that constitute a student's program of study is determined by the student in consultation with their advisor and committee and subject to the approval of the DGP.

In order to satisfy the 18 credit hour requirement, students will need to complete seminars at the 700-level that contain a SOC prefix. Reading courses, independent study, or research/thesis/dissertation/prelim hours do not count toward the 18 substantive credit hour requirement. However, students may apply no more than one methodological or applied course (i.e., courses ranging from SOC 700-719) to this 18 credit hour requirement.

Students may apply to the 18 credit requirement a) one graduate-level substantive course taken in the sociology department at UNC-Chapel Hill or Duke University and/or b) one interdisciplinary course taken at NC State outside of the sociology department, which contains substantial sociological content. In those cases, students will need to submit a formal request to the DGP in advance of the course that is approved by their faculty advisor and includes the course syllabus along with a justification for why this course should be allowed to count toward the 18 credit requirement. In making this determination, the DGP will consult with relevant sociology faculty.

9.3 Additional Coursework

The courses listed above represent minimum requirements in the graduate degree programs of the Department. It is typical and encouraged that students take more than the minimum required, especially special topics and professionalization courses offered by faculty.

9.4 Minor

Inclusion of a minor in a program of study is optional. If the student chooses to take a minor, it is normally from a single discipline. However, an interdisciplinary minor is permissible. The minor requirements are designed by the minor area or the interdisciplinary committee. If a minor is included in the plan of work, a graduate faculty member from the minor program must be selected to serve on the dissertation committee.

9.5 Doctoral research hours

A minimum of six hours of doctoral research (SOC 893 or 895) are required by the graduate school.

9.6 Requirements for Being Admitted to Candidacy

The required classes in theory (SOC 701) and in methods/analysis (SOC 713, 711, 707) must be passed with a grade of B or better in order for a doctoral student to be admitted to candidacy (i.e. ABD status).

The student is also required pass a written comprehensive examination (i.e. 'comp exam') and an oral defense of the written and approved dissertation proposal (i.e. 'dissertation proposal defense'), without conditions or after fulfilling any conditions specified by the Advisory Committee (see below for details). These requirements relate to specific professional role expectations. Courses taken give focus and direction to the student's research endeavors and a framework for independent study and investigation. The knowledge and skills of a Ph.D. must transcend the boundaries of a given set of courses. Ph.D. students typically take four to five calendar years from admission to the doctoral program to attain candidacy and an additional one to several years to complete their dissertation. A maximum of ten years is permitted by the Graduate School.

First, each doctoral student must take a comprehensive written examination. The exam process approved in Spring 2024 by the Sociology graduate faculty typically takes place over the course of two semesters: one for building a reading list and preparatory studying and one for writing. See the specific instructions approved by the department faculty in the shared Grad Program Resources folder.

Students who entered the program before 2024 may choose, if they wish, to instead take one of the following options: (1) a standard written exam (four questions, completed over four days) in one of the five previous graduate specialty areas (Crime, Law, and Social Control; Food and Environment; Inequality: Race, Class, and Gender; Race, Racism, and Anti-Racism; or Work and the Global Economy); (2) a standard written exam (four questions, completed over four days) in a modified substantive area defined by the student, or (3) a paper option (completed within a 90-day period) in one of the five graduate specialty areas. If a student chooses one of these options, they should refer to 9.7.4 as well as a previous version of the Graduate Manual for procedural rules and evaluation guidelines.

The 'new' comprehensive written examination process should begin in either the first or second semester following defense of the master's thesis (depending on when in the semester they defend their thesis). If a student enters the program with a prior sociology master's degree, they may take the exam process when they are finished with coursework and ready to begin working toward their dissertation. Students should consult with their advisor before declaring their intent to take the comprehensive written examination. It is highly recommended that, if possible, the writing semester is <u>not</u> the same one in which a student is teaching for the first time as an instructor of record.

Students are required to have completed all of their required theory and methods/analysis course work, as well as most or all of their other coursework and met all requirements for their master's degree, before taking the comprehensive written examination. Students with a grade of incomplete in any class that will count towards their doctoral Degree Audit will not be allowed to begin the exam until the incomplete is resolved.

Students have two attempts to pass their comprehensive written exam. For the old exam format, "attempts" are defined as receiving the questions for the exam, regardless of whether the student submits answers. If a student has attempted and failed the old version of the exam, they may choose to take the exam in a different format and area (although requirements apply-- i.e., students must have completed all coursework for that area). For the new exam format, the "second attempt" is considered a "request for second revision" of between one and four answers using the same exam questions.

Undue postponement of attempting written examinations will be considered by the department as not making normal progress toward degree and a probationary contract may be instituted.

9.7 Doctoral Written Comprehensive Examination

The purpose of the written exam is to build breadth and depth in research subfield(s) of sociology beyond the content of specific coursework to form a student's foundational expertise for their dissertation work and well beyond. The exam provides doctoral students with the opportunity to demonstrate their comprehensive knowledge; their ability to communicate this knowledge in written form; and their skills in criticism, analysis, and synthesis. More detailed instructions about the exam are available in the shared Graduate Program Resources Google Drive folder.

Toward the end of each semester, the DGP will send out an intent form request for exam planning, which declares intent to begin the exam process. The student is responsible for filling out and returning the form. Students must ask faculty to serve on their Comp Committee (and get their agreement) (see 9.7.1) before submitting the form. Each comp committee has the responsibility for development and evaluation of the written examination in conjunction with student's approved reading list.

The comp exam will consist of four questions, with each being answerable with a reading list developed by the student in conjunction with their advisory committee, and the fourth question being generally about research questions and design for the subfield(s) engaged. There is a 12,000 word limit (approx. 40 double-spaced pages) for all four answers combined. The exam may be taken at any location and the student has access to all notes and reference materials, over the course of the first six weeks of the given semester. The 12,000 word limit is an upper limit and not an expectation. It is recognized that some questions may be adequately answered in more succinct fashion while other questions may require lengthier responses. Any text in excess of the 12,000 word limit will be disregarded and not considered in grading. The student must also supply a typed bibliography of works cited, which is not included in the 12,000 word limit.

9.7.1 Comp Exam Committee

Each student will identify a committee of faculty members in the sociology program (minimum of 2, maximum of 3) to work as a team to supervise the exam in the research field of the student's choosing. Students can work with their thesis advisor, the DGP,

and course instructors to identify faculty that the student can ask to be on their committee. The committee's responsibilities include working with the student to develop their reading list as a whole and especially in their particular realms of expertise, writing exam questions, fielding clarification questions from the student, grading exams in the timeframes specified below, communicating results to the DGP, and discussing feedback after the DGP makes it available to the student. Each committee will designate a lead who will be additionally responsible for compiling questions and feedback, calling and leading meetings, and being a committee liaison to the DGP regarding the exam.

9.7.2 Preparation Semester and Reading List Development

During their semester of exam preparation, the student should register full-time (solely or partially, if any coursework is still needed) for research hours (SOC 893) and plan to build a personalized Reading List with their committee's assistance early in the semester (expected minimum of 75 sources, with a mix of academic books and articles). Course syllabi can be good starting points for reading lists, but it is expected that lists should go beyond them as well as engage important theoretical debates in the field. Examples of previously developed reading lists are available in a departmental Google Drive folder. It is expected that the student spearheads development of their own list, and they should schedule meetings with each faculty member at the beginning discussions and (at a minimum) in the middle of the semester to discuss their study progress. The reading list should be finalized and approved by the committee no later than the middle of the semester, and preferably earlier, before the student is scheduled to write the exam. Graduate students are permitted to share with other students any information they have regarding reading lists and prior exam questions and are encouraged to work together in study groups.

Each examining committee may prepare a set of general guidelines for students that indicate (in general terms) some expectations of what that committee is looking for in prelim answers (for example, "Take a stand and defend/justify it"; "Focus less on reviewing the literature and more on a critical analysis of that literature", etc.). Each student is encouraged to meet with all members of the examination committee to discuss expectations for the exam.

Toward the end of the preparation semester, the DGP and the GAAC will coordinate the collection and review of written comp exam questions from each committee's identified lead faculty member, which will then be reviewed by the Graduate Curriculum Committee (except for Graduate Student Representatives and ex-officio members). The Graduate Curriculum Committee may make editorial clarifications and assess comparability between exams in terms of scope. If non-editorial changes are deemed appropriate, the DGP will communicate the suggestions of the Graduate Committee to the chair of the appropriate examining committee.

9.7.3 Administration and Evaluation of the Written Comprehensive Exam

In the exam writing semester, the student again registers for research hours (SOC 893). On the first day of classes, the DGP/GAAC sends the student the exam. The student has up to six weeks (with a specified date each semester) to complete their four essays and return the exam and their bibliography (sources cited) in an electronic file in Microsoft Word (.doc/.docx) format to their Moodle project space. During this timeframe, the student may ask clarifying questions of their committee members but <u>not</u> to read memos or drafts. The Graduate Program office will confirm receipt of the exam via email. Such confirmation is required before the student is considered to have submitted the answers.

The DGP/GAAC then sends the completed exam to the exam advisory committee for review. The committee will have a maximum of three weeks to read and evaluate the exam and decide: 'accept,' 'conditional accept' (if there are only minor changes to make), or 'revisions requested.' If this time frame is not possible, the DGP will explain the delay to the student.

For an 'accept' decision, the committee should provide collective constructive feedback, in writing, focusing on the essay(s) in their realm of expertise. For any other decision, all essays should receive collective constructive feedback, in writing, with faculty focusing on the essay(s) in their realm of expertise. The lead compiles the feedback, organizes a discussion among the committee members of conflicting feedback as necessary, and sends the finalized feedback to the DGP/GAAC, who will inform the student.

If the decision is anything other than 'accept,' the student will have a maximum of one month (a date specified each semester) to re-submit all four revised essays alongside one concise 'revision memo' with subsections detailing their responses to each main point of the feedback received for each question (similar to the memo written responding to an R&R from a peer-reviewed journal). Examples of response memos are available in the shared resources folder. The student is encouraged to schedule meetings with members of their committee upon receiving feedback to discuss it and steps for revision. After exam re-submission and re-circulation by the DGP/GAAC, the committee will have a maximum of 3 weeks to provide an outcome for the exam before the end of the semester - 'pass', or, in occasional cases (that should be used sparingly), a 'Second Exam Attempt Requested,' which is equivalent to a first 'fail,' where between one and four essays are deemed to still need substantial work in order to pass.

After receiving feedback for a 'second attempt requested,' the student has a period of up to 3 weeks (set by the DGP, depending on calendar dates) to resubmit to their Moodle project site the revised essay(s) alongside another revision memo detailing their written responses to the feedback received. This "second attempt" - using the same questions - is considered the 'second time' the student takes an exam. The student is encouraged to schedule meetings early upon receiving this feedback (either with individual faculty members or preferably as a group) to discuss the feedback and their steps for revision. <u>Grading</u>: Once received, the students' committee has up to 3 weeks to grade the exam. The possible outcomes here are Pass or Fail. The committee lead compiles the feedback and sends the finalized feedback to the DGP/GAAC, who will inform the student. A student who passes is done with their comp exam and is encouraged to meet with their committee to discuss the feedback they received and next steps for their dissertation proposal. A fail at this stage would mean dismissal from the graduate program (as it is a fail of a second exam attempt).

Exam Integrity:

The provisions of the NC State Code of Student Conduct apply to the process of the written comprehensive examination. Even though the student has access to all notes and reference materials during the exam, students may not offer nor receive assistance from any individual or group during the exam period itself. Students may ask only clarifying (not substantive) questions of their committee and procedural questions of the DGP or GSC/GAAC. The student should be aware of all relevant integrity issues in the preparation of answers. Submission of answers on the examination will indicate the student's affirmation that "I have not given or received information nor had any discussion about this examination's questions or answers with anyone by any means during the examination period" and that "I affirm that, with the exception of passages enclosed in quotation marks with sources appropriately attributed in the text, I wrote all of the material for this exam. Apart from this exception I have not included in any of my answers any text written by any other person either prior to or after receiving the exam." Students are strongly discouraged against "cutting-and-pasting" previously prepared text.

9.7.4 Evaluation of Older Exam Styles

Standard and modified written prelim examination:

Copies of students' examination answers are distributed to the members of the examining committee for the areas in which the examinations are taken. Each faculty member on an examining committee reviews each examination and prepares individual comments. The examining committee discusses each examination and reaches a decision on the examination of pass, conditional pass, or fail. Each examining committee prepares a collective report which details the results of the committee decision. In addition to giving the results of the committee decision, this collective report should contain appropriate comments about the strengths and weaknesses of the student's answers. Where a grade of conditional pass is assigned, the collective report will contain instructions detailing how the conditional pass can be removed. Re-examination to remove a conditional pass must be completed within one month of notification of the conditional pass to the student. The collective report will be forwarded to the DGP, who will give copies of this report to the chair of the student's Advisory Committee. The chair of the student's committee will give the collective report to the student. The individual faculty reports will be retained by each individual faculty member until the next exam period.

The DGP provides the Advisory Committee chair with a copy of the collective evaluation of the examining committee to give to the student. The Advisory Committee chair for each student has access to copies of all students' answers and to the collective reports of the examining committees for each examination taken by students. The DGP retains the original set of examination answers which are placed in the student's preliminary examination file.

Each member of an examining committee should be available to discuss their individual evaluations of an examination with the student. Individual faculty members may choose to share their written individual evaluations with the student or they may choose to give feedback about the student's performance in some other form. In addition, the chair of each examining committee should be available to discuss the collective evaluation of an examination with the student. These discussions are especially critical when a grade of conditional pass or fail has been assigned.

Unless the examining committee specifically states otherwise, it is assumed that reexamination is recommended after a first failure. Students should consult with their Advisory Committees as to when the examination is to be retaken. Students may choose to retake the exam in the same format or switch to a different format. Only one retake of a failed examination is allowed. Students who fail the comprehensive written examination twice are subject to termination from the program. Retakes of failed examinations are normally attempted in the examination period of the next semester after the failure.

Paper option:

As noted above, the student must submit the paper to the DGP within 90 days (after the formal prospectus is approved). The DGP will then distribute the paper to the examination committee to evaluate the paper. The evaluation will typically be submitted to the DGP within three weeks of the paper's submission. Unless the Review Committee specifically recommends otherwise, if the paper is not approved, the student may revise and resubmit the paper ("conditional pass"). If the resubmitted paper is not approved, the student fails in this area. A student must normally revise and re-submit a paper that receives a "conditional pass" from the examining committee within one month.

If the student fails the paper option, they may retake it. Retaking a paper option will require that the student submit a new proposal (which may include aspects of the original proposal) and have it reapproved by the examining committee. Students may also choose to retake the exam in a different format. Only one retake of a failed examination is allowed per student. Students who fail the comprehensive written examination twice are subject to termination from the program.

9.7.5 Appeals of Grading on Comprehensive Written Examinations

Students have the right to appeal a decision of 'second attempt requested' or of 'fail.' Students wishing to appeal a decision of 'fail' must do so within 10 business days in writing to the DGP (or the Head if the DGP is on the committee) of the date the decision is issued.

The bases for an appeal are as follows: (1) allegations of failure of the department to follow due process (rules and procedures as they are laid out in this manual and in other documents in the Graduate Program Resources folder), (2) alleged inequitable or unjust evaluation of the exam, or (3) failure due to extraordinary personal circumstances (for example, serious illness). A student who believes that one or more of these conditions exists may appeal for permission to re-attempt the exam. A committee evaluation of poor quality of work submitted is not itself a valid basis for appeal. Upon receipt of an appeal, the DGP will consult with the Graduate Curriculum Committee and/or Department Head for a decision as to whether to grant it.

Submission of such an appeal does not guarantee approval by the DGP. Under no circumstances will a student be allowed more than one such appeal during their graduate career. If the appeal is granted, the exam must be retaken within a specified period of time set by the DGP. If the student wishes to explore

the possibility of an appeal, they can obtain information concerning these procedures from the Graduate Office.

9.7.6 Guidelines for Release of Results of Comprehensive Written Examinations

Revision requests and final results of any version of the written comprehensive examination will be released to the student as soon as possible after they are reviewed by the DGP, provided that there are no outstanding questions regarding the results in that area. Committees will have a maximum of 3 weeks at each stage of the process to provide feedback and/or evaluation.

9.7.7 Comprehensive Written Examinations in the Minor Field

The decision to require a comprehensive written examination in a minor is made by the Advisory Committee member representing the minor, subject to any regulations of the Department of the minor. When an examination is required, questions are prepared and evaluated by the committee member representing the minor or by the Department of the minor.

9.8 Dissertation Proposal and Doctoral Preliminary Oral Examination

Once a student has passed the written comprehensive examination, the student then forms a dissertation committee to develop a written dissertation proposal to defend orally to their committee (i.e. the preliminary oral examination).

Preparing a dissertation proposal is part of the process by which a student decides conclusively on the viability of a research topic. The student should consult with their Chair on the specific form and content of the proposal. A typical proposal includes the following sections: statement of the problem; review of the literature; rationale for, significance, and implications of the study; research questions or hypotheses; methodology, research design, and plan of analysis. The Graduate School states that the oral preliminary examination is designed "to test the student's ability to relate factual knowledge to specific circumstances, to use this knowledge with accuracy and promptness, and to demonstrate a comprehensive understanding of the field of specialization and related areas."

A draft of the proposal should be given to the chair or co-chairs for review and feedback. When approved, the draft should be circulated to the other committee members. The committee may require revisions before approval. When the committee agrees that the proposal is defensible, the oral preliminary examination (i.e. dissertation proposal defense) may be scheduled. A student should give all committee members the version of the proposal that they are defending at least two weeks before the scheduled defense, if not more.

Authorization for the preliminary oral examination is requested from the Graduate School by the DGP and/or GAAC, who will also confirm that the student's degree audit is complete. This request must be processed at least two weeks before the scheduled date, as it requires an assigned Graduate School Representative (GSR) from outside the sociology program to participate (see section 10.11). A mutually agreeable time of no less than two hours must be scheduled for the examination; if this is impossible, then it may be necessary to find a substitute or to replace a committee member. Either of these alternatives requires the permission of the member being replaced, the DGP, and the Graduate School.

The preliminary oral examination is conducted by the student's advisory committee and the Graduate School Representative. Others may attend only by unanimous consent of the student's advisory committee and the student being examined, but it is not typical. Discussion of and decisions regarding the student's performance are private to the advisory committee. All committee actions may be appealed by written application to the Graduate School Dean.

A doctoral student is admitted to candidacy upon passing the oral preliminary examination without conditions or after fulfilling any conditions specified by the Advisory Committee. A unanimous vote of approval by the members of the Advisory Committee is required for the student to pass the preliminary oral examination. Approval may be conditional, however, on the successful completion of additional work.

Failure to pass the oral examination terminates the student's program unless the Advisory Committee recommends a re-examination. The re-examination may not be given until at least one full semester has elapsed, and only one re-examination is permitted.

9.9 Dissertation

The Ph.D. dissertation presents the results of the student's original research investigation. It must represent a contribution to knowledge, be adequately supported by data, and be written in a manner consistent with the highest standards of scholarship. It is expected (though not required) that Ph.D. research may culminate in one or more refereed journal articles and/or a published research monograph.

Once the doctoral final oral examination (i.e. dissertation defense) has been passed, the final copy of the written dissertation must be submitted to the Graduate School. Guidelines and templates are available at this website:

https://grad.ncsu.edu/students/etd/

Before final approval, the dissertation will be reviewed by the Graduate School to ensure that it conforms to Electronic Thesis and Dissertation (ETD) guidelines. Dissertations must be submitted by a certain deadline (established by the Graduate School) for the student to graduate in a given semester.

9.10 Doctoral Final Oral Examination/Defense

The final oral examination is scheduled after the dissertation is complete, except for revisions resulting from the examination, but not earlier than one semester or its equivalent after admission to candidacy. The Graduate Office must send the Request to Schedule the Oral Examination to the Graduate School two weeks (10 working days) prior to the date of the proposed oral examination for approval by the Graduate School Dean. If any member of the Advisory Committee is unable to attend the oral examination, a substitute must be found to sit in on the examination for the missing member. The Graduate School will assign a Graduate Representative to sit in on the examination to make sure the student is treated fairly (see section on Graduate School Representative below).

The examination consists of the candidate's presentation of their project, the methods and theory used, and the conclusions reached in the research as reported in the written dissertation. The defense is conducted by the student's Advisory Committee and a Graduate School representative and is open to the university community (that is, North Carolina State University faculty, staff, and students). Other guests may attend only by unanimous consent of the student's advisory committee and the student being examined. Discussion and decisions regarding the student's performance are private to the student's advisory committee.

A unanimous vote of approval by the Advisory Committee is required for passing the final oral examination. If the defense is passed, the Advisory Committee signs the electronic forms distributed by the Graduate School to the committee chair. However, approval may be conditioned by specific requirements prescribed by the Committee. Failure to pass the examination terminates a student's work at this institution unless the Committee recommends reexamination. One full semester must elapse before re-examination and only one re-examination is permitted. Upon successful completion of the final oral examination, the candidate has earned a doctoral degree.

9.11 Role of the Graduate School Representative on Doctoral Oral Examinations

The representative of the Graduate School has a unique role on the examination committee in that they serve to protect the interests of the student and the Graduate School. The Graduate School representative is also a 'disinterested person' to whom the Dean may turn for judgment and counsel. This representative need not be chosen from a related discipline. An attempt is made to appoint the same representative for both proposal and dissertation defenses. (In scheduling the final oral examination, the committee chair is encouraged to coordinate the time with the same Graduate School representative who was appointed for the preliminary examination.)

The Graduate School representative is provided a separate signature line with a space for comments on the examination report. A signature with no comments indicates that they believe that the examination was properly conducted and that they do not take exception to the findings of the student's Advisory Committee. The signature does not imply that they have approved the substance of the examination or dissertation, and they may comment to that effect. If they have any reservation about the conduct of the examination, the student's performance or any aspect of the dissertation (a copy of which the Advisory Committee chair or the student shall have offered to them no later than one week in advance of the final oral examination), the Graduate School representative should sign the form and note any concerns in the space provided or note that a full letter of explanation follows. In the event the Graduate School representative indicates any reservation, the Dean of the Graduate School will decide what course of action to take. Moreover, the participation of faculty who serve as Graduate School representatives should improve the overall quality and scholarly atmosphere of graduate examinations.

9.12 Doctoral Minor in Sociology

An interdisciplinary minor is left to the discretion of the minor representative on the student's committee. If a student opts for a split minor, nine hours in sociology are required. A total of 18 hours in sociology is required of students minoring in this department at the doctoral level. Should a student minor in sociology at both the Master's and Ph.D. levels, the courses taken in the Master's program would count towards the 18-hour requirement.

The specific selection of courses to be taken will be made by the student and the Graduate Faculty Member of this Department serving as the minor representative. It is highly recommended that no more than six hours of formal courses be taken at the 400 level and no more than six hours of Special Topics be included in the program. It is also recommended that the doctoral-level minor include at least one graduate-level course in both theory and methods.

10. GUIDELINES FOR GRADUATE STUDENT TEACHER TRAINING

10.1 Graduate Students as Instructors of Record

Before doctoral students can teach their own course (including summer sessions), they must ordinarily:

a) Have a Master's degree in sociology

b) complete the department teaching practicum course prior to their first teaching semester.

c) attend periodic TA meetings/workshops as determined by the DGP.

Exception: Students entering the doctoral program with teaching experience in sociology may petition the DGP in writing for waiver of condition "b" above. This condition will be waived by the DGP only for students who enter with a master's degree in sociology and have previous teaching experience.

10.2 Evaluation of Student Instructors

10.2.1 All teaching assistants (TAs) should be evaluated each semester by their immediate faculty supervisor(s) or another faculty member using the evaluation form distributed by the DGP at the end of each semester.

10.2.2 All student instructors-of-record will submit copies of class syllabi to the department and student evaluations to be reviewed by a member or members of the faculty. They may select their major professor or other appropriate faculty person (member of specialty area, someone who regularly teaches in the area, or someone with known expertise in a course). Evaluators will write a short summary for the student's file.

10.2.3 Student instructors-of-record should be occasionally evaluated in class by a faculty member. New student instructors of record must be evaluated in their first semester of teaching. The department will construct a list of which other student instructors need to be evaluated each year. The evaluator will write a short summary for the student's file, using the observation form on the department's website. Student instructors may be required to be evaluated a second time during the academic year on recommendation from the initial evaluator, the DGP, or the Department Head.

10.2.4 TAs and Instructors will have an annual review of their evaluations by the DGP.

10.3 Guidelines for Determining Adequacy of Preparation of Graduate Students to Teach Upper Division (300 level) Courses

Generally, graduate students begin serving as instructors for 200-level classes. If a graduate student is to be considered as an instructor for an upper division (300-level) undergraduate course, the student must demonstrate expertise in the substantive course content. Some of the criteria include, but are not limited to, the following:

a) completion of a Master's degree thesis in the area
b) completion of a set of graduate courses in the area
c) passing a doctoral preliminary examination in the area
d) recommendations from faculty in the area
e) previous teaching experience in the area and the course
f) achieving ABD status.

Students who have not completed all requirements for the PhD degree will not generally be appointed to teach 400-level courses. Exceptions may be granted for ABD students.

10.4 Appointments as post-GSSP Instructors

Students wishing to teach as a post-GSSP Instructor (after their eligibility for the graduate student support plan ends) should complete the Request for Courses sent by the Associate Head and identify specific courses and their qualifications to teach those courses. Instructors are appointed on a semester-to-semester basis and appointments are subject to funding and enrollment projections.

The Department supports post-GSSP instructors out of temporary teaching funds, which vary by semester. Every effort is being made to have sufficient funds to cover all students who request appointments. However, teaching needs and budgets change each semester. To be appointed, graduate students must be making satisfactory progress towards their degree and have completed programmatic teaching requirements or have previous experience as an instructor. Current status in the graduate program, term in residence and evidence of teaching effectiveness are important factors, in recommendations for these appointments. Priority will be given to those who are making normal progress toward the doctoral degree.

11. GRADING AND GRADUATE STANDING

11.1 Grading

The Department follows Graduate School policy with regard to grading and academic standing. In order to receive graduate degree credit, a grade of "C" or higher is required. All grades on courses taken in a graduate classification at North Carolina State University in courses numbered 500 level and above are included in the calculation of the grade point average. Performance in SOC 610/810 (readings), SOC 642 (practicum), SOC 685/885 (supervised teaching), SOC 693/893 (supervised research), SOC 695/895 (thesis/dissertation research), and SOC 699/899 (thesis/dissertation preparation) are evaluated as either "S" (Satisfactory) or "U" (Unsatisfactory). These grades are not used in computing the grade point average. A student who receives a "U" will receive no credit for the course and may be required to repeat it. Newly developed courses are sometimes temporarily taught as 'special topics' under SOC 791 and are letter-graded. A plus/minus grading system is used by all instructors.

A student who receives an "IN" (incomplete) must complete the unfinished work by the end of the next semester in which the student is enrolled, provided that this period is no longer than 12 months from the end of the semester or summer session in which the incomplete was received. Otherwise, the "IN" will be automatically converted to "NC" or "U." All grades of "IN" must be cleared prior to graduation.

Master's and doctoral students are expected to earn a grade of "B" or higher in all of their courses. Academic achievement is considered by the DGP in their diagnostic review recommendations and by the Graduate Committee in establishing priorities for departmental support. Because the courses are fundamental to a graduate degree, a student receiving a grade of less than "B" in a required theory or methods/analysis course must retake the course. Students taking such courses as independent study/special topics where the grading scheme is "S/U" must be graded so that an "S" is a "B" or higher (at present, it applies to SOC 701, SOC 702, SOC 711, SOC 713, and SOC 707).

If independent study is being substituted for a required theory or methods/analysis course, or if the student wishes to meet a requirement in theory or methods/analysis through inter-institutional registration (see the following section of this manual), prior written approval is required from the student's advisor (the chair of the Advisory Committee if appointed) and the DGP. The instructor of any independent study course should be chosen from faculty who regularly teach in that core area.

11.2 Dropping Courses

Courses at the 500 and above level may be dropped during a semester up to one week after the mid-semester and during a summer session up to the first half of the total class days (see the University calendar for the last days to drop and add). Thereafter no drops shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship. Exceptions to the drop policies require the recommendation of the chair of the student's Advisory Committee, the DGP, the Department Head, and approval by the Dean of the student's college and the Dean of the Graduate School. Late drops are required to submit a schedule revision form signed by the DGP, documentation of extenuating circumstances, such as illness or unforeseen personal hardship, and a letter of support from the DGP as to why this action is justified.

11.3 Graduate Standing

Graduate students are given a notice of academic warning if they have accumulated 18 or fewer hours at the 400 level or above and have less than a 3.00 GPA. Students on academic warning may continue to hold an assistantship or fellowship and receive financial aid. Graduate students will be placed on academic probation if they have accumulated more than 18 hours at the 400 level or above and have a GPA in the range of 2.67 to 2.99. Students placed on academic probation will be ineligible for financial aid or appointment or reappointment to an assistantship or fellowship.

Once admitted, a graduate student must maintain a "B" or better average to be eligible for appointment to an assistantship, fellowship, or traineeship and must be registered each semester during which the appointment is in effect. Graduate students will be terminated from their program of study if they have accumulated more than 18 hours at the 400 level or above and have a GPA below 2.67, or if they have accumulated 30 or more hours and have less than a 3.00 GPA. A student may also be terminated for violation of the NC State Code of Student Conduct or upon recommendation by the department if the student is not making satisfactory progress toward the degree as determined by departmental standards and guidelines. In cases of program termination, no further registration in a graduate classification will be permitted (Please see the policies on Official Withdrawal in Section 3.17 for more information on program termination). Students may appeal reinstatement if due process was not followed. Under special circumstances, a student will be reinstated upon the written recommendation of the Department and approval by the Graduate Dean.

If a student's graduate degree program is terminated, they cannot use courses taken in PBS status after termination for credit toward the same graduate degree program. In the latter case, no further registration in a graduate classification will be permitted.

11.4 Course Credit from Other Universities

At the Master's level, no more than six of the required academic credits (with a grade of "B" or better) will be accepted from other institutions. These can include theory and/or methods courses. Grades on courses transferred from another institution will not be included in computing the grade point average.

Transfer credits are not accepted from another university for the doctoral program. However, up to 18 hours from a master's at another university may count as part of the total 72 hours required by NCSU for the doctoral degree. Doctoral students wishing to waive required theory and/or methods/analysis courses offered in the department on the basis of equivalent course work elsewhere must follow the procedures detailed in Section 13.5 below.

Graduate students enrolled at this university may take courses at the University of North Carolina-Chapel Hill and Duke University, in which grades will be converted to the NCSU system. Course work to be taken under this inter-institutional registration arrangement must have the approval of the student's advisor and the DGP. Enrollment for courses on these other campuses will take place on this campus, using special forms obtained from the Office of Registration and Records. The GAAC can assist with this process. Such courses taken at other campuses are considered as part of the student's normal load.

11.5 Equivalency of Graduate Course Work

Students wishing to by-pass a graduate level sociology course should discuss this possibility with the DGP, who will consult with instructors of the respective course. If the student decides to pursue this option, they will present to the DGP a portfolio of work from an equivalent course including: written catalog description of the course, syllabus, course description, examinations, list of books, course assignments, etc. The equivalency of the student's course experience will be made by faculty who teach an equivalent course. The faculty will send a written recommendation to the DGP, who will make the final determination of the course by-pass option.

Alternatively, the student may seek certification of equivalent skills through examination. The DGP will select an appropriate faculty member to construct and administer a final exam for the course. The faculty member reviewing the exam will then decide regarding the course by-pass option, in consultation with other appropriate faculty as necessary, and send a written report to the DGP.

11.6 Annual Reporting Requirements for Doctoral Students

All doctoral students in the Department must submit an annual report of progress towards degree to the DGP when solicited each spring semester. A standardized Graduate School form will be provided so that the students may include information on the following components: areas of specialization; dissertation committee; course work completed; preliminary examinations completed; research experience; teaching experience; papers presented; manuscripts under review or in-press; awards; other activities. The student should attach a current copy of their vitae and teaching observation reports. Advisors will receive these forms and provide their feedback on the student's year.

The DGP will review all reports and provide written feedback, via an annual review letter, to all students. Recommendations for termination of degree program are a possible outcome of a formal review. Annual reports may also be used by the DGP as information in the process of prioritizing students for funding. Students who fail to submit an annual review will be considered as not making normal progress towards degree. Denial of departmental funding and departmental consent for requests for extensions of the Graduate School 4-year and 10-year rules are also possible consequences of failure to submit annual reports.

All graduate students should have a current copy of a curriculum vitae or resume in their files. A student's major advisor can help the student develop a vita, and students should study others' vitaes as models.

11.7 Criteria for Assessment of Normal Progress Toward Degree

It is recognized that no absolute criteria for evaluating progress toward degree are appropriate. Some students take less than full course loads because of work or other obligations. Different research projects require different amounts of time to collect and analyze data. The following criteria may be used for assessing progress during the diagnostic review, decisions concerning the continuation of assistantships, and establishing priorities for other types of departmental support. The criteria apply to both master's and doctoral students unless otherwise indicated.

1) Maintenance of a Normal Course Load. Students who are on GSSP assistantships *must* enroll in (a minimum of) nine hours (three courses) to be classified as full-time. The courses taken should be consistent with the degree program in which the student is enrolled. These hours may include (non-degree) courses if students are advised to take them, such as for international students with English as a second language. Students should not drop courses in which they are enrolled unless there are compelling medical or personal reasons for doing so.

2) Timely Completion of Required Theory/ Methods/ Analysis Courses. To the extent possible within the course rotation, required courses in theory and methods/analysis should be completed early in the student's program with a grade of "B" or better.

a) A student who receives a grade of B- or lower in required theory (SOC 701) and/or methods/analysis courses (SOC 713; 711; 707) must retake the course as an audit for 0 credits the next time the course is offered (the student may not retake course again for credit; the student must complete all course assignments and the instructor will notify the DGP of the grade that the student would have received on the retake.

b) A student who receives two grades of B- or lower in required theory and/or methods/analysis courses will be reviewed by the Graduate Curriculum and Admissions Committee to determine if the student should continue in the graduate program; the criteria for normal progress towards degree will form the basis of this review.

3) Master's Requirements. Master's students should aim to complete the requirements, including the oral examination, for the thesis prior to the end of the fifth semester. Students who do not by that point will need to sign a probationary contract for their sixth semester, with their advisor and the DGP, which includes a plan and schedule to complete and defend the thesis that semester, in order to receive subsequent funding from the program.

4) Timely completion of Written and Oral Preliminary Examinations (also known as Comprehensive exam and Dissertation Proposal Defense). Students are expected to begin the comprehensive written examination exam process by at least the fourth year of the doctoral program. Students who do not begin the comprehensive written examination by these deadlines may be subject to loss of funding for the following semester.

5) Incomplete Grades. Incomplete grades are to be assigned only when the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. The time required in the subsequent semester to make up an incomplete grade can be detrimental to the student's progress. A grade of incomplete can be regarded as evidence of lack of normal progress toward degree.

6) Maintenance of Good Scholastic Standing. Students with provisional status will be expected to qualify for removal of that status by the end of the first year in the program. Probationary status and academic warnings are both signals that normal progress toward the degree is in jeopardy. Although a "B" average meets Graduate School requirements, a GPA in excess of 3.0 is highly desirable and is expected of students receiving departmental support. Grades are related to performance on preliminary examinations and completion of theses and therefore are germane to assessment of normal progress toward degree.

7) Preparation of Proposals and Completion of Theses/Dissertations. The maximum times allowed by the Graduate School for completion of degrees should not be considered as normative. Master of Sociology (MR) projects should be completed in the semester in which the student is enrolled in the practicum. Students or their advisers may be requested to furnish evidence of progress on meeting benchmarks to be considered for departmental support.

11.8 Completion of Outstanding Degree Requirements

A graduate student who establishes a graduation date by enrolling in the last course(s) on the degree audit, passing a final oral examination, or submitting to the Graduate School a thesis or dissertation by the deadline for that semester and who does not meet all the requirements (incomplete grades, corrections in thesis or dissertation, etc.) by the graduation date is put on "hold" for a period of thirty days following graduation. The Graduate School will notify the student and the DGP of this action by letter. If the student does not complete the outstanding requirement within thirty days after the graduation date, their name is removed from the graduation list and added to the next graduation list following the removal of the outstanding requirement. If the student's time limit for the degree expires after the 30-day hold period but before the outstanding requirement is met, their graduate program will be terminated unless a request for extension is submitted to and approved by the Graduate School.

12. DEPARTMENTAL POLICIES AND PROCEDURES

12.1 Office Assignments

The Department provides shared office space, assigned each academic year by the DGP, for graduate students who are on teaching or research assistantships. These offices are located on the second and third floors of the 1911 Building. Offices for students not funded by the department are provided when space is available.

12.2 Workloads and Working Hours

Research assistants are expected to work fifteen hours per week as part of their GSSP contract. The work schedule is arranged in conjunction with the faculty member supervising the research assistant.

Teaching assistants and GSSP-funded instructors of record are hired for the academic year and similarly work on a fifteen hour per week basis. Teaching assistants in their first few years are assigned by the DGP to one or more faculty members and are supervised by the faculty member(s) and may be assigned teaching and/or research activities. Teaching assistants who are assigned as instructors of record are responsible for managing their own work time. Graduate students may have the opportunity to teach in the summer when openings are available.

All graduate assistantships (TA or RA) are considered educational experiences. Faculty are mentors and are responsible for teaching research and pedagogical skills. The faculty mentor and graduate assistant are required to agree on a work plan at the start of each semester. Evaluation forms are distributed by the DGP to be completed by both faculty and students at the end of each semester of an assistantship.

12.3 Mail & Phone

All graduate students, both employed by the department and not, are expected to regularly check their email. Graduate assistants may also receive departmental announcements and memos through the departmental mail system. Each graduate office has a telephone for receiving calls and making local calls. Long distance calls are not permitted unless a person has an access number authorized by the Department. The main office has an account number which may be used for making long-distance calls and sending faxes by graduate students if they are considered a necessity.

12.4 Supplies

Students on assistantships are supplied with all materials necessary for conducting work related to assistantships. Such supplies are available or can be requested from the main office.

12.5 Travel

When funds are available, graduate students are invited to apply for departmental travel funds. All travel on university business, whether in-state or out-of-state, must receive an advance travel authorization through the Travel Center on MyPack portal. Graduate Student travel must adhere to the policies of the University (proper travel forms must be completed and submitted in advance of travel and upon completion of travel for reimbursement). Receipts must be kept for any travel (air, shuttles, taxis, parking, etc.) expenses to be reimbursed. Receipts must be kept of hotel bills and must show a $0 balance. No phone calls are reimbursed. Meals are paid per diem. Registrations must have proof of payment in order to be reimbursed.

The travel authorizations must be submitted for approval at least two weeks, and up to three months, prior to departure date. These authorizations are essential for all graduate students who are on assistantships, whether travel funds are provided or not.

12.6 Professional Meetings

All graduate students are encouraged to attend and actively participate in professional meetings and conferences whenever possible. Budgetary considerations permitting, graduate students who have papers accepted for presentation at national and regional professional meetings may be eligible for funds for partial travel support. Additional travel funds may be made available to students if departmental funds allow. Permission to receive travel support for professional meetings should be obtained at least two weeks in advance of the departure date for any out-of-state travel. Since limited funds are available alternative travel should be considered in order to attend meetings at a minimum of personal cost. In special circumstances, students may let the department know of a special need for additional travel money.

13. OTHER EMPLOYMENT

According to the Graduate Catalog, graduate students holding GSSP assistantships (15 hours) may work up to fourteen (14) additional hours for the university (such as being a grader) each semester. International students are subject to different requirements, for a maximum total of 20 hours per week.

14. CONFLICT RESOLUTION PROCEDURES FOR GRADUATE STUDENT INITIATED GRIEVANCES

1) A graduate student with a complaint or grievance about a course or instructor should first attempt to resolve the problem with the instructor in question. If resolution is unsuccessful, the student should contact the DGP.

2) The DGP will advise the student on matters of policy and rights and will work with the student informally to seek a satisfactory resolution to the problem. In every instance, the student will be informed of the outcome of an informal resolution.

3) If these informal steps fail, the student will be advised of the procedures for filing a formal grievance. The student may submit a grievance, in writing, to the DGP. Copies of the grievance will be sent to the faculty member and the Department Head. Students may wish to consult the university ombudsman for assistance on resolving disputes.

4) The faculty member will be asked to submit a written statement to the DGP describing the circumstances of the incident in their view. A copy of this statement will be sent to the student and the Department Head.

5) The department leadership will convene within seven working days of being informed of the case and will make a recommendation based on the statements and evidence provided, as well as seek additional information and meet with the student and faculty member, if needed.

6) A report evaluating the incident and presenting the findings and recommendations will be distributed by the DGP to the student, the faculty member, and the Department Head.

7) Both the student and faculty member will have the opportunity to discuss the report with the DGP. If the recommendation of the committee is unacceptable to either party, the student and/or faculty member is advised to meet with the Department Head within seven working days. The Head will reconsider the case and issue a decision in writing with seven working days of receiving the request. The Head's decision will be distributed to the student, the faculty member and the DGP at that time.

8) The final step is that a student may file a formal written appeal/grievance/complaint to the university, which has formal procedures for such. See this website for more information about procedures and timelines. Note that the university has a 60-day window after an incident for filing an formal written complaint.

https://provost.ncsu.edu/institutional-effectiveness/accreditation/written-student-complaints/

In regard to sexual harassment grievances, the Department adheres to the University sexual harassment policy. If such a grievance arises, the student will be advised to follow the published university procedures.

15. RESEARCH ON HUMAN SUBJECTS

The department follows the University policy for use of human subjects in research. Please see for the NCSU's Institutional Review Board's webpage for complete instructions on following the policies and procedures when doing research.

16. OBTAINING RESIDENCE IN NORTH CAROLINA

Graduate students who are U.S. citizens but not residents of North Carolina need to establish legal residence here in order to be eligible for the in-state tuition rate during their second year. Only in-state tuition will be paid by the Graduate Student Support Plan after the first year. This is not applicable for international students, who cannot legally obtain residency.

Two inquiries are made of students enrolled in North Carolina universities and colleges who desire to be classified as in-state students; first, students must demonstrate that they have in fact lived in North Carolina for a minimum period of twelve months immediately prior to enrollment or re-enrollment; and second, students must be able to demonstrate that their presence in the state constituted legal residence. Under North Carolina law, legal residence means more than simply living in the state. More specifically, it means maintaining a domicile (permanent home of indefinite duration) as opposed to a temporary residence (on campus) in a university, college or technical institute of the state. As a starting point, if a student has living parents, the domicile of the student is presumed to be that of their parents but may be changed to qualify for in-state tuition if the required legal residence can be demonstrated. It should be realized that marriage does not prevent a student from becoming a legal resident for tuition purposes, nor does marriage ensure that a person will become such a resident. For more information on establishing residency, details are available in the program resources folder.

17. STUDENT ORGANIZATIONS

17.1 Sociology and Anthropology Graduate Students' Association

The Sociology and Anthropology Graduate Students Association (SAGSA) was first formed in 1972 with the intended purpose of providing graduate students with services that benefit them in their pursuit of graduate degrees and in later careers in sociology. Throughout its existence, the group has functioned as an advocacy group for graduate students, now for the whole department, and as a vehicle for encouraging communication between graduate students and faculty.

As a student advocate, SAGSA was instrumental in activities such as the repeal of the foreign language requirement for graduate students. It has served as a channel for expression of student concern in areas such as curriculum planning and faculty recruitment and for clarification of the role of graduate students in the Department. In these matters the group represents a voice that potentially exerts more influence than individual opinions randomly expressed.

The SAGSA has sponsored faculty-student meetings such as discussion groups, research presentations, and seminars. These get-togethers facilitate exchange of ideas concerning the profession and allow the student to become acquainted with faculty members and their interests. As of 2000, the Student Advisory Board was established. The Student Advisory Board is chaired by the president. Other members are elected by the currently enrolled graduate students. The Board normally meets three times per semester with the Director of Graduate Program.

In addition to these activities, the SAGSA hosts occasional picnics, parties, and "happy hours," which provide the student with still another means of building community. Graduate students are encouraged to attend SAGSA meetings (the time and place of which all students are notified) and take advantage of the opportunities for professional growth and socialization offered by this group.

17.2 University Graduate Student Association

The NCSU Graduate Student Association (GSA) is a university-wide organization representing all graduate students. It is composed of elected officials from departmental graduate student associations and serves as the institutionalized channel through which NCSU graduate students voice their concerns as a group.

The GSA serves advocacy, social, and communicative functions. It distributes information of interest to graduate students (e.g., information on income tax status of assistantships), sponsors student get-togethers, and provides funding to individual departmental graduate student organizations. Additionally, this group sponsors an annual awards ceremony in recognition of outstanding graduate teaching assistants within the university.

Sociology graduate students are welcome to attend monthly GSA business meetings. Further information concerning GSA activities may be obtained from the sociology GSA representative who is elected each year through SAGSA.

The website for the GSA is located at https://orgs.ncsu.edu/gsa/