

**GRADUATE MANUAL**  
*for the*  
**PROGRAM IN SOCIOLOGY**  
**DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**  
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The latest version of this document can be found on the Program's website at <http://sociology.chass.ncsu.edu/docs/GraduateManual.pdf>

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**1. INTRODUCTION TO GRADUATE PROGRAMS IN SOCIOLOGY**

This manual has been prepared to assist students in becoming oriented to the Graduate Program in Sociology, its faculty, and its operational procedures. 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 with which all students are strongly advised to be familiar. Other documents students might find useful include the NCSU Handbook, the Graduate Student Association Handbook, and the Handbook of Alpha Kappa Delta.

The Department admits students into graduate programs leading to the Master of Science in Sociology (M.S.), and the Doctor of Philosophy (Ph.D.) degrees. The first Master's degree in Sociology was awarded in 1921 and the first Ph.D. at NCSU was awarded in Sociology in 1926. As of August 2016 a total of 569 advanced degrees have been awarded. A thesis based on original research is required for the M.S. and Ph.D. degrees. Completion of the course requirements usually takes two years for the MS 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 upon ability to think independently and in terms of complex patterns of ideas. 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. While not all graduate students will contribute equally to the advancement of knowledge, all must participate in the broad and critical pattern of thinking that characterizes research. To obtain an advanced degree, students must demonstrate their ability to learn independently and to do independent and creative work which goes well beyond course work.

Advanced degrees in sociology are certifications that the person possessing them can carry out the analytical, conceptual, and methodological operations expected of a professional sociologist. An advanced degree is not merely a stamp of professional competence. 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. As a result, both professor and student are "stamped" with each degree.

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. They also may work temporarily in government agencies, foundations, and other positions.

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 in private companies. The person interested solely 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 agencies, extension and other educational agencies, and international and governmental programs.

**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, a non-refundable application fee, and an official statement of the Graduate Record Examination scores.

Full information about applying to the program may be found at

<http://sociology.chass.ncsu.edu/graduate/applicants.php>

The application process is entirely online. To apply, go to

<http://www2.acs.ncsu.edu/grad/applygrad.htm>

## 2.2. International Students

The Graduate School sets policies for admissions of international students. All international applicants, regardless of citizenship, must demonstrate proficiency in English at a level necessary to be successful in a graduate program at NC State. Students whose native language is other than English, regardless of citizenship, must submit TOEFL (Test of English as a Foreign Language) scores as evidence of ability to use English at a level of competence sufficient for graduate work. Refer to the Graduate School's website for details on minimum score requirements.

## 2.3. Admission

Students are admitted to full or provisional status in a specific degree program and for a specific semester. The Sociology Program usually admits students to begin in the Fall term, although exceptions 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. Once the requirements for a degree program have been completed, admission to a new graduate classification must be formally approved before further registration as a graduate student will be permitted.

### 2.3.1. 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.

### 2.3.2. 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 course work 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.

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://www.ncsu.edu/grad/handbook/index.php>.

### 2.3.3. Departmental Requirements and Procedures for Admission

The department follows the guidelines of the Graduate School and the College of Humanities and Social Sciences (CHASS). Graduate School applicants are required to submit letters of recommendation and transcripts of their undergraduate grades as well as any graduate course experience. As a departmental requirement, applicants must take the Graduate Record Examination (GRE) and have the scores forwarded to the University. A personal statement detailing professional aspirations and a writing sample are also required. For Fall semester admission, application and supporting documents are due by January 1st. Full information about applying to the program may be found at

<http://sociology.chass.ncsu.edu/graduate/applicants.php>.

Application materials are reviewed by the Graduate Recruitment and Admissions Committee and applicants are notified of the decision as rapidly as possible. As a part of the University, the Department of Sociology and Anthropology is an Equal Opportunity/Affirmative Action employer.

## 2.4. Residency Requirements

### 2.4.1. 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.

### 2.4.2. 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 a Fall or Spring semester 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 "DR Dissertation Preparation" or "DR 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.)

### 3. TIME LIMITS

All requirements for the master's degree must be completed within four calendar years, beginning with the date the student commences courses carrying graduate credit applicable to the degree program. In order to maintain funding students are expected to complete all requirements for the master's degree before the end of the fifth semester of enrollment.

Doctoral students are allowed a maximum of four calendar years from admission to the doctoral program to attain candidacy for the degree and a maximum of ten calendar years from admission to complete all degree requirements. In order to maintain funding students are expected to be admitted to candidacy by the end of the eighth semester of enrollment (for those entering without a master's degree in sociology or closely-related field) or by the end of the sixth semester of enrollment (for those entering with a master's degree in sociology or closely-related field).

### 4. GRADUATE STUDY FINANCIAL ASSISTANCE

#### 4.1. Assistantships

Teaching Assistant (TA) or Research Assistant (RA) support is offered to most applicants. Students admitted to provisional status are ineligible for financial assistance. International students must first show evidence that they are able to support themselves for the duration of their study at NCSU; however, they may still be eligible for financial support.

Appointments to graduate assistantships are made by the DGP in consultation with the faculty and students involved. Every effort is made to place the student with a faculty member teaching or doing research in the student's 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 used to attract top students to NC State. Under the plan, students supported on teaching or research assistantships or fellowships receive health insurance benefits and tuition support. Complete information about GSSP is available on the Graduate School's website or from the Graduate Secretary.

#### 4.3. Other Sources of Support

In addition to the above there are several other sources of supplemental financial aid available on the campus.

**Diversity Recruitment Grants:** These grants are based on need and intended to add diversity to the student body, and do not increase or create a work obligation.

**Alumni Association Stipend Supplements:** These are first-year-only supplements intended 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.

**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.

**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 fields of study (e.g., medical sociology) or are especially designed to aid students from under-represented groups or women. Materials on grants and fellowships are available from the Graduate School and in the D. H. Hill Library reference area at NCSU or from the American Sociological Association and local public libraries.

**Loans & Work Study:** The Financial Aid office in 2016 Harris Hall, Box 7302, is the best source of information for this type of aid. Their current main source of loans is the "Guaranteed Student Loan Program" in which no payment or interest is due while a student is in school. Students must apply in their state of official residence for these loans.

### 5. ADMINISTRATION OF 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 arise which require adjustment between the student and the Department and/or Graduate School, immediate action should be taken to resolve the issues utilizing the Advisory Committee 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 Office of the Department 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 Graduate Office informed of their addresses and telephone numbers and any change in their graduate status.

#### 5.2. The Advisor

The DGP will designate a temporary advisor for each student prior to their first semester. The advisor is a member of the graduate faculty who is appropriately qualified and authorized by the Graduate School to advise graduate students. This advisor will either serve as chair or be replaced by the chair of the Advisory Committee when the student chooses another advisor or their plan of work is filed.

The advisor should always be the first point of contact for the student on matters of degree requirements, funding, protocols, and matters of professional behavior.

### 5.3. Advisory Committees

#### 5.3.1. Appointment of the Advisory Committee

The Graduate School policy regarding the appointment of an Advisory Committee and submission of a plan of work 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 course work in the contemplated program have been completed" (see Graduate Catalog for more information).

The department recommends that an Advisory Committee be selected and appointed for each student no later than the end of the second semester of graduate study. This committee replaces the interim advisor and the committee chair becomes the principal advisor. 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. The chair and committee are finally appointed by the Dean of the Graduate School. Early selection of the Advisory Committee can provide the student with guidance especially suited to their interests and assures that an appropriate plan of work is developed and followed.

Graduate faculty and students need to recognize that later changes in membership on the Advisory committee may be desirable, especially when thesis or dissertation projects change. Students are encouraged to ascertain that the faculty on their Advisory Committees remain appropriate to their substantive interests and that the chair is the faculty member who best can assume primary responsibility for direction of the thesis or dissertation.

The Advisory Committee will act as the student's academic advisory body throughout the pursuit of a graduate degree. The Advisory Committee is expected to be available for student program planning, discussion of professional development, and consultation and direction on thesis and dissertation research. 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 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.

At the doctoral level, an Advisory Committee consists of at least 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 course work and/or which is related to the student's dissertation research. The student is responsible for securing the consent of committee members to serve; the recommendation of committee membership must be made in writing to the DGP by the student. The formal appointment is made by the Dean of the Graduate School (upon the recommendation of the major professor) and the Head and/or DGP. The committee may be either chaired by a full member of the sociology graduate faculty or co-chaired by a full member and an associate member of the sociology graduate faculty. In the latter case, the co-chairs should agree on committee responsibilities.

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, the DGP, or their designate. Sociologists classified as "associates" or "adjuncts" to the Department may serve on committees, but may at most serve as co-chairs. The appropriateness of "adjuncts" or "associates" on all such committees must be approved by the department head, the DGP, or their designated representative.

Faculty who are located at the other university graduate schools operating under the "cooperative agreement" with North Carolina State University (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 or a professional from industry or government (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.

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.

As soon as possible after the beginning of their programs, doctoral students should select areas of specialization within sociology and may select a minor area outside of sociology. The Advisory Committee should be so constituted as to reflect these choices. A student may change the areas of specialization with the approval of the committee and before attempting the preliminary substantive examinations. 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 Plan of Graduate Work with the new members, indicating that this change has been approved by the advisor and by the DGP. 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 membership be flexible.

Changes in doctoral committee membership after the oral preliminary examination 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.

Changes in the membership of 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.

### 5.4. Plan of Work

As soon as possible after the appointment of the Advisory Committee, a meeting should be held with the major advisor to prepare a Plan of Graduate Work which must be approved by the Head and/or DGP and the Graduate School. In addition to proposed course work, the subject of the student's thesis or dissertation should appear on the plan. The information on the form will be prepared by the Graduate Office. Once approved, this plan becomes the student's requirement for graduation. Subsequent changes are frequently desirable or necessary, but must be submitted in writing to the DGP for approval and proper transmittal. Changes, upon approval, become a part of the Plan of Graduate Work.

Students may not be cleared for graduation or permitted to schedule a preliminary or final oral examination in a given semester unless the plan of work for the degree program is on file. A student's plan of work must be submitted to the Graduate School before a comprehensive written examination will be scheduled for that student.

### 5.5. Director of Graduate Programs

The Director of Graduate Programs (DGP) supervises the graduate program of the Department and reports to the Department Head. The normal business of graduate program approval, committee selection, interpretation of graduate requirements, communication with the Graduate School, representing graduate student requests to the Department or Graduate School, supervising the Department's Graduate Office, recommending changes in the graduate program, resolving advisor-advisee differences, developing data about the operations of the graduate program, recruitment of graduate students, and related duties, will be handled by the DGP.

Although the DGP will respond to the diverse program needs of graduate students and advisors, it is assumed that all methods of problem resolution between the parties themselves have

been exhausted prior to bringing the matter to the attention of the DGP.

### 5.5.1. Departmental Graduate Committees

As currently constituted, the Graduate Curriculum Committee of the Graduate Program in Sociology serves to formulate policy. This committee is chaired by the DGP. It consists of two faculty appointed by the Head, two elected faculty and one graduate student representative. It makes recommendations to the Department Head.

The Graduate Recruitment and Admissions Committee recruits and reviews applications of prospective graduate students. It, too, is chaired by the DGP and consists of two faculty appointed by the Head, and two elected faculty. This committee also conducts the diagnostic review of all first-year students. Both committees may be assisted by subcommittees which temporarily assist in recruitment, curriculum development, and placement.

### 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 Masters and Ph.D. degrees are controlled and administered by the Graduate School as outlined in the NCSU Graduate Catalog and their website.

## 6. CRITERIA FOR MEMBERSHIP IN THE GRADUATE FACULTY

The qualifications for Associate and Full status in the Graduate Faculty are as follows:

### 6.1. Associate Status

The necessary qualification for consideration as an Associate Member of the Graduate Faculty is appointment at the rank of Assistant Professor, including adjunct and visiting categories. Graduate Faculty status is awarded upon recommendation by the Department Head or the DGP and approved by the Dean of the Graduate School. Should the candidate not hold a doctoral degree, there should be demonstrable evidence that the candidate possesses the experience, knowledge, and capability in the area of intended participation in the graduate program of the University.

An Associate Member of the Graduate Faculty may teach courses that carry graduate credit and participate as a member of Advisory Committees in the planning of graduate student programs. Upon recommendation of a Department Head or DGP and on approval of the Dean of the Graduate School, an Associate member may serve as chair of Master's Advisory Committees or as co-chair of doctoral Advisory Committees. In the latter instance, it will be necessary for the chair to hold full Graduate Faculty status.

### 6.2. Full Status

Full members of the Graduate Faculty will be tenured (or tenure track) faculty who have distinguished themselves in research, thesis direction and graduate teaching. Evidence of such distinction is indicated by a number of significant

publications, by service as chair of the Advisory Committees for several Master's students or as co-chair of the Advisory Committee for doctoral students, and by excellence in graduate teaching. In certain instances, either one or two of these experiences may be considered sufficient.

Advancement or appointment to full status should be recommended by the Department Head or DGP and approved by the Dean of the Graduate School. The recommendation should be voted on by the full members of the Graduate Faculty of the department/program and the vote forwarded to the Dean of the Graduate School along with the recommendation.

A member of the Graduate Faculty holding full status may participate fully in all phases of the graduate program of the university.

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. FULL STATUS SOCIOLOGY GRADUATE FACULTY

Sarah Bowen	Stefano Longo
Martha Crowley	Anna Manzoni
Stacy De Coster	William R. Smith
Steve McDonald	Melvin Thomas
Michael Schwalbe	Celeste Curington
Tom Shriver	Andrew Davis
Michaela DeSoucey	Laura DeMarco
Kim Ebert	April Fernandes
	Jessica Pfaffendorf

## 8. 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.

### 8.1. Leave Policy

A student in good academic standing who must interrupt their graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, 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 before submitting it to the Graduate School. The request should be received by the Graduate School at least one month prior to the first day of the term involved.

The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e., six (6) years for the Master's and ten (10) for the doctoral. Time limits are not extended nor are semester limits on GSSP eligibility; the primary effect of such a leave is to relieve the student of the responsibility of continuous enrollment for the period of the leave.

### 8.2. 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.

- 8.2.1. 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 either the first or second summer session.
- 8.2.2. 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).
- 8.2.3. 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.
- 8.2.4. 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 will be terminated at the end of that semester or summer due to non-compliance with the continuous registration policy.

## 9. MASTER'S DEGREE PROGRAMS

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 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.

### 9.1. Master of Sociology

The Master of Sociology is a non-thesis degree program. 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 course work as an alternative to the research and thesis required by the Master of Science. We do not routinely admit students to this program, although current MS students who decide not to pursue the Ph.D. are free to choose this curriculum.

### 9.1.1. Requirements for the Master of Sociology degree

The general requirements for the Master of Sociology include those of the Graduate School as outlined in the Graduate Catalog except for the thesis. Specific current requirements for this degree are:

- 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:
  - a) Three hours of Sociological Theory, SOC 701 or equivalent, are required. Transfer credit is not allowed to meet the theory requirement unless the equivalency procedures detailed in Section 13.5 are followed.
  - b) Three hours of Methodology, SOC 711, or the equivalent, are required. Transfer credit is not allowed to meet the methodology requirement unless the equivalency procedures detailed in Section 13.5 are followed.
  - c) Three hours of quantitative methods (SOC 713), are required. A student wishing to bypass SOC 713 should follow the equivalency procedures detailed in Section 13.5. 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 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.

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 submit a Committee/Plan of Work form. 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 Plan of Work. 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. However, for the experienced professional who is seeking a Master of Sociology degree, the practicum may be modified at the discretion of the student's graduate Advisory Committee. The experienced professional may earn six hours of practicum credit based on previous experience and a field paper requiring sociological analysis of this experience. To qualify for this credit, students will be required to demonstrate to the committee their ability to make an ex post facto appraisal of that work situation and its demands within a sociological perspective. In this case, the student must still enroll for 6 hours of SOC 642.

### 5) Master's Comprehensive Oral Examination

Candidates for the Master of Sociology degree must pass a comprehensive 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 through the office of 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 substitution or to 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 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.

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.

### 9.2. Master Of Science

This is the expected route to the Master's degree for students in sociology who expect to go into teaching or research and/or who expect to continue on for the Ph.D. degree at any time in the future. 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 plans of work exceed the minimum. Up to six hours of graduate credit may be transferred from another graduate program. At least 20 semester hours must come from 500- and 700-level courses.

Minimally, 18 hours of a master's plan of work 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 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.

#### 9.2.1 Requirements for the Master of Science degree

- a) Three hours of Sociological Theory, SOC 701 or equivalent, are required. Transfer courses are not allowed to meet the theory requirement unless the equivalency procedures detailed under Section 13.5 are followed.
- b) Three hours of Methodology, SOC 711 are required. Transfer courses are not allowed to meet the methodology requirement unless the equivalency procedures detailed under Section 13.5 are followed.
- c) Three hours of quantitative methods, SOC 713, are required. Transfer courses are not allowed to meet this requirement unless the equivalency procedures detailed under Section 13.5 are followed.

There is neither a foreign language requirement nor a written comprehensive examination in the Master of Science program in this Department. An approved thesis is required. A minor is optional. The only comprehensive examination is the final oral examination 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 the degree must be completed before the beginning of the fifth semester in order for funding to continue.

#### 9.2.2 Master's Thesis

The Master's Thesis should be completed before the beginning of the fifth semester of graduate study. Students who do not pass the Master's Comprehensive Oral Examination by the beginning of the fifth semester may not be funded for subsequent semesters. In order to complete the degree in a reasonable time, students should identify a topic and start work on a thesis early. This should be done during or before the second semester in residence.

It is the student's responsibility to take the initiative to engage in those 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 the research in which a faculty member is engaged may be developed as a thesis. Each professor has interests and ideas which may provide stimulating suggestions. Graduate students should contact faculty members; they generally welcome the opportunity to get acquainted with students. Another suggestion is to glance over the theses which have been done in the Department. Other sources of stimulation and advice are discussions with other students, attendance at professional meetings, and familiarity with the relevant literature. Finally, in carrying out term paper requirements 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. 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 scope. At the same time, it must be carried out with care and rigor. Many master's theses are eventually reviewed for publication as journal articles.

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 the thesis has been completed it should be carefully edited and tentatively approved by the committee. The student may then proceed to arrange a suitable time and place for the oral examination according to the rules of the Graduate School. The student must complete and defend the thesis before the beginning of the fifth semester in residence to be considered as making normal progress and to be eligible for tuition support (e.g., the Graduate Student Support Plan) the following semester if continuing in the doctoral program.

All theses are submitted electronically to the Graduate School. The Graduate School conducts workshops during the year for students to attend to learn the procedures for electronic submission. Once the thesis is defended, it must be approved by the Advisory Committee with original signatures of the members of the Advisory Committee on the title page. Once the student has the signed title page, they can meet with the Graduate Thesis/Dissertation editor. Before final approval, the thesis will be reviewed by the Graduate School to ensure that it conforms to the specifications prescribed in the "Thesis and Dissertation Guide." The editor will give the student a date by which the thesis must be submitted electronically in order for the student to graduate in a given semester. The Department requires that the student provide a hard-bound copy of the thesis/dissertation for the departmental library.

#### 9.2.3 Master's Comprehensive Oral Examination

Candidates for the Master of Science degree must pass a comprehensive 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 thesis and questions focused on the project. Authorization to hold the examination is requested through the office of 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 substitution or to 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 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.

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.

#### 9.2.4. Procedures for earning Master of Science degree en route to the Ph.D. degree

The student should begin considering topics for the master's thesis as early as possible. By the end of the second semester the student should have secured the agreement of a faculty member to chair the thesis committee.

No later than the end of the third semester the student should file the "Change of Degree Status" form indicating the request to receive the M.S. in Sociology en route to the Ph.D.. 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) a plan of work for the Master of Science degree. After approval by the student's advisory committee this plan of work will be reviewed by the DGP and upon approval will be forwarded to the Graduate School.

Once the request for awarding the Master of Science en route and the plan of work have been approved by the Graduate School, the student can (with the approval of their thesis chair) file a "Request to Schedule" form with the office of the DGP. The DGP will forward this form to the Graduate School for approval.

Upon approval of the "Request to Schedule" by the Graduate School and with the permission of the thesis chair the student may schedule the Comprehensive Oral Examination. The date of the exam should occur before the fifth semester begins. 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 signifying passage

of the Comprehensive Oral Examination). By this time the student should have contacted the Thesis Editor in the Graduate School to make arrangements for the thesis review.

Once the Comprehensive Oral Examination has been passed and all thesis 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. The Department requires that the student provide a hard-bound copy of the thesis for the departmental library.

#### 9.2.5. Procedures for continuation into the Ph.D. program

No more than two weeks after successful completion of the Comprehensive Oral Examination the student's thesis committee will submit a specific written recommendation (accompanied by justifications and a report of the committee vote) to the DGP concerning the student's continuation in the doctoral program. If any member of the thesis committee disagrees with the committee's recommendation they may write a separate statement to be submitted to the DGP.

If the vote of the thesis committee is not unanimous the DGP will create a dossier for review by the Graduate Recruitment and Admissions committee. The dossier will include the thesis committee's recommendation, any other statements from members of the student's thesis committee, transcripts, annual review reports, and other materials relevant to the student's qualifications to continue in the doctoral program. The student may submit materials to be included in the dossier including but not limited to letters of recommendation from faculty.

The Graduate Recruitment and Admissions committee will review the dossier and make a recommendation to the DGP for either (a) continuation in the doctoral program or (b) reclassification of the student into the Master of Science program. If the DGP reclassifies the student into the Master of Science program the change in programs will be effective at the end of the current semester and the student will be ineligible for departmental funding after the end of the current semester.

#### 9.3. Master's Minor in Sociology

A total of nine credit hours in sociology 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. While the Department has no specific course requirements, it is strongly urged that no more than three credit hours of formal course work be taken at the 400 level and no more than three credits be taken as Special Topics (SOC 610).

### 10. 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 course work 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 writing a dissertation reporting the results of an original investigation and by passing a series of comprehensive examinations in the field of specialization and related areas of knowledge.

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

Any appropriate course work completed in a Master's program will count towards the requirements in the doctoral program. For instance, if a student completes SOC 711, 707 and 713 in the Master's program, then only six additional hours of methods are required in the doctoral program (for courses taken in a master's program elsewhere, the procedures in Section 13.5 apply),

More specifically, the program of work requires the components outlined below (no course will count in two different components [i.e., core, specialties, minor] of the plan of work).

#### 10.1. Core Requirements for Doctor of Philosophy degree

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

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 courses. If a course is taken outside the department, the student must have prior approval of the student's Advisory Committee and the Director of Graduate Studies.

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.

#### 10.2. Designated Specialty Areas and Substantive Credit Requirement

Students are required to complete 18 credit hours (ordinarily, six courses) of coursework in addition to the core requirements in theory, methods, and analysis. The specialty area coursework must fulfill the requirements of at least one of the designated specialty area. Designated specialty areas are: Crime, Law, and Social Control; Food and Environment; Inequality: Gender, Race and Class; Race, Racism, and Anti-Racism; and Work and the Global Economy.

The precise list of courses that constitute a student's specialty area is determined by the specialty area committees and subject to the approval of the DGP.

In order to satisfy the 18 credit hour requirement, students will need to complete additional seminars beyond those required for completion of their designated area. Additional seminars

may count toward the specialty area coursework requirement so long as they contain a SOC prefix. Readings 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, substantive, or applied course (i.e., courses ranging from SOC 700-719) to this 18 credit hour requirement. Moreover, these courses may not double-count for both core and specialty area requirements.

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 b) one interdisciplinary course taken at NC State, but outside of the sociology department, which contains substantial sociological content. Alternatively, students may apply two UNC/Duke courses or two interdisciplinary courses to the 18 credit substantive requirement. In both cases, students will need to submit a formal request to the DGP 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 sociology faculty in the relevant substantive areas. Courses offered outside of the sociology program at NC State may not serve as substitutes for required courses in a student's designated (primary) specialty area.

While students are required to specialize in only one area, they are strongly encouraged to specialize in two, as dual specialization is likely to enhance employability following degree receipt.

The student will take a comprehensive written examination in one of five current 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).

Once a student has attempted an exam in a particular area they may not choose a different substantive area in which to take a comprehensive written examination. Attempts are defined as receiving the questions for the exam, regardless of whether the student submits answers.

#### 10.3. Additional coursework

The courses listed above represent minimum requirements in the graduate degree programs of the Department. It is highly likely that students will take more than the minimum required, especially introductory courses in other specialty areas and special topics offered by faculty.

#### 10.4. Minor

Inclusion of a minor in a plan of work 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.

### 10.5. Doctoral research hours

A minimum of six hours of doctoral research are required by the graduate school.

### 10.6. Preliminary Examinations

Preliminary comprehensive examinations are required for admission to candidacy for the Ph.D. student. Each student must take and pass one comprehensive written examination and an oral preliminary examination. The comprehensive written examination should be attempted during the third year of study. A doctoral student is admitted to candidacy upon passing the written and oral preliminary examinations without conditions or after fulfilling any conditions specified by the Advisory Committee (see below for details). Ph.D. students are allowed four calendar years from admission to the doctoral program to attain candidacy for the degree by passing the preliminary examinations and an additional six years to complete all degree requirements. A total of ten years is permitted.

### 10.7. Doctoral Comprehensive Written Examination

The doctoral requirements relate to specific professional role expectations. The plan of work (courses taken) gives focus and direction to the student's endeavors and a framework for independent study and investigation.

The knowledge and skills of a Ph.D. must transcend the boundaries of a given course or set of courses. Integration of educational experiences is essential. The comprehensive written examination provides doctoral students with the opportunity to demonstrate their comprehensive knowledge of the discipline; their ability to communicate this knowledge in written form; and their skills in criticism, analysis, and synthesis. Each student must take one doctoral comprehensive written examination.

Students are required to have completed at least three approved courses in their substantive specialization before taking the comprehensive written examination. The student must have completed all requirements for the master's degree and must obtain the agreement of their advisor on their readiness to take the exam. Given that many substantive area exams presume knowledge gained through the required theory and methods/analysis courses, students are strongly advised to complete all of their required theory and methods/analysis course work before attempting the exam. Students with a grade of incomplete in any class that will count towards their doctoral Plan of Work will not be allowed to sit for comprehensive written examinations.

The office of the DGP maintains a file of previous Ph.D. written prelim exam questions. Graduate students are permitted to share any information they have regarding the Ph.D. written prelim exam questions.

The comprehensive written examination measures broad expertise in the designated substantive areas. The comprehensive written examination should be attempted as soon as possible after completing courses in substantive areas, generally during the student's fourth year in the doctoral program. Undue postponement of attempting written

examinations will be considered by the department in assessing normal progress toward degree.

#### 10.7.1. Preparation of Comprehensive Written Examinations

Written examinations in sociology are constructed by examining committees composed of faculty based on their area(s) of specialization and those represented on the examination. An examining committee is appointed for each specialty area in which students plan to take an examination (for the review committee for the paper option, see Paper Option). Examining committees are appointed by the DGP and the Department Head. The criteria used for appointment to an examining committee include the following: claimed specialty areas, formally listed courses taught in the area, and publications or current research in the area. Each examining committee has the responsibility for development and evaluation of the written examination in that core or designated specialty area. Faculty with "Adjunct" or "Associate" status in the department are not eligible to serve on Examining Committees.

Students with special needs may petition the DGP no less than two weeks before the comprehensive preliminary exams to request extra time or special consideration. The DGP will determine what actions, if any, should be taken.

The Graduate Committee (except for the Graduate Student Representative and ex-officio members) reviews the set of examinations prepared by the Examining Committees prior to administration. The Graduate Committee may make editorial clarifications and may assess comparability between exams in terms of time and scope. If noneditorial changes are deemed appropriate, the DGP will communicate the suggestions of the Graduate Committee to the chair of the appropriate examining committee.

#### 10.7.2. Administration of Comprehensive Written Examinations

Comprehensive written examinations for sociology doctoral students are offered three times a year: the week before spring semester begins in January and the week prior to classes beginning in August. The actual dates will be announced in the preceding semester by the DGP. Students planning to take Ph.D. preliminary examinations in August must notify the DGP by April 1. Students planning to take the January examination must notify the DGP by October 1. Students planning to take the May examination must notify the DGP by March 1.

The examination will require the student to answer four questions. The student will have 12 hours to answer the first and second questions. After a 12 hour break the third and fourth questions will be provided to the student; the answers to the third and fourth questions are due 12 hours later. There will be a 12,000 word (approximately 40 double-spaced pages) limit for all answers combined. The exam may be taken at any location and the student has access to all notes and reference materials. The student must supply a typed bibliography of works cited in the answers within 72 hours of turning in the third and fourth answers. Exams will be graded as "pass", "conditional", or "fail".

The answers must be provided to the Graduate Program office in an electronic file in MS-Word (.doc) format. The questions

may be provided to the student via email on request, and the answers may be provided to the Graduate Program office via email. The Graduate Program office will confirm receipt of the answers via email. Such confirmation is required before the student is considered to have submitted the answers.

The 12,000 word limit is an upper limit and not an expectation. It is recognized that some questions may be adequately answered in relatively 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 bibliography is not included in the 12,000 word limit.

The provisions of the NC State Code of Student Conduct apply to the process of the 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 36-hour exam period itself. 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 24-hour 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.

During the 36-hour exam period the student may not ask questions concerning the exam of anyone except the DGP (or the DGP's designee); those questions are limited to procedural (not substantive) matters.

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.). Such statements may be made available to all students in the area (e.g., on the graduate program web site) and may be reprinted in the directions for the written exam. Each student is encouraged to meet with all members of the examination committee to discuss expectations for the exam.

### 10.7.3. Grading of Comprehensive Written Examinations

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. Each faculty member on an examining committee 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(s) is (are) to be retaken. Only one retake of a failed examination. 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.

### 10.7.4. Appeals of Grading on Comprehensive Written Examinations

Only a grade of failure can be appealed. The bases for an appeal are (1) allegations of failure of the department to follow due process, (2) alleged inequitable evaluation of examinations 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 to the DGP for permission to retake the examination. Upon receipt of an appeal, the DGP will consult the Graduate Curriculum Committee for a decision as to whether to grant the appeal.

Submission of such an appeal does not guarantee approval by the DGP, and such appeals will only be granted to students making normal progress toward the degree (as defined elsewhere in this document). 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 in the next exam period. If the student wishes to explore the possibility of an appeal, (s)he can obtain information concerning these procedures from the Graduate Office.

#### 10.7.5. Guidelines for Release of Results of Comprehensive Written Examinations

Results of doctoral preliminary examinations will be released to student's advisors as soon as they are received by the DGP provided that:

- a) there are no outstanding questions regarding the results in the area (e.g., stipulations regarding conditional passes); and
- b) all students have completed all examinations during the current examination cycle.

Examining committees typically require at least two weeks from the date of the exam to forward results to the DGP.

#### 10.7.6. Comprehensive Written Examinations in the Minor Field

The decision to require a comprehensive written examination in the 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.

#### 10.8. Dissertation Proposal and Doctoral Preliminary Oral Examination

Once a student has passed all parts of the written examination, the student must prepare a formal dissertation proposal before the Advisory Committee will conduct the preliminary oral examination. The required classes in theory (SOC 701) and the required classes in methods/analysis (SOC 713, 711, 707) must be passed with a grade of B or better (in addition to passing the specialty area preliminary examination and the oral preliminary examination) in order for a doctoral student to be admitted to candidacy.

Once a student has selected the members of their doctoral dissertation Advisory Committee, they should start the process of developing the dissertation topic and proposal. Upon the completion of all written preliminary examinations, the student and their committee should give high priority to preparation of the proposal.

A dissertation proposal may be considered a prospectus of the dissertation. Its construction is part of the process by which a student decides conclusively on the viability of a topic. The student should consult with their Advisory Committee Chair on the exact 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.

A draft of the proposal should be given to the chair or co-chairs for review. If the chair/co-chairs approve, 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 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.

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."

Authorization for the preliminary oral examination is requested from the Graduate School by the DGP. This request must be processed at least two weeks before the scheduled date. 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 substitution 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 and is open to all Graduate Faculty members. Others 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 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. All committee actions may be appealed by written application to the Graduate School Dean. 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. A doctoral student is admitted to candidacy upon passing the preliminary examinations without conditions or after fulfilling any conditions specified by the Advisory Committee.

#### 10.9. Dissertation

The Ph.D. dissertation presents the results of the student's original 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 that Ph.D. research will culminate in one or more refereed journal articles and/or a published research monograph.

Once the doctoral final oral examination has been passed, the dissertation must be submitted to the Graduate School. The final copy of all dissertations must be submitted electronically to the Graduate School. The Graduate School provides workshops during the year for students to attend to learn the procedures for electronic submission. The title page must be submitted to the Graduate School at least four weeks before the last day of classes of the semester or summer session in which the degree is to be conferred. Before final approval, the dissertation will be reviewed by the Graduate School to ensure

that it conforms to the specifications prescribed in the "Thesis and Dissertation Guide." The Department requires that the student provide a hard-bound copy of the dissertation for the departmental library.

#### 10.10. Doctoral Final Oral Examination

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 defense of the methodology used and the conclusions reached in the research as reported in the dissertation. It is conducted by the student's Advisory Committee and a Graduate School representative. Final doctoral oral examinations 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.

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 a copy of the title page which is submitted to the Graduate School at the time of the Graduate School thesis review. However, approval may be conditioned by specific requirements prescribed by the Advisory Committee. Failure to pass the examination terminates a student's work at this institution unless the Advisory 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.

#### 10.11. 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 he or she serves to protect the interests of the student, the Advisory Committee, and the Graduate School. He or she 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 examinations. (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. The 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 him 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 is to be taken. The Graduate School representative, being a mature scholar who has not worked closely with the candidate, will contribute to the scholarly atmosphere of the examination. Moreover, the experiences of faculty members who serve as Graduate School representatives should improve the overall quality of graduate examinations.

#### 10.12. 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 (SOC 810) 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. Students with little or no preparation in sociology may be advised to take remedial work.

### 11. GUIDELINES FOR GRADUATE STUDENT TEACHER TRAINING

#### 11.1. Graduate Students as Instructors of Record

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

- a) complete 18 hours of graduate work in sociology;
- b) attend periodic TA meetings/workshops as determined by the DGP.
- c) enroll in the department teaching practicum prior to or during their first teaching semester.

Exceptions:

- a) Students entering the doctoral program with teaching experience in sociology may petition the DGP in writing for waiver of condition "c" above. This condition will be waived by the DGP for students who enter with experience

equivalent to all of the above conditions or with extensive teaching experience.

b) Students who, because of substantial hardship, are unable to attend teaching meetings, workshops, or other designated events may petition the DGP for a waiver. Waivers are granted with the condition that the student propose a substitute experience acceptable to the DGP.

## 11.2. Evaluation of Student Instructors

11.3.1 All Master's level TAs will be evaluated each semester by their immediate faculty supervisor(s) using the approved department evaluation form.

11.3.2 All student instructors (TAs and student VIs) will submit copies of class syllabi and student evaluation to be reviewed by a member or members of the faculty. TAs and student Lecturers may select their major professor or any other appropriate faculty person (member of specialty area, someone who regularly teaches in the area, or someone with known expertise in course). Evaluator will write a short summary for the student's file.

11.3.3 Student instructors of record must be evaluated in class by a faculty member at least once every academic year. The evaluator will write a short summary for the student's file. New student instructors of record must be evaluated in their first semester of teaching. 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.

11.3.4 TA's and Lecturers will have an annual review of their evaluations by the DGP.

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

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 area of course content. Some of the criteria include, but are not limited to, the following:

- completion of a Master's degree thesis in the area
- completion of a set of graduate courses in the area
- passing a doctoral preliminary examination in the area
- recommendations from faculty in the area
- previous teaching experience in the area and the course
- 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.

## 11.4. Appointments as Lecturers

Students wishing to apply for a position as a Lecturer should email the Associate Head and identify specific courses and

their qualifications to teach those courses. Lecturers are appointed on a semester-to-semester basis and appointments are subject to funding and enrollment concerns.

The Department supports graduate student Lecturers 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 as a Lecturer, 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 Lecturer appointments. Priority will be given to those who are making normal progress toward the doctoral degree. Students who have completed their assistantship eligibility for the graduate student support plan will be considered for these appointments. Those with the least seniority in the graduate program will have higher priority and preference will be given to students who have been admitted to candidacy.

## 12. GRADING AND GRADUATE STANDING

### 12.1. 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 for graduate credit as an undergraduate at North Carolina State University and 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 690/890 (masters/doctoral examinations), 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 Departmental courses are sometimes temporarily taught 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, for MS and Master of Sociology students, this policy applies to SOC 701, SOC711 and SOC713; for doctoral students, it applies to SOC 701, SOC 702, SOC 711, SOC 713, and SOC 707).

If independent study (SOC 610/810) 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.

## 12.2. 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 circumstance, such as illness or unforeseen personal hardship, and a letter of support from the DGP as to why this action is justified.

## 12.3. 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.

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 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).

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. Under special circumstances a student will be

reinstated upon the written recommendation of the Department and approval by the Graduate Dean. Furthermore, the Department has the prerogative of recommending the termination of a student's graduate admission at any time.

If a student receives a notice of "Graduate Admission Terminated" at the end of the first summer session, the student may register for the second summer session unless the Department recommends otherwise. A student who receives such a note should confer with the DGP before registering for the second summer session. 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.

## 12.4. 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, University of North Carolina at Greensboro, 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 recommendation of the Advisory Committee and approval of the Department. Enrollment for courses on these other campuses will take place on this campus, using special forms obtained from the Office of Registration and Records. Such courses taken at other campuses are considered as part of the student's normal load.

## 12.5. Equivalency of Graduate Course Work

Students wishing to by-pass a graduate level sociology course should discuss this possibility with instructors of the respective course. If the student decides to pursue the by-pass option, she or he 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 in the area. The area 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 make a decision regarding the course by-pass option in

consultation with other appropriate faculty as necessary and send a written report to the DGP.

#### 12.6. Annual Reporting Requirements for Doctoral Students

All doctoral students in the Department must submit an annual report of progress towards degree to the DGP by April 1st of each year. A standardized form will be provided so that the students may include information on the following components related to internal Departmental requirements and external professional activities: 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.

The Director of Graduate Studies will review all reports and provide written feedback 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 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 will help the student develop a vitae.

#### 12.7. Criteria for Assessment of Normal Progress Toward Degree

It is recognized that no absolute criteria for evaluating progress toward degree are appropriate. Some students are taking less than full course loads because of work or other obligations. The following criteria may be used for assessing progress during the diagnostic review, decisions concerning offering or continuing assistant-ships, and establishing priorities for other types of departmental support (e.g., part-time instructor). The criteria apply to both Master's and doctoral students unless otherwise indicated.

- 1) Maintenance of a Normal Course Load. Students who are on half-time assistantship are expected to enroll in nine hours (three courses). These hours may include remedial (non-degree) courses if students are advised to take them. International students with English as a second language may need to schedule fewer hours. Students should not drop courses in which they are enrolled unless there are compelling medical or personal reasons for doing so.
- 2) Appropriateness of Courses. The courses that a student takes should be consistent with the degree program in which the student is enrolled. A plan of work should be completed after two semesters in residence.
- 3) 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, e.g., SOC 810); 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 Recruitment 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.

4) Master's Requirements. Master's students should complete the requirements for the thesis prior to the beginning of the fifth semester. Students who do not pass the oral examination over the thesis by then may not receive subsequent funding from the program.

5) Timely completion of Preliminary Examinations. Students are expected to attempt and pass the comprehensive written examination exam during the third year of the doctoral program. If a student fails a preliminary written examination, (s)he is expected to retest as soon as possible. Students who do not pass the comprehensive written examination by these deadlines will be subject to loss of funding for the following semester.

6) Avoidance of 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.

7) 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/academic warning are 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.

8) Preparation of Proposals and Completion of Theses/Projects. The maximum times allowed by the Graduate School for completion of degrees should not be considered as normative. Master of Sociology 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 theses to be considered for departmental support. It is expected that students will present a dissertation proposal at the oral preliminary doctoral examination.

#### 12.8. Completion of Outstanding Degree Requirements

A graduate student who establishes a graduation date by enrolling in the last course(s) on the plan of work, passing a final oral examination (non-thesis), 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.

### 13. DEPARTMENTAL POLICIES AND PROCEDURES

#### 13.1. Office Assignments

The Department provides office space for graduate students who are on teaching or research assistantships. These offices are typically located on the second and third floors of the 1911 Building. Offices for students not funded by the department are not generally provided.

#### 13.2. Workloads and Working Hours

Research assistants are expected to work twenty hours per week. The work schedule is arranged in conjunction with the faculty member supervising the research assistant.

Teaching assistants are hired for the academic year (with the opportunity to teach in summer school when openings are available) and work on a half-time basis (20 hours per week). Teaching assistants who have independently assigned classes teach on a half-time basis (20 hours per week) and are responsible for managing their own work time. Frequently teaching assistants are assigned to one or more faculty members and are supervised by the faculty member(s) and may be assigned teaching and/or research activities.

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, to sign it, and to file the plan with the DGP. Evaluation forms are to be completed by both faculty and students at the end of each semester of an assistantship.

#### 13.3. Mail

Graduate assistants receive appropriate departmental announcements and memos through the departmental mail system and/or by electronic mail. Students who are not employed by the university also receive announcements pertaining to important meetings and information concerning their graduate programs via email and are expected to regularly check for messages.

#### 13.4. Telephone Usage

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 Graduate Office Secretary 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.

#### 13.5. Supplies

Students on assistantships are supplied with all materials necessary for conducting work related to assistantships. Such supplies can be requested from the assigned clerical support person or the Graduate Secretary.

#### 13.6. Travel

When funds are available, graduate students are invited to apply for departmental travel funds. All travel on state business, whether in-state or out-of-state, must be coordinated with the DGP or the major professor. 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 prior to departure date. These authorizations are essential for all graduate students who are on assistantships, whether travel funds are provided or not.

##### 13.6.1. Out-of-Country Travel

Except under rare contractual arrangements, the department does not support out-of-country travel for graduate students.

##### 13.6.2. Professional Meetings

All graduate students are encouraged to attend and actively participate in professional meetings whenever possible. Budgetary considerations permitting, graduate students who are university employees (for example, TA, RA, Lecturers) and have papers accepted for presentation at national professional meetings may be eligible for travel funds. 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. Quite often, group travel to such meetings is possible. In special circumstances students may let the DGP know of a special need for additional travel money.

#### **14. POLICY STATEMENT ON OTHER EMPLOYMENT**

According to the Graduate Catalog, graduate students holding half-time assistantships are restricted to taking nine (9) credit hours. Students on half-time appointments are discouraged from accepting additional employment.

#### **15. CONFLICT RESOLUTION PROCEDURES FOR GRADUATE STUDENT INITIATED COMPLAINTS OR 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.
- 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 DGP will submit both statements to the departmental Faculty-Student Grievance Committee. The Faculty-Student Grievance Committee is constituted by the Department Graduate Committee in the following way: the Graduate Committee will divide itself into two subcommittees each of which will be responsible for handling student grievances for one semester. The student representative will be on both subcommittees. In the event of a grievance during summer session(s), the Graduate Administrator will appoint a committee for the purpose of resolving the grievance.
- 6) The committee will convene within seven working days of being informed of the case and will make a recommendation within 15 days of its first meeting. The committee will review both statements, seek additional information, if needed, and meet with the student and faculty member.
- 7) 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.
- 8) 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.

- 9) Either party may appeal any decision or action to the Dean's office.

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.

#### **16. RESEARCH ON HUMAN SUBJECTS**

The department follows the University policy for use of human subjects in research. Please see the link from the NCSU web page for complete instructions on following the policies and procedures when doing research.

#### **17. OBTAINING RESIDENCE IN NORTH CAROLINA**

Graduate students who are not residents of North Carolina should attempt 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.

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 incident to enrollment 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 Graduate Office.

#### **18. ORGANIZATIONS**

##### **18.1. Sociology Graduate Students Association**

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

In the context of a student advocate, the SGSA has been 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, selection of faculty members and Department Head, and clarifying the role of graduate students in the Department. In these matters the SGSA represents a group voice which potentially exerts more influence than individual opinions randomly expressed.

The SGSA 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 of the SGSA. 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 SGSA hosts occasional picnics, parties, and Hillsborough Street "happy hours" which provide the student with still another means of coping with the rigors and strains of graduate school. Graduate students are encouraged to attend SGSA meetings (the time and place of which all students are notified) and to take advantage of the opportunities for professional growth and socialization offered by this group.

The website for the SGSA is located at <http://sa.ncsu.edu/sgsa>.

### 18.2. University Graduate Students Association

The NCSU Graduate Students 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., names of manuscript typists and information on income tax status of graduate assistantships), sponsors student get-togethers, maintains a travel fund which supports graduate student activity at professional meetings, 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 GSA business meetings which are held each month. Further information concerning GSA activities may be obtained from

the sociology GSA representative who is elected each year through the Sociology Graduate Students Association.

The website for the GSA is located at <http://ugsa.ncsu.edu>.

### 18.3. Honor Societies

Graduate students at North Carolina State University with outstanding academic records are eligible for membership in nationally and internationally recognized honor societies. These organizations also support various special awards.

Phi Kappa Phi is widely regarded as the equivalent of Phi Beta Kappa for colleges and universities with an emphasis on the sciences. Because of the small proportion of students who can be invited to join the society each year, graduate students must achieve a 4.0 average in their graduate programs in order to be admitted.

Sigma Xi is a scientific research society that recognizes outstanding students as nominated by members of the society. Students have to show evidence of scholarly productivity beyond thesis research and be nominated by two existing members.

Alpha Kappa Delta (AKD) is an international sociology honor society which serves to promote academic scholarship and interest in the sociological understanding of human life. A major goal of the organization is to stimulate ongoing research and discussion among college students who have demonstrated excellence in the field of sociology. The name Alpha Kappa Delta, reflecting the major orientation of the group, is based on the first letters of three Greek words--*anthropon* or mankind, *katamanthaneim* or to investigate, and *diakonesein* for the purpose of service.

The first chapter of AKD was established in 1920 by Dr. Emory Bogardus at the University of Southern California. Other chapters were established shortly thereafter. By early 1982 AKD membership had grown to 276 chapters in the U.S. Thirteen of these are located in North Carolina. The NCSU (Beta) chapter of AKD was the second North Carolina chapter to be organized (in 1950) and continues today.

Membership in AKD is on a lifetime basis and is open to graduate students and undergraduates who meet certain requirements based on academic achievement, professional interest in sociology, and affiliation with a recognized host institution. Faculty members meeting certain criteria also may join AKD.