

**SOCIOLOGY GRADUATE GUIDE**  
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# SOCIOLOGY GRADUATE GUIDE

## PART 1: INTRODUCTION

### I. UNDERSTANDING THESE GUIDELINES

Welcome to the University of Notre Dame and its graduate program in sociology. This guide contains the graduate policies of the University and the Department. Part I provides a brief overview of the guidelines and the program. Part 2 discusses academic policies. Part 3 describes the requirements for the Doctor of Philosophy degree.

Much of the language in this document is mandated or suggested by the graduate school. Such sections are shaded in GRAY. Non-shaded sections represent the unique policies and practices of the Department of Sociology. Should a contradiction be found between this Guide and the Graduate School's Bulletin, the Bulletin takes precedence. The Bulletin also contains important information that is not covered in this Guide. Students are responsible for knowing the requirements and expectations in the Bulletin.

Questions about the applicability of particular regulations to any individual case should be addressed to the student's adviser (see "Advisers and Dissertation Directors," below). In all cases, the Committee for Graduate Studies (see "Administration of the Program," below) furnishes authoritative interpretations of academic rules, often after direct consultation with administrators of the Graduate School.

Ordinarily, changes in the Department's graduate program are not imposed retroactively. Students who enter the program under a given set of regulations have the option of completing their work under them. However, students may also be allowed to elect, as a complete set, the provisions of any program updates that are put in place during their enrollment.

### II. ADMINISTRATION OF THE PROGRAM

The chief administrator of academic affairs in the Department of Sociology is the Chairperson. However, supervision of the graduate program is the specific responsibility of the Director of Graduate Studies.

The Director is a faculty member who is appointed by the Chairperson and assisted by the members of the Committee for Graduate Studies. This committee is composed of the Director of Graduate Studies (who serves as its Chair), three additional faculty members in sociology (who are chosen by the Department's Chairperson), and two student representatives (who are elected each fall by the group of graduate students in residence). The student representatives participate in all deliberations of the Committee, except those relating personally to their fellow students.

### III. SPECIAL UNIVERSITY FACILITIES

There are many facilities at the University of which an advanced student in the social sciences should be aware:

- \* The Center for Research on Educational Opportunities (CREO), located on the tenth floor of Flanner Hall, focuses its research on basic and applied educational topics.

- \* The Institute of Latino Studies aims to promote greater understanding of the U.S. Latino experience through research, teaching, and community outreach.
- \* The Center for the Study of Religion, located on the eighth floor of Flanner Hall, is dedicated to advancing social-scientific knowledge of religion, especially through longitudinal studies of religion in the United States.
- \* Facilities of the Office of Instructional Technology (OIT) are open to all graduate students. The staff of OIT regularly teaches short courses on techniques for the use of computers in social science research.
- \* The Joan B. Kroc Institute for International Peace Studies promotes research, teaching, and public education in the areas of war prevention, conflict resolution, human rights, and social justice.
- \* The Kellogg Institute for International Studies supports research in international studies, with a special (but not exclusive) emphasis on the nations of Latin America.
- \* The Kaneb Center for Excellence in Teaching provides information, training, awards, and other support for instruction and learning to graduate students and faculty members.

## **PART 2: ACADEMIC POLICIES**

### **I. ENROLLMENT**

Once admitted, all degree and non-degree graduate students must enroll each semester at the times and locations announced by the University Registrar.

Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. (See “Continuous Enrollment” below.)

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the expressed permission of his or her advisor, the Department’s Director of Graduate Studies, and the Graduate School.

#### **I.A. Continuous Enrollment**

All students must enroll each semester in the academic year and register for at least one credit hour to maintain student status. Continuous enrollment is met normally by both enrollment in the University and registration in a graduate-level course relevant to the student’s program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See “Leave of Absence” below.)

Degree students who have completed the credit hour requirement for their degree must register for at least one credit hour per semester, including the final semester or Summer Session in which they receive their degree. This credit hour should consist of

either resident or non-resident thesis or dissertation research within their department. These students may be considered full-time students, whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll for one semester or more must apply for readmission upon return.

### **I.B. Leave of Absence**

For exceptional reasons and on the recommendation of the Department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

### **I.C. Withdrawal from the Program**

To withdraw from the University before the end of the semester, a student must inform the Department and the Graduate School as well as complete the notice of withdrawal in the Office of the Registrar, 105 Main Building.

Upon approval of the withdrawal, the University enters a grade of “W” for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of “F” is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

## **II. ACADEMIC REGULATIONS**

### **II.A. Full-time and Part-time Status**

A full-time student is one who (1) registers for nine to twelve credit hours of required course work per semester in the academic year, or (2) has completed the credit hour requirements for a degree and is registered for a minimum of one credit hour. This second category includes both resident and nonresident students. (See “Continuous Enrollment.”)

A part-time student is any enrolled graduate student who does not fall within either of the preceding categories. The Department of Sociology will not accept part-time students unless special arrangements are formally approved.

## **II.B. Maximal Registration**

During each semester of the academic year, a graduate student should not register for more than 12 credit hours of graduate courses. Overloads require permission from the Director of Graduate Studies and the Graduate School.

## **II.C. Changes in Student Class Schedule**

A student may add courses only during the first seven class days of the semester. A student may add courses after this time only on recommendation of the Department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the mid-semester point (see the Graduate School Calendar for the exact date), a student must have the approval of the Chair of the Department offering the course, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made after the seventh day of the semester. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of "W."

A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious physical or mental illness.

## **II.D. Course Numbers**

No graduate credit is allowed for courses below the 40000 level.

The advanced undergraduate courses numbered 40000 through 49999 may, with the approval of the Department Chair and the Graduate School, be taken to satisfy up to 10 hours of graduate credit requirements.

Courses numbered 60000 through 69999 are first-level graduate courses into which qualified advanced undergraduates may be admitted with the permission of the instructor and the approval of the chair. Courses numbered 70000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites.

## **II.E. Graduate Grades**

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4	
A-	3.667	
B+	3.333	
B	3	
B-	2.667	
C+	2.333	
C	2	
F	0	
I	0	(Until Incomplete is removed)
NR	Not reported	
S	0	Satisfactory
U	0	Unsatisfactory
V	0	Auditor (graduate students only)
W	0	Discontinued with permission

Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a Department or College in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of "C-" or "D" are not awarded in the Graduate School.

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 60000- or higher-level graduate course within the semester or Summer Session. No grade of "I" can be given for courses below the 60000 level or to graduating students in the final semester or final Summer Session.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an "I" for a Summer Session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or Summer Session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an "F" in calculating the G.P.A. When the student fulfills the above requirements, the "I" is replaced by the new grade. Should the student not complete the course work as required, the "I" remains on the academic record and is computed in the G.P.A. as equivalent to an "F."

The Department and the Graduate School will review a student who receives more than one "I" in a semester or an "I" in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grades of "S" and "U" are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skill courses. These courses, if given the grade of "S," do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of "U" will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of "V" has neither quality-point nor credit-hour values. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record, and who attends the course throughout the entire semester. The grade of "V" cannot be changed to a credit-earning grade.

The grade of "W" is given for a course that a student is allowed to drop after the mid-semester point.

## **II.F. Examinations**

Unexcused absence from a scheduled final examination results in an "F." An absence excused in advance results in an "I" (incomplete).

## **II.G. Academic Good Standing**

Continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative G.P.A.

A student may be dismissed from the Department or program if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. The faculty members of the Committee for Graduate Studies will meet at least once each academic year to examine the progress of every student in the program. In the process, the Committee will assemble data on individual cases from a variety of sources. These data include grades earned in formal courses, performances on examinations, work accomplished on theses and dissertations, work on research projects and publications, teaching experiences, and assessments conveyed in comments (both written and oral) from members of the faculty with whom the student has had contact.

When considering each graduate student, the Committee will identify both praiseworthy and problematic cases, and will formulate initial recommendations concerning them. These cases will then be slated for discussion at length by the entire faculty of the Department at an annual meeting devoted to a review of graduate student progress. In any single case, five possible options may be considered: (1) commendation for work extraordinarily well done; (2) no action whatsoever; (3) issuance of a written warning to the student that better performance is expected, along with suggestions as to what should be done to achieve satisfactory results, (4) a decision to deprive the student of renewed financial assistance (see Financial Support, below), and (5) a decision to terminate altogether the student's enrollment.

A student must be in academic good standing to be eligible for new or continued financial support. Students who have lost funding may qualify again if they continue into the subsequent year, and at the conclusion of that year are deemed, in the judgment of the faculty, to have performed satisfactorily.

It is expected for a judgment of satisfactory progress that students will have completed the following steps in the time frames noted:

- a. selected an advisor by October of the second year,
- b. completed the Master's degree by May of the second year,
- c. finished all required coursework by May of the third year,
- d. passed one area exam by May of the third year,
- e. passed both area exams by December of the fourth year,
- f. passed the oral candidacy exam by May of the fourth year.
- g. finished all requirements for the PhD by May of the sixth year.

A student who does not complete all requirements for the Ph.D. by the eighth year of study is considered to be withdrawn from the program. Students may apply for a single two-year extension of degree eligibility in their eighth year, if they anticipate that they will not earn their PhD by the end of that academic year. This application must be approved first by the student's advisor, then by the Director of Graduate Studies, and finally by the Graduate School.

### **III. FINANCIAL SUPPORT**

Full-time, degree-seeking graduate students in good academic standing may be eligible for financial support supplied by the University. Financial support allotted by the Graduate School for distribution by the department includes: academic year tuition scholarships, graduate assistantships, departmental fellowships, and research fellowships for the summer session. A tuition scholarship entitles the recipient to the

remission of tuition charges for a fixed number of credit hours in a given semester. An assistantship carries a cash stipend that is paid to the student in return for his or her service (not to exceed 17.5 hours per week) in the research of faculty members or in the instructional activities of the Department. Some fellowships do not obligate their bearers to perform work as assistants, but you should consult the Director of Graduate Studies for details. In all cases, students are encouraged to develop a close working relationship with faculty members in the Department, because these relationships are vital for students' acquisition of research and teaching skills.

Work assignments for students with graduate assistantships are determined before the start of each academic year by the Director of Graduate Studies. While every effort is made to match students to tasks in their own areas of interest, an exact correspondence cannot be guaranteed. Although some shifts in assignments may be permitted during the course of the year, it is customary for students to hold the same job for two semesters at a time. Assistants and fellows who receive a full stipend cannot be employed elsewhere on campus without approval of the Director of Graduate Studies and the Graduate School.

Most of the awards are renewable annually, but renewal is by no means automatic. Rather, it is contingent upon the diligent performance of work obligations and/or acceptable academic progress. Priority for all forms of aid is given to full-time students who are enrolled in the first through the fourth years of study. A limited number of dissertation year fellowships are available each year on a competitive basis to support students in their fifth or sixth year of residency. All students are strongly encouraged to apply for grants and fellowships from funding sources outside of the University in order to secure financial support after the fourth year of study.

To be eligible for any form of financial support from the Graduate School for the fifth academic year in the program, a student must pass his or her oral candidacy exam no later than August 15<sup>th</sup> after the fourth academic year. A graduate student ordinarily cannot receive more than six years of financial support from the Graduate School or from funds allotted by the Graduate School to departments.

Summer research stipends may be available from the Department, and also from other sources on campus or elsewhere. Graduate students are encouraged to apply for such opportunities, in accordance with published eligibility requirements. To be eligible for summer funding from the Graduate School after the fourth academic year in the program, a student must have passed his or her oral candidacy examination by May of the 4<sup>th</sup> year.

#### **IV. ACADEMIC INTEGRITY**

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors.

All students are expected to be cognizant of the detailed regulations and procedures for maintaining academic integrity that are specified in the Graduate School's Bulletin.

## **V. POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE**

Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in the Graduate and Professional Student Handbook, which contains the University's description of student life policies and procedures for advanced-degree students. The codes, rules, regulations, and policies that establish the official parameters for student life at Notre Dame are contained in the handbook. Unless otherwise noted, the policies and procedures in the Handbook apply to all graduate and professional students, whether the behavior occurs on or off campus. The handbook may be obtained from the Office of Residence Life and Housing, located at 305 Main Building, and is available from the Office of Resident Life and Housing Web site at <http://orlh.nd.edu>.

## **VI. GRIEVANCE AND APPEAL PROCEDURES**

If a student has a grievance with respect to academic issues (e.g., departmental decisions that terminate or impede progress toward the degree) the student should first notify the Director of Graduate Studies of the circumstances. If the matter cannot be resolved to the student's satisfaction, the Director of Graduate Studies will inform the Chair of the Department, who will impanel an ad hoc Grievance Committee of faculty to adjudicate the case.

Appeals beyond the department are made directly to the vice president for graduate studies and research/dean of the Graduate School. Students may seek advice from the associate dean of the Graduate School who serves as academic counselor before beginning a formal process within the department or an appeal to the vice president/dean.

## **PART 3: DEGREE PROGRAMS**

The Department of Sociology offers training leading to the conferral of two graduate degrees: the Master of Arts (M.A.) and the Doctor of Philosophy (Ph.D.). Although the M.A. degree is available to graduate students, preference in admission is given to applicants whose goal is the doctorate.

The principal aims of this graduate training are to educate students in the theory and methods of social science, and to develop in them a competence as professionals in specific fields of sociology. A mastery of sociology in general and a strong background in the techniques used in scholarship and teaching in the discipline will enhance the potential of graduates for employment as academic and applied researchers, as instructors in colleges and universities, and as practitioners in government and the private sector.

## **I. DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS**

### **I.A. Course Work Requirement Credit Hours**

A total of 54 credit hours in specified courses are required for completion of the Ph.D. Students should aim to have earned these credit hours by the end of their third year in the graduate program. When students have earned these 54 credit hours (as

stipulated below), they will sign up for one credit hour of Dissertation Research (or a 1-credit training seminar) each subsequent semester, and will be considered to be in full-time status.

### **Transfer Credits**

A Department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: 1) the student is in degree status at Notre Dame; 2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; 3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; 4) grades of “B” (3.0 on 4.0 scale) or better were achieved; and 5) the transfer is recommended by the Department Chair and approved by the Graduate School.

These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro-rata basis.

A student transferring from an unfinished master’s program may not transfer more than six semester credit hours into either a Notre Dame master’s or Ph.D. program.

If the student has completed a master’s or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master’s program and up to 24 semester credit hours to a Notre Dame Ph.D. program.

Occasionally, a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the department and the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program. Twenty-four credit hours, including research credit hours, is the maximum acceptable for transfer into a Notre Dame doctoral program.

No grades of transferred courses are included in the student’s G.P.A.

### **The Curriculum: Required Courses**

Several basic and advanced courses are required of all students who enter with only a bachelor’s degree. In addition, they are required of other students who cannot demonstrate previous equivalent work at the graduate level. These courses include:

- A. One semester of classical sociological theory, for three credit hours.
- B. One-semester of sociological research methods, for three credit hours.

- C. One semester of advanced social statistics for three credit hours. The student must have taken a more elementary statistics course as a prerequisite, or have received the permission of the instructor.
- D. A Proseminar, for a total of three credit hours. This seminar provides a general introduction to faculty and facilities at the University and develops professional skills.
- E. One semester (three credit hours) in the Master's Research Practicum. In this practicum, students develop an outline for their M.A. Thesis and present ongoing progress reports of their work. Students working on their doctoral dissertations may also take this practicum for credit if they have not previously taken the same course.
- F. One advanced seminar in sociological theory, for three credit hours.
- G. One advanced seminar in sociological methods or social statistics, for three credit hours.
- H. Five graduate level sociology seminars in a variety of substantive areas of the discipline, for a total of fifteen credit hours.

Each year in the spring, prior to the pre-registration period for fall courses, the area committees in Theory and in Methods & Statistics will determine and communicate to the Director of Graduate Studies which graduate courses meet the requirement for "advanced" seminars in their respective areas. These lists will be approved and published by the Director of Graduate Studies.

The above courses constitute 35 of the required 54 credit hours for completion of the doctoral program. Students can earn the remaining 19 credits required for their degree by enrolling in any combination of the following course offerings:

- \* Master's thesis research credits (a maximum of 6 credits can be applied toward the required total of 54)
- \* Dissertation research credits (a maximum of 12 credits can be applied toward the required total of 54)
- \* Graduate seminars offered by the Sociology Department above and beyond the required courses
- \* 1-credit training seminars offered by the Sociology Department
- \* Graduate courses offered by other Notre Dame departments
- \* Advanced undergraduate Sociology courses at the 400 level (not to exceed 10 credit hours)

- \* Directed Readings (not to exceed three credit hours per semester and six credit hours total)

Directed Reading courses ought to be confined to reading and research on highly specialized topics that are immediately relevant to the student's interests and that are not routinely covered in the regular curriculum. These courses are not to be employed as substitutes for readily accessible forms of classroom training. To schedule a Directed Readings course, the student should obtain the permission of the cooperating faculty member and complete the appropriate form, copies of which are available in the departmental office. On this form, the student must explain the reasons for this unusual arrangement as well as list the materials to be explored. Forms signed by the cooperating faculty member are to be returned to the departmental office, where they are retained in the student's personal file.

### **Waivers of Requirements**

All graduate students in Sociology are expected to complete all of the requirements of the program. However, either by virtue of clear extenuating circumstances, or because of prior training and experience, a waiver of certain provisions of the program is sometimes in order. Waivers are initiated by receipt of a petition from the student seeking relief.

Petitions for a waiver of requirements must be submitted to the Director of Graduate Studies in writing. The petition should indicate precisely which requirement(s) the student wishes to have waived in his or her case, and the reasons why such action is necessary and appropriate. Copies of any supporting documentation in the student's possession (such as transcripts of previous coursework) should accompany the petition.

Petitions for waivers are evaluated periodically by the faculty members of the Committee for Graduate Studies. The Director of Graduate Studies then communicates the outcomes of these deliberations to the interested students by letter or memorandum. Some petitions may be summarily decided by the Director of Graduate Studies.

### **I.B. Foreign Language Requirement**

Neither the Department nor the graduate school requires that students demonstrate proficiency in a foreign language. The Department does require that students consult with their advisers concerning whether study of a foreign language is beneficial or essential for the student's training and research

### **I.C. Residency**

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (including the summer session).

### **I.D. Master's Thesis**

A Master's thesis is required of all students who have not completed a similar piece of graduate-level research elsewhere. If there is any question about whether a student has completed similar work elsewhere, the Director of Graduate Studies will decide or will consult with faculty members of the Committee for Graduate Studies to assess the student's prior work. Six hours of graduate credit may be earned for work on a master's

thesis. These six hours of credit are beyond the required Master's Research Practicum (see above).

The definition of a thesis provided below is intended to guide students and their advisers in their efforts to meet this requirement.

A master's thesis is a manuscript of modest size and scope that describes from inception to completion a project conducted by its author. The thesis ordinarily will resemble (in terms of length, quality, and scope) a manuscript that would be submitted to a respected academic journal. The thesis will always be:

- a) integrated (i.e., a paper or a collection of papers focused on a particular topic, or set of explicitly related topics);
- b) social scientific (although not necessarily sociological, if completed before admission to the graduate program in sociology at Notre Dame);
- c) evaluated by a committee of three or more faculty members who are chosen because of their qualifications to judge the content of the manuscript.

The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director. The format of the thesis should follow the guidelines in the Graduate School's *Guide for Formatting and Submitting Dissertations and Theses*, available at the Graduate School office and on the Graduate School's Web site at <http://graduateschool.nd.edu>.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers the number of signed copies of the completed thesis required by the department to the department chair. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department. These copies are distributed to the two official readers appointed by the department. Readers are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the Graduate School's prior approval. The thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.

When the thesis is given to the readers, the candidate should also give a complete copy to the Graduate School office for a preliminary review of the format. This copy may be submitted electronically as a PDF or delivered as a printed document.

After the readers approve the thesis and any necessary changes have been made, the candidate must then present the final version of the thesis to the Graduate School for final approval and submission on or before the date specified in the Graduate School calendar.

Should a student and adviser decide to microfilm a thesis, information concerning the University Microfilms International Master's Publishing Program may be obtained from the Graduate School office.

The Master of Arts (M.A.) degree will be awarded to students who:

- A. Have completed requirements A through E in the section above labeled "The Curriculum: Required and Optional Courses" (Classical Social Theory; Sociological Research Methods; Advanced Social Statistics; Proseminar; Master's Research Practicum).
- B. Have 30 or more hours of coursework within the program
- C. Successfully defend the thesis in an oral examination administered by the thesis director and two readers
- D. Make final corrections to thesis and submit the final version to the Graduate School.

### **I.E. Degree Eligibility**

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or Departmental requirements within the prescribed period results in forfeiture of degree eligibility.

### **I.F. Advisers and Dissertation Directors**

It is of paramount importance that, early in his or her graduate education, each student develops a stable working relationship with a member of the faculty.

In the first year, all new students will have the Director of Graduate Studies assigned as their adviser. Normally, by the end of the spring semester of the first year, and no later than the middle of the third semester in the program, each student must select a faculty adviser of his or her own and have that person sign a "Change of Adviser" form (copies of which are available from the Department Office). Ideally, the person who is selected should be someone with compatible research interests, for the adviser might later function as a thesis or dissertation director. The opportunity to change advisers is always available to the student, assuming that there is another faculty member who is willing to serve in that capacity.

Once officially selected, the adviser's job is to: (1) encourage graduate students to take advanced undergraduate courses in areas in which basic proficiency is lacking, or in which new interests are emerging, (2) review, on a regular basis, grades and other indicators of progress for each student under his or her direction, (3) assist students in planning work toward the completion of their goals in the program, and (4) insure that students' written examinations are in broad, recognizable areas of the discipline (both to avoid overspecialization and to prepare students for future teaching responsibilities).

Advisers and dissertation directors are chosen from the regular teaching and research faculty of the student's department. There may be one co-director. A co-director may be chosen from the faculty outside the student's department, but such arrangements must be approved by the Director of Graduate Studies and the Graduate School.

## **I.G. Candidacy Examination**

The candidacy examination consists of two parts: a written component and an oral component.

In Sociology, the written component consists of two area examinations. The oral component includes, but is not limited to, a defense of the student's dissertation proposal. Both components are discussed below.

### **Written Area Examinations**

Written, in-class examinations, between six and eight hours in duration, must be completed in two areas of Sociology chosen by the student and approved by the faculty membership of the Committee for Graduate Studies. Each area, in addition, must be approved by a three-member examining committee (two members of which must be from the Department of Sociology). Students are not to use notes in writing their responses to examination questions.

Standing examination committees will be impaneled in areas for which there is the greatest student demand and faculty expertise. The creation of examination committees in other areas may be initiated by student petition to the Director of Graduate Studies.

The composition of standing area examination committees will be published at the beginning of each academic year. If a student wishes to form an additional exam committee due to the nature of her or his area, it is the student's responsibility to assemble an appropriate committee. Only in the latter case, a list indicating the title of the area, the examinee's name, and the composition of the committee including the designation of a Chair, all of whom have agreed to serve, is to be submitted to the Director of Graduate Studies for approval.

Area examinations normally will be administered twice each academic year. Fall exams will take place in November and spring exams will be held in April. Precise dates and time periods will be specified annually by the department. Examinations can be offered at other times. However, faculty are under no obligation to do so.

While preparing for each examination, students should bear in mind that their central task is to acquire and demonstrate expertise in regard to all relevant literature in their selected areas. Strategies for acquiring such expertise, and strategies for evaluating students' mastery of relevant literature, will vary across students and across faculty committees. Students should work closely with members of the examining committees to discuss preparation strategies and to establish clarity in terms of how the student's performance on the exam will be evaluated. Preparation for an exam typically involves the generation of a list of readings that are particularly important for gaining expertise in the student's selected area. Such reading lists can be generated in a variety of ways, but they must ultimately be approved by members of the examining committee.

In the event that a student fails an area examination on his or her first attempt, it is customary to allow one and only one opportunity to repeat the examination. Performance on exams will be considered when reviewing student progress.

#### **A. Academic Integrity**

It is assumed that students will behave in an honorable and honest fashion when taking area examinations. Therefore,

1. Area examinations will not be proctored.
2. Students can take the examination in any available on-campus location. However, if student carrels or offices are used, they must not contain any notes or reference materials relevant to the examination.
3. Students can write their examinations on a computer if they wish. The computer and disks used must not contain any relevant information for the area examination. Students who want to use computers should be aware that it is their responsibility to arrange for the necessary equipment and to deal with any technical problems that develop.
4. Any proven abuse of the above will result in failure on the examination and a re-evaluation of the student's status in the program. Further, the examining committee can require that any subsequent retake of the examination be conducted under supervised conditions.

#### B. Delivery of Results

Committees should report results to students in a timely and informative fashion. Specifically,

1. All committees should strive to return the results within two to three weeks of the examination. Students should be notified in advance if this will not be possible.
2. In the event that there is excessive delay in returning examinations, the Chairperson of the Department will have the right to replace one or more of the committee members.
3. Guarantees of speedy feedback do not apply when an examination has been taken at a specially-scheduled time (e.g., during the summer).
4. All students failing an examination will receive a detailed explanation in writing of the reasons for the failure.
5. Passing students are welcome and encouraged to request reactions to their examinations. Faculty members should provide verbal feedback, if requested, and are also encouraged to put their comments in writing.

#### **Examination Procedures**

Each standing committee is expected to develop procedures covering the following aspects of the examination, and to inform examinees of them sufficiently in advance of the examination's administration. A copy of the procedures used is to be delivered to the Director of Graduate Studies, with modifications whenever procedures change. Specially-formed examining committees should also reach verbal or written understanding with the student concerning these procedures. Students are welcome and encouraged to suggest changes in a committee's procedures, but the committee is

not obligated to implement such requests. All committee procedures must be consistent with the other requirements laid out in these guidelines. Procedures will cover:

1. the preparation of new reading lists and the availability of previous reading lists;
2. the availability of prior examination questions in the area;
3. the possible need of examinees to meet collectively with the area exam committee prior to the examination;
4. required or recommended coursework prerequisite to the examination;
5. the length of the examination (which ordinarily will be six to eight hours on one day or split between consecutive days);
6. whether or not examinees will be permitted or expected to prepare a question pool, from which at least some of the actual questions will be drawn;
7. the acceptability or restrictions on the submission of notes and outlines prepared during the examination period;
8. criteria concerning grammar and language usage, and any special provisions applicable to examinees for whom English is a second language;
9. criteria concerning scholarly expression, including documentation and referencing, and reciting the ideas of others vs. arguing for the examinee's own conclusions;
10. methods for providing feedback (e.g. expected level of detail, notations on the examination itself or on separate sheets of paper, from each committee member separately or summarized by the committee chair); and
11. grading levels, along with procedures for partial or complete remedial work in the case of failure.

The result of each examinee's performance, with commentary if necessary, is to be delivered by the examination committee chair to the Director of Graduate Studies at the same time it is conveyed to the examinee.

### **Dissertation Proposal and the Oral Candidacy Examination**

After passing their written area examinations, all students are expected to prepare a dissertation proposal. This proposal should outline the major theoretical, methodological, and substantive issues that will be addressed in the student's dissertation. Students should work closely with their adviser and other faculty members when preparing their proposal. All students must then pass an oral candidacy examination which includes, but is not limited to, a defense of the dissertation proposal. This examination and defense of the dissertation proposal must occur no later than the end of the second semester of a student's fourth year. No student may sit for such an

examination until he or she has satisfied all prior Departmental requirements. It is the responsibility of the student to seek out faculty members who will consent to serve as examiners in each instance. The composition of the committees for these events should be reported to the Director of Graduate Studies at least one month in advance of the date proposed for the session, in order for the roster to gain the approval of the Committee for Graduate Studies. No last-minute requests will be processed.

The oral candidacy examination is taken after the completion of the course work and area exam requirements, but no later than one calendar year prior to defense of the dissertation. The oral part, among other things, tests the student's readiness for advanced research in the more specialized area(s) of his or her field. In total, the examination should be comprehensive. Successful passage indicates that, in the judgment of the faculty, the student has an adequate knowledge of the basic literature, problems and methods of his or her field.

A board of at least four voting members nominated by the department and appointed by the Graduate School administers the oral part of the examination. Normally, this board has the same membership as the student's dissertation committee. Board members are chosen from the teaching and research faculty of the student's department. The Graduate School should be consulted before the department or the student invites a faculty member outside the student's department to be a board member.

A faculty member appointed by the Graduate School from a Department other than the candidate's Department chairs the examination board. This chair represents the Graduate School and does not vote. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a board of four, three votes are required to pass. If a Department chooses to have five members, four votes are required to pass. The Chair should, before the examination begins, ask the candidate's adviser to confirm departmental regulations for conduct of the examination and voting procedures. The Chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School.

In case of failure in the oral candidacy examination, the Department Chair, on the recommendation of a majority of the examiners, may authorize a retake of the examination. An authorization for retake must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

#### **I.H. Admission to Doctoral Candidacy**

Admission to [doctoral] candidacy is a prerequisite to receiving [a Doctor of Philosophy degree]. To qualify for admission to doctoral candidacy, a student must: 1) be in a doctoral program; 2) have been continuously enrolled in the program without withdrawal; 3) complete the departmental course work requirement with a cumulative average of 3.0 or better; 4) pass the written and oral parts of the doctoral candidacy examination.

It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the Department Chair.

#### **I.I. The Doctoral Dissertation**

In continuing consultation with the dissertation director, the student explores research areas in his or her field to formulate a dissertation proposal.

The Department Chair or Director of Graduate Studies will appoint a dissertation committee consisting of the dissertation director and three readers. If a committee has two co-directors it must also include three additional readers because the Graduate School makes a distinction between directors and readers. Normally, the committee is drawn from the membership of the student's oral candidacy board. The Graduate School must be consulted before the Department invites a committee member from outside the teaching and research faculty of the candidate's Department.

The candidate delivers typed copies of the finished dissertation, signed by the director, to the Department Chair for distribution to the three readers. At the same time, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the Graduate School style manual. (See "Submitting the Dissertation" below.)

Readers normally have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation which has been unanimously approved for defense by the three readers may be defended.

Even though the dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

### **I.J. Defense of Dissertation**

In defending the dissertation, the doctoral candidate supports its claims, procedures and results. The defense is the traditional instrument that enables the candidate to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area.

The defense is chaired by a faculty member who is appointed by the Graduate School from a department other than the candidate's Department. This chair represents the Graduate School and does not vote.

The Graduate School will find an outside chair, but only if all the readers' reports and the Defense of Doctoral Dissertation form are received by the Graduate School at least 10 working days prior to the desired date for the defense.

The defense typically begins with the doctoral candidate presenting a brief summary of his or her work. The Director and readers will then each have ten minutes to question the candidate. A second round of questions, of up to five minutes per committee member, will follow. The chair of the committee can also ask questions if he or she so wishes.

After the examination is completed, the Chair calls for a discussion followed by a vote of the dissertation committee. At least three votes out of four will be required to pass a candidate. The Chair sends a written report of the overall quality of the defense and the voting results immediately to the Graduate School.

### **I.K. Submitting the Dissertation**

To receive the degree at the next commencement, the doctoral candidate who has successfully defended his or her dissertation must submit it to the Graduate School on or before the deadline published in the Graduate School calendar. Candidates should be cognizant of the deadlines for graduation established by the Graduate School and the department.

To be accepted by the Graduate School, the dissertation should be prepared according to the formatting guidelines published in the *Graduate School's Guide for Formatting and Submitting Dissertations and Theses*, even if the candidate has previously published the substance of the dissertation in scholarly journals. The guide is available at the Graduate School office and on the Graduate School Web site at <http://graduateschool.nd.edu>.

When the dissertation is given to the readers, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the style manual. This copy may be submitted electronically as a PDF or delivered as a printed document.

After successfully defending the dissertation and making any necessary changes, the candidate must present the document to the Graduate School for final approval and submission.

The student may submit the dissertation electronically by uploading one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and providing one signed title page and any other necessary forms to the Graduate School.

Alternatively, the candidate may present two clean, printed copies of the dissertation, each signed by the dissertation director. The candidate pays the binding costs for the two official copies required by the Graduate School and for any additional copies required by the department or for personal use.

The Graduate Council requires that all doctoral dissertations be microfilmed by ProQuest Information and Learning. Microfilming costs are also paid at the Graduate School office, which handles the publication requirement for the candidate.