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WASHINGTON STATE UNIVERSITY

DEPARTMENT OF SOCIOLOGY

GRADUATE STUDENT HANDBOOK

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(for current policy, always refer to the online version of this Handbook)



Department of Sociology

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Introduction

The Sociology graduate program at Washington State University is designed to prepare students for professional careers as sociologists in academic or nonacademic settings. The Department offers M.A. and Ph.D. degrees. Students are admitted to the program under the assumption they will earn an M.A. degree on the way to the Ph.D. degree.

The design of our graduate program and the favorable faculty-to-student ratio facilitate close collaboration between faculty and students. Nearly all graduate students obtain first-hand research experience during their graduate study. Most take advantage of opportunities to present papers at professional meetings and other venues and to publish in peer-reviewed journals. Historically, our program has been one of the most productive in the nation in the proportion of graduate students who have published articles while in graduate school. Graduate students also have opportunities to gain teaching experience. Students assist faculty members with teaching duties and, after a period of training and with faculty supervision, students may teach their own courses.

This Department of Sociology *Handbook* was prepared to help incoming students navigate through our graduate program in a way that is timely and contributes to intellectual and professional development. While directed primarily at students already accepted into the program, prospective students can use this handbook to get a clear vision of the procedures and expectations of the program. **Current students should refer to the online handbook for the most up-to-date policies and procedures.**

Both the Department of Sociology and The Graduate School have guidelines for obtaining each type of degree. Students and the Department are bound by Graduate School policies and procedures http://www.gradsch.wsu.edu/current-students/2008_updatedpolicies/. The Graduate School Handbook includes: graduate student rights/responsibilities; degree requirements, enrollment credits, and meeting academic standards; and *forms, guidelines, and deadlines* to formally progress through the graduate program <http://www.gradsch.wsu.edu/current-students/forms/>.

During the first year of study, you will select an Initial Advisor to assist with career decisions. By the second year, if you are entering the program with a B.A. you will select an M.A. Advisor to guide thesis work and if you are entering with an M.A. you will select a Chair of your Comprehensive Examination (CWE) Committee. After completing an acceptable Master's thesis but prior to a dissertation, you must pass a CWE in two areas. You will complete course work in the fundamentals of sociological theory and methods and the basics of research and teaching. You also will tailor your program of study to pursue substantive interests that are aligned with department areas of expertise. Although not a substitute for speaking with faculty advisors and fellow graduate students, this *Handbook* will assist in the procedure for initiating and completing your graduate studies to meet your professional goals.

Part One. General Information

You, the graduate students are integral to the WSU Sociology Department. You will welcome incoming cohorts; participate in departmental governance; contribute to the department's intellectual environment via research and collaboration; and educate undergraduate students. This section of the *Handbook* describes graduate student involvement in department affairs and funding sources for graduate student scholarship, including research- and teaching- assistantships, departmental awards, and travel grants. This section also describes how continued funding is linked to making "satisfactory progress" through the program.

Graduate Student Involvement

Peer Mentoring Program

Peer mentors are continuing graduate students who can be relied upon by those of you in the *first-year cohort* to provide guidance in the beginning of their graduate career. The *first-year cohort* is comprised of first-year graduate students, whether entering with a BA or an MA.

The Peer Mentoring Program, piloted with the 1995 cohort, is now an active component of the graduate program in sociology. Peer mentors are a valuable resource in making the transition to graduate life. Peer mentor relationships are established even before first-year students take up residency in Pullman (e.g., during a campus visit; e-mail/phone conversations). Students representing various areas of concentration are available to answer prospective graduate students' questions about the program and assist during departmental visits. Each incoming graduate student has a peer mentor who answers questions and assists with housing, academic, and other needs. Additionally, these mentors may help facilitate working relationships between new students and the faculty in their areas.

Sociology Graduate Student Organization (SGSO)

The SGSO was formed to facilitate professional development and to ensure that graduate student preferences or concerns are represented in departmental decisions. It strives to provide Sociology Graduate Students with the opportunity to develop professional leadership skills through active participation in decision-making and activities; to foster collegial peer and faculty relations within the Department of Sociology, and to provide a venue to develop and share professional and academic information and ideas. SGSO is self-governed. Meetings, announced via e-mail, typically are held once a month. All sociology graduate students are encouraged to attend.

Departmental Committees

Graduate student representatives volunteer through SGSO to serve on Sociology Department committees and participate in department meetings. Responsibilities associated with each committee are described at the initial SGSO meeting to select volunteers. Department Committees include: Awards, Colloquia, Faculty Meeting Representative(s), Graduate Studies, Undergraduate Studies, and Faculty Search.

Financial Support of Graduate Research and Teaching

The Sociology Department strives to provide financial support for all of its graduate students who are making satisfactory progress. Two major kinds of financial support are awarded by the department to graduate students: Teaching Assistantships (TAs) and Graduate Research Assistantships (RAs). The availability of research assistantships depends, in part, on grant funding. The department also has a limited number of Research Fellowships (RFs) awarded on a competitive basis. TA duties consist of either assisting a course instructor or teaching a course independently. RA responsibilities typically involve support in connection with faculty research.

Responsibilities: As described by Graduate School policies and procedures, graduate students supported by TA- and RA-ships have the following responsibilities. Appointments for graduate students financially supported by the department run from August 16-May 15 so students are expected to be on campus, available to work during these times. Absences during this time frame must be cleared in advance with the faculty member you work with.

Teaching Assistants: TAs are obligated to provide 20 hours of service per week. Tasks will vary, but may include attending lecture, grading, holding office hours, developing assignments, and writing exams. Regardless of how their assignments are crafted, TAs have the responsibility to meet the goals and objectives of their teaching assignments as specified by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading and other responsibilities should be fulfilled thoughtfully and in a timely manner.

Research Assistants: Employment as an RA involves commitments, not only to thesis and dissertation research, but to the goals and objectives or deliverables of the sponsored project providing salary support. RAs should, therefore, be aware of responsibilities prescribed by the University's Intellectual Property and Conflict of Interest policies and procedures.

Research Fellows: Recipients of research fellowships should understand the goals and objectives of sponsoring programs. These goals and objectives may require completion

of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), or specific uses of support funds. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible.

Departmental Funding

Students funded by the department as a TA or RA receive a specified stipend each month (for nine months), health insurance benefits, and an in-state tuition waiver (for WA state residents). Stipends differ depending on whether a student is a TA-I (pre-masters) or TA-II (post-masters). Out-of-state tuition is waived the first year until the student establishes residency.

Residency: To qualify for resident tuition, state law requires you be a state resident for 12 months. If you are a U.S. citizen or Permanent Resident and have come to WSU from out of state, establish residency in order to avoid paying out-of-state tuition. To establish residency, get your Washington State Driver's license within 30 days of arrival; register your car; register to vote; establish a bank account; and live in-state for one year (<http://access.wa.gov/living/resources/residency.aspx>).

Payroll Options: Graduate students receiving an assistantship are paid, like the faculty, on the 10th and 25th of the month. You can receive your paycheck via inter-university mail or by direct deposit in your bank account. By going to the Payroll Office (French Administration Building) and completing the necessary forms, university fees can be deducted from your paycheck and spread over 8 pay periods. This must be done each semester. Current information about fees can be viewed at <http://www.wsu.edu/studacct/tuitionFees.htm>. If you have any questions concerning payroll, contact the staff person who manages the payroll and associated responsibilities for the Department of Sociology.

Annual Review of Graduate Students

Graduate School policies make continuance of financial support dependent upon adequate performance as a teaching assistant or research assistant and satisfactory progress in completing the degree requirements of the program. Graduate students are evaluated yearly by the Sociology Department's graduate faculty to assess *adequate performance* and *satisfactory progress* in the program. This review is typically conducted near the end of the Fall semester.

One component of the annual review is your self-assessment regarding progress over the past year. The self assessment is required of all graduate students, regardless of year in program, and future funding is contingent upon completion of this assessment. Another key part of the yearly assessment is faculty reviews of your performance. Although any faculty member may contribute, it is generally committee members and faculty from whom you have taken classes and/or worked as a TA or RA who assess your performance. The annual review is meant to offer you constructive feedback and

guidance about the trajectory of your graduate work and to encourage timely completion of work.

Satisfactory Performance: Performance is assessed across several dimensions including graduate course work, execution of TA/RA duties, and professional activity and development. Indicators of professional development include such activities as preparing a manuscript for peer-review, submitting a grant proposal, presenting research, attending a professional conference, serving on department committees, and attending department colloquia. Unusual teaching demands and other known extenuating circumstances may be taken into account.

At minimum, you must maintain a grade point average of at least 3.0 throughout your graduate career. If the GPA falls below 3.0, the Department would have to petition the Graduate School to allow you to continue the program.

Incomplete grades, ethical breaches, and insufficient progress also are factors affecting performance evaluations. An *Incomplete* ("I") defers a grade for a student who, for reasons beyond his/her control, is unable to complete the assigned work on time. Ordinarily, new or renewed appointments will not be approved for students who have a grade of "I" on their record for longer than one semester or summer session.

Satisfactory Progress: "Satisfactory progress" refers to timely goal attainment within the M.A. and Ph.D. programs, as illustrated on page 14 for students entering with a BA and on page 24 for students entering with an MA. Student progress is confirmed through annual review by the faculty.

Once self-reported and faculty-reported assessments are collected, a summary and recommendation is presented by the Director or Directors of Graduate Studies to the Sociology Graduate Faculty. The faculty examines each student's performance and a collective recommendation is rendered regarding satisfactory performance and progress. Recommendations for continuance of funding are made at this time.

A letter will be sent to you regarding your progress during the past year as judged collectively by the graduate faculty. Typically, students making satisfactory progress are funded. Negative evaluations will be expressly explained and any conditions for future funding will be set forth (e.g., defend by a specified date). Evaluations should be discussed with the Director(s) of Graduate Studies and/or your advisory Committee if further clarification is needed, the evaluation was negative, or the basis of evaluation seems vague or inappropriate.

Annual Awards to Graduate Students

The Department of Sociology grants more than ten Scholarships, Fellowships, and Awards each year to recognize or foster outstanding graduate student research, instruction, and other achievements.

Graduate student research is funded by the Dissertation Award, the Morgan Fellowship, and the Yoder Fellowship. The James F. Short Research Award recognizes exemplary graduate student research. Excellence in graduate student instruction is conferred by the DeMartini Teaching Award; teaching excellence is fostered by a DeMartini Grant for travel to attend teaching-related workshops and conference sessions. Other awards encourage diversity of backgrounds and interests, fund travel, and otherwise support graduate student scholarship.

You are encouraged to apply for these competitive awards. Applications are due the first Monday in March. Awardees are recognized at the annual Spring Banquet in April. Description and application: <http://libarts.wsu.edu/soc/scholarships/index.html>.

Funds for Conference Travel

You encouraged to attend and present research at professional conferences, particularly while on the job market. Several awards help defray travel costs for professional development. Department travel grants are the DePew Memorial Scholarship and the DeMartini Travel Grant (see Annual Awards, above).

The Graduate & Professional Student Association (GPSA) also funds conference travel: http://www.gpsa.wsu.edu/services_travel_grants.aspx.

The Role of Faculty Mentors and Advisors

“A mentor is a faculty person who assists scholarly development, contributes to intellectual stimulations, and fosters professionally enriching relationships with graduate students...one who nurtures a rapid transition from graduate student to colleague through insightful guidance, trust, and mutual respect” (Washington State University Graduate Student Code).

Your mentor is expected to interact with you on a regular basis to provide advice and guidance related to professional development. You may change mentors at any time, without fear of reprisal.

As described in the *WSU Graduate Student Code*, mentors and advisors will:

- √ Interact in a professional and civil manner consistent with nondiscrimination and sexual harassment policies of the University
- √ Demonstrate collegiality in the classroom and in supervisory relations to encourage independent learning

- √ Develop clear expectations about research responsibilities including timelines for completion (e.g., research assistantships, theses/ dissertations)
- √ Provide feedback on work in a timely manner
- √ Discuss authorship arrangements **in advance** of entering into collaborative projects
- √ Acknowledge student contributions to research presented at conferences or in professional publications
- √ Act in the student's best interest by: preventing faculty rivalries from interfering with their duties as mentors/advisors/committee members; not impeding student progress for the benefit of the student's teaching or research assistance; excusing themselves from supervising a student when there is an amorous, familial, or other relationship causing a potential conflict of interest; and refraining from requesting students to do personal work (e.g., child care, home/personal projects) without appropriate agreement and compensation.

When Difficulties Arise

Difficulties in one's academic career sometimes arise and it is important to know how any concerns you may have are normally handled at WSU. The first course of action is to *talk to your mentor / advisor* to resolve your concerns. If a remedy is not possible, you and/or your advisor can seek advice from the Graduate Studies Directors and then the Department Chair. If there is a reason why these individuals cannot be approached, problems may be taken directly to the appropriate office. Depending on the nature of the issue, you might wish to consult the Ombudsman (an impartial resource to assist all in the university community), the Office for Equal Opportunity, or Graduate School personnel: Academic issues are handled by the Assistant and Associate Deans. Student conduct issues are handled by the Office of Student Conduct. Other matters may be referred to the Committee on Graduate Student Rights and Responsibilities (CGSRR).

Exceptions to Policy

You may petition for exceptions to the policies described in this *Handbook*. For exceptions to Departmental policies, the petition should be submitted in writing *through the major professor* (your Advisor) to the Graduate Studies Committee. (See pg. 20 for specific rules governing petitions to change comprehensive written exam areas.) For exceptions to University Policies, the petition "should be submitted in writing *through the major professor* and the Chair of the major department/program to the Dean of the Graduate School. The Dean may then act upon the request or refer it to the [University] Graduate Studies Committee."

Ethical Considerations

Academic Integrity

You are expected to uphold high standards of scholarship and conduct in your roles as student, teaching/research assistant, and researcher. The Department of Sociology fully supports the academic integrity policies outlined in the Washington State Standards of Student Conduct: <http://www.conduct.wsu.edu/Content/Documents/conduct/09-10%20conduct%20booklet.pdf>.

Academic dishonesty includes, but is not limited to: plagiarism (presenting other's information, ideas, or phrasing as one's own without proper acknowledgment of the source); fabricating data, research procedures, results, or citations; cheating; facilitating acts of dishonesty by others; possession of computer files or written documents without express permission (e.g., exams); and unauthorized multiple submission of the same work. Violations will be adjudicated using procedures described by the Office of Student Conduct.

One instance of academic dishonesty is likely to result in *termination* of one's duties and financial support. Ignorance of these policies is not a defense. If you are unclear about what constitutes a violation of policy, speak with your advisor.

Sociology Department Computer Privacy Policy

The Department of Sociology considers all computer files, programs, disks, etc., to be the private property of the person who created them. This means that access to such materials is limited to their creator and such others who receive explicit permission from the creator. In that sense, they are to be treated as any written material (data forms, papers, notes) that might be kept in a desk or file cabinet. In the absence of explicit permission, acquisition of such materials is considered theft. Unauthorized perusal of another's computer files is a serious invasion of privacy; unauthorized use of another's data is plagiarism; unauthorized modification to other's programs is vandalism.

Sociology Department's Statement on Ethics

The purpose of this statement is to acknowledge the nature of professional responsibilities as educators toward students, the subjects of and participants in students' research, and to our colleagues at Washington State University and in the wider discipline.

Sociology faculty at Washington State University affirm and support the Code of Ethics developed by the American Sociological Association. We acknowledge that it is our responsibility as educators, practitioners and researchers to ensure that our students are trained to be sensitive to ethical issues and to work in accordance with the ASA Code of Ethics.

Therefore, the Department's ethical expectations include all of the following:

- √ All course work in research methods and practice will include appropriate consideration of ethical issues.
- √ Students doing research must comply with the ASA Code of Ethics and applicable institutional research guidelines, including human subjects review procedures. <http://www.asanet.org/cs/root/leftnav/ethics/ethics>
- √ Students who do research to fulfill course work requirements, to meet degree requirements in Sociology, or as a representative of the University or Department, must do so under the direct supervision of sociology faculty.
- √ Students must have explicit permission of a sociology faculty member before beginning the research, and must continue to receive supervision from a sociology faculty member for however long the research is in process.
- √ Supervising faculty, generally, will be the chair of the student's committee or any assistant, associate, or full professor in sociology.
- √ Sociologists who, as members of this faculty, supervise student research will exercise their professional judgment in guiding the student with respect to ethical issues that arise in the course of the student's research.
- √ Owing to the supervisory capacity of faculty with respect to student research, any promise of confidentiality that exists between researcher and members of the research population necessarily extends to the supervising faculty, and respondents must be informed of this fact.

Part Two. Earning a Master's Degree

Earning a Master's Degree requires completing course work and an independent research project, the Master's Thesis.

Ultimately, you will need at least three faculty committee members, the majority of them in Sociology, to form a Master's committee, but the first step is to find a Sociology faculty member to chair your committee. To select a chair, look around the department: Who is doing work that interests you? Who seems like someone with whom you could work? Do you need someone who will allow you a great deal of autonomy or do you require a lot of guidance? Ask other graduate students about how it is to work with particular faculty.

Before the end of your first year, you need to file your Program with the Graduate School. The Program form, and all other Graduate School forms, can be accessed at <http://www.gradsch.wsu.edu/current-students/forms/>. Essentially, your program is a list of classes that you will take to fulfill the requirements of the Master's Degree, and the names of the faculty who will guide you through your thesis work. Each member of your MA committee must sign your program. Your Program must also include mention of your thesis topic. This can be quite general; it is not necessary to state the exact nature of your thesis.

Classes: You must successfully complete at least 30 hours of course work to earn a Master's degree in Sociology – including at least 24 hours of graded course work.

To earn an MA, you must complete each course that is listed on your Program. However, even after it has been filed, it is relatively easy to change your program to delete or add specific courses and/or faculty committee members ("Change of Program" form) in order to meet changing interests. Faculty members understand that student's interests and needs change and so committee changes are not uncommon. However, if you remove faculty members from your committee, it is common courtesy to tell them.

The Thesis

“The thesis is a scholarly, original study that is a significant contribution to the knowledge of the chosen discipline.” (*Graduate School Policies and Procedures*)

Generally, you will design your project in close consultation with the Chair of your committee. The thesis itself may be of any length, but many students opt to write one that is “article-length” (facilitating their submission of the final document for publication).

You may use an existing data set, or collect your own data. Whatever you choose to do, make sure your thesis project is one that can be accomplished in a reasonable amount of time (see “Satisfactory Progress Chart” on page 14).

Overview of the Thesis Process

- i. Begin by having informal discussions with faculty members with whom you share interests. Talk about topics, timelines, research methods, and ethical issues. Decide upon a Chair.
- ii. In consultation with the Chair of your committee, discuss how to proceed with the research topic you have chosen. A typical next step is to write a “proposal.” In your proposal, describe the research questions or hypotheses you intend to address, your preliminary reading of the relevant literature, the methods and strategies you intend to use, and so forth. Generally, a student shares the proposal first with the Chair of his or her committee before distributing it to other committee members.
- iii. Provide a copy of your proposal to each member of your committee and ask for feedback.
- iv. Write a final version of the proposal and give copies to each member of your committee.
- v. Schedule a meeting with members of your committee. The goal of this meeting is for everyone to leave the room with a similar idea of what your research is going to be, how you will proceed, and the kind of product you anticipate will result. It is appropriate for you to ask questions of your committee members to make sure that everyone is satisfied with your proposal.
- vi. If the research involves human subjects you must have completed the human subjects training course – CITI – before you can submit an application to the Institutional Review Board. It can be accessed at: <http://www.irb.wsu.edu/citi.asp>. Then, complete the form required by the WSU Institutional Review Board and, under

the supervision of your Chair, obtain approval before you begin your research <http://www.irb.wsu.edu/forms.asp>.

vii. As you conduct your research and begin to write, provide regular progress reports to the Chair of your committee. Consult with your Chair if you have questions about how much information you ought to provide to other Committee members. Of course, you ought to call upon other members of your committee whenever you need/want their expertise.

viii. Once your research is complete and your thesis is written, give each member of your committee a working draft. A working draft is one that has a title, is properly formatted, written in complete sentences, has a bibliography, and so forth. The closer your draft is to being in final form, the better the quality of comments/feedback you can expect to receive from your committee members. Different faculty will have different expectations and interests, so be sure to discuss with committee members ahead of time what they need to provide you feedback (e.g., a complete draft, sections, etc.).

ix. Your committee is responsible for approving all aspects of the final thesis before you may schedule the final examination. After each member agrees that the thesis is ready to defend, a thesis Defense may be scheduled. To schedule a Master's defense you must:

- √ Have completed or be enrolled in all the required course work
- √ Be registered for a minimum of two credits of Soc 700 or 702 for the semester or summer session in which the final examination is to be taken
- √ Submit the Scheduling form to the Graduate School 10 or more working days prior to the anticipated examination. When committee members sign the Thesis Acceptance/Final Examination Scheduling form, they indicate that a thesis, suitable in format for submission to the Library, has been given their approval (*Graduate School Policies and Procedures*). The candidate must present an electronic draft copy of the thesis, complete in format, with the scheduling form. Do NOT assume faculty members will sign a form for an incomplete thesis.
- √ Submit the Application for Degree form to the Graduate School
- √ Pay the \$50 graduation fee by the time the defense is scheduled.

xi. The Defense. Before the defense, discuss the process with your Chair. Each MA Committee member must attend. Defenses are "public," so other faculty and students may attend as well. A thesis defense generally lasts about an hour (and may last no more than 90 minutes). Members of your committee will ask you questions about how you conducted the research and analyzed your data, and the implications of your work. Other faculty attending the defense may ask questions as well.

If 75% of the eligible faculty who attend the defense and vote agree that you have successfully defended your thesis, you pass. The vote itself is conducted in closed sessions by written ballot (students will not be present).

After they have voted to pass you, your committee will review your overall record in the department, including the quality of your thesis, course work, work done as a TA/RA, and so forth. Then, they will make a recommendation to the Department as to whether you ought to be admitted to the PhD program. The decision of the Department to admit you to the PhD program will be conveyed to you within a week of your defense.

In the unlikely event that you fail the thesis defense, the Graduate School permits that a "second and final attempt may be scheduled at the request of the major department/program after a lapse of at least three months."

xii. Submit an electronic copy of your successfully defended thesis to the Graduate School. One copy of the signature page on 100% rag bond (cotton paper) must be signed in black ink by all committee members and returned to the Graduate School within 5 working days for final acceptance. When theses are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required.

“Satisfactory Progress” toward the PhD for Students
Entering With a BA Degree

<i>To do:</i>	<i>No Later Than</i>	<i>Date Accomplished</i>
<input type="checkbox"/> Select an Initial Advisor	By mid-semester of 1 st year	_____
<input type="checkbox"/> Attend all department colloquia	Ongoing	_____
<input type="checkbox"/> Create Master’s Committee <i>(at least three faculty)</i>	Before end of 1 st semester	_____
<input type="checkbox"/> File a Program	Before end of 1 st semester	_____
<input type="checkbox"/> Present thesis proposal to committee	Beginning of 2 nd year	_____
<input type="checkbox"/> Defend thesis	End of 2 nd year	_____
<input type="checkbox"/> Create CWE Committee <i>(at least four faculty, two in each examination area)</i>	Beginning of 3 rd year	_____
<input type="checkbox"/> File a PhD program	Beginning of 3 rd year	_____
<input type="checkbox"/> Take Comprehensive Written Exams	Beginning of 4 th year	_____
<input type="checkbox"/> Create PhD Committee <i>(at least three faculty)</i>	Beginning of 4 th year (once admitted to candidacy)	_____
<input type="checkbox"/> Present dissertation proposal to committee	Middle of fourth year	_____
<input type="checkbox"/> Defend dissertation	End of 5 th year	_____

Creating Your Program

Calculating Course Requirements for the MA Program

The program of study for a Master's Degree requires a minimum of 30 total credits (hours) of course work. Of these 30 credits,

- √ At least 24 credits must be in graded course work
- √ At least 15 credits in graded course work must be 500-level courses
- √ At least 4 hours must be in ungraded Soc 700 ("Thesis Hours"), 2 of which must be taken in the semester the thesis will be defended
- √ No more than 6 hours may be earned from 400-level courses
- √ No more than 10 hours may be from outside the department
- √ No more than 6 hours may be transfer-credits from another school

*Audited courses may not be used for the Program of Study.

*Students must re-take courses listed on the Program in which they do not earn a grade better than a C-.

*All full-time Master's Degree students must register for one Thesis Credit (Soc 700) *each semester* to track faculty advisor effort (*Graduate School Policies & Procedures*).

*A full-time academic load is 10 to 18 credits during the academic year. Students who serve as TAs or RAs are *required* to enroll full-time each semester. Students on summer appointments as teaching, research, or staff assistants must register for 3 credit hours during summer sessions.

MA Programs must include the department's core courses:

Soc 421 Quantitative Techniques in Sociology (3 graded hrs)

Soc 520 Research Methods in Sociology (3 graded hrs)

Soc 517 Seminar in Contemporary Social Theory (3 graded hrs)

Soc 521 Regression Models (3 graded hrs)

Soc 591 Sociology – The Profession (2 semesters) (total of 2 ungraded hours)

Soc 700 Thesis Hours (at least 4 ungraded hours, with 2 during semester of defense)

Course Rotation: Typically, the Department offers three substantive graduate courses and an advanced methods course each year. To increase predictability and facilitate graduate training, graduate seminars rotate through the Department's five identified areas of training expertise, with each area offering a seminar every two to three semesters. To view current and upcoming offerings, see:

<http://libarts.wsu.edu/soc/graduate/Sociology%20Graduate%20Seminar%20Area%20Curriculum%20Rotation%20Schedule.pdf>

Transfer Credits: Credits appropriate to the program of study (grade of B or higher) earned in other accredited graduate schools after the award of a Bachelors Degree may be applied toward a student's graduate degree program. Credits may not be more than 6 years old for an MA at the time of submission. Extension courses, special problems,

research and thesis, workshops, and correspondence courses will not receive credit.

Worksheet for MA Program

Typical Program

<i>First year – Fall Semester (Sociology Classes)</i>	<i>Credit Hours</i>
421 Quantitative Techniques in Sociology	3
520 Research Methods in Sociology	3
___ <i>Elective</i>	3
591 The Sociology Profession (Research) (Pass/Fail)	1
700 Ungraded hours	<u>0-8</u>
Total:	10-18
<i>First Year – Spring Semester (Sociology Classes)</i>	
517 Seminar in Contemporary Sociological Theory	3
521 Regression Models	3
___ <i>Elective</i>	3
591 The Sociology Profession (Teaching) (Pass/Fail)	1
700 Ungraded hours	<u>1-8</u>
Total:	11-18
<i>Second Year – Fall Semester (Sociology Classes)</i>	
___ <i>Elective</i>	3
___ <i>Elective</i>	3
700 Ungraded hours	<u>4-12</u>
Total:	10-18
<i>Second Year – Spring Semester (Sociology Classes)</i>	
___ <i>Elective</i>	3
700 Ungraded hours	<u>7-15</u>
Total:	10-18

Notes:

1. When you fill out your program, include all courses needed to earn the MA degree – *even those you have yet to complete.*
2. You are expected to be enrolled in at least one graded course (400-500 level) each semester, except during the semester in which you are writing your thesis when all credits may be in Soc 700. Once you select a Committee Chair, you are expected to enroll for at least one hour of Thesis Credits (Soc 700).
3. While in residence at WSU, you must be registered for at least 10 credit hours each semester.
4. Not all of the courses you take must be included on your program, but you must take all courses listed on your program. (It's easy to file a "change of program" form if the need arises.)

Sample MA Program: Front Page

The Graduate School		DATE <u>6 Jan 2007</u>
PROGRAM FOR MASTER'S DEGREE		ID# <u>9754025</u>
STAFF <input type="checkbox"/> or FACULTY <input type="checkbox"/> at WSU		
NAME <u>Emily Durkheim</u>	E-Mail <u>edurkheim@wsu.edu</u>	
LOCAL ADDRESS <u>23456 E St. Pullman, WA 99163</u>	TELEPHONE <u>(509) 332-5555</u>	
DEGREE SOUGHT: Thesis Option		
Non-Thesis Option		
<input checked="" type="checkbox"/> M.A. <u>Sociology</u>	<input type="checkbox"/> M.A. _____	
<input type="checkbox"/> M.S. _____	<input type="checkbox"/> M.S. _____	
<input type="checkbox"/> M.Arch.	<input type="checkbox"/> M.Acc.	<input type="checkbox"/> M.H.P.A. <input type="checkbox"/> M.R.P.
<input type="checkbox"/> M.F.A.	<input type="checkbox"/> M.B.A.	<input type="checkbox"/> M.I.T. <input type="checkbox"/> M.T.M.
<input type="checkbox"/> M.H.P.A.	<input type="checkbox"/> Ed.M.	<input type="checkbox"/> M.Nurs.
<input type="checkbox"/> M.Nurs.	<input type="checkbox"/> M.Eng.Mgt	<input type="checkbox"/> M.P.A.
<input type="checkbox"/> M.R.P.		
Thesis Topic or General Area <u>The Tortuous Bureaucratic Prerequisites of Graduate Studies at WSU: A test of that Weber guy's hypothesis</u>		
Members of the Master's Committee: (print/type name)		Signatures
<u>Nella Vandyke</u>		<u>Nella Vandyke</u>
<u>Julie Kmec</u>		<u>Julie Kmec</u>
<u>Eugene Rosa</u>		<u>Eugene Rosa</u>
_____		_____
_____		_____
Unless notified otherwise by the Graduate School, the above faculty members will be appointed to the master's committee.		
Program Recommended: Chair, Major Department <u>Nella Vandyke</u>	Date <u>Jan 3 2007</u>	
Program Approved: Dean, Graduate School _____	Date _____	
(OFFICE USE ONLY) Program subject to completion by end of _____ (date)		

Sample MA Program Back Page

Student Name: Emily Durkheim

(First, Middle, Last)

Course Prefix & Number	Complete Catalog Title	# of Credits	Grade	Sem/Qt/Year in Chronological Order	WSU Instructor or name of other Institution
Soc 421	Quant. techn in soc	03	B+	Fall 06	Rosa
Soc 510	Dev of Sociol theory	03	A	Fall 06	Horne
Soc 520	Research Method in Sociology	03	A-	Fall 06	Allen
Soc 517	Sem in Contem Theory	03		Spr 07	Hooks
Soc 521	Regression Mdl	03		Spr 07	Jorgenson
Soc 592	Organ. Models	03		Spr 07	Catanzarite
Soc 511	Theories of Soc Org.	03		Fall 07	Wharton
Soc 530	Demography	03		Spr 08	Lloyd

List graded coursework only

SUBTOTAL GRADED COURSEWORK 24

Additional Work – Special Projects or Independent Study (600), Informal Seminars, S/F Graded Courses:

Soc 591 Soc–the Profession 01 S Fall 2006 Rotolo
Soc 591 Soc–the Profession 01 Spr 2007 McIntyre

SUBTOTAL ADDITIONAL WORK 2

Master's Research, Thesis, and/or Examination (700) or
Master's Special Problems, Directed Study, and/or Examination (702)

SUBTOTAL RESEARCH OR SPECIAL PROBLEMS 6

TOTAL CREDIT HOURS 32

List courses department would like shown but cannot count on program:

Part Three. Earning a Doctoral Degree

Earning a doctoral degree requires completing course work, passing comprehensive written examinations, and conducting/defending an independent research project – the Dissertation. To earn a PhD, you must choose an area of Sociology in which to specialize, demonstrate mastery of knowledge in that area, and conduct original research to advance the field.

Ultimately, before the end of the first year, you will select four faculty concentrated in two different *Examining Areas* to serve on the Comprehensive Written Exam committee. However, the first step is to find someone to Chair your committee. Look around the department: Who is doing work that interests you? Who seems like someone with whom you could work? Do you need someone who will allow you a great deal of autonomy or do you require a lot more guidance? Ask other graduate students about how it is to work with particular faculty.

Before the end of your first year, you need to file your Program with the Graduate School. Essentially, your program is a list of classes that you will take to fulfill the requirements of the PhD degree, and the names of the faculty who will guide you through your thesis work. Each member of your committee must sign your program. The Program form may be downloaded from the Graduate School.

On the Program form you will list the courses you have already taken as well as those you intend to take. You must also indicate the title or topic area of your dissertation. The description of your dissertation topic can be general and later changed to better reflect your specific topic as your ideas develop.

To earn the PhD, you must complete each course that is listed on your Program. However, even after it has been filed, it is relatively easy to change your program to delete or add specific courses and/or faculty to adapt to changing interests (see “Change of Program” Form).

Entering the Program with a Master’s Degree from Elsewhere

Students entering the Program with a Master’s degree in Sociology from another university are strongly encouraged to spend the first year of study at WSU taking core Theory, Statistics, Methods, and Professionalization/Teaching seminars with other first-year cohort members. Participation in these fundamental courses further prepares students for more independent scholarship and enhances socialization into the department and discipline. However, if you believe your situation is exceptional, you may consult with the Graduate Director(s) and your Advisor about electing out of a required course.

Comprehensive Written Exams

After you complete your Master's and are admitted to the PhD program (typically your third year in the program), you will participate in "Comprehensive Written Exams" or CWEs. The CWEs will test your knowledge of the two areas within sociology in which you elect to specialize. The purpose of CWEs is to demonstrate your ability as an *independent scholar* to develop a command of the literature in particular areas of sociology and synthesize this knowledge into a coherent framework. That is, you are required to demonstrate considerable knowledge about the evolution and growth of ideas in the area as well as the issues that continue to engage scholars. Typically, coursework is a valuable starting point for exam preparation, but you will need to go beyond formal coursework to independently master an area. Areas and CWE committees may follow different procedures in assisting students with CWE preparation, so speak with committee members about expectations.

At this stage of your graduate career, the composition of your committee must reflect your "area" choices. For example, if you decide to specialize in Sociology of the Family and Environmental Sociology, two members of your committee must have expertise in Family and two *different* members of your committee must have expertise in Environmental Sociology. The Department currently offers CWEs in seven examining areas: (1) Family, (2) Demography, (3) Environmental Sociology, (4) Labor Markets, (5) Stratification, (6) Political Sociology, and (7) Criminology. Students may petition the Graduate Studies Committee to test in another area <http://libarts.wsu.edu/soc/graduate/Comprehensive%20Written%20Exam%20Petition.pdf> . The petition requires you to justify the area's significance in the field of sociology, your scholarly preparation in the area (e.g., coursework in previous graduate programs, etc.), explain how you will craft an exam preparation strategy in the absence of coursework and a concentration of faculty expertise, and obtain signatures of two faculty members who agree to constitute the area committee. Areas of departmental strength evolve as faculty interests and composition change. For an up-to-date listing of faculty in each training area, see: <http://libarts.wsu.edu/soc/research/index.html>. Once you pass the CWEs, you may reconstitute your committee to reflect more directly the nature of your dissertation research.

Comprehensive written exams are administered on campus during the beginning of August prior to the start of fall semester (exact dates vary by year; current year schedule available in the Department office). Each of the two closed-book exams lasts 5 hours (students for whom English is a second language may petition for an additional two hours per exam). A quiet testing place and a computer without internet access are provided by the Department. Generally, there will be at least a five day period between the first and second exam.

Towards the end of the semester before you take your exams, you must arrange for members of your Examining Committee to prepare your exams and submit them to the Sociology Graduate Program Coordinator who assists in the administration of the exams. At this time you must also complete a *Preliminary Exam Scheduling Form* and file it with the Graduate School.

No later than 30 days after the first exam, your committee (and other interested graduate faculty) will conduct a Ballot meeting. At this meeting faculty will discuss your performance on the exams as well as your overall record. A passing grade on the CWEs requires a positive vote from at least 75% of the eligible faculty in attendance and voting at the ballot meeting.

After you pass your CWEs you will be formally “admitted to candidacy” in the PhD program. If you fail your CWEs you will be re-examined no sooner than three months, usually the following January prior to the start of the spring semester. The second attempt to pass CWEs is the final attempt. According to Graduate School policy, “a student who has failed two preliminary examinations [CWEs] may not become a candidate for the doctorate and the student’s enrollment in the Graduate School will be terminated” (*Graduate Policies & Procedures*, Chapter 8, Section C).

The Dissertation

“The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the discipline” (*Graduate School Policies and Procedures*).

Begin by thinking about the composition of your committee. Your CWE committee may be fully suitable to continue as your dissertation committee. Or it is possible that the four faculty members who helped you through the CWE phase might not be the best suited for the dissertation phase. If it seems appropriate to reorganize your committee, file a “Change of Committee Form” <http://www.gradsch.wsu.edu/current-students/forms/>. A dissertation committee includes at least three faculty members, of whom the majority and the Chair are Sociology graduate faculty. Committees can include members outside the department or the university.

The traditional dissertation in sociology is a monograph. However, you may choose an alternate “journal article” format. The Graduate School requires these dissertations to include at least two published or to-be-published manuscripts based on research done while at WSU where the graduate student is the sole or primary author. The department strongly recommends a format of at least three sole-authored papers. The article-style dissertation must include an introduction, discussion, and/or conclusion that integrates the presentation of the manuscripts and must be formatted according to standard Graduate School guidelines, including a table of contents, signature page, etc. When a manuscript is co-authored, the contributions of each author must be detailed in the introduction.

Overview of the Dissertation Process

- i. It’s typical to discuss your dissertation plans with the faculty member who has agreed to serve as the chair of your dissertation committee and then to engage other committee members in discussion about your plans. Once you have some good ideas, write a proposal that describes the research questions or hypotheses you intend to address, your preliminary reading of the relevant literature, the methods and strategies you intend to use, and so forth. In most cases, students share their proposals first with their Chair and obtain his or her approval before involving the other members of the committee – though this is not a rule. Discuss it with your Chair.
- ii. Provide a copy of your proposal to each member of your Committee and ask for feedback.
- iii. Write a final version of the proposal, taking faculty feedback into account.
- iv. Upon approval from your chair, schedule a meeting with members of your committee. The goal of this meeting is for everyone to leave the room with a similar idea of what your research is going to be, how you will proceed, and the kind of

product you anticipate will result. It is appropriate for you to ask questions of your committee members to make sure that everyone is satisfied with your proposal.

iv. If the research involves human subjects you must have completed the human subjects training course – CITI – before you can submit an application to the Institutional Review Board. It can be accessed at: <http://www.irb.wsu.edu/citi.asp>. Then, complete the form required by the WSU Institutional Review Board and, under the supervision of your Chair, obtain approval before you begin your research, if your research will involve “human subjects.” IRB forms can be obtained online at <http://www.irb.wsu.edu/forms.asp>.

v. As you conduct your research and begin to write, provide regular progress reports to the Chair of your Committee. Consult with your Chair if you have questions about how much information you should provide to other committee members, and when. Of course, you ought to call upon other members of your committee whenever you need/want their expertise. At least once a semester, make a point of acquainting each committee member with your progress.

vi. Once your research is complete, and your dissertation is written, provide each member of your committee with a complete draft (ie., one that has a title, is properly formatted, written in complete sentences, has a bibliography, and so forth). The closer your draft is to being a final one, the better the quality of comments/feedback you can expect to receive from the members of your committee. Obtain feedback and revise your dissertation.

Note: Some committee members prefer to see drafts of each chapter/or set of chapters as these are created rather than wait until all chapters are written. Make sure you understand the expectations of your committee members about their preferences.

vi. Present a final draft of your dissertation to members of your committee. Once each member agrees that the dissertation is ready to defend, you may schedule a dissertation defense (“final oral exam”).

√ Prior to scheduling your defense, pay the graduation fee to the Cashier and keep your receipt for submission to the Graduate School. Pay the microfilming and optional copyright fee. File an *Application for Degree* form with the Graduate School.

√ Scheduling your defense requires that each member of the Committee sign a form attesting to the fact that the dissertation is defensible (i.e., a copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval). The *Dissertation Acceptance/Final Examination Schedule Form* must be submitted to the Graduate School at least ten working days prior to the scheduled defense. The Graduate School will

schedule your final examination upon receipt of the Form and a properly formatted, electronic copy of the dissertation. So plan accordingly!

- √ At least five working days prior to the oral defense, you must submit a complete (electronic) copy of the dissertation to the sociology staff member responsible for graduate student records for public display in the Sociology Main Office.

vii. The Defense. Each member of your Committee must attend. Other faculty and students may attend as well. A dissertation defense lasts at least one hour and may not exceed two and one-half hours. Talk with your chair about how the defense will be conducted. Members of your Committee will ask you questions about how you conducted the research, analyzed your data, and so forth. Other faculty may ask questions as well.

If 75% of the eligible faculty who attend and vote agree that you successfully defended your dissertation, you pass. The vote is conducted in “closed session” by written ballot (students will not be present).

In the unlikely event that you fail the defense, the Graduate School allows that “a second and last attempt may be scheduled after a lapse of at least three months.”

- viii. A final copy of the dissertation (and related required forms) must be submitted in digital format to the graduate school within five working days for final acceptance. When dissertations are electronically submitted to the Graduate School, paper copies of the title page, abstract and signature pages are still required. These should be on 100% rag bond with the signature page signed in black ink by all committee members. For additional formatting guidelines, see: <http://www.gradsch.wsu.edu/current-students/forms/DissertationsandGuidelinesMarch09.pdf>

**“Satisfactory Progress” to the PhD for Students
With an MA Degree (from Elsewhere and from WSU-Sociology)**

<i>To do:</i>	<i>Students Entering with an MA from Elsewhere</i>	<i>Continuing Students with an MA from WSU-Sociology</i>	<i>Date Accomplished</i>
<input type="checkbox"/> Select an Initial Advisor	By mid-semester of 1 st year post-MA	n/a	_____
<input type="checkbox"/> Complete Core Coursework	By end of 1 st year	n/a	_____
<input type="checkbox"/> Attend all departmental colloquia	Ongoing	Ongoing	_____
<input type="checkbox"/> Create CWE Committee (<i>four faculty, two in each examination area</i>)	Before end of 1 st semester post-MA	Beginning of 3 rd year	_____
<input type="checkbox"/> File your PhD Program of Study	Before end of 1 st semester post-MA	Beginning of 3 rd year	_____
<input type="checkbox"/> Take Comprehensive Written Exams	Beginning of 3 rd year post-MA	Beginning of 4 th year	_____
<input type="checkbox"/> Create PhD Committee (<i>at least three faculty</i>) & amend Program of Study	Beginning of 3 rd year post-MA (once admitted to candidacy)	Beginning of 4 th year (once admitted to candidacy)	_____
<input type="checkbox"/> Present dissertation proposal to committee	Middle of 3 rd year	Middle of 4 th year	_____
<input type="checkbox"/> Defend dissertation	End of 4 th year post-MA	End of 5 th year	_____

Calculating Course Requirements for the PhD

The program of study for a PhD requires a minimum of 72 total credits (hours) of course work beyond the Bachelor's Degree, of which

At least 15 hours must be graded graduate-level (500-level) courses

At least 20 hours must be in ungraded 800-level research credits

No more than 9 hours from non-graduate courses (e.g., 400-level)

*The Doctoral Program may contain no Pass/Fail or Audited classes. Any course included on the Program in which a grade a C- or below was earned must be repeated for a grade.

*As a PhD student you must register for at least one Dissertation Credit (Soc 800) *each semester* to track faculty effort (*Graduate Student Policies & Procedures*). You must enroll for research credits (Soc 800) while preparing and defending the dissertation. You must register for a minimum of two hours of Soc 800 during the semester in which the final oral examination (dissertation defense) is to be taken.

*A full-time academic load is 10 to 18 credits during the academic year. If you are serving as a TA or RA you are *required* to enroll full-time each semester. If you are on summer appointments as a teaching, research, or staff assistant you must register for 3 credit hours during summer sessions.

Programs for the PhD must include the department's core courses:

Soc 421 Quantitative Techniques in Sociology

Soc 520 Research Methods in Sociology

Soc 517 Seminar in Contemporary Social Theory

Soc 521 Regression Models

Soc 591 Sociology – The Profession (2 semesters)

Soc 800 Dissertation Research Hours (ungraded)

In addition, you must take two advanced methods classes:

Soc 522 Advanced Methods (Variable topics) (May be repeated for credit)

Soc 523 Qualitative Methods Practicum

Soc 525 Practicum in Survey Research

Or other approved advanced methods classes

Course Rotation: In a typical year, the Department offers three substantive graduate courses and an advanced methods course. To increase predictability and facilitate graduate student training in the Department's areas of expertise, graduate seminars rotate through the Department's five identified areas with each area able to offer a seminar every two to three semesters. To view current and upcoming offerings, see: <http://libarts.wsu.edu/soc/graduate/Sociology%20Graduate%20Seminar%20Area%20Curriculum%20Rotation%20Schedule.pdf>.

Transfer Credits: Credits appropriate to the program of study (with a grade of B or higher) earned in other accredited graduate schools after the award of a Bachelors Degree may be transferred and applied toward your graduate degree program. Credits may not be more than 10 years old at the time of submission. Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

Transfer credit is subject to departmental recommendation and approval by the Graduate School. To obtain department approval, present courses to your thesis or dissertation committee while planning your proposed program of study. If the committee and Director of Graduate Studies approve the transfer credits, they will sign the Program of Study form that lists these course and then submit it to the Graduate School for final approval.

Worksheet for the PhD Program

(For students entering with a Master's Degree from Elsewhere)

First year – Fall Semester (Sociology Classes)	Credit hours
421 Quantitative Techniques in Sociology	3
520 Research Methods in Sociology	3
___ <i>Elective</i>	3
591 The Sociology Profession (Research) (Pass/Fail)	1
700 Ungraded hours	<u>0-8</u>
Total:	10-18

First Year – Spring Semester (Sociology Classes)	Credit hours
517 Seminar in Contemporary Sociological Theory	3
521 Regression Models	3
591 The Sociology Profession (Teaching) (Pass/Fail)	1
___ <i>Elective</i>	3
700 Ungraded hours	<u>1-8</u>
Total:	11-18

(For all PhD Students)

Second Year and Beyond	Credit hours
Advanced Methods Course	3
522 (Variable topics) -or-	
523 Qualitative Methods Practicum -or-	
525 Practicum in Survey Research -or-	
Other approved advanced methods course	
___ <i>Electives</i>	3
800 Dissertation Research Credits	20 total <u>needed</u> for PhD
Total:	10-18/semester

Calculating Degree Requirements

Department Requirements		minus	Credit hours earned in MA Program	=	Remaining Hours
Minimum Hours of Course Work	72	-		=	
Minimum hours of <i>graded course work</i> at 400-500 level:	42	-		=	
Minimum hours of Soc 800 Dissertation Research Credits	20	-		=	
Maximum hours at 400 level	9	-		=	
Maximum WSU hours from outside the department	15	-		=	
Maximum hours from transferred from another school	12	-		=	

Notes

1. When you fill out your program, include all courses that are needed to earn the PhD degree—even those you have yet to complete.
2. You are expected to be enrolled in at least one graded course (400-500 level) each semester until you pass your CWEs. Once you pass your CWEs and select a committee Chair, you are expected to be enrolled in at least one hour of Dissertation Research Credits (Soc 800).
3. While in residence at WSU, you must be registered for 10-18 credit hours each semester.
4. Not all of the courses you take must be included on your program, but you must take all courses listed on your program. (However, it's easy to file a "change of program" form).

Sample PhD Program: Front Page


UNIVERSITY
The Graduate School
PROGRAM FOR DOCTORAL DEGREE

ID # 9754025
 DATE 2 May 2007

STAFF or FACULTY at WSU

NAME Emily Durkheim E-Mail edurkheim@wsu.edu

LOCAL ADDRESS 23456 E Street, Pullman 99163 TELEPHONE 509 332-5555

By-Passing Master's Degree? Yes No

DEGREE SOUGHT:

Ph.D. Major Sociology

Ed.D.

Aud.D.

D. Des.

Dissertation Subject Post-modern or Prehistoric? An study of sociology faculty

Doctoral Committee Recommended: (If a minor is chosen, the minor field must be represented on the Committee)

Print/type name	Print/type name	Signatures
<u>Thomas Rotolo</u>	<u>Sociology</u>	<u>Thomas Rotolo</u>
<u>Gene Rosa</u>	<u>Sociology</u>	<u>Eugene Rosa</u>
<u>Louis Gray</u>	<u>Sociology</u>	<u>Louis Gray</u>
<u>Mike Allen</u>	<u>Sociology</u>	<u>Mike Allen</u>

Unless notified otherwise by the Graduate School, the above faculty members will be appointed to the doctoral committee.

Program Recommended: Chair, Major Department _____ Date _____

Program Recommended: Chair, Minor Department(s) _____ Date _____

Program Approved: Dean, Graduate School _____ Date _____

Summary of Previous Education

College/University Attended	Period	Degrees and Dates Awarded
<u>Smith College, MA</u>	<u>2002-2005</u>	<u>A.B June 2005</u>
<u>Washington State U</u>	<u>2005-2007</u>	<u>MA Feb 2007</u>

(OFFICE USE ONLY)

Preliminary Examination Passed _____ (date)

Program subject to completion by end of _____ (date)

10/2004

Sample PhD Program: Back Page

Doctoral Program for Emily Durkheim
(Name)

Course Prefix & Number	Complete Catalog Title	Credit	Grade	Sem/Qttr/Year Chronological Order	WSU Instructor or other Institution
I. CORE PROGRAM:					
Transfer Courses:					
Soc 421	Quantitative Techniques in Sociology	03	B+	Fall 2005	Rosa
Soc 510	Development of Socio- logical theory	03	A	Fall 2005	Horne
Soc 520	Research Methods in Soc	03	A-	Fall 2005	Allen
Soc 517	Sem in Contemp Social Theory	03	A	Spr 2006	Hooks
Soc 521	Regression Models	03	B+	Spr 2006	Jorgenson
Soc 592	Race and Law	03	A	Spr 2006	McIntyre
Soc 511	Theories of Soc Org	03	A	Fall 2006	Hooks
Soc 530	Demography	03	A	Fall 2006	Lloyd
Soc 522	Adv Soc Methods	03		Spr 2007	Rotolo
Soc 523	Practicum in Qual Res	03		Spr 2007	McIntyre
Soc 561	Sociology of Law	03		Spr 2007	McIntyre
Soc 525	Practicum in Survey Res	03		Fall 2007	Dillman
Soc 535	Technology and Society	03		Fall 2007	Rosa
Soc 555	Sociology of Gender	03		Fall 2007	Wharton
SUBTOTAL CORE PROGRAM (34 hours minimum for Ph.D.) (42 hours minimum for Ed.D.)					<u>42</u>
II. RESEARCH AND ADDITIONAL STUDIES:					
600 Special Projects or Independent Study					<u>10</u>
800 Doctoral Research, Thesis and/or Examination					<u>22</u>
Other: (Additional graded or S/F courses taken at WSU)					<u>2</u>
soc 591 Sociology of the Profession 1 S Fall 2005					
Soc 581 Sociology of the Profession 1 S Spr 2006					
SUBTOTAL RESEARCH AND ADDITIONAL WORK					<u>34</u>
TOTAL CREDIT HOURS: (72 hours minimum)					<u>76</u>

10/2004

Please note: To remain in “good standing,” you must maintain a grade point average (GPA) of at least 3.0 throughout your time in graduate school. If your GPA dips below that level, the department will be required to petition the graduate school to keep you in the program. Any course listed on your “Program of Study” in which a grade of “C-” or below is earned must be repeated for credit.

Part Four. Additional Important Information

Useful Websites and Form Links

These important links provide vital information or other forms of support in meeting the requirements and procedures of your graduate program.

Announcements for current students from the Graduate School
<http://www.wsu.edu:8080/~gradsch/currentstudents.htm>

Deadlines for Degree
<http://www.gradsch.wsu.edu/current-students/forms/>

Dissertation & Thesis Guidelines of the Graduate School
<http://www.gradsch.wsu.edu/current-students/forms/DissertationsandGuidelinesMarch09.pdf>

Fees and Expenses Information for Graduate Students
<http://www.wsu.edu/studacct/tuitionFees.htm>

Forms to file with the Graduate School
<http://www.gradsch.wsu.edu/current-students/forms/>
☞ Committee change/substitution
☞ Final exam (defense of thesis or dissertation) scheduling
☞ Change of program
☞ Preliminary exam (CWEs) scheduling
☞ Program of study (i.e., "Your Program")

GPSA Travel Grant Information
http://www.gpsa.wsu.edu/services_travel_grants.aspx

Graduate School Policies & Procedures
http://www.gradsch.wsu.edu/current-students/2008_updatedpolicies/

Human Subjects Forms & Information
<http://www.irb.wsu.edu/forms.asp> & <http://www.irb.wsu.edu/procedures.asp>

Human Subjects *Required* CITI Training Course
<http://www.irb.wsu.edu/CITI.asp>

Residency Requirements
<http://access.wa.gov/living/resources/residency.aspx>

Scholarships and Awards from the Department of Sociology
<http://libarts.wsu.edu/soc/scholarships/index.html>

Useful Information for International Students

The Graduate School maintains a website with valuable information for international students, including information on international programs, community events celebrating international cultures, and support services:

<http://www.gradsch.wsu.edu/FutureStudents/international/>

For information on maintaining your status as either an F-1 or J-1 student, please visit the Office of International Students and Scholars website:

<http://ip.wsu.edu/oiss/students/index.html>.