

**SOCIOLOGY M.A. and Ph.D. DEGREE REQUIREMENTS**  
Revised: 1994; April 21, 2006; December and January, 2010; January, 2012  
Graduate Council Approval: April 6, 2012

**I. GENERAL POLICIES AND PROCEDURES**

**1. Scope of application**

These rules apply to students who first entered the graduate program in Fall 2012 or later.

**2. Annual review of students**

Graduate students are reviewed annually (spring quarter) by the Graduate Program Committee (GPC), and, if the committee so recommends, by the Graduate Group faculty (see Sociology Graduate Group Bylaws, article VIII). GPC members are appointed by the department Chairperson and oversee graduate student progress, program requirements, student petitions and support for continuing students. The student's entire record plus letters from her or his Major Professor are taken into consideration. GPC will either make a determination that a graduate student's progress at that time is satisfactory, marginal, or unsatisfactory, or, in rare cases when the record supports it, will make a recommendation to the faculty for that student's disqualification. If GPC recommends disqualification, the faculty must vote to accept or reject that recommendation. If a majority votes for disqualification, that decision is then passed on as a recommendation for disqualification to the Dean of Graduate Studies.

**3. Continuous enrollment and leaves**

Upon matriculation in Sociology, graduate students are expected to register continuously until completion of the degree. However, leaves may be granted for health, family, or personal reasons (see section on PELP below). If the student does not register, and fails to have a leave approved, s/he is not guaranteed readmission at a later date.

**II. MASTER'S PROGRAM**

**1. Admissions Requirements**

All students are admitted only to the Ph.D. program (see requirements under Section III.1), but may obtain an M.A. en route to the Ph.D. Students who enter the program without an M.A. degree are eligible to apply for it once they have completed all the M.A. requirements successfully by using the Master's Report Form (available from the Office of Graduate Studies). Those who enter with an M.A. degree are not eligible to apply for the M.A. from UC Davis. Applications to the Ph.D. program are accepted through December 15 of the previous year for the next Fall entering class.

**2. Master's Degree Requirements**

This is a Plan II master's which requires a minimum of 36 units of graduate and upper division coursework, of which at least 18 units must be graduate courses in the major field. Not that Sociology requires more than this minimum for a total of 44 total required. Not more than 9 units of research (299 or equivalent) may be used to satisfy the other 18-unit

requirement. A preliminary examination is required of each candidate. There is no thesis required.

### **3. Course Requirements - Core and Electives (44 units total required)**

#### **A. Core Courses (28 units total):**

1. Sociology 293, Proseminar in Sociology, serves as an introduction to specialties/perspectives of individual faculty members (2 units).
2. Two courses in theory [Sociology 265A, Classical Theory, and a second course approved by the department]. The second course currently approved by the department is Sociology 265B, Contemporary Theory. (8 units).
3. Sociology 106, Intermediate Statistics. Students with an equivalent course at another institution may fulfill the requirement by passing the final examination in Sociology 106, and submitting a petition to GPC to waive the requirement (4 units).
4. Two courses in basic methods [Sociology 201, Social Research, and Sociology 206, Quantitative Analysis] (8 units).
5. Capstone seminar, Sociology 288, Integrative Research Practicum, to be taken following completion of one of the three methods courses listed under B.3 (4 units).
6. Students are required to take Sociology 390A, Teaching of Sociology (2 units), or comparable training provided by UCD's Center for Excellence in Teaching and Learning, or an alternative approved on an ad hoc basis by the Graduate Program Committee. The department recommends students complete the training by the end of the spring quarter of their first year of study (2 units).

#### **B. Elective Courses (16 units total):**

1. All students are required to complete a minimum of two graduate substantive seminars in sociology (8 units total) beyond coursework taken to fulfill other requirements. Units of Sociology 298 or 299 and advanced methods courses are not normally counted as seminars (8 units).
2. Elective Units: Four (4) units of upper-division or graduate courses/seminars in sociology or in another UCD department. Units of Sociology 298 or 299 are not normally counted toward this requirement (4 units).
3. One of the following three methods courses. The second course of each method is the shared capstone research seminar list under A.5 (4 units):
  - a. Sociology 207A, Methods of Quantitative Research.
  - b. Sociology 242A, Comparative Methods in Historical Sociology.
  - c. Sociology 292A, Field Research Methods.

C. Definitions, Petitions, Exceptions:

1. To satisfy the seminar requirement, a seminar must provide at least four units of credit at UCD, it must require some form of oral presentation by the student, and it must result in substantial written work involving research and literature review.
2. “Graduate seminars in sociology” refers to graduate seminars taken in the Sociology Department at UCD or taught by regular faculty of the Sociology Graduate Program at UCD.
3. Exceptions may be requested by petition to the GPC. Exceptions for courses taught by non-graduate-program-faculty sociologists in other departments or at other universities may be granted, but not automatically. Other exceptions will be considered more carefully and granted less liberally. In all cases, petitions for a second exception will be looked upon much less favorably than petitions for a first exception. Petitions seeking approval in advance will be looked upon more favorably than petitions seeking retroactive approval of a course already completed.
  - a. Petitions for exceptions to the seminar requirement must include a justification in terms of the student’s academic goals, a statement of how the student plans to satisfy the full seminar requirement (i.e., what other seminars have been or will be taken), a description of the substitute seminar (e.g., syllabus, outline, or catalogue description), and a letter of support from the student’s major professor.
  - b. Students who believe they have completed one or more equivalent required graduate courses/seminars at a previous school (e.g., equivalent to Sociology 206) may petition the GPC for exemption. The petition must include the following:
    1. A statement of where, when, and with whom the course/ seminar was taken and a summary of the material covered;
    2. A copy of all material distributed in the course/seminar, including the syllabus, and a copy of all written work produced;
    3. A letter of support from the student’s major professor.
  - c. The GPC may ask a recent instructor of a course similar to the one for which exemption is sought to inspect and evaluate the student’s petition. The instructor’s inspection may include a detailed discussion of the course with the student (or in some cases, an oral or written examination). The instructor will then submit the evaluation to the GPC, which will make the final decision. An approved exemption will be noted in the student’s file.
  - d. “Graduate-program transfer credit”: Graduate faculties are distinctive in their offerings. Therefore, incoming students ought not easily assume they have mastered a given field or are up-to-date in a given area simply because they have completed a similar-sounding course or seminar elsewhere.

D. Summary:

44 units are required for the M.A. degree: 28 in core courses, and 16 in electives. No more than 8 units (Sociology 106, plus 4 additional units) can be upper-division undergraduate courses. At least 36 units must be graduate-level courses. A minimum course load is 12 or more units per quarter. These 12 units can be made up of required courses and 299s.

**4. Special Requirements**

All first-year students are required to attend the Teaching Assistant (T.A.) Retreat.

**5. Committees and Advising:**

A. Admission Committee

Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of at least 5 graduate group faculty and at least 2 graduate group students. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies.

B. Course Guidance

Each entering student is assigned a faculty advisor who will meet with the student to develop a curricular plan. At the end of the first year (3<sup>rd</sup> quarter), each student must choose a Major Professor. Major Professor duties include: helping develop a curricular plan; discussing graduate program reviews; and providing committee, funding, and professional advice. Subsequently, changes of the Major Professor may be initiated (by the student or the faculty member) at any time. To change Major Professor, the student must submit a "Major Professor Change" form to the Graduate Program Staff Coordinator.

C. Preliminary Examination Committee

The Preliminary Examination is considered the qualifying examination for the Master's degree. There are four faculty members of the Preliminary Examination Committee, including a Committee Chair, who are appointed by the Department Chair. When possible, the Chair seeks to include as members of the committee faculty members who served as instructors for the following courses during the previous academic year: Sociology 201, Sociology 106, and Sociology 265A. There are no graduate student representatives allowed on this committee. All terms are for one year. The Vice Chair of the Department of Sociology, who also acts as Chair of the Sociology Graduate Program, participates *ex officio*. The Department Chair does not vote but is available for consultation. Students' major professors are not necessarily members of the committee.

**6. Advising Structure and Mentoring**

Students are encouraged to consult with the Graduate Program Staff Coordinator for clarification of questions regarding the program. The **Major Professor** is the faculty member

who supervises the student's research and progress. The Chair of the Sociology Graduate Program and designated **Graduate Advisers** are resources for information on academic requirements, policies and procedures, and registration information. The **Mentoring Guidelines** can be found at <http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf>.

## **7. Advancement to Candidacy**

To receive the M.A. degree, students must file an "Advancement to Candidacy for a Master's of Arts Degree" form (available on the Graduate Studies website) with Graduate Studies. This form may be filed after completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all degree requirements. Students are expected to advance to candidacy for the M.A. degree by the end of their first year (3<sup>rd</sup> quarter) in the program. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have the Graduate Adviser sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: Graduate Program Staff Coordinator, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units. Receiving the M.A. degree depends on the successful completion of 44 units as specified in Section II.3A and II.3B, and on passing the preliminary exam (Section II.8).

## **8. Preliminary Examination**

### **A. Purposes and grading**

1. The purposes of the preliminary exam are (1) to fulfill the requirements for the M.A. degree, in conjunction with coursework, (2) to serve as one basis for evaluating students for continuation in the Ph.D. program, (3) to help students cement their knowledge of the basics, (4) to identify students who may be in difficulty, (5) to help students see that theory is important less for its own sake and more for its role in inspiring and guiding research, (6) to direct student attention to the need or an understanding of methodologies suited to the questions/topics addressed and as an essential feature of sociological literacy, (7) to help ensure that all students have a reasonably good grasp of the interpretations and logic of empirical reasoning with statistical data, and (8) to serve as a "marker of progress" that signals movement toward higher expectations, levels of expertise, and the Ph.D. degree.
2. The examination is graded High Pass, Pass, Low Pass, or No Pass. A High Pass is awarded only in exceptional circumstances of unusually strong performance. The Graduate Program Staff Coordinator will submit the Master's Report Form – Plan II to Graduate Studies with the examination result of either Pass-Doctoral Level or No Pass on the student's first attempt. On the student's second attempt, the student would receive Pass-Doctoral Level, Pass-Master's Level, or Fail.

- B. All graduate students are required to sit for a preliminary examination.
- C. Students are required to take the examination in the fall of their second year (4<sup>th</sup> quarter). The examination is usually offered on the Thursday and Friday preceding the start of fall quarter. It consists of three questions drawn from the materials of Sociology 106, 201, and 265A and is scheduled for 2.5 hours Thursday morning, 2.5 hours Thursday afternoon, and 2 1/2 hours Friday morning, for a total of 7.5 hours.
- D. Students who receive a No Pass are eligible to take the exam a second time only. Students who must take the examination a second time will be notified of their exam scheduling by the Graduate Program Staff Coordinator. The grade of No Pass will not be given for the second examination; only a Pass-Doctoral Level, Pass-Master's Level, or Fail will be assigned. A student who receives a grade of Pass-Master's Level when taking the preliminary exam for a second time shall be eligible to receive a Master's Degree upon completion of all Master's Degree course and special requirements (**see Section II.3.**) but shall not be eligible to continue in the Ph.D. program. For any student who receives a grade of Pass-Master's Level, the Preliminary Examination Committee shall request that the Graduate Group faculty vote to propose to the Office of Graduate Studies that the student be disqualified from the Ph.D. program. For any student who receives a grade of Fail on the second examination, the Preliminary Examination Committee shall request that the Graduate Group faculty vote to propose to the Office of Graduate Studies that the student be disqualified from the M.A. program. There is no appeal process if a student receives a grade of Pass-Master's Level or Fail on the second taking of the examination.
- E. The examination is written and evaluated by the members of the faculty Preliminary Examination Committee acting as an examination committee. The current list of committee members is posted in the Graduate Program Staff Coordinator's office.

## **9. Normative Time to Degree**

Students are expected to complete the requirements for the M.A. degree within 2 academic years or 6 quarters of study.

## **10. Typical Time Line and Sequence of Events**

See chart in Attachment 1.

## **11. Sources of funding.**

Students are typically funded through a combination of TAships, Readerships, Graduate Program Fellowships ("Block Grants") and GSRships. In addition, some students obtain fellowships through other UCD units and/or external foundations. Students will be considered for departmental teaching-related employment if they have not exceeded the 18-quarter limit of funding for such positions currently set by the Office of Graduate Studies. Contingent on University funding for graduate student support, priority of funding through the award of TAships and readerships by the Department of Sociology will be given:

-- first, to Sociology students making satisfactory progress for whom the Graduate Program's commitment of support at the time of the student's admission to the program has not been fulfilled;

-- second, to all other Sociology students making satisfactory progress;

-- third, to Sociology students making progress that has been designated as marginal by the GPC;

-- and fourth, to any other graduate student in Sociology or a related field who applies for support –

-- with all decisions to be made on the basis of the availability of positions and teaching needs, fit of the applicant to the course, and the quality of the applicant's previous record as a TA or reader.

## **12. PELP, In Absentia and Filing Fee status.**

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>.

## **III. Ph.D. PROGRAM**

### **1. Admissions Requirements**

Admission decisions are based upon:

1. A complete application submitted to the Office of Graduate Studies
2. Three letters of recommendation
3. GRE scores (and TOEFL scores if applicable)
4. One sample of recent written work
5. Official transcripts

Applications are accepted through December 15 for the following fall. Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee (**see Section III.4.A**).

### **2. Dissertation Plan**

The Sociology Ph.D. plan is Plan B, described under Section 520 in the Davis Division Academic Senate Regulations on the Web at the URL:

<http://www.gradstudies.ucdavis.edu/gradcouncil/C.4.%20Davis%20Division%20Reg%20520C%202008.pdf>. Plan B specifies a three member (minimum) dissertation committee and an optional final oral examination (decision made on an individual student basis by the dissertation committee). A four-member dissertation committee is recommended. An exit seminar is not required.

### **3. Course Requirements (total of 56 units):**

#### **A. Core Courses (28 units total):**

1. Sociology 293, Proseminar in Sociology, serves as an introduction to specialties/perspectives of individual faculty members (2 units).
2. Two courses in theory [Sociology 265A, Classical Theory, and a second course approved by the department]. The second course currently approved by the department is Sociology 265B, Contemporary Theory. (8 units)
3. Sociology 106, Intermediate Statistics. Students with an equivalent course at another institution may fulfill the requirement by passing the final examination in Sociology 106, and submitting a petition to GPC to waive the requirement (4 units)
4. Two courses in basic methods [Sociology 201, Social Research, and Sociology 206, Quantitative Analysis] (8 units).
5. Capstone seminar, Sociology 288 Integrative Research Practicum, to be taken following completion of one of the three methods courses listed under B.3 (4 units).
6. Students are required to take Sociology 390A, Teaching of Sociology (2 units) or comparable training provided by UCD's Center for Excellence in Teaching and Learning, or an alternative approved on an ad hoc basis by the Graduate Program Committee. The department recommends students complete the training by the end of the spring quarter of their first year of study (2 units).

#### **B. Elective Courses (28 units total):**

1. All students are required to complete a minimum of three graduate substantive seminars in sociology (12 units total) beyond coursework taken to fulfill other requirements. Substantive graduate seminars are non-lecture courses other than required graduate program courses (e.g., Sociology 265A and 265B) covering a particular specialty area of sociological research, numbered in the course catalogue between Sociology 210 and 289, or offered by non-departmental members of the Graduate Program Faculty. Methodology courses (e.g., Sociology 242A) and units of Sociology 298 or 299 are not normally counted as substantive graduate seminars.
2. Eight (8) units of additional upper-division or graduate courses/seminars in sociology or in another UCD department. Units of Sociology 298 or 299 are not normally counted toward this requirement.
3. One of the following three methods courses. The second course of each method is the shared capstone research seminar list under A.5 (4 units):
  - a. Sociology 207A, Methods of Quantitative Research.
  - b. Sociology 242A, Comparative Methods in Historical Sociology.
  - c. Sociology 292A, Field Research Methods.



4. The “multicultural requirement”: Completion of a 4-unit graduate or upper-division undergraduate course/seminar in the social sciences on some aspect of U.S. racial or ethnic issues (e.g., Sociology 230, 134), with a grade of B or better. This is a “distributional” requirement, not a unit requirement, i.e., it may be fulfilled by other required coursework.

Students who wish to meet this requirement with previous coursework at another university or with an independent reading course must submit a petition to the GPC, according to the procedures for graduate course exemption or satisfaction as described in **Section III.3C**.

C. Definitions, Petitions, Exceptions:

1. To satisfy the seminar requirement, a seminar must provide at least four units of credit at UCD, it must require some form of oral presentation by the student, and it must result in substantial written work involving research and literature review.
2. “Graduate seminars in sociology” refers to graduate seminars taken in the Sociology Department at UCD or taught by regular faculty of the Sociology Graduate Program at UCD.
3. Exceptions to the course requirements may be requested by petition to the GPC. Exceptions for courses taught by non-graduate-program-faculty sociologists in other departments or at other universities may be granted, but not automatically. Other exceptions will be considered more carefully and granted less liberally. In all cases, petitions for a second exception will be looked upon much less favorably than petitions for a first exception. Petitions seeking approval in advance will be looked upon more favorably than petitions seeking retroactive approval of a course already completed.
  - a. Petitions for exceptions to the seminar requirement must include a justification in terms of the student’s academic goals, a statement of how the student plans to satisfy the full seminar requirement (i.e., what other seminars have been or will be taken), a description of the substitute seminar (e.g., syllabus, outline, or catalogue description), and a letter of support from the student’s major professor.
  - b. Students who believe they have completed one or more equivalent required graduate courses/seminars at a previous school (e.g., equivalent to 206) may petition the GPC for exemption. The petition must include the following:
    1. A statement of where, when, and with whom the course/ seminar was taken and a summary of the material covered;
    2. A copy of all material distributed in the course/seminar, including the syllabus, and a copy of all written work produced;
    3. A letter of support from the student’s major professor.

- c. The GPC will ask a recent instructor of a course similar to the one for which exemption is sought to inspect and evaluate the student's petition. The instructor's inspection may include a detailed discussion of the course with the student (or in some cases, an oral or written examination). The instructor will then submit the evaluation to the GPC, which will make the final decision. An approved exemption will be noted in the student's file.
- d. "Graduate-program transfer credit": Graduate faculties are distinctive in their offerings. Therefore, incoming students ought not assume they have mastered a given field or are up-to-date in a given area simply because they have completed a similar-sounding course or seminar elsewhere. Indeed, the course-unit-credit mentality is inappropriate at the Ph.D. level. The emphasis, rather, is on creative scholarship, an achievement that is not signaled by course completions or unit accumulations alone.

E. Summary:

56 units are required, and the dissertation. No more than 12 units (Sociology 106, plus 8 additional units) can be upper-division undergraduate courses. At least 44 units must be graduate-level courses. A minimum course load is 12 units per quarter. See chart in Attachment 1.

#### 4. Committees

A. Admissions Committee

The Admissions Committee consists of at least 5 graduate group faculty and at least 2 graduate group students. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies.

B. Course Guidance or Advising Committee

Each entering student is assigned a faculty advisor who will meet with the student to develop a curricular plan. At the end of the first year (3<sup>rd</sup> quarter), each student must choose a Major Professor. Major Professor duties include: helping develop a curricular plan; discussing graduate program reviews; and providing committee, funding, and professional advice. Subsequently, changes of the Major Professor may be initiated (by the student or the faculty member) at any time. To change your Major Professor, the student must submit a "Major Professor Change" form to the Graduate Program Staff Coordinator.

C. Qualifying Paper, Qualifying Examination, and Dissertation Committees

Eligible Faculty: Faculty eligible to serve on qualifying-paper and qualifying-examination committees and the dissertation committee are defined as follows: tenure-track faculty who are members of the Sociology Graduate Program Faculty are considered "from the department (program);" all other faculty are considered "outside the department (program)." The outside faculty member(s) may be drawn from outside the Graduate Program Faculty on the Davis campus or from a sociology department on another University of California campus. With prior approval from the Department and

the Chair of Graduate Council, professional researchers who hold the Ph.D. and who are employed by the University are also eligible to serve as outside members of dissertation committees, as are faculty members on campuses outside the UC system.

## 5. Advising Structure and Mentoring

Students are encouraged to consult with the Graduate Program Staff Coordinator for clarification of questions regarding the program. The **Major Professor** is the faculty member who supervises the student's research and progress. This person may serve as the Chair of the student's Dissertation Committee, but then cannot serve as the chair of the student's qualifying (oral) exam. The **Graduate Adviser** is a resource for information on academic requirements, policies and procedures, and registration information. The **Mentoring Guidelines** can be found at <http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf>.

## 6. Ph.D. Candidacy Requirements

Each student is required to complete a qualifying paper, a dissertation prospectus, and a qualifying examination in order to advance to Ph.D. candidacy.

### A. Qualifying Paper

1. Each student is required to complete one original research paper as a qualifying paper. The paper may cover any substantive problem chosen by the student (e.g., stratification, sociology of science, race relations, family), and should have a clear research question, literature review, data, and conclusions. The paper should demonstrate competence in one or more of the major methodologies of sociological research: field methods, comparative-historical methods, or advanced quantitative methods. This paper is an article-length, professional-quality paper. Acceptable papers will analyze new data or develop a new analysis of existing data. Qualifying papers often originate in graduate seminars or courses, and are then substantially revised before submission to the committee.
2. Each paper is evaluated by a faculty committee of three persons chosen by the student. At least two of these must be from the Sociology Graduate Program Faculty. The committee should be formed in the student's second year (during the 4<sup>th</sup> to the 6<sup>th</sup> quarter) and by the beginning of the third year (7<sup>th</sup> quarter) at the latest. See below for submission dates for the qualifying paper.
3. Procedures for Paper Submittal:
  - a. When the paper is ready for formal submission, it is given to the Graduate Program Staff Coordinator who distributes it to the committee members, collects the evaluations, and reports to the committee chair. The chair informs the student of the committee's decision.
  - b. The paper is graded Pass, Pass With Suggested Changes, Revise and Resubmit With Suggested Changes (Chair will review revised version and pass if changes are successfully made), Fail (even a revised version will not be acceptable). A student who fails the Qualifying Paper has the option of seeking to form a new committee and embark on a different topic.

- c. Passing papers are kept in each student's file and on file for review by the Graduate Program Staff Coordinator.
  - d. Students are strongly encouraged to present their papers orally as part of a seminar series for faculty and students, in order to gain practice in oral presentations and to obtain feedback for revising the paper for submission for publication. Contact the faculty member in charge of departmental colloquia and research workshops or the department chair to arrange your presentation.
4. Timely Completion of Qualifying Paper
- a. Students are expected to complete the qualifying paper by May 15th of their third year (9<sup>th</sup> quarter) of graduate study.
  - b.1. If a student has not completed and filed the qualifying paper by December 15th of her or his fourth year (10<sup>th</sup> quarter) of graduate study, the GPC will consider whether to designate the student's progress in the program as "marginal." If a student has not completed and filed the qualifying paper by May 15th of her or his fourth year (12<sup>th</sup> quarter) of study, the GPC will consider whether to designate the student's progress in the program as "unsatisfactory."
  - b.2. If a student has not completed and filed the qualifying paper by May 15th of her or his fifth year (15<sup>th</sup> quarter) of graduate study, the GPC will consider whether to recommend to the Graduate Group faculty that the student be considered by the Graduate Group faculty for a proposal to the Office of Graduate Studies to be disqualified from the program.

#### B. Dissertation Prospectus

- 1. Each student is required to submit a dissertation prospectus. A prospectus is typically the length of a grant application (i.e., 10-25 pages, double spaced, excluding bibliography).
- 2. The dissertation prospectus should:
  - a. Provide an abstract of not more than 250 words stating concisely and clearly the problem to be investigated.
  - b. Describe the relationship of the projected research to the relevant theoretical and empirical literature, present a plan of research, and append a bibliography of works central to the research.
- 3. The prospectus is subject to approval by the Qualifying Examination Committee (see below). Students are expected to have the prospectus approved 14 days prior to the Qualifying Examination (see below). When the prospectus is approved, the qualifying examination committee chair will file an approval letter with the Department of Sociology's Graduate Program Staff Coordinator. Any approved prospectus is to be

placed on file with the Graduate Program Staff Coordinator. The student will also provide an abstract to the Graduate Program Staff Coordinator.

### C. Qualifying (Oral) Examination

1. Upon successful completion of required coursework, a qualifying paper, and a dissertation prospectus, the student would sit for the Qualifying Examination. The qualifying examination committee consists of five faculty members with a minimum of one and a maximum of two members appointed from outside the Graduate Program Faculty. The department recommends that one of the members be the student's anticipated dissertation chair. It is the student's responsibility in consultation with their Major Professor, to recommend to the Office of Graduate Studies a qualifying exam committee chair (who cannot act as the dissertation chair) and the additional four members.
2. The examination covers two broad fields of sociology, chosen from the following list:

Community and Urban Sociology  
Complex Organizations  
Culture, Religion and Ideology  
Demography and Ecology  
Family and Kinship  
Law, Deviance, Criminology and Social Control  
Medical Sociology/Sociology of Health and Illness  
Migration  
Political Economy, Development and Economic Sociology  
Political Sociology  
Race and Ethnic Relations  
Sex and Gender  
Social Movements and Collective Behavior  
Social Psychology  
Social Stratification  
Work, Occupations and Professions

Students may petition the GPC to be examined in an area not included in the above list.

3. Students will develop their own reading lists for these fields in consultation with their committee members.
4. Additionally, it is in the student's interest to provide committee members with a portfolio containing samples of written work, including the final, approved Qualifying Paper.
5. The qualifying examination performance is evaluated in accordance with rules and regulations of the Graduate Council and the Office of Graduate Studies. (See Graduate Adviser's Handbook). In addition, the examination provides an opportunity

- for the committee to provide important guidance to the student regarding her or his chosen dissertation topic.
6. The chair of the qualifying examination committee may not serve as chair of the dissertation committee (see below).
  7. Students must file an “Application for Qualifying Exam” (available on the Graduate Studies website) with Graduate Studies at least four weeks prior to the exam for approval by the Graduate Council Chair of the committee composition.
  8. Changes in the composition of the qualifying exam committee may be requested by completing a “Reconstitution of Committee” form (available on the Graduate Studies website) at least two weeks prior to the exam.
  9. Upon successful completion of the exam, the chair of the committee will submit the “Report on Qualifying Examination” to Graduate Studies notifying them of the result of the exam.
  10. Timely Completion of Qualifying Examination
    - a. Students are expected to take the qualifying examination no later than May 15th of their fourth year (12<sup>th</sup> quarter) of graduate study.
    - b. If a student has not passed the Qualifying Examination by May 15th of her or his fourth year (12<sup>th</sup> quarter) of graduate study, the GPC will consider whether to designate the student’s progress in the program as “marginal.” If a student has not passed the Qualifying Examination by May 15th of her or his fifth year (15<sup>th</sup> quarter) of graduate study, the GPC will consider whether to designate the student’s progress in the program as “unsatisfactory.”
    - c. If, by these standards of progress described in sections III.6.A2 and III.10a above, as applied by the GPC, a student’s progress is unsatisfactory, status in the Ph.D. program will be re-evaluated by the committee. Any student who is evaluated negatively by the committee shall have the opportunity to provide information about progress and evidence of any extenuating circumstances to the committee. The committee may make a recommendation to the faculty about the continuance in or disqualification from the program of any student who has been evaluated because of unsatisfactory progress in the Ph.D. program. If the committee recommends disqualification, the faculty must vote on whether or not to recommend to the Dean of Graduate Studies that the student be disqualified from the program. These deadlines may be extended by petition to the GPC, and they do not include approved leaves of absences and part-time status.

## **7. Advancement to Candidacy**

Upon successful completion of all required courses, the qualifying paper, the dissertation prospectus, and the qualifying examination, the student applies for advancement to candidacy for the Ph.D. and, if desired, may apply for the degree Candidate of Philosophy. A student is

expected to advance to candidacy within four (4) years, or twelve (12) quarters, of beginning the program. An Application for Advancement to Candidacy fee is payable at the Cashier's Office. Refer to the Graduate Council website for additional details regarding the Doctoral Qualifying Examination at:

<http://gradstudies.ucdavis.edu/gradcouncil/QEPOLICY%20approved%204-1-2011.pdf>.

Typically, graduate students are required to Advance to Candidacy by the end of the 9<sup>th</sup> quarter of registration to maintain academic employment eligibility; Sociology has been granted an exception to this policy by Graduate Studies, and Sociology students have academic employment eligibility until the end of the 12<sup>th</sup> quarter even if they have not advanced to candidacy yet.

## 8. Dissertation Requirements

### 1. Committee Structure:

- a. A dissertation fulfilling the requirements of Graduate Studies is required for each Ph.D. candidate. The dissertation is supervised by a committee consisting of a minimum of three faculty members (a committee of four faculty members is recommended), with one of those members appointed from outside the Graduate Program Faculty (see **Section III.4.C** for definition of eligible faculty).
- b. The outside faculty member may be drawn from outside the Graduate Program Faculty on the Davis campus or from a sociology department on another University of California campus. With prior approval from the Department and the Chair of Graduate Council, professional researchers who hold the Ph.D. and who are employed by the University are also eligible to serve as outside members of dissertation committees, as are faculty members on campuses outside the UC system.

### 2. Dissertation:

- a. As specified by Graduate Studies' Plan B (<http://gradstudies.ucdavis.edu/continuing/degree.htm>) for the dissertation, the candidate and the dissertation committee may hold such individual conferences and committee meetings as seem to the committee and candidate appropriate and necessary.
- b. Ph.D. candidates' progress will be reviewed annually and designated as satisfactory, marginal, or unsatisfactory by the Graduate Program Committee based on feedback from the candidate's dissertation chair. According to Office of Graduate Studies *Advisor's Handbook*, the dissertation must be submitted within four years (12 quarters) of the date that the student passes the Qualifying Examination, or the student will face academic probation.
- c. Submission of the Dissertation:
  1. Upon advancement to candidacy, Graduate Studies will forward to the student an instruction booklet on preparing the dissertation. In the back of the booklet is an example of how the title page should appear. Copy this example exactly when

typing your title page. One unbound copy of the dissertation is submitted to Graduate Studies. Along with the dissertation, Graduate Studies needs: 1) the original title page with all three faculty signatures, plus one photocopy; 2) two copies of the abstract; 3) the copyright agreement form; and 4) the student survey form. All these forms can be found in your instruction booklet.

2. The Sociology Department requires one unbound copy of the dissertation to be submitted to the Graduate Program Staff Coordinator. The dissertation will then be sent for binding and filed in the graduate staff advisor's office.

### **9. Normative Time to degree**

It is *anticipated* that students will complete the requirements for the Ph.D. before the end of their seventh year (a total of 21 quarters) and no later than their eighth year (a total of 24 quarters).

### **10. Typical Time Line and Sequence of Events**

See the chart in Attachment 1.

### **11. Sources of funding**

Students are typically funded through a combination of TAships, Readerships, Graduate Program Fellowships ("Block Grants"), and GSRships. In addition, some students obtain fellowships through other UCD units and/or external foundations. Students will be considered for departmental teaching-related employment if they have not exceeded the 18-quarter limit of funding for such positions currently set by the Office of Graduate Studies. Contingent on University funding for graduate student support, priority of funding through the award of TAships and readerships by the Department of Sociology will be given:

- first, to Sociology students making satisfactory progress for whom the Graduate Program's commitment of support at the time of the student's admission to the program has not been fulfilled;
- second, to all other Sociology students making satisfactory progress;
- third, to Sociology students making progress that has been designated as marginal by the GPC;
- and fourth, to any other graduate student in Sociology or a related field who applies for support –
- with all decisions to be made on the basis of the availability of positions and teaching needs, fit of the applicant to the course, and the quality of the applicant's previous record as a TA or reader.



## **12. PELP, In Absentia and Filing Fee status.**

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>.

## **13. Leaving the Program Prior to Completion of the PhD Requirements**

Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled all the requirements (**see section II**). Students can use the Change of Degree Objective form available from the Registrar's Office:

<http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf>.

**Attachment 1:**

**“Course and Requirements” Sequence: Normative Time to Degree**

Students making steady progress should be able to complete all requirements for the M.A. within two years (6 quarters) of enrollment in the program and expected to complete all requirements for the Ph.D. within seven years (21 quarters). The following chart shows how this may be accomplished. It also notes deadlines for maintenance of satisfactory progress described elsewhere in this Handbook. Actual schedules and progress are contingent upon course offerings, the requirements of a student’s research agenda, and other factors. Students typically take two to three seminars/classes per quarter.

	Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Year 7						
	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S	S	F	W	S
Soc 106	■																														
Soc 201																															
Soc 390A or equivalent	■	■	■																												
Soc 293	■																														
Soc 206		■																													
Soc 265A																															
Soc 265B or 295			■				■																								
Soc Seminars	■	■	■		■	■	■		■	■	■																				
Prelim Exam Preparation				■																											
Prelim Exam					■																										
Methods Elective					■																										
Capstone Seminar							■																								
Electives					■	■	■		■	■	■																				
Qualifying Paper (QP) Preparation/Completion						■	■	■	■	■	■	■																			
Dissertation Prospectus (DP) and Qualifying Exam (QE) Preparation/Completion										■	■	■	■	■	■																
Diss. Research														■	■	■	■	■	■												
Diss. Writing																	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

■ Must be completed by this period for satisfactory progress

■ Should be completed during this period