

GRADUATE STUDENT HANDBOOK

2016-2017

**DEPARTMENT OF SOCIOLOGY
UNIVERSITY AT BUFFALO, SUNY**

**430 Park Hall
Buffalo, New York 14260**

Phone: 716-645-2417

Web: <http://sociology.buffalo.edu/>

FACULTY

Robert Adelman (PhD, University at Albany, SUNY)

Jorge Arditi (PhD, University at Stony Brook, SUNY)

Ashley Barr (PhD, University of Georgia)

Sampson Lee Blair (PhD, Pennsylvania State University)

Robert Granfield (PhD, Northeastern University)

Hanna Grol-Prokopczyk (PhD, University of Wisconsin)

Erin Hatton (PhD, University of Wisconsin)

Kristen Schultz Lee (PhD, Cornell University)

Christopher Mele (PhD, New School for Social Research)

Brenda Moore (PhD, University of Chicago)

Gregory Sharp (PhD, Pennsylvania State University)

Debra Street (PhD, Florida State University)

Jessica Houston Su (PhD, Cornell University)

Mary Nell Trautner (PhD, University of Arizona)

DEPARTMENT ADMINISTRATION AND STAFF

Debra Street, Chair

716-645-8475

dastreet@buffalo.edu

Mary Nell Trautner, Director of Graduate Studies

716-645-8477

trautner@buffalo.edu

Kristen Schultz Lee, Director of Undergraduate Studies

716-645-8469

kslee4@buffalo.edu

Diane Holfelner, Senior Staff Assistant and Assistant to the Chair

716-645-2587

dh99@buffalo.edu

Sue Ann Sciandra, Graduate Program Coordinator

716-645-2585

sas15@buffalo.edu

Kelly Crean, Undergraduate Program Coordinator

716-645-2586

kcrean@buffalo.edu

TABLE OF CONTENTS

	page
FACULTY	i
DEPARTMENT ADMINISTRATION AND STAFF	ii
TABLE OF CONTENTS	iii
INTRODUCTION	1
ADMISSION	2
ACADEMIC PROGRESS	4
MASTER OF ARTS	5
Degree requirements	5
Advancement to Master's candidacy	6
Master's committee	6
Master's paper	7
Method of evaluation	7
Master's degree paperwork	8
Final steps for the MA	8
DOCTOR OF PHILOSOPHY	9
Degree requirements	9
Students with Master's degrees admitted directly to the PhD program	10
PhD qualifying examinations	10
Advancement to PhD candidacy	13
Doctoral dissertation	13
Dissertation committee	14
Doctoral dissertation proposal	15
Dissertation and oral defense	15
Dissertation paperwork	16
Final steps for the PhD	17
A suggested timetable for completing MA and PhD requirements and acquiring professional skills	19
STUDENT EVALUATION AND PROGRESS	21
Evaluation procedures	21
Basis for funding reappointment	22
Basis for probation or dismissal from the graduate program	22

	page
TRAINING TO TEACH	23
Teaching assistant responsibilities (years 1 and 2)	23
Teaching assistant responsibilities (years 3 and 4)	24
Teaching portfolios	24
OTHER SOCIOLOGY GRADUATE PROGRAM	25
POLICIES AND PRACTICES	
Academic integrity and ethical conduct	25
Awards	26
Faculty advisor	26
Grades	27
Grades of incomplete	27
Grading standards	27
Graduate committee	28
Graduate program policy issues	28
Grievance procedures	29
Harassment and discrimination	29
Leaves of absence	29
Regular faculty	30
Residency requirements	30
Sociology Graduate Student Association (SGSA)	30
ACADEMIC EMPLOYMENT (ASSISTANTSHIPS) AND	31
FINANCIAL SUPPORT	
Department of Sociology graduate student funding	31
Teaching assistantships	31
Research assistantships	32
Other sources of funding	33
FORMS	38
Advisement/Committee Form	39
MA/PHD Program Checklist	40
Annual Graduate Student Status Update	41
Dissertation Proposal Defense	42
Petition for Approval of Course Taken Outside Department	43

INTRODUCTION

Regularly scheduled courses are the foundation of graduate studies in the Department of Sociology at the University at Buffalo. The Department offers a broad range of graduate-level courses centering around several substantive areas within the discipline including Family and the Life Course, Health, Law and Social Policy, Social Inequalities, Urban and Community, and Work and Organizations. Beyond course work, students can take advantage of Department colloquia, proseminars, personal advising and supervision by faculty, informal study groups with peers, and teaching and research opportunities.

Graduate students are expected to develop research expertise through course offerings in the logic of research design, basic and advanced statistics, and additional courses covering a wide range of methods. Research-active faculty may provide additional opportunities for students to work alongside them on projects, a common part of many students' training.

Students admitted to graduate studies in sociology at the University at Buffalo must follow policies of the [Graduate School](#) and the requirements of the [Department of Sociology](#).

Sociology graduate students are expected to complete the MA degree within two years and the doctoral degree within an additional four to five years. The Graduate School imposes a four-year limit for the completion of the MA degree and a seven-year limit for the completion of the PhD.

Some of the rules for graduate degrees in sociology are established by the Graduate School; others are departmental rules. Only a few of the Graduate School requirements are reproduced below. You should become familiar with appropriate sections of the *Graduate School Policies and Procedures Manual*. The [Department of Sociology Graduate Handbook](#) (hereafter *Handbook*) summarizes the rules and policies that define our graduate program. **All rules are subject to revision by the Graduate School or by the Department.** Please read carefully the Graduate School's policies on leaves of absence, registering for classes, how to maintain full-time status required by some agencies and for international students, paying tuition and fees, and deadlines for milestones related to conferral of degrees.

The time requirements for completion of courses, qualifying examinations, and other academic milestones detailed in this *Handbook* are consistent with Graduate School policies and Department of Sociology requirements, and apply most generally to individuals with no prior graduate training. Some adjustments may be made when advanced degrees are held and credit is sought for graduate level courses taken elsewhere prior to admission. In such cases, the Director of Graduate Studies, advised by the Graduate Committee and knowledgeable faculty, will consider written petitions.

ADMISSION

Regardless of undergraduate major, the Department of Sociology encourages superior students to apply for admission to the graduate program in sociology. The Department is strongly committed to increasing diversity in the discipline. Regular applications are considered once a year, for fall admission only. Minimum criteria for admission include 3.0 undergraduate GPA and 300 GRE score (verbal plus quantitative). In some instances, students who do not meet both the GPA and GRE minimum score criteria may be conditionally admitted to the graduate program. Conditions that the student must then meet to regularize their admission and continue in the program will be specified in the offer letter. At minimum, conditional admission requires maintaining a 3.5 GPA for the first year of full-time graduate coursework; for students whose background is not in the discipline there may be an additional requirement that certain foundational undergraduate sociology course requirements also be fulfilled.

Admission to graduate studies in sociology is made directly to the Graduate School at the University at Buffalo, following the [procedures](#) outlined at the Graduate School. The Graduate School establishes general procedures for applying and minimum criteria for admission to graduate programs of study at the University at Buffalo. The Department of Sociology may have additional criteria beyond those specified by the University; contact the Department directly if you have questions.

Students apply for admission [online](#).

The PhD program is designed for students who intend to devote themselves to research, teaching, or applied practice in sociology. The Department of Sociology graduate program has two components: the Master's (MA) and Doctor of Philosophy (PhD) degrees. The MA and PhD are distinct from one other. **Admission to the sociology graduate program at the MA level does not automatically imply admission to the PhD program.**

Non-matriculated applicants who will pursue degrees in sociology should apply for regular admission to the graduate program at the earliest possible opportunity (fall term immediately following the first non-matriculated course in the Department). The Graduate School caps non-matriculated credit hours taken at UB at twelve.

All applicants (international students see [here](#)) must submit materials for an admission package which contains, at minimum, the following:

1. The application, including a statement of purpose;
2. Two sets of official transcripts;
3. An official report of the general portion of the Graduate Record Examination (GRE) (quantitative, verbal, and essay scores) taken within the past three years;
4. Three letters of recommendation. When possible, letters should be from three tenured or tenure track social science faculty familiar with the applicant's most recent academic work;
5. A sample of written academic work in English;

6. TOEFL or its equivalent for students from countries where English is not the native language (see [here](#)).

All materials for regular fall admission and requests for Department and University funding consideration must be received by January 15. Departmental and University funding usually are graduate teaching assistantships or graduate research assistantships, for which students perform services related to teaching or research respectively under supervision of professors (usually in the Department of Sociology), and receive stipends and tuition waivers. Fellowships have rules particular to the award, usually include both stipends and tuition waivers, and depending on the type of award, have different types of formal work requirements. Applicants are responsible for confirming that the Graduate School and Department have received all required application materials and that their admission package is complete. Applications complete by January 15 receive priority consideration for Department funding. The Department will continue to consider applications for admission received after January 15, including consideration for funding if resources remain available.

The Graduate Committee evaluates each complete admissions package to determine eligibility for admission and automatically considers eligible students for funding. Admission and funding offers depend on the constraints of resources and needs in the Department. When additional Department funds are received after initial admission letters go out, admitted students may receive a later offer of funding from the Department.

Beyond Department assistantships, the University at Buffalo offers several different graduate fellowships for outstanding eligible applicants. The Department automatically seeks University fellowship support for eligible individuals admitted to the graduate program (see deadlines in the *Graduate School Policies and Procedures Manual* and this *Handbook*). Graduate assistantships (including stipends and tuition waivers) are often available in other departments on campus, and some students are funded on externally funded research projects as graduate research assistants. Students are notified when these opportunities come to the attention of the Department.

The Department encourages students to seek funding from external, third-party sources as well, since receiving scholarship or fellowship support from government agencies and foundations often adds to the prestige of the student's record. Additional information on external funding sources is in the section on Financial Aid.

ACADEMIC PROGRESS

The graduate MA/PhD program in sociology consists of three main phases, each of which will be explained in more detail in the pages that follow.

The first phase, expected to be completed within two years, culminates in the MA degree. Students become acquainted with major sociological theories, basic sociological methods and substantive areas within the discipline through a minimum of 30 credit hours of coursework and preparation of a Master's paper. Students who receive an MA degree from the Department may apply for admission to the PhD program. The deadline for applications for MA students applying to continue to the PhD is January 15.

The second phase of work takes students to the point of advancement to candidacy for the PhD. The PhD requires an additional 42 credit hours of graduate study beyond the Master's degree (with a minimum of 30 credit hours of graded course work and up to 12 hours of dissertation credit). In this phase, students complete at least 10 additional graded courses in Sociology and complete two PhD qualifying examinations. Students are required to take the first examination by the fall semester of their fourth year and the second examination by the spring semester of their fourth year. Students directly admitted to the PhD program after earning an MA in sociology or comparable advanced degree must take their first qualifying examination by the fall semester of their third year and by the spring semester of their third year.

In the final phase, the student defends a dissertation proposal, and once approved completes the dissertation research, writes it up, and participates in an oral defense, usually by the fifth year in the program.

Students follow the sociology graduate program requirements in effect on the first day of their classes as matriculated students admitted to the graduate program in the Department of Sociology at UB.

MASTER OF ARTS

The goal of the MA program is to ensure that each student who receives an MA degree possesses theoretical, methodological, and substantive expertise in the discipline. The Department has established a set of requirements which reflect strengths of the Department, allow for varieties of competence among students, and which set specific time limits on degree progress.

Degree Requirements

The Master of Arts degree is conferred when students complete a minimum of 30 graduate credit hours and successfully complete a Master's paper. Students must have a combined GPA of at least 3.0 (B). No more than 3 credit hours may count towards the MA for courses taken outside the Department. There is no assumption that courses taken outside the Department will count towards a graduate degree in Sociology; written approval for such courses is required.

The 30 credit hours of Master's level courses must include SOC 567 (Classical Sociological Theory), SOC 606 (Social Research Methods), and SOC 504 (Basic Statistics for Social Science). For students in the BA/MA in Applied Social Research program, 3 electives must be research-focused sociology graduate courses.

All full-time master's level students will take the three required courses and the proseminar during the first year of study, and are expected to complete coursework and the Master's paper no later than the end of the fourth semester of residence for full time students. Funded students should complete all requirements in time for May conferral of the MA degree in order to remain eligible for funding the following fall semester if they are admitted to the PhD program.

Other policies regarding MA level coursework are:

- The proseminar is organized to jumpstart graduate students' transition from consumers to producers of knowledge and to foster professional socialization. All first year students are required to attend the weekly proseminar/colloquium series during the entire first year. All funded students are also required to attend proseminar and colloquia.
- Twenty-four credit hours (including required courses) must be in regular courses, not Selected Topics Readings (SOC 575) or Thesis Guidance.
- Students may (but are not required to) register for 3 credit hours of Master's paper guidance.
- Students may (but are not required to) register for the second statistics and theory courses, SOC 607 and SOC 568, respectively. Any MA students who intend to apply for the PhD program should take SOC 568 and SOC 607, which must be completed with a grade of B or better for the PhD.
- Students at the MA level may register for no more than 3 credit hours of Selected Topics Readings (SOC 575).
- Students at the MA level who serve as teaching assistants or research assistants are required to enroll in a minimum of 9 credit hours each semester to be considered full-time students; other students are expected to register for a minimum of 12 credit hours to be considered full time. Students may not register for more than 12 credit hours in a semester. Registering for

more than 12 credit hours requires permission from the Graduate Committee and will be granted only in extraordinary circumstances.

The Graduate School specifies the maximum number of credit hours or courses that can be transferred, waived, or exempted by graduate programs at the University and the circumstances under which such actions can be considered. The Department of Sociology has additional requirements beyond the minimum specified by the Graduate School for graduate work that counts towards graduate degrees in sociology. The Department makes the final decision which, if any, credits are accepted for graduate work completed at other institutions or outside the Department.

- Up to three credit hours may be taken in an approved field or discipline outside sociology to count towards credit hour requirements of the MA; approval is not automatic. A written petition to the Director of Graduate Studies, who will consult as appropriate with the Graduate Committee and/or the student's faculty advisor and/or committee chair, should be explicit about what contribution such outside courses will make to the student's program of graduate study in Sociology.
- Up to six credit hours of graduate level work in sociology from another institution taken prior to enrollment at UB may be accepted as counting toward the MA degree. Approval for transfer of such credit is the responsibility of the Director of Graduate Studies in consultation with the Graduate Committee and knowledgeable regular faculty. Students should petition to transfer credit during their first semester at UB; transfer is not automatic.

Advancement to Master's Candidacy

Students apply to the Graduate School for advancement to candidacy for the MA degree after completing two or three semesters of full-time enrollment with a GPA of at least 3.0 (see [guidelines](#)). In no case, however, should the Application to Candidacy be filed less than one semester before the completion of the Master's degree. An unofficial transcript must be attached to the Application to Candidacy form.

Master's Committee

Students should establish a close advising relationship with their Master's committee. The Master's committee is comprised of at least two regular faculty members for the Master's paper, at least one who is Chair. Additional members of the committee may be from inside or outside the Department. In all cases, committee members should be selected in consultation with the MA committee chair, not later than the second month of the third semester in residence. The student then selects a topic of sociological importance, with the topic mutually agreed upon by the student and the committee.

Master's Paper

A Master's paper is a manuscript of publishable quality structured similarly to a publication in a leading sociology journal, and which is:

- An empirical study involving the analysis of data, or;
- An original theoretical contribution, or;
- An "issue" or "problem" paper in which students identify a major issue or debate in sociology and examine it critically, bringing their own analytic viewpoint to bear, or;
- A critical review of the literature in a specific sub-field, similar to an *Annual Review of Sociology* article.

The Master's paper should approximate the format of standard journal articles, not exceed 50 pages including tables and references, and conform to the style requirements of the *American Sociological Review* or other appropriate journal. One criterion for evaluation of the master's paper is its potential publishable quality. While some acceptable papers may not be of publishable quality when submitted, the MA committee should use as its standard the potential for publication if all recommended revisions are undertaken. Only when all degree requirements are met does the Master's committee sign off on the m-form, the multipurpose form that certifies completion of degrees, required by the Graduate School.

Method of Evaluation

The written document is assessed to determine whether the student passes Master's degree requirements. The final grade for the MA paper can be Pass, Pass with Revisions, or Fail. Students who receive the grade Pass with Revisions must complete revisions in response to Committee comments within 30 days, at which point the work will be re-evaluated and assigned the grade of Fail or Pass. The Master's paper must be approved unanimously by the Master's Committee.

All requirements for the MA degree should be completed within two years of full-time enrollment in the MA program. All students seeking admission to the PhD program, and students funded by the Department as teaching assistants should successfully complete all MA paper requirements in time for May commencement in the 2nd year. Meeting this deadline for completing MA requirements is particularly critical for MA students who will seek admission into the PhD and who want to remain eligible for TA funding in the subsequent year. A passing grade on the requirements for the MA degree does not automatically guarantee admission into the PhD program.

Master's Degree Paperwork

The responsibilities of the student, Master's committee chair, and the graduate program administration are listed below.

Candidate:

- ✓ Follow the specifications of the Graduate School and the Department guidelines for a Master's paper, in consultation with the MA committee.
- ✓ Make sure that the Graduate Program Coordinator has a properly executed copy of any form submitted directly to the Graduate School.
- ✓ Complete a manuscript-length MA paper as described above.
- ✓ Provide Graduate Program Coordinator an electronic copy of approved MA paper.

Master's Committee Chair:

- ✓ Prepare appropriate forms certifying that the paper has been approved by all committee members and that final revisions (if required) have been made. The m-form is available from the Graduate Program Coordinator
- ✓ Make sure that the Graduate Program Coordinator retains a signed copy of any form (to be included in the student file) which is submitted directly to the Graduate School.
- ✓ Ensure smooth execution of departmental activities related to the process.

Graduate Program Coordinator:

- ✓ Maintain the records in the student file verifying that the various requirements for conferral of the MA have been met.
- ✓ Provide the Master's chair with the appropriate approval forms at least 48 hours in advance of the scheduled defense.

Director of Graduate Studies:

- ✓ Certify to the Graduate School that all requirements for the MA have been met.

Final Steps for the MA

All graduating students need to verify that the Graduate School has their correct graduation date on record and that they have conformed to all [deadlines](#) for conferral of degrees. Students should use the [Master's Graduation Checklist](#) to be sure they comply with all Graduate School requirements.

When all coursework requirements are fulfilled, the Master's paper requirements have been met, and any revisions of the paper are completed, the MA committee chair will obtain signatures from each member of the MA committee on the m-form. The m-form will then be signed by the Director of Graduate Studies who certifies on behalf of the Department that the work is complete and that departmental criteria for the Master's degree have been fully met. The Graduate Program Coordinator will transmit the information to the Graduate School.

Students continuing in the PhD program and receiving an MA as an interim degree should complete all the steps leading to the timely conferral of the Master's degree.

DOCTOR OF PHILOSOPHY

The goal of the PhD program is to ensure that each individual who receives a PhD possesses the highest level of theoretical ability, methodological skills, substantive expertise, and creative scholarship for which the degree is awarded.

Degree Requirements

The requirements for the PhD degree include 42 additional credit hours of graduate study, including successful completion (grade of B or higher) of at least 6 additional credit hours of advanced methods coursework beyond that required for the Master's degree, resulting in a minimum of 72 credit hours of graduate study in sociology beyond the BA/BS. At the PhD level, students take at least 30 additional credit hours of graded course work beyond the MA or its equivalent and up to 12 hours of dissertation supervision. Written approval must be obtained before taking courses outside the Department that will count towards meeting the credit hour requirements for Sociology graduate degrees. No more than six credit hours from courses taken outside the Department are counted towards meeting the PhD credit hour minimum requirements, *including the three hours that may be counted at the MA level*. The Department's graded course work requirement and course transfer policy are more stringent than the Graduate School's.

The Doctoral degree is completed by:

- Obtaining an MA in the Department (or its equivalent, see below) and being admitted to the PhD program.
- Taking at least 42 additional credit hours of graduate level course work beyond the MA (or its equivalent), including at least 30 credit hours of PhD level graded course work and which is to include at least two additional 3 credit hour courses in advanced research methods (for example, in field/ethnographic research, feminist methodology, qualitative methods, advanced quantitative techniques, comparative/historical), and up to 12 credit hours of dissertation supervision. No courses over 10 years old will be counted toward the Doctoral degree without permission of the graduate committee.
- Completing all required coursework. Required courses include the Sociological Theory core courses (SOC 567, SOC 568), Research Methods and Statistics core courses (SOC 504, SOC 606, SOC 607, and an advanced methods elective.
- Counting no more than nine credit hours of Selected Topics Readings (SOC 575) towards meeting the minimum requirements for graded course work, *including the 3 credit hours of SOC 575* which may be taken at the MA level.
- Maintaining continuous registration in the program required by the Graduate School. Continuous registration is maintained by registering for at least one credit hour per semester.
- Students may register for more than 12 credit hours in a semester only in extraordinary circumstances and only with permission from the Graduate Committee.
- Passing PhD qualifying examinations in two of the eight substantive areas listed below in the Qualifying Examinations section. Students may petition the Graduate Committee to take an examination in a self-defined area.
- Completing a doctoral dissertation and passing its oral defense.

Students with Master's Degrees Admitted Directly to the PhD program

- The Graduate School permits transfer of credits from letter-graded graduate courses from other institutions at the discretion of the Department. Whether transfer of credits is permitted is determined by the Director of Graduate Studies in consultation with the Graduate Committee and other knowledgeable regular Department faculty.
- Students entering directly into the PhD program (but whose Master's or equivalent degree is not from the Department of Sociology at UB), must complete six core methods and theory courses required in the PhD program (SOC 567, SOC 568, SOC 606, SOC 504, SOC 607, and another advanced methods course) with grades of B or better *in addition to* the minimum of 30 additional credit hours of graded graduate course work at the PhD level required beyond the Master's degree, unless they can demonstrate mastery in the subject material of some or all of the six core sociology courses.
- Students must petition for exemption from some or all of the six core courses by providing evidence of equivalency through similar letter-graded graduate coursework completed in another department or institution. The Director of Graduate Studies will consult with the Graduate Committee and other knowledgeable regular Department faculty to determine whether exemption from any core course(s) is (are) appropriate by evaluating material provided by the student from previous courses, including syllabi, assignments, papers, etc. If exemption is not granted, students are required to take the respective non-exempted core course(s) *in addition to* meeting the 42 credit hour minimum at the PhD level of study. Students seeking exemption from core courses are responsible for providing adequate documentation of equivalent training to support their petition for exemption. Petitioning for exemption does not imply that an exemption will be made; that decision is at the sole discretion of the Department.
- Newly admitted PhD students who are not exempted from some or all of the core courses in the Department are strongly urged to take both the courses in the sociological theory sequence (SOC 567 and SOC 568) and the required methods and basic and intermediate statistics courses (SOC 606, 504, 607) in their first year in the program. Ideally, all six core courses, including the advanced methods course should be completed by the end of the third year in residence, but not later than the eighth semester after admission into the PhD program unless those requirements are formally waived.
- Students admitted directly to the PhD program are also expected to attend the weekly one-hour proseminars in their first year in the Department of Sociology. Funded PhD students are required to attend.

PhD Qualifying Examinations

All PhD students are required to pass two qualifying exams before they write and defend their dissertation proposal and advance to candidacy. The purpose of qualifying exams is to define areas of specialization, develop expertise in those areas, and prepare for the dissertation. Qualifying exams will ensure that students have adequate foundational knowledge in core areas of the discipline before they advance to the next phase of doctoral training.

Areas for Qualifying Examinations

Students should choose two exam areas from the substantive areas below. In exceptional cases, students may petition the Graduate Committee to take an examination in a different area.

Qualifying Examination Areas	Area Coordinator
Aging & the Life Course	Lee
Community & Urban	Adelman
Criminology	Trautner
Sociology of Family	Lee
Sociology of Gender	Hatton
Sociology of Health	Street
Law & Society	Trautner
Quantitative Methods	Grol-Prokopczyk
Social Stratification.....	Moore
Race & Ethnicity.....	Adelman
Theory & Culture	Arditi

Reading lists and sample questions are posted on the Sociology Department UBlearns website. Since the lists are routinely updated to include important new research and developments in the field, the most recent list should be downloaded when beginning preparation for the exams. Reading lists generally include 65-75 works (articles, books, book chapters, review essays).

Structure of Qualifying Examinations

A. Timing of the Qualifying Examinations

The Department generally recommends that students take their first qualifying examination by the fall semester of their fourth year and their second by the spring semester of their fourth year in the graduate program. Students directly admitted to the PhD program after earning an MA or comparable advanced degree from another department at UB or from another institution are encouraged to take both of qualifying examinations by their third year, but should take their qualifying examinations no later than the spring semester of their third year and the fall semester of their fourth year. If unexpected or exceptional circumstances prevent a student from taking the qualifying examinations by the suggested time, they can petition the Director of Graduate Studies for a one-semester postponement of their exams.

Students should notify the Graduate Coordinator, Sue Ann Sciandra, of their intentions to take an exam approximately 4 months before the exam (you should notify the graduate coordinator about fall exam intentions by April 1 and spring exam intentions by September 1). Students who fail to notify the graduate coordinator by those dates may not be permitted to sit for an exam.

Qualifying examinations will be offered by the Department over one full day during the week before the start of each semester. (Dates may be subject to change due to room availability, it is the student's responsibility to verify the date of the exam).

3-year tentative schedule for upcoming qualifying exams:

Wednesday, August 24, 2016

Wednesday, January 25, 2017

Wednesday, August 23, 2017

Wednesday, January 24, 2018

Wednesday, August 22, 2018

Wednesday, January 23, 2019

B. Format of Examinations

Examinations are taken in the department over one full day the week before the start of the fall and spring semesters. All exams will take place in the computer lab. The morning session is 8:30 am-11:30 am, and consists of answering one broad question that centers on core issues and debates in the field. The second session is 1:00 pm-5:00 pm, in which students answer two narrower questions about specific topics or theories. Students for whom English is not their native language will be allowed an extra half hour per session, so that they may end the first session at 12:00 pm and the second session at 5:30 pm. Students are given a choice of questions to answer in both sessions. Students may not bring or consult primary source materials during the exam, but they may bring notes that they have written on the reading list itself (double sided and printed as full page). Students are strongly encouraged to spend 10-15 minutes outlining their essays before they begin writing. Readers expect to see in-text citations, but a reference page is not necessary.

C. Grading of Examinations

Examinations in each area are graded by two anonymous area faculty members. In the event of disagreement about the merit of a particular examination, a third reader (designated prior to the examination) from the area will mediate the dispute and make the final determination of the student's grade. Students are assigned a grade of Pass, Fail, or Pass with Distinction. If a student fails an exam, they must re-take that exam the following semester. If the student fails a second time, they will be dismissed from the program.

Meaning of scores:

Pass: A passing exam demonstrates a capacity for PhD-level research, independent thought, and the ability to critically evaluate key works, issues, problems, and debates in the subject area. The passing exam discusses relevant works at a level of detail that demonstrates that they have been read and understood; shows critical thinking about the readings and provides reasoned judgments about their worth and utility; synthesizes diverse perspectives and findings in a way that has potential to extend

existing literature; and is organized well and written coherently for all three questions on the exam.

Fail: A failing exam fails to meet one or more of the above criteria.

Pass with Distinction: In rare circumstances, a student will earn a pass with distinction when all three essays far exceed expectations.

D. Preparing for Exams

The most important way to prepare for qualifying exams is by taking coursework in the exam area. The courses offered in the Department form the foundation for the reading lists, and seminar discussions provide important background for each field. Students should also dedicate significant time to independently read and synthesize the material on the reading lists. Finally, students should consult sample questions in each exam area that are posted on the program's UBlerns page. It is good practice to work through the sample questions in advance of taking the exam.

Once each academic year, the Department will offer a proseminar on qualifying exam preparation, which is strongly recommended. Your advisor or other area faculty are also available for consultation if you have specific questions about works on the lists.

Advancement to PhD Candidacy

Students apply to the Dean of the Graduate School for advancement to candidacy for the PhD degree after they have completed six (6) semesters of full-time enrollment (or its equivalent) with a grade point average of not less than a B (3.0 on a 4.0 scale). Guidelines for applying for advancement to candidacy are part of the [Application to Candidacy Form](#). Once candidacy is granted, students are no longer required to register for 9 hours (students with teaching assistantships) or 12 hours (other students) to maintain full-time status. In no case should the Application to PhD Candidacy be filed less than two semesters before the completion of the degree. Students may not register for dissertation guidance hours until they have applied to candidacy. An unofficial transcript must be attached to the Application to Candidacy form.

Doctoral Dissertation

The goal of the dissertation is to ensure that each student demonstrates substantial independent scholarship. The dissertation can take two forms: it can be traditional in its form, resembling a scholarly monograph in form and substance, or it can be the synthesis of a research program presented as a set of several interrelated papers (generally three) on a single topic (with each paper representing one aspect of the dissertation topic, suitable in quality and contribution to the discipline for submission to a scholarly journal for peer review and publication), linked with an introductory chapter that establishes the dissertation theme (situates the work in the appropriate sociological research and methodological literature) and a synthesizing final one.

Graduate School policies indicate that no more than seven consecutive years may pass between the beginning of doctoral studies and the awarding of the degree.

Dissertation Committee

The Dissertation Committee will have at least three faculty members, one of whom will be its Chair and who will have primary responsibility for directing the dissertation. All three members must be UB graduate faculty. The Chair and at least one other member of the Committee must be regular faculty in the Department of Sociology at the University at Buffalo. Additional members from outside the Department or the University at Buffalo may be added by mutual consent of the student and other committee members. The Graduate Committee will review any requests for subsequent changes in the committee after its initial formation.

Constituting a Dissertation Committee is a professional decision made by students in consultation with the Committee Chair and the prospective members. Students should select their committees with care, considering the contribution, expected time commitment, and appropriateness of each member invited to participate, given the research the student will pursue. Faculty are under no obligation to participate as members of any student committee; students should keep in mind that faculty may resign from committees. Similarly, students are free to replace or add committee members; these issues should be handled directly and professionally. Be aware that changes to committee composition may delay completion of work. Changes, while at the discretion of the student, should always be discussed with the Chair of the student's Dissertation Committee.

Once the Dissertation Committee is constituted, its composition can be changed at any time at the request of the student who must notify the Director of Graduate Studies, submit a new Faculty Academic Advisor/Committee Members form to the Graduate Program Coordinator, and submit a petition to [Change Expected Conferral Date/Amend ATC](#). Under most circumstances, the committee that approves the dissertation and oral defense will be the same committee that approved the dissertation proposal. The student and his/her Dissertation Committee will determine mutually understood procedures for advancing the work and a timetable for reviewing the dissertation in progress.

- The Dissertation Committee (jointly or individually) and the student should communicate formally at least once a semester to review the dissertation in progress. Understand that failure to maintain regular communication may lead to faculty withdrawing from the committee.
- Students should prepare their dissertation or proposal in consultation with their Chair and schedule a defense when the Committee has had ample time to review the document in its entirety. No dissertation or dissertation proposal defenses will occur without at least 2 weeks' public notice.

Doctoral Dissertation Proposal

Students prepare and defend a dissertation proposal that outlines the dissertation topic, discussing its theoretical relevance, research design, data sources and research procedures. The student provides the dissertation proposal to the Committee at least two weeks prior to its public defense. Students must submit a title, abstract (300 words or less), names of dissertation committee members, the time and date of the defense, and a complete draft of the dissertation proposal to the Graduate Program Coordinator at least two weeks prior to the defense so that public notice of the defense can be posted in the Department. All dissertation proposal defenses require at least 2 weeks public notice. The proposal may be assigned one of the grades Pass, Pass with Revisions, or Fail. In the event that the student receives a Pass with Revisions, the student has 30 days to revise the proposal in response to Committee comments. The revised proposal will then be given a final grade of Pass or Fail. If a student receives a grade of Fail, she or he may attempt to defend another dissertation proposal, without penalty, before the end of the next semester (excluding summer). Students who fail a proposal defense twice will be dismissed from the PhD program. Once the proposal passes, the student should fill out the Proposal Defense Form, signed by the Dissertation Committee Chair and all Dissertation Committee Members certifying that the proposal has passed. Student must also provide Graduate Program Coordinator an electronic copy of the approved proposal.

Dissertation and Oral Defense

Appropriate dissertation styles include the traditional monograph model, for which there are many examples available in the Department library or an article-style dissertation. Students should fully discuss this decision with their dissertation advisor, and must have the agreement of their entire dissertation committee to write an article-style dissertation. An article-style dissertation must have at least three substantive chapters that are suitable for review and potential publication in a refereed professional journal. The Dissertation Committee and the Director of Graduate Studies in consultation with the Graduate Committee must approve any exception to this minimum requirement of three substantive chapters for an article-style dissertation. In addition to three chapters, there should be introductory and concluding chapters that describe the unifying themes of the substantive chapters. The dissertation chapters must be sole-authored original work. Co-authored work is not eligible for inclusion in the dissertation. Beyond these departures from the traditional monograph model, all other rules and regulations governing the traditional dissertation apply to the newer article-style dissertation. Whether the traditional monograph or article-style approach is selected, research competence and independent scholarship are required to earn a PhD in sociology and must be demonstrated in both the dissertation and its oral defense. The format of the dissertation must conform to the requirements of the Graduate School: [Guidelines for Thesis and Dissertation Preparation and Submission](#).

The student should submit a complete draft version of the dissertation to the Dissertation Committee at least two weeks prior to the expected date of the oral defense. Some committees may require even more time to review the complete draft version of the dissertation. Students who provide the draft dissertation too late for adequate committee review prior to scheduling an oral defense risk postponing the defense, or having their graduation delayed if extensive revisions are then required by committee members after the oral defense. The oral defense is

considered a public meeting to which the Department faculty and students, and other interested members of the University community are invited. Students must submit a title, abstract (300 words or less), names of dissertation committee members, the time and date of the defense, and a complete draft of the dissertation to the Graduate Program Coordinator at least two weeks prior to the defense so that public notice of the defense can be posted in the Department. All dissertation defenses require at least 2 weeks' public notice.

Passing will be determined by a unanimous vote of the Doctoral Dissertation Committee that both the written document (including required revisions, if any) and oral defense meet standards in the discipline for conferral of the Doctor of Philosophy degree. All members of the Dissertation Committee are required to attend the defense for its duration. All other members of the Department and the University are invited to attend and participate in the questioning of the candidate. Immediately after the defense, the committee will meet to decide what additional revisions, if any, will be required for final acceptance. Only when the committee unanimously agrees that the work (and its revision, if required) is satisfactory, indicated by signatures from each committee member on the m-form, will the m-form be signed by the Director of Graduate studies certifying that the work meets the standards for conferral of the PhD by the Department of Sociology and the approved dissertation be filed with the Graduate School.

Dissertation Paperwork

The final paperwork for the dissertation involves the Graduate School more than the Department and most of the forms that must be filled out are Graduate School forms. Also keep in mind that the Graduate School has precise specifications on the format of the dissertation and other matters. Early in the process, the student should review the Graduate School guidelines describing how to format and submit the final dissertation and to fulfill all the administrative requirements for graduating.

The guidelines regarding completion of dissertations and application for graduation can be complicated. The responsibilities of the student, dissertation chair, and the graduate program administration are listed below.

Candidate:

- ✓ Follow the [Guidelines for Thesis and Dissertation Preparation and Submission](#) in the Graduate School guidelines for preparation of the dissertation.
- ✓ Make sure that the Graduate Program Coordinator has a properly executed copy of any form submitted directly to the Graduate School.
- ✓ Notify the Graduate Program Coordinator of the time and date of the planned oral defense and to submit a complete draft of the dissertation at least two weeks in advance so room arrangements can be reserved and a two-week public notice of the event be posted, leaving ample time for revision before all documents are due to the Graduate School.
- ✓ Circulate a copy of the dissertation abstract to all Department faculty members with an announcement of the date, time and place of the oral defense. This will be done *at least two weeks* in advance of the date.
- ✓ Complete a dissertation with a defense of its key contributions to the discipline in a public oral defense.

Dissertation Chair:

- ✓ Prepare appropriate forms indicating that the dissertation has been approved and that the candidate passed the oral defense. The m-form is available from the Graduate Program Coordinator.
- ✓ Make sure that the Graduate Program Coordinator retains a copy of any form (to be included in the student file) which is submitted directly to the Graduate School.
- ✓ Help coordinate departmental activities related to the process.

Graduate Program Coordinator:

- ✓ Maintain the records in the student file verifying that the various requirements for graduation have been met.
- ✓ Arrange a time and place for the scheduled dissertation defense to take place, and to publicize it.
- ✓ Provide the dissertation chair with the appropriate approval forms at least 48 hours in advance of the scheduled defense.

Director of Graduate Studies:

- ✓ Certify to the Graduate School that all departmental requirements for the PhD have been met.

All graduating students need to verify that the Graduate School has their correct graduation date on record and should use the [Doctoral Graduation Checklist](#) to be sure they comply with all Graduate School requirements. Students must be sure to consult the Graduate School guidelines for dissertation formats and submission requirements several months before the expected defense. They will need to provide the Graduate School with a final, certified correct (revised if necessary) properly formatted version of their dissertation, and (of course) monitor the expeditious routing of the fully executed m-form.

When all coursework and continuous registration requirements are fulfilled, the qualifying examinations, oral defense of the dissertation, and the dissertation is complete and any revisions are completed, the Dissertation committee chair will obtain signatures from each member of the dissertation committee on the m-form. The m-form will then be signed by the Director of Graduate Studies and given to the Graduate Program Coordinator, who will forward it to the Graduate School.

Final Steps for the PhD

- In order to receive a PhD from the University at Buffalo, the student must be registered for at least one credit hour during the semester of graduation. Students planning to graduate should notify the Director of Graduate Studies and the Graduate Program Coordinator at least 9 months ahead of time so that there are no unanticipated problems with meeting continuous registration requirements.
- A convenient time and date for the oral defense, with at least two weeks public notice, will be selected by the student and his or her Dissertation Committee. All Committee

members are required to attend the defense for its duration. In extenuating circumstances, faculty member attendance can be by telephone conference call.

- A minimum of two weeks must elapse from the time that a draft copy of the complete dissertation is filed with the Graduate Program Coordinator and public notice of the oral defense is given, and the occurrence of the defense. Keep in mind that program requirements dictate that Committee members should receive a properly formatted complete dissertation draft at least two weeks prior to its defense, but that professional courtesy demands that committee members should have six to eight weeks to do the work. Any exception to the six to eight-week time frame should not be assumed, but should be agreed upon by each member of the committee. The two week period for publication of the defense is the absolute minimum in conformance with Department policies and professional standards.
- At least two weeks before the oral defense occurs, provide the Graduate Program Coordinator with the final title of the dissertation and an abstract (300 words or less) that will be used to provide public notice of the event as well as a completed draft of the dissertation.
- Upon successful completion of the oral defense and any revisions the Dissertation Committee requires to the dissertation, the student's Dissertation Committee Chair should notify the Director of Graduate Studies that the student has passed.
- Well in advance of the conferral deadlines listed on the academic calendar (see [Doctoral Graduation Checklist](#)) the student should verify that all required forms, etc. are on file with the Graduate School and that all administrative requirements have been fulfilled (consult the Graduate Program Coordinator and the PhD graduation checklist). Students also need to provide the Graduate School with a final (certified correct, with any required revisions), properly formatted version of their dissertation. Completing all of these activities early enough in the final semester in the PhD program to meet Graduate School and Department deadlines is particularly important for students planning to finish in the spring semester and seeking May conferral of degrees. This activity is the responsibility of the individual student.

A Suggested Timetable for Completing MA and PhD Requirements and Acquiring Professional Skills

The policies described in this handbook indicate that students should achieve certain benchmarks of timely progression in each year of study in the Department, including the acquisition of the MA by the end of year two. Students are encouraged to complete some requirements even earlier than indicated here. Some benchmarks are required components of the MA or PhD programs; others indicate professional socialization and position graduates of UB to be competitive in the academic and other job markets.

FIRST YEAR

- University and Department new student orientations
- Department-funded TAs attend University-provided teaching assistant training
- Funded students take three courses each semester; non-funded students take four courses each semester. All complete required core courses (SOC 606, SOC 504 and 607, SOC 567 and 568 in the first year in the program)
- Meet with a faculty advisor during the first semester
- Attend the one-hour weekly proseminar to meet faculty and learn about professional expectations
- Consider joining the American Sociological Association (ASA) and Eastern Sociological Society (ESS), and other appropriate professional organizations
- International students should meet SPEAK test benchmarks; funded international students must do so.

SECOND YEAR

- Form Master's Committee (at least two regular Department faculty)
- Apply to advance to candidacy for the Master's degree (Graduate School)
- Funded students take three courses each semester; non-funded students take four courses each semester, all students in the program complete all Master's level courses
- Students planning to continue to the PhD should complete SOC 607 and SOC 568
- Attend all Department colloquia, proseminars, and informal brown bag research presentations
- Submit abstract for research presentation at regional meeting
- Complete Master's paper by April and apply for conferral of MA through Graduate School
- Submit materials for consideration for departmental awards
- Attend Department and University graduation ceremonies

THIRD YEAR

- Students paid to teach undergraduate sociology courses must have attended University Teaching Assistant training or equivalent training before they teach their first course at UB. Students who start the program with the BA are expected by the start of the third year of funding in the program to be eligible to teach their own course. This means they have completed the required training AND have completed the Master's degree in order to retain departmental TA funding. Students who enter the graduate program with Master's degrees are expected to complete required TA training and be eligible to teach

their own courses by the beginning of their second year to retain departmental TA funding

- Take three courses each semester, complete additional advanced methods course
- Attend all Department colloquia, prosems, and informal brown bag research presentations
- Prepare professional curriculum vitae and begin teaching portfolio
- Present research in progress to Department, submit abstracts for research presentation at national/regional meetings, submit materials for consideration for departmental/university awards and for external awards given by professional organizations (regional/national), prepare manuscript for journal submission
- Begin applying for dissertation fellowships, summer internships
- Notify Graduate Program Coordinator of the area in which the qualifying examinations will be taken in the fourth year

FOURTH AND LATER YEARS

- Pass Qualifying Examinations (fall and spring semesters)
- Form Dissertation Committee (3 members, at least 2 must be regular Department faculty)
- Complete graded coursework by the end of spring semester
- Attend all Department colloquia, prosems, and informal brown bag research presentations
- Apply to advance to candidacy (Graduate School)
- Complete public defense of doctoral dissertation proposal by end of spring semester (or early in the fall semester of the 5th year)
- Build on teaching portfolio and CV
- Present research in progress to Department; submit abstract(s) for research presentation at national/regional meetings, materials for consideration for departmental/university awards and external awards given by professional organizations (regional/national); prepare manuscript(s) for journal submission
- Continue applying for dissertation fellowships, grants, summer internships
- Prepare and give practice job talk in Department for students seeking academic jobs
- Complete Doctoral Dissertation research
- Complete Oral Defense of the Dissertation

Students are responsible for communicating regularly with their academic advisors or MA or PhD committee chairs (if different) concerning their progress in meeting these benchmarks. Students will be formally evaluated annually by the faculty as a whole based on these and other criteria indicating appropriate levels of professional socialization and timely progression through their graduate studies. Students not making adequate progress in completing degree requirements will be placed on probation, and may ultimately be dismissed from the program.

STUDENT EVALUATION AND PROGRESS

Admission to graduate programs and offers of departmental funding are made on a year-by-year basis, granted for one academic year at a time, and subject to annual review. Graduate students are evaluated by the regular faculty of the Department each spring with reference to a number of criteria, including:

- cumulative GPA and GPA for current academic year
- evaluation of performance by faculty members who supervised assistantship, who instructed, or served on student committee
- length of time in assistantship, and quality of work performed
- length of time in degree program, plus quality and progress
- satisfying Master's degree/core requirements by May of the second year in residence if continuing to the PhD
- passing PhD qualifying examinations and required courses on schedule
- earning grades of B or higher in required courses (theory and methods/statistics)
- existence of incomplete grades, and length of time incompletes are outstanding
- indication of professional socialization including awards, honors, publications, and presentations at professional meetings
- participation in Department activities

Information will be collected from each student (a self-evaluation, due to the Graduate Program Coordinator by April 1) and from faculty with direct information about each student's progress. The faculty as a whole assess performance and the Director of Graduate Studies communicates the faculty assessment in a letter to each student that is both summative and evaluative, recognizing progress made during the past year and suggesting directions for the future. The Graduate Committee uses annual evaluation information and other materials for several purposes: to acknowledge students' accomplishments, to consider whether Master's students applying to the PhD program will be admitted, and to carefully review the circumstances of students struggling in their graduate studies to determine whether they should be placed on probationary status in the program, or whether their best interests are served by leaving the program. Students on probationary status will be given guidelines for the actions they must take (clear incompletes, constitute committees and meet deadlines, etc.) to normalize their status. Students on probation who do not meet these guidelines and conditions in the following semester will be dismissed from the program.

Evaluation Procedures

The faculty will meet as a whole to assess graduate student progress. **Each student who intends to remain in the program for the next academic year will prepare a brief statement outlining his or her progress and accomplishments for the current academic year.** The Graduate Committee will provide a template for student statements to standardize information solicited from each student. Student statements, along with information from faculty with direct knowledge of student progress and accomplishments (i.e., worked on research together, was a student in seminar, served as TA or RA, observed at professional meeting), will be evaluated. Faculty will receive a list of all current students at least one week before the student evaluation meeting occurs, and should be prepared to summarize their knowledge of student progress (in person at the

meeting, by communicating their summary to another faculty member who speaks on their behalf at the faculty meeting, or briefly in writing) so that each student receives appropriate consideration of their progress and appropriateness for continued graduate study by the entire faculty.

The consensus of the faculty regarding the progress of each student will form the basis for letters documenting student progress. These letters will be evaluative, noting both strengths and weaknesses. When warranted, the letter will express the determination of the faculty that a particular student will be placed on probationary status or not be allowed to continue in the program.

Basis for Funding Reappointment (being reappointed as a Teaching Assistant)

Reappointment is never automatic. Final decisions are based on departmental needs, financial resources, diversity considerations, and efforts to provide as many students with assistantship opportunities as possible. Students who perform poorly in their TA duties, or who perform poorly in their coursework (earn grades lower than B, accumulate incompletes) risk not being reappointed as teaching assistants.

Students not funded in one year are eligible for funding consideration in a succeeding year, based on results of their annual evaluation results and available resources.

Basis for Probation or Dismissal from the Graduate Program

Probation refers to a process by which students are informed of deficiencies in their progress towards the degree. Students are formally notified of probationary status and the steps they must take to remedy that. Failure to remedy probationary status will result in dismissal from the program or loss of funding. The Graduate Committee may decide that a student will not continue in the program for the following reasons:

- GPA below 3.2
- Grades below B (including B-) in any required course. Students who earn a grade below B (including B-) when retaking a required course will be dismissed from the program. A grade of C in a required course is the minimal passing grade for a course that may count towards credit for meeting the requirements for the MA. However, a C grade does not meet standards for graduate work and does not count towards meeting credit hour requirements for the PhD. Grades of C- or lower do not count towards meeting credit hour requirements for either the MA or the PhD.
- Breaches of academic integrity
- An unsatisfactory annual review which results in probation, if the basis for the unsatisfactory review and probation are not remedied on schedule
- Failing program components (MA paper, qualifying examinations, dissertation proposal, dissertation defense)
- Accumulation of incomplete grades. Having two incomplete grades simultaneously may result in probationary status. Four incompletes may be the basis for dismissal from the program
- Inability to form a committee
- Inadequate progress towards meeting degree requirements
- Failure to maintain continuous registration in the program
- Exceeding Graduate School or Department time limits

TRAINING TO TEACH

The main way the Department funds students is through Teaching Assistantships (TA). Until students acquire credentials adequate for university instruction of undergraduates (Master's degree or its equivalent plus university-provided TA training), TAs are assigned to professors as assistants for undergraduate courses. When third-year and later graduate students are TAs, they have primary responsibility for course instruction. International students must pass the SPEAK test in order to teach their own courses.

Teaching Assistant Responsibilities (Years 1 and 2)

Teaching assistants must be residence in Buffalo for the entire term of their semester-long teaching assistantships. This requirement to be in residence is not negotiable. Any exceptions will be specified at the beginning of each term by the Director of Graduate Studies. Students are expected to be in residence at least 2 working days prior to the semester until final grading is complete and all of their teaching obligations are discharged. If you are a TA, the precise end date will be determined by for whom you are working.

Students who are funded by the Department as Teaching Assistants are required to attend the University-provided graduate student teacher training or its departmentally-approved equivalent.

TAs who assist a professor with an undergraduate course learn how to prepare courses they may later teach themselves. The professor and the TA should meet as soon as class assignments are made, usually before the semester begins. The professor and the TA should agree on TA responsibilities for the semester, which may reasonably include any/all of the following:

1. Grade papers and exams
2. Acquire material to assist in preparation of lectures
3. Hold office hours
4. Maintain course records
5. Mentor/advise undergraduate students
6. Meet periodically (negotiated) with professor to discuss course related matters
7. Attend, prepare, and/or deliver lectures
8. Facilitate discussion
9. Other administrative tasks

The Department's expectation is that any student funded as a TA will do excellent work in that role.

During the first two years of graduate training, TAs are exposed to different professors with different teaching styles. This involves the student in a variety of teaching-related issues and course-planning apprenticeship roles, to help prepare the student for organizing and teaching their own courses.

Teaching Assistant Responsibilities (Year 3 and later)

Once they are credentialed (acquire MA or its equivalent in Sociology, pass the SPEAK test if an international student, and complete University-provided TA training), TAs typically prepare and teach their own undergraduate courses. The Department prepares the student for this role by offering training opportunities, teaching prosems, and learning experiences in apprentice roles during the first two years as TAs. All graduate students who are funded by the Department to teach Sociology courses to undergraduates are required to attend a University-sponsored graduate teaching assistant training course or its Department-approved equivalent, to be completed before the first course they teach at UB. Normally, students funded as teaching assistants should attend that course (traditionally offered the week before classes begin in the fall semester or early in the fall semester) before beginning their first TA assignment

Typically, regular resources for University-offered teaching training include:

- The fall Graduate Teaching Conference is provided by the University, intended for students who will be serving as TAs or instructors, and is also a forum for other students and faculty to discuss teaching issues and share experiences.
- Various Center for Educational Innovation courses and seminars throughout the academic year. When offered, such courses provide information about issues such as classroom styles, syllabus preparation, grading, relating to students, ethical issues, and more. Attending such courses can be listed as additional professional development in teaching portfolios (see below).

Teaching Portfolios

Teaching represents a body of academic work that should be documented. Students create teaching portfolios to document their teaching training, which may include teaching evaluations from every semester taught, written evaluations by faculty, a statement of teaching philosophy, syllabi constructed by the student, and other teaching-related materials.

Teaching portfolios can be valuable sources of information for evaluation by awards committees for Department and University teaching awards. Increasingly, teaching portfolios are required when applying for academic jobs. The UB Center for Educational Innovation (UBCEI) has a library of resources related to pedagogical research, skills training, and preparation of teaching portfolios; individual faculty may also be willing to provide exemplars for student portfolios.

A useful resource for all teaching matters in the department is the Sociology Teaching Handbook, found on the graduate program's UBlearns page.

OTHER SOCIOLOGY GRADUATE PROGRAM POLICIES AND PRACTICES

Academic Integrity and Ethical Conduct

The Department of Sociology adheres to the ethical standards of the University at Buffalo and the [American Sociological Association Code of Ethics](#).

An academic community is built on trust and the Department of Sociology depends on trust among its members for its sense of community. Academic dishonesty is a rare occurrence in the Department of Sociology. However, in order to safeguard the standards of the Department, the discipline, and the broader academic community at the University, policies for handling accusations of academic dishonesty provide a structure for handling the rare instances that occur and to safeguard the rights of all parties involved in accusations of academic dishonesty by having policies in place to deal with them.

Academic dishonesty could involve plagiarism, cheating, or falsification of data. Graduate students are directed to read and understand these threats to academic integrity and to avoid them at all cost. Graduate students should refer to the [Graduate School policies](#) regarding integrity.

Note: Keep in mind that faculty members differ in opinion regarding whether or not it is proper to submit a similar paper (or parts of the same paper) to meet requirements for more than one course. Do not assume that it is appropriate to do so, as this may be considered a breach of integrity by some faculty. **Ask.** Consult with each faculty member involved well prior to the submission of papers to determine the particular faculty member's position on that issue. Submitting the same work for grades for two different courses (whether taken in the department or elsewhere) is NEVER appropriate.

While academic misconduct is rare, if a student is accused of academic misconduct (cheating, plagiarism, falsifying data, etc.), the following steps should be taken:

The individual professor or student who is making a formal accusation of cheating will bring the case to the attention of the Department Chair and the Director of Graduate Studies. Every effort should be made to settle the issue informally between the professor and the student. However, if they cannot resolve the issue, the parties involved will use the Graduate School procedures for dealing with academic dishonesty. The issue will be considered resolved when all parties agree, in accordance with University policies and regarding the merits of the accusation and implementation of sanctions, if any. If the matter cannot be resolved internally to the satisfaction of all parties, the Graduate School will have responsibility for adjudicating the case.

Awards

The Department of Sociology may give several awards each year, awarded competitively to graduate students whose materials are reviewed by Department faculty or appropriate outside individuals with expertise to evaluate awards. Not every award is made every year.

Adeline Gordon Levine Excellence in Teaching Award is a competitive award given to an outstanding graduate instructor of at least two undergraduate Sociology courses. Eligible graduate students are nominated for the Teaching Award when their name and a brief rationale for consideration is made by an undergraduate student to the Director of Undergraduate Studies. No self-nominations will be accepted.

The Nathalie Devine Howe Outstanding Graduate Paper Award is a competitive award that is given to the author(s) of the most outstanding manuscript-length paper submitted in a given year that meets the criteria of a substantial contribution in the field of sociology. The work must be completed while the student is enrolled as a graduate student in the Department of Sociology at UB. The topic of this paper may be substantive, theoretical, or methodological. Students may collaborate with other current graduate students but may not submit a paper coauthored with a member of the faculty.

Travel Scholarships provide funds to help defray costs of attending a professional meeting, contingent on available funds. Up to \$200 per academic year may be reimbursed to students who present a paper at a professional meeting and whose name appears in the official program.

Faculty Advisor

Each student should have a faculty advisor at all times. For incoming students, the Director of Graduate Studies will initially assign a faculty advisor engaged in graduate training. Students will subsequently select a faculty advisor of their own choice (by the beginning of the spring semester) in consultation with the Director of Graduate Studies and the faculty member they select as their academic advisor. There is absolutely no penalty for changing advisors, either from an appointed to a selected one, or from one selected advisor to another, as student and faculty interests evolve. There is no expectation on the part of the student or the faculty advisor that the faculty member selected for that role will necessarily serve as a chair or member of any Master's or PhD committee, except at the invitation of the student.

The faculty academic advisor is responsible for helping the student develop a plan of study leading to the degree. The advisor may (but does not necessarily) direct the MA paper or the PhD Dissertation Committee, may be a committee member, or may give advice independent of any other formal committee role. The role of faculty advisor must be by mutual consent of the professor and the student. This ensures that the advisor is willing to assume the responsibility of guiding the student through his/her studies, and that the student will work responsibly with the advisor. As interests change, students are free to change advisors. When this occurs, students must notify the Director of Graduate Studies in writing, as well as any faculty members affected by a change in advisors. Students should note that few faculty enter into an advising role lightly, and that faculty, too, may wish to resign from the capacity of faculty academic advisor. When faculty decide to resign from the role, they should discuss options with the student and ensure that the Director of Graduate Studies is notified, in writing, of any change.

Students should formally consult with their faculty advisor (if different from committee chair) and committee chair at least once during each term concerning their progress to date and to discuss their plans for the coming term. It is the student’s responsibility to schedule such meetings.

Grades

Students are required to maintain a GPA of 3.0 or above at all times and must earn grades of B or better in all required courses (theory, methods, statistics). Students with GPAs below 3.2 risk receiving a probationary letter.

Grades of Incomplete

According to Graduate School policy, “Incomplete” grades are not to be assigned routinely, but only when a student cannot complete course work due to unforeseen and compelling circumstances, such as an illness. If an “I” is given, the maximum amount of time students have to complete the work and have a letter grade assigned is no more than two additional semesters plus the intervening summer (12 months). If course requirements are not completed by that date, the “Incomplete” is automatically changed to an “Unsatisfactory” (U) grade. [Graduate School grading](#) guidelines establish the longest period an incomplete can remain on a student record without assignment of an unsatisfactory grade. Individual faculty may establish shorter periods for required completion of incomplete coursework. No faculty member is required to assign incomplete grades without compelling evidence of unforeseen circumstances. Failure to complete courses on time jeopardizes a student’s academic standing and positive annual assessment.

Grading Standards

Grades in Sociology graduate courses adhere to the following standards:

Grade	Summary	Detailed Definition
A	Exceptional performance	Student’s achievement is (1) outstanding relative to the level necessary to meet course requirements, and (2) all course requirements were completed in a timely fashion.
A-	Significantly exceeds standards	Represents significantly exceeding standards and signifies that the work was either (1) completed but at a level of achievement that significantly exceeds the standards of performance for a graduate student but was not truly exceptional or (2) was exceptional but all course requirements were not completed in a timely fashion.
B+	Exceeds standards	The student’s achievement exceeds standards but does not significantly exceed standards. Signifies that the work was either (1) completed at a level of achievement that moderately exceeds the standards of performance for a graduate student or (2) significantly exceeds standards but all course requirements were not completed in a timely fashion.
B	Meets standards	The student’s achievement meets the course requirements in every respect. Indicates that the student’s work was either (1) completed but at a level of achievement that merely meets standards of performance for a graduate student or (2) exceeds standards but all course requirements were not completed in a timely fashion.

Grade	Summary	Detailed Definition
B-	Below Standards	Signifies that (1) the work was completed but at a level of achievement that is slightly-to-moderately below standards of performance for a graduate student or (2) some work (a minor amount) was not completed but the completed work met or exceeded standards.
C or lower	Significantly below standards	Represents failure to meet standards and signifies that the student's work was either (1) completed but at a level of achievement that is significantly below standards of performance for a graduate student or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (incomplete). A grade of C in a required course is the minimal passing grade for a course that may count towards credit for meeting the requirements for the MA. However, a C grade does not meet standards for graduate work and does not count towards meeting credit hour requirements for the PhD. Grades of C- or lower do not count towards meeting credit hour requirements for either the MA or the PhD.

Graduate Committee

The Graduate Committee of the Department of Sociology is comprised of a number of faculty consistent with the Department by-laws, plus the Director of Graduate Studies. The committee has four main functions: (1) reviewing admission requests to the Department; (2) dealing with policy issues affecting the graduate program and making recommendations to the faculty as a whole; (3) reviewing and approving the programs of individual students, including petitions for waivers, exemptions, etc.; (4) ensuring the efficient operation of the graduate program.

Graduate Program Policy Issues

Matters of graduate program policy are considered by the Graduate Committee which makes recommendations to the Department faculty as a whole prior to changing policies affecting the requirements or operations of the graduate program. Any faculty member or graduate student may bring a problem or suggestion concerning policy to the Graduate Committee for consideration. When a proposal or recommendation is submitted to the Graduate Committee, it will be discussed by the Department faculty as a whole as soon as is practical. Discussion of issues or proposals regarding graduate program policy brought to the faculty by the Graduate Committee will include the student representative to faculty meetings.

The Department itself or its subcommittees retain the following powers:

- Admission to and retention in the Department
- Funding offers proffered by the Department
- Approval of MA papers/theses and PhD dissertations
- Evaluation of qualifying examinations
- Conduct of defenses
- Individual student programs of study
- Annual evaluation of students
- Designation of Department honors and awards

The Director of Graduate Studies consults as appropriate with other members of the Graduate Committee or other knowledgeable faculty and acts on recommendations or petitions from individual students and faculty for actions such as:

- Student petition for waiver or exemption from any Department policies or requirements
- Student requests to take courses outside the Department
- Student petition notifying of change in advisors
- Student petition to establish or change the Master's or PhD committee
- Student petition for self-directed PhD qualifying examination
- Student petition to take a leave of absence
- Faculty recommendations regarding admission to PhD program
- Master's or doctoral dissertation committee recommendation for termination of a student before completing the degree.

Petitions should clearly state what is requested and include all relevant information needed to reach decisions. The Graduate Committee meets to consider petitions and suggestions as needed.

Grievance Procedures

It is usually in the best interests of student and faculty to negotiate informal agreements to settle disputes. However, more formal grievance procedures may be required when disputed issues cannot be resolved informally. Departmental grievance procedures are governed by the Department of Sociology by-laws and by [procedures](#) set forth by the Graduate School.

Harassment and Discrimination

Students should familiarize themselves, both with regard to their roles as student and as teacher, with the University at Buffalo Standards which prohibit harassment and discrimination ([here](#)).

Leaves of Absence

Program requirements include timely progression towards completing work for the degree and continuous registration in the Department. Timely completion of degree requirements once course work begins may be complicated by unexpected events in student's lives. In such instances, leaves of absence may be granted for one year.

A student must petition for a leave of absence in writing, explaining the reason for the request and the anticipated date of return, with a copy to the Dean of the Graduate School. Before applying for a leave of absence, the student should discuss the matter with his/her Faculty Advisor, Committee Chair, and the Director of Graduate Studies. After Department approval, the leave request is sent to the Graduate School, which will make the final decision and notify the student. Students with approved leaves of absence will remain in the graduate program, although they are neither enrolled in courses nor registered for course hours. Leaves of absence are granted on an annual basis; extensions can be granted but are not automatic. Note that the Graduate School specifies that a Leave of Absence is for only one year. In extenuating circumstances, it may be possible to petition for another year of leave. Students should be aware that Leaves of Absence, in such instances, are at the discretion of the Graduate School and are granted on a year-by-year basis.

Conditions for reinstatement from leave are ordinarily set when the leave is granted, and include completion of outstanding work. Petitions for reinstatement will be considered by the Graduate Committee and the Graduate School. Students who remain unregistered for more than one year without an approved extension of their leave will be removed from the program. Such students who are removed from the program when a leave of absence expires may reapply for admission to the Department under current admission criteria in the event that they wish to continue their graduate studies at some future date.

Regular Faculty

In this document, the term ‘regular faculty’ refers to tenured or tenure track, full-time professors in the Department of Sociology who are eligible to supervise graduate work.

Residency Requirements

There are several issues surrounding residency that graduate students should be aware of, including establishing in-state residency for domestic out-of-state students who study at UB. Funded domestic students who do not establish in-state residency in a timely way will likely have their funding terminated by the Graduate School. Residency also refers to the criteria for maintaining continuous enrollment in the program from the beginning through the end of graduate studies. These policies are established by the Graduate School; consult the Graduate School website for a detailed explanation of residency and continuous enrollment regulations.

Sociology Graduate Student Association (SGSA)

The Sociology Graduate Student Association ensures that student concerns are addressed within the community of graduate students in the Department and are represented in departmental decisions. It provides sociology graduate students with the opportunity to develop professional leadership skills through active participation in departmental decision-making and activities, helps foster collegial peer and faculty relations within the Department, and provides a framework for students to develop and share professional and academic information and ideas.

ACADEMIC EMPLOYMENT, ASSISTANTSHIPS, AND FINANCIAL SUPPORT

There are a limited number of Department teaching assistantships available for the academic year. Re-appointments are made based on satisfactory progress towards the degree and positive evaluations of prior assistantship duties. Grades of incomplete are indications of unsatisfactory progress towards a degree; six credit hours of incompletes will disqualify a student from eligibility for an assistantship. Failure to complete all degree requirements for the Master's degree in time for May conferral in the second year in the program also disqualifies students from consideration for funding in subsequent years. In such cases, the student becomes eligible again for funding consideration once degree requirements are met. There is no guarantee, however, that funding will be available.

Department of Sociology Graduate Student Funding

Most Department funds for graduate students come from allocations based on a permanent number of graduate student stipends allocated to the Department by the Dean of the College of Arts and Sciences for teaching assistantships (TA). TAs may be funded for up to four years (although never for more than four years) on Department teaching assistantships, subject to budget constraints and satisfactory performance in the academic program and as a TA. A second source is from Department accruals. These moneys accumulate every semester from faculty "buy-outs" depending upon who has been granted professional leave, who has obtained research grants, administrative assignments, etc. Consequently, Department TA funding availability varies, sometimes considerably, from year to year. Positions are filled according to policies set for eligibility and establishing priority for Department TA funding.

Other funds for graduate students may come from Department faculty members who have externally funded research grants which provide resources for research assistantships (RA). Graduate assistant (GA) positions are also offered in different administrative units or research centers and institutes of the University. Graduate assistantships, whether TA or RA, or administrative assistantships, include stipends and tuition waivers for students who receive them. These sources of funding, too, vary from year to year. Such positions are negotiated individually by the faculty or organization holding the grants. Other differences in these types of funding include differences in benefits and union representation: TAs are represented by a union (GSEU), RAs are not.

Teaching Assistantships

Teaching experience is an integral and important part of graduate student training. The Department of Sociology attempts to provide financial support for as many graduate students as possible by awarding Teaching Assistantships to its most qualified students. Students submitting all materials required for admission to the graduate program will automatically be considered for TA financial support.

TA positions are awarded competitively on a year-to-year basis. Normally, a funded student pursuing the PhD degree may receive four years of support beyond a BA degree; the College of

Arts and Sciences does not permit TA funding past four years. A student with a Master's degree from another institution pursuing the PhD degree can usually expect 3 years of departmental support if funded as a TA. Keep in mind that these expectations may not always be met, particularly during periods of severe financial constraints. Department funding is contingent and decided annually. Department financial support beyond these lengths of time, given current resource constraints, is very unlikely. The continuation of support is always contingent upon the availability of funds, a student's adequate progress in the graduate program, and departmental needs. Funded TAs not yet finished with coursework are expected to register for at least 9 credit hours per semester until coursework is complete.

The typical TA package includes a tuition waiver and a stipend for the academic year. For students receiving support in the first two years of graduate study (students working towards Master's degrees), they ordinarily are given 20 hour per week teaching assistantships to work with Department faculty teaching each semester. For the third and fourth years, TA funding is typically linked to serving as an instructor for undergraduate courses.

Research Assistantships

There is no central administrative source for awarding research assistantships at UB. Some Department of Sociology faculty members can support RAs on externally funded research grants. Other administrative units at UB, including several research institutes and centers, are home to a variety of projects where RAs are employed. Salary and stipend availability on such projects varies from institute to institute, faculty to faculty. The individual faculty member with the grant or the hiring organization specifies the training/experience required for the post and the conditions of work. Working hours for RAs are usually 20 hours/week.

In many cases, RAs are hired directly by faculty with whom students have already done academic work. Seldom can entering students arrange a research assistantship for their first year; students who want to work as RAs should initiate ties with faculty members with whom they want to work. The minimum current salary for Research Assistants (RAs) working for Department faculty in our Department on externally funded research grants is at least the same as for TAs and includes a tuition waiver. RAs not yet finished with coursework are expected to register for at least 9 credit hours per semester until their coursework is complete. Internally funded research grants also offer opportunities for RA positions, but do not typically come with tuition waivers; hence, they are most appropriate for students who have finished coursework.

The faculty member or entity that hires students will specify particular requirements for available RA positions, such as computer or statistical skills, or training in research methods, and the tasks and responsibilities associated with the research assistantship. Appointments to research assistantships are usually for two academic semesters (fall, spring) similar to TA positions, although some RA positions may be for twelve months or for single semesters. Individual faculty members employ RAs on funded projects; contact the appropriate faculty member if you are interested. RAs must be registered during each regular semester of their appointment and may not be appointed more than half time (20 hours per week).

Occasionally, opportunities to work with faculty on externally funded research may be available on an hourly basis. Such hourly arrangements are not standard research assistantships and do not include tuition waivers or eligibility for other benefits.

Other Sources of Funding

The Department of Sociology has only limited resources for support of incoming and continuing graduate students. Many students “self-finance” with their own resources and financial aid. Another avenue of financial support is extra-departmental scholarship or fellowship support. All graduate students are also encouraged to seek financial support and fellowships outside the Department, both from other University sources and from external entities, such as educational foundations and various governmental agencies. In addition to sometimes providing more money, or for a longer period of time, or freedom from TA and RA responsibilities, being awarded fellowships and research grants may add to the prestige of one’s record of scholarship and help secure employment after graduation.

UB-Specific Sources of Research Funding

[Graduate Student Association](#)

[Scholarships and Fellowships \(UB\)](#)

[The Mark Diamond Research Fund \(MDRF\)](#): Gives grants to graduate students for research expenses related to their thesis or dissertation. PhD students may apply for up to \$2,000 and Master’s students for up to \$1000. The MDRF grant is only for University at Buffalo graduate students in programs participating in the Graduate Student Association and who have not waived the student activity fee. Applicants should be in the latter stages of research.

External Sources

To pursue this avenue for funding, you need to plan ahead, since you often have to apply a year in advance of when you need the money, application deadlines are inflexible, and applying can be time-consuming. Generally, you will get application forms from the funding agency, complete and return the forms, and include all the additional materials the funding agency asks for, which may include university transcripts, essays, statements of research, and letters of recommendation.

The Department will do what it can to inform students about available fellowship opportunities, but learning about and applying for fellowships and scholarships is ultimately the responsibility of individual students. Keep in mind that you must ask for external funding if you want it, it won’t be offered to you. You may also need to cobble together several different packages of support to support your studies, so apply early and often for fellowship opportunities.

Information on Other Sources Financial Support

Students interested in fellowship opportunities may find the following (non-exhaustive) list helpful:

- The National Science Foundation's [Division of Graduate Education](#) sponsors a website with helpful links to various sources of funding.
- The [Social Science Research Council](#) sponsors graduate research and provides a useful guide to students considering fellowship applications (what to and not to do).
- The U.S. Department of Education has information about [grants and scholarships](#).

There are also many financial aid search engines, some more useful than others. Try the free [financial aid service](#) offered by Sallie Mae. The database includes thousands of private scholarships, grants, tuition waivers, internships and fellowships.

There is additional general information of interest to graduate students in sociology, including some information on funding from the [American Sociological Association](#).

Some other, rather specific fellowship opportunities:

American Sociological Association Minority Fellowship Program. Deadline is usually December or January, check the web site for exact date.

The National Academies lists several fellowship opportunities, suitable for particular types of students or students with particular substantive interests.

Jacob K. Javits Fellowship Program. Check website or call (202) 502-7542. Package available in summer, deadline October or November, for incoming students (new graduate students) based on ability, need, and promise.

The Japan Foundation. Check website for details and deadlines.

National Science Foundation Graduate Research Fellowships, among others. Check website for exact deadline (usually early November). \$30,000 per year plus fees for up to three years.

The Paul & Daisy Soros Fellowships for New Americans. November deadline, awards \$20,000.

Josephine de Kármán Fellowships. The Josephine de Kármán Fellowship Trust offers fellowships of \$16,000 (for one year, but renewable upon application). Ten grants are made (in all disciplines) to students "exceptional ability and serious purpose." Fellowships may be awarded to graduate students in any discipline. U.S. citizenship is *not* a requirement.

Louisville Institute. The Louisville Institute fellowship program, sponsored by the Lilly Endowment, offers fellowships designed to support the final year of writing on projects dealing

with aspects of American religious life. Preference will be given to those proposals that address the current program priorities of the Louisville Institute. Up to ten fellowships of \$18,000 awarded each year. Applications generally due in mid-January.

National Institute of Justice Graduate Research Fellowship Program. Provides dissertation awards covering research costs up to \$15,000 for students writing dissertations that will fill “key gaps in scientific knowledge...relevant to criminal justice policy or to the concerns” of public agencies in the criminal justice field. Applicants must be ABD. No citizenship requirement is mentioned on the web site.

P.E.O. Scholars Award. Makes awards for graduate study up to \$15,000 for exceptional women who are members of the P.E.O. Sisterhood (an association dedicated to providing educational opportunities for women). Nominations from local chapters accepted throughout fall.

Spencer Foundation Dissertation Fellowships. The Spencer Foundation provides generous dissertation fellowships (renewable upon application for one year) to students doing dissertations in the field of education, broadly defined to include informal education as well as formal schooling. Fall application deadline for fellowships beginning as early as June of following year. U.S. citizenship is not a requirement.

University of Virginia Miller Center Dissertation Fellowship. The Miller Center at UVA awards 8 dissertation fellowships every year in Contemporary History, Public Policy, and American Politics. Applications are due in early February; the fellowship provides a stipend of up to \$18,000 to support one year of research and writing which focuses on important public policy questions, twentieth-century politics, and governance in the United States.

Financial Aid

UB has [information](#) about financial aid for domestic students. International students seeking financial aid counseling should contact the [Student Response Center](#). Advisors may be aware of the special needs of international students and be able to answer questions.

International applicants for admission should begin their pursuit of financial aid with academic Departments or scholarship organizations in their own countries. Here are some other possible sources of funding for international students:

The Fulbright Graduate Student Program

Ford Foundation International Fellowships Program

The International Peace Scholarship. Grants are available to promote world peace and understanding for women who are citizens of any country other than the US or Canada. Usual deadline is December, grants up to \$5,000/year for up to 3 years.

Social Sciences and Humanities Research Council of Canada (SSHRC): Doctoral Fellowships. Annual awards to develop and expand the research skills of students at the doctoral level and to assist in the training of highly qualified personnel to meet Canada's current and future needs. Canadian citizens who have completed at least one previous degree at a Canadian university are eligible to apply for these fellowships, which provide up to 4 years of support. The application deadline is generally in November.

Major Dissertation Support

American Association of University Women Dissertation Fellowship. AAUP Fellowships support women doctoral candidates completing dissertations, with women working on gender issues especially encouraged to apply. The American Association of University Women also awards International Dissertation Fellowships for full-time graduate research to women who are not U.S. citizens or permanent residents through \$20,000 annual fellowships.

American Council of Learned Societies (ACLS). ACLS makes up to 70 awards, which include a \$30,000 stipend plus up to \$8,000 for research and university fees, to advanced graduate students in their final year of dissertation writing. Fellows are chosen from a wide range of fields of humanistic study through a rigorous, multi-stage peer review process.

The Charlotte W. Newcombe Fellowship. These grants provide fellowships of \$18,500 to persons writing dissertations that provide "original and significant study of ethical or religious values in all areas of human endeavor." Application deadlines tend to be early and the process is very competitive.

H.U.D. Dissertation Grants. These are provided by the federal Department of Housing and Urban Development Office of University Partnerships through its Doctoral Dissertation Research Grant program. H.U.D. awards one-time grants of up to \$25,000 for a period of 24 months to doctoral candidates with approved proposals who are U.S. citizens or permanent residents enrolled at accredited institutions of higher education. These grants must be used to support direct costs incurred that support the timely completion of the dissertation.

Horowitz Foundation for Social Policy. The Horowitz Foundation awards 15-20 grants each year in the amount of \$7,500 per grant (\$5,000 initially and an additional \$2500 upon completion of the project). The following categories of proposals are given priority in determining recipients: A) Proposals that address large-scale geographical situations, and those with policy applications beyond the research design itself; B) Proposals that rely on empirically informed, large sample sizes, often in historically rich time series, that make few presumptions of application; C) Proposals that are theoretically rich and emphasize policy issues of broad meaning to the larger public sphere; and D) Proposals in areas where few previous research applications are currently available.

National Science Foundation Dissertation Improvement Grant. The National Science Foundation awards grants to doctoral students to improve the quality of dissertation research. These grants provide funds for items not normally available through the student's university. Additionally,

these grants allow doctoral students to undertake significant data-gathering projects and to conduct field research in settings away from their campus that would not otherwise be possible. Proposals are judged on the basis of their scientific merit, including the theoretical importance of the research question and the appropriateness of the proposed data and methodology to be used in addressing the question.

University Dissertation Support

The Gender Institute supports a small group of UB Ph.D. students engaged in dissertation research related to gender and/or sexuality.

The Humanities Institute provides four \$6,000 fellowships to humanities students (broadly defined) working on dissertations of high quality and scholarly potential.

The College of Arts and Sciences provides a \$6,000 Dissertation Fellowship to exceptional students whose dissertation research is in the advanced stages.

Other Sources of Support

Santa Fe Institute. Scholarships provided for summer training, including: (a) Complex Systems Summer Schools and (b) Graduate Workshop in Computational Social Science Modeling and Complexity. Travel, accommodations and living expenses supported by the Institute.

IREX (the International Research and Exchanges Board) has Individual Advanced Research Opportunity (IARO) grants that are available to predoctoral students working on contemporary political, economic, historical, or cultural developments relevant to US foreign policy. The grants cover 2-9 months of fieldwork in countries targeted by the program.

ICPSR scholarships. A variety of fellowships, scholarships, and grants from the Inter-university Consortium for Political and Social Research (ICPSR) enables eligible students to attend ICPSR's excellent summer courses in advanced statistical methods.

General Databases That May be Helpful

[UCLA Graduate School](#)

[Community of Science \(COS\)](#) grant and fellowship database.

[Grant Forward](#) database

[InfoEd International](#), SPIN database

FORMS

The following pages include forms that the Department uses to document particular activities and milestones accomplished in programs of graduate study.

The following forms are dept forms only and can be accessed through the Department's website. The Graduate School has [other forms](#) available.

**DEPARTMENT OF SOCIOLOGY
MA/PHD PROGRAM CHECKLIST**

Name: _____

MA Course Work: 30 Hours Required

Required	SOC 567	Classical Theory
Optional	SOC 568	Contemporary Theory (required in PhD program)
Required	SOC 606	Research Methods
Required	SOC 504	Basic Statistics for Social Science
Optional	SOC 607	Multiple Linear Regression (required in PhD program)
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____

Outside Department (maximum one course):

Transferred/waived:

PhD Students admitted with non-UB sociology Master's: 15 Hours Required

Required	SOC 567	Classical Theory
Required	SOC 568	Contemporary Theory
Required	SOC 606	Research Methods
Required	SOC 504	Basic Statistics for Social Science
Required	SOC 607	Multiple Linear Regression

Transferred/waived

PhD Course Work: 42 Hours Required, minimum 30 Hours Graded Course Work

Required	SOC ***	Advanced Methods
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____
Elective	_____	_____

Dissertation Hours (up to 12)

Outside Department (maximum two courses, including Master's level)

**DEPARTMENT OF SOCIOLOGY
ANNUAL GRADUATE STUDENT STATUS UPDATE**

Submit to Director of Graduate Studies by April 1

Name: _____ **MA, PhD, non-matriculated :** _____

Semester/year admitted: _____ **Credit hours complete:** _____

List incompletes: _____

Directions: Review your academic and professional socialization activities for the past academic year. For items for which you had no activity, simply leave blank.

Which regular courses/seminars did you take? What grades did you earn?

In what courses are you currently enrolled?

Any Selected Topics Readings? What were the topics? Under whose supervision?

Did you take courses outside the Department? If so, which Department, courses, grades?

TA experience: which professors and courses? What classes did you teach yourself?

Did you adjunct for any courses outside the Sociology department at UB? Where/which courses?

Did you apply for or receive any awards? If so: from whom, for what and if awarded how much?

Did you apply for conference travel or external/internal research funding? If so: where/how much?

Did you present papers at academic meetings? If so list authors, title, and meeting.

Did you submit a manuscript for publication? If so, list authors, title, and journal or other outlet.

Who is your faculty advisor? Who is on your committee (Master's, or dissertation)?

If your next major milestone is completing a Master's paper, a qualifying examination or a PhD dissertation, when do you think that requirement will be complete?

What are your plans for next year?

You must also attach an appropriately formatted academic CV to this form.

**DEPARTMENT OF SOCIOLOGY
DISSERTATION PROPOSAL DEFENSE**

Name:

Dissertation Title:

Date Defended:

Directions: Once any revisions (if necessary) are complete and the Dissertation Proposal has been approved by all members of the Dissertation Committee, each committee member signs and dates this form. The original signed form and a copy of the public notice and abstract posted to advertise the defense are then submitted to the Graduate Program Coordinator for inclusion in the student file.

I certify that the dissertation proposal described above was successfully defended and that the plan of work for the dissertation meets with my approval.

Chair: _____ **Date:** _____
(print) (signature)

Member: _____ **Date:** _____
(print) (signature)

Member: _____ **Date:** _____
(print) (signature)

Member: _____ **Date:** _____
(print) (signature)

Member: _____ **Date:** _____
(print) (signature)

**DEPARTMENT OF SOCIOLOGY
PETITION FOR APPROVAL OF COURSE TAKEN OUTSIDE DEPARTMENT**

Name:

Degree Pursuing:

Previous graduate courses taken outside Department for credit:

Name/section number of outside course:

Describe how the course will contribute to your graduate studies in sociology:

Directions: Attach the syllabus for the course you want to take for credit towards the Sociology graduate degree to this form. Explain how the outside course advances your studies in sociology. Then have your faculty advisor or committee chair and the Director of Graduate Studies sign and date the form. Give the form to the Graduate Program Coordinator for your file.

Failure to receive permission to take courses outside the department may result in the courses not counting towards meeting degree requirements in Sociology.

**Faculty Advisor
or Committee Chair:** _____ **Date:** _____
(print) (signature)

Dir. of Grad. Studies: _____ **Date:** _____
(print) (signature)