Student Handbook
Graduate Degree Program
Department of Sociology

Updated, February 2016
Program Overview

The PSU Graduate Program in Sociology emphasizes areas of instruction and research that reflect issues of immediate relevance to the urban and regional environment of PSU and the nation as a whole. The graduate program emphasizes research and instruction in the areas of social stratification, medical sociology, immigration, race/ethnicity, sociology of education, social movements, environmental sociology, sociology of the family, gender and sexuality, mental health, and criminology.

The graduate program has been explicitly designed to produce well-trained sociologists—researchers, academic faculty, and administrators—to serve the social needs of the region and the nation. Graduate degrees in sociology prepare students for positions in academia, government, and other public and private organizations that are responsible for the design and direction of social research and/or the dissemination and application of research findings.

Students in the graduate program can expect to gain knowledge of major theoretical perspectives in classical and contemporary sociology, the design of social research, and both quantitative and qualitative methods for social research. Students will also acquire skills in assessing and developing research projects and proposals. To earn the master’s degree, students must complete a sequence of required core courses and electives, and complete a master’s thesis as described below. Our program is designed to allow students to earn a master’s degree in two years. A minimum of 55 credit hours is required of all M.A./M.S. candidates, although additional courses may be desirable for some specific programs of study. The University master’s degree requirements are listed in the beginning of the Portland State University Bulletin. Candidates for a Master’s of Arts degree must demonstrate proficiency in a foreign language before degree completion. Foreign language proficiency is not required for a Master’s of Science degree.

Students may apply to either the M.A./M.S. or Ph.D. programs. Students applying to the Ph.D. program must successfully complete their Masters Thesis in order to continue on to the Ph.D. program. After the successful defense of M.A./M.S. thesis, students intending to go on to the Ph.D. program will submit a request to be allowed to continue on in the program to their thesis committee and the graduate director. Students applying for the MA/MS program who decide that they would like to continue on in the Ph.D. program can still be considered for admission to the Ph.D. program. They must follow the same procedure as students who applied to the Ph.D. program. After completing the M.A./M.S., earning a Ph.D. will typically take between three to five years to complete, depending on the student’s background, employment status, and ability to study full or part-time. Once approved for Ph.D. work, students are expected to complete a sequence of required core courses and electives, pass a comprehensive examination, and complete a dissertation of original research as described below. Graduates of the sociology department who earn a Ph.D. will be proficient in all aspects of the research
process, including research design, data collection, data analysis, and writing up research results. In addition, they will be able to demonstrate a range of professional skills, including being able to navigate the research/policy nexus, disseminate findings to diverse audiences, and facilitate cooperative relationships across diverse research and community settings.

The PSU Sociology department admits approximately 15 graduate students each fall. A B.A. or B.S. is required for application to the graduate program. Students who do not have a B.A. or B.S. in sociology may be accepted into the program, but they are required to take sociological theory (SOC 301 and 302), statistics (STAT 243), and sociological methods (SOC 397 and 398), or demonstrate that they have taken equivalent coursework, before starting our graduate program. Students who are conditionally accepted must meet all of the terms detailed in their letter of conditional acceptance in order to begin, and remain in, the program. The sociology department’s admissions committee will also consider applicants who already have a master’s degree in sociology or a related discipline from another university and who wish to obtain a Ph.D. in sociology; these students will be expected to complete the requirements for a M.A./M.S. degree, or demonstrate they have taken equivalent coursework, before beginning Ph.D. work.

**Student Support**

While the department is unable to fund all graduate students, we make every effort to provide support for as many students as possible. Graduate assistantships in the department of sociology include a stipend plus tuition remission for full-time course work. Students are eligible for no more than two years of support prior to receipt of their M.A./M.S. Stipend amount offered will vary depending upon the number of work hours (FTE) being offered.

Students must request funding in order to be considered for an assistantship. A request for first year funding is made in writing during the application process, and a less formal (verbal or written) request for funding during subsequent years is made to the Graduate Advisor. Factors affecting assistantship decisions include, but are not limited to, departmental needs, student financial need, student skills and experiences, the specific requirements of some positions, student progress in the program, and departmental ability to provide the funding.

Students who receive funding are offered a graduate assistantship (G.A.). This may be offered in the form of a Teaching Assistant (T.A.) position or a Research Assistant (R.A.) position. Students with a M.A. or M.S. who receive funding may be offered a Teaching Assistant position that entails teaching three undergraduate classes per year. A graduate assistant must carry a minimum of 9 graduate credit hours each term, except summer term. Except for assistantship contracts that explicitly state they are for one term only, funding is offered on a year-to-year basis. This funding, however, can be revoked during the academic year if the department determines that the student is unable to adequately perform their required duties or if the student has not made adequate progress in the program.
Progress through the Program

Adequate progress and performance is based on the student’s grades and supervising faculty’s evaluation. Students must maintain a GPA of 3.0 in order to remain qualified for departmental funding. In order to continue receiving departmental funding after the first year of the program, the student must not only maintain adequate performance in classes, but must also show progress on his/her thesis or dissertation. For students with a M.A./M.S., adequate progress means that—in the first year of the program post-master’s degree—students must declare their concentration area, share a plan for preparing for and completing comprehensive exams with their advisor, and maintain adequate performance in their coursework. At the end of each year, students will submit a progress evaluation to the Graduate Director which the department will use to make decisions about continuation of funding. Progress is assessed by the Annual Review (see “Annual Review” section), which students must complete. The Graduate Director will review student performance at the end of each term. Students must apply to the graduate coordinator every year by the end of April to request funding renewal for the following year.

Graduate Director

Upon entering the graduate program, students may not be familiar with a specific faculty member with whom they may like to work, and thus may find it difficult to ask questions and receive advice from the faculty. The Graduate Director is a faculty member specifically assigned to aid students in transitioning into the graduate program. Students may seek advice on coursework planning, thesis and dissertation content and procedures, and other questions about the program as a whole. The Graduate Director is also responsible for T.A. and R.A. assignments. Students should also note that a number of the forms to be submitted throughout the academic year must be submitted to the Graduate Director. In general, the Graduate Director serves as a mentor and liaison for graduate students.

Faculty advisor

Each student will be assigned an initial faculty advisor upon entering the program. Students are required to meet with their advisor at least once a term. In some cases, this individual will also serve as the student’s thesis/dissertation advisor once the student has developed their thesis topic and has been advanced to candidacy. The advisor’s role includes providing guidance in regards to the student’s progress through the program, helping the student in selecting appropriate elective courses, and determining when Ph.D. students are ready to schedule comprehensive examinations. For thesis/dissertation advisors, the role also includes assisting in the selection of the thesis/dissertation committee, preparation of the thesis/dissertation proposal, and completion of the thesis/dissertation.

Annual Review

In the spring quarter, students receive a memo from the Graduate Committee requesting information about the student’s scholarly activities and accomplishments from the past year. This information is used for communicating individual accomplishments and tracking the program as a whole. The faculty
also completes an annual review of each graduate student at the end of spring quarter. The goal of this plan is to provide a basis of effective communication to facilitate student’s progress. It is the student’s responsibility to coordinate communication regarding progress with their thesis/dissertation advisor over the summer if either the student or the advisor is not prepared to sign off on thesis/dissertation proposals at the end of spring term.

**By-Arrangement Guidelines**

By arrangement courses, including reading and conference (R & C) courses, are independent studies of a topic to be determined in consultation with a faculty member who has agreed to work with a student. These courses are graded and supervised by the faculty member. As an example, a reading and conference (505) is intended to provide additional exposure to a specific topic that is not regularly offered as an elective in the Sociology offerings. By arrangement courses may not be used in place of theory or methods courses, seminars in the student’s major area of concentration, or for preparation of the thesis (503 credits should be utilized for this). Students should make arrangements with faculty in the term prior to requesting the by arrangement course to ensure the desired faculty is available and willing to oversee the course. Graduate students may take up to 4 credits of by arrangement coursework prior to obtaining their M.A./M.S. degree. (Note: A by-arrangement course can be for between one (1) and (4) credits and requires the consent of the supervising faculty member.) After 4 credits of by-arrangement coursework, up to 4 additional credits of by arrangement coursework for students working on their master’s degree may be requested via written proposal to the student’s advisor.

In order to petition for additional credits of by arrangement coursework, please address/be aware of the following requirements in the petition:

- That no similar course has been offered in this department in the past 2 years, and a similar course is not planned as an offering for the next year.
- An indication of whether any other students are also willing to take the course.
- A draft of readings must be prepared that will be reviewed and revised/lengthened by the faculty member.
- That by arrangement courses will require the same level of commitment as required by a seminar.
- Faculty will determine the necessary level of deliverables that will be used as the basis for a grade.

**Class Enrollment**

Graduate students working on obtaining a M.S./M.A. are expected to enroll in 500-level courses; graduate students working on obtaining a Ph.D. are expected to enroll in 600-level courses. There are two different procedures for enrolling in courses. The enrollment for all required classes (non-elective) and courses the student elects to take outside of the department (with advisor approval) is to be completed through online enrollment at Banweb.pdx.edu, under the Student Tab. The enrollment for
courses taken by arrangement with faculty (Reading and Conferences and Thesis Credits) is to be done via a hard copy form found online and the Sociology Department Office. For a Reading and Conference, this form is to be completed by the professor leading the course, and for Thesis/Dissertation Credits, the form is to be completed along with the student’s advisor. The form must be submitted to the Department Chair’s mailbox for approval and subsequent processing through the department. Note: Do not attempt to process paperwork manually, as any errors on the form will result in the termination of the course request.

**Master’s Degree Required Coursework**

For students admitted with a B.A./B.S., the graduate program in sociology follows a cohort design and it should take students two years to complete a M.A./M.S. This means that students are admitted only in the fall and are expected to progress through the core classes as a cohort. The program is designed as a full-time program beginning in the fall (9 credits per term). If special circumstances arise and a student needs to take a leave-of-absence or to attend part-time once accepted into the program, he/she must petition the Graduate Committee for special consideration. For a master’s degree, the program requires a minimum of 54 graduate credit hours, including 22 credits in core sociology courses (as outlined below), 24 elective credits taken at the 500-level (8 elective credits may be taken in other departments; these courses must be approved by student’s advisor), and 8 thesis credits.

All students are required to demonstrate competence in theory, research methods, and research design. This is accomplished by successfully completing the core classes within the first year of the program. In Year 1, which starts in the fall, graduate students take courses in sociological theory, quantitative and qualitative methods, and the design of sociological research. Students also register for 1 credit of a professionalization seminar in each term. Students take two elective courses in the spring of their first year to develop greater expertise in their area of interests. Please see Appendix B for information on grading requirements for graduate students.

In Year 2, students take electives, work with their advisor and committee, and attend the professionalization/thesis workshop seminar to promote steady progress toward completion of their thesis. Students write their thesis on a range of topics – such as criminology, stratification, globalization, medical sociology, environmental sociology, education, sociology of family, gender and sexuality, or race/ethnicity. Students are encouraged to do research that coincides with faculty’s research interests and projects, allowing for greater mentoring.

For students working on a M.A./M.S. degree, electives generally consist of graduate level (500-level) courses in sociology. However, students may choose to take independent research with an individual faculty member for elective credits, referred to as a Reading and Conference (SOC 505). Students are also encouraged to explore relevant 500-level graduate coursework in PSU departments and professional schools outside of sociology, with the approval of their advisor. All electives, including Reading and Conferences, must be at the 500-level (see Class Enrollment).

For those working on a M.A./M.S. degree, students must take 24 credits (6 courses) of 500 or 600-level electives (at least 3 of these electives must be within sociology). Students may also be invited to work
with faculty on the faculty’s research, referred to as a Research (SOC 501). Students are strongly encouraged to take regular classes/seminars instead of relying on by-arrangement credits. Students are also encouraged to take the more rigorous 500/600 courses whenever possible, rather than taking mixed undergraduate/graduate courses (400/500).

Finally, all students working on their master’s degree must register for a minimum of 8 hours of thesis credit (SOC 503). These credit hours are to be taken with the student’s thesis supervisor (see Class Enrollment). Students must be registered for at least 1 credit hour during the term in which the thesis is defended.

Sociology M.A./M.S.

The candidate must complete a minimum of 54 graduate credits, including 22 credits in core sociology courses, 24 credits of electives (12 of which may be in departments other than sociology), and 8 credits of thesis. Elective courses outside sociology must be approved by the student’s adviser. The student must pass an oral defense of the thesis.

Requirements

Students working for the Master of Arts degree must satisfy the language requirement.

Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Soc 590</td>
<td>Social Research Strategies</td>
<td>4</td>
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<tr>
<td>Soc 591</td>
<td>Theoretical Perspectives in Sociology</td>
<td>4</td>
</tr>
<tr>
<td>Soc 592</td>
<td>Qualitative Methods</td>
<td>4</td>
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<tr>
<td>Soc 593</td>
<td>Quantitative Methods</td>
<td>4</td>
</tr>
<tr>
<td>Soc 507/607</td>
<td>Proseminar which must be taken six times. 1 credit each.</td>
<td>1</td>
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Thesis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Soc 503</td>
<td>Thesis</td>
<td>8</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Soc</td>
<td>Three graduate-level sociology courses</td>
<td>12</td>
</tr>
<tr>
<td>Sociology</td>
<td>or other department</td>
<td>12</td>
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Elective courses outside sociology must be approved by the student’s adviser
## Typical Load: Year 1

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FALL</td>
<td>SOC 590 Social Research Strategies</td>
<td>4</td>
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<tr>
<td>FALL</td>
<td>SOC 591 Theoretical Perspectives in Sociology</td>
<td>4</td>
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<tr>
<td>FALL</td>
<td>507 Professionalization Seminar</td>
<td>1</td>
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<tr>
<td>WINTER</td>
<td>SOC 592 Qualitative Methods</td>
<td>4</td>
</tr>
<tr>
<td>WINTER</td>
<td>SOC 593 Quantitative Methods</td>
<td>4</td>
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<tr>
<td>WINTER</td>
<td>507 Professionalization Seminar</td>
<td>1</td>
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<tr>
<td>SPRING</td>
<td>500/600 Level Elective</td>
<td>4</td>
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<tr>
<td>SPRING</td>
<td>500/600 Level Elective</td>
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<tr>
<td>SPRING</td>
<td>507 Professionalization Seminar</td>
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<tr>
<td><strong>TOTAL FOR YEAR 1</strong></td>
<td></td>
<td><strong>27</strong></td>
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</table>

## Typical Load: YEAR 2

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>507 Professionalization Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Fall</td>
<td>500/600 Level Elective</td>
<td>4</td>
</tr>
<tr>
<td>Winter</td>
<td>507 Professionalization Seminar</td>
<td>1</td>
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<tr>
<td>Winter</td>
<td>500/600 Level Elective</td>
<td>4</td>
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<tr>
<td>Winter</td>
<td>500/600 Level Elective</td>
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<tr>
<td>Spring</td>
<td>SOC 503 Thesis Credit (with thesis advisor)</td>
<td>8</td>
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<tr>
<td>Spring</td>
<td>SOC 507 Professionalization Seminar</td>
<td>1</td>
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<tr>
<td><strong>TOTAL FOR YEAR 2</strong></td>
<td></td>
<td><strong>27</strong></td>
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</table>
Master’s Thesis Overview

The department considers the master’s thesis to be an important learning experience. Students are expected to demonstrate the capacity to plan and carry out a research project. Master’s level research projects can employ quantitative, qualitative, or mixed methodology. It is often recommended that the students use secondary data for analysis, but with approval by their thesis chair and the Human Subjects Review Board students may choose to collect their own data. Students are expected to complete a draft of their thesis proposal by the end of spring term. They should then submit their proposal to the Human Subjects Review Board by the end of their first year in the program. Students may not register for SOC 503 (Thesis) until they turn in a completed and approved proposal. Students are encouraged to begin work on their thesis over the summer, in order to have adequate time to finish collecting and analyzing their data, and to write the thesis during their second year in the program. Please refer to the Master’s Thesis Requirements section below for more specific details regarding the thesis project.
## Master’s Thesis Stages and Approximate Timeline

<table>
<thead>
<tr>
<th>Stages</th>
<th>Fall Year 1</th>
<th>Winter Year 1</th>
<th>Spring Year 1</th>
<th>Summer</th>
<th>Fall Year 2</th>
<th>Winter Year 2</th>
<th>Spring Year 2</th>
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<tbody>
<tr>
<td>1. Select Topic</td>
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<td>2. Choose Thesis Chair (work with Thesis Chair to refine topic)</td>
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<td><strong>NOTE:</strong> must have chair by end of week 6.</td>
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<tr>
<td>3. Develop Proposal</td>
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<td>Proposal Due</td>
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<td>4. Choose Thesis Committee</td>
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<td>5. Thesis Proposal Approved by Committee</td>
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<td>6. Submit Human Subjects Proposal to Institutional Review Board</td>
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<td>7. Annual Review</td>
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<td>8. Plan out when paperwork is due to the Office of Graduate Studies</td>
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<tr>
<td>9. Conduct Research and Write Thesis</td>
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<td>10. Final Oral Thesis Defense, Corrections as Required</td>
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<td>11. Submission of Thesis to OGS, Corrections as Required</td>
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<td>12. Graduation</td>
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1 The GO-16M (appointment of thesis committee) is typically due in the Office of Graduate Studies early in March (see important deadlines: [http://www.pdx.edu/ogs/graduate-candidate-deadlines](http://www.pdx.edu/ogs/graduate-candidate-deadlines)).

2 As the requirements and deadlines change, it is the student’s responsibility to follow the Office of Graduate Studies guidelines which can be found at [http://www.pdx.edu/ogs](http://www.pdx.edu/ogs) or by visiting their office. It is the student’s responsibility to keep track of deadlines enforced by the Office of Graduate Studies.
**Master’s Thesis Requirements**

**Thesis Supervisor/Committee**

The student is free to select any regular departmental faculty member as the committee chair, provided that the faculty member is willing and able to serve. By the end of week 6 of winter term of the first year, students should have selected and met with a potential committee chair and verified the faculty member’s availability to serve as a thesis advisor.

Students are required to have at least two, but no more than three, committee members in addition to one’s chairperson, selected with the approval of the thesis supervisor (chairperson) prior to the proposal defense. The following rules apply in choosing committee members:

1. Two committee members (the chair and one other person) must be regular, full-time PSU faculty within the Sociology department, tenured or tenure-track, assistant professor or higher in rank.
2. A third committee member (in addition to the chair and one other person) may be Fixed-Term or tenured/tenure track faculty from any department within Portland State, or a faculty from OHSU (Oregon Health Sciences University).
3. A fourth committee member may be from any other institution as long as the requirements are met for the first three members.

Faculty members on leave may continue to participate as committee members only if able and willing to attend committee meetings. Otherwise, they should be replaced. If the chairperson of the committee does not continue while on leave, an acting chairperson, agreeable to the committee and the student, is named. Any change in membership on an existing thesis committee must be agreed upon by the committee members and the student. Any changes to committee membership after its approval by the Office of Graduate Studies must be re-approved by the Office of Graduate Studies. For more information regarding committee member stipulations see Form GO-16M, found on the OGS website: http://www.pdx.edu/ogs

**Thesis Proposal**

After the student and the thesis committee have agreed upon the thesis topic, the student prepares a formal written thesis proposal. At any time during this process, members of the committee may meet informally (at the request of the student or any committee member) to discuss, come to consensus on, or solve any problems related to the proposal. When the committee chair deems the proposal ready, it is distributed to committee members, who are given at least one week to read the proposal. Once committee members read, provide comments, and approve the proposal, the student begins her/his research. The approval of the proposal must be made formally using the Proposal Approval Form that must be submitted to the graduate coordinator.

**Note:** All students MUST have their research approved by the Institutional Review Board before beginning data collection. Students will have varying degrees of risk involved in their projects, and must submit the appropriate forms to IRB (even an exempt project requires a waiver/exempt form). Students should consult with their advisor about the IRB process and plan ahead, as this process can take several
weeks. Please see the Sociology Department’s webpage for direct link to the Human Subjects Webpage: http://www.pdx.edu/sociology/documents-links

**Preparation of Master’s Thesis**
The instructions for the thesis formatting are available at the Office of Graduate Studies or on their webpage www.pdx.edu/ogs. Several books, which offer advice to graduate students on the development and writing of theses, are available at the PSU Library.

Note that students must be enrolled for at least 1 credit while they are working on their thesis and in the quarter they have the thesis defense.


**Master’s Thesis Defense**
The defense for a master’s thesis has two categories: oral and written. The oral category is what is commonly referred to as “the defense.” The written category of the defense is the thesis itself. Approval of the thesis by the thesis chair and committee indicates that the written portion of the defense is passed.

The final oral thesis defense is normally held during the final term of the program, but not before the student has completed all required coursework. The student is required to be enrolled for at least 1 credit during the term of the thesis defense. Students may not defend their thesis until after their GO-16M form is approved by the Office of Graduate Studies.

The final oral defense is conducted by the student’s entire committee. The defense is not scheduled until the student’s chair has determined that the student is ready to defend; this determination will be made upon review of the final draft of the thesis and in consultation with the student’s thesis committee. The personal need of a student to finish by a certain date is not a consideration in this decision.

At least two weeks prior to the thesis defense, the student gives the committee a final draft of the thesis. The student should check with their committee for their preferences regarding a digital or hard-copy draft. One week prior to the defense, the student may choose to post a flier in the lobby of the department and send via e-mail an announcement to all Sociology faculty and graduate students, announcing the date, time, room number, title of the thesis, name of the chair, and names of the thesis committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty.

All committee members or alternates approved by the Office of Graduate Studies must be present for the final oral thesis defense. The defense is an open meeting where the students have the opportunity to share their research with the department and general public. The student presents his or her studies and findings, followed by committee members’ questions and discussion. After the committee members have concluded their questions, the chair will ask for questions from the other attendees. Following the questions, the student and any non-committee members leave the room. The committee then discusses the thesis and the oral defense and determines: 1) if the student has passed the oral exam, and 2) if the thesis is accepted as written up to that point or does it require revisions. Passing of the final oral examination requires a majority approval. If the oral examination is not passed, the department has the option of either requiring a second oral defense or of disqualifying the candidate from the Master’s
program. If the committee does not accept the thesis as written, the student and thesis advisor are provided with feedback on which sections of the thesis must be revised.

Approval of Thesis
Any revisions of the thesis discussed at the final oral defense must be incorporated by the student to the satisfaction of the committee before final approval is given to the written thesis.


Note: If you are trying to make a deadline for any reason, please be sure to schedule your defense meeting early in the quarter so that you can accommodate the need for revisions and avoid disappointments. Also be aware that faculty members are generally not available over the summer term for thesis defenses.

Application for Graduation
Students must file an application for graduation with Degree Requirements by the stated deadline. Please note that this application is only valid for two terms prior to the term in which graduation is expected.

Office of Graduate Studies Deadlines
It is the students’ responsibility to be familiar with all of the forms, deadlines and requirements of the Office of Graduate Studies regarding the thesis/dissertation and application for graduation. These can be found at http://www.pdx.edu/ogs. It is strongly recommended that students become familiar with these requirements during their first year in the program in order to adequately plan for deadlines.

Residency requirements: Master’s and Ph.D. students
Portland State University’s Office of Graduate Studies has a residency requirement. Residence credit is defined as credit taken at PSU after formal admission to a graduate degree program. Residency requirements are intended to ensure that students work in close association with other graduate scholars in the intellectual environment of PSU. These residency requirements cannot be waived by the sociology department.

In a master’s program, to meet the residency requirement a student must earn a minimum of two-thirds of the credits applied to the degree after formal admission to a master’s degree program at PSU.

In a doctoral program, the residency requirement can be satisfied in one of the follow ways:

1) Three terms of full-time enrollment (minimum 9 graduate credits applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.

2) Six terms of part-time enrollment (minimum 1 graduate credit applicable to the degree program each term) during the first two years after admission to the program. This may include one or more summer terms.

3) A doctoral student who was enrolled in the same major at PSU, and whose matriculation to the doctoral program immediately follows (within one calendar year) the master’s degree program, may fulfill the residency requirement during the period in which the student was enrolled in the master’s
For doctoral students wishing to work part time on their Ph.D. requirements, one way to fulfill the requirement is by registering for 603 Dissertation credits, rather than by taking 9 credits of course work. The minimum 27 required credits of 603 Dissertation can be equally split into 9 credits per term and taken in three consecutive terms.

**Application to the Ph.D. Program**

Successful completion of the Master's Degree Program does not guarantee that students will be allowed to continue and work on their Ph.D. However, students may apply to continue in the graduate program after the successful defense of their Master's thesis (see Appendix G for these procedures). The application to continue in the program—progressing toward the Ph.D.—must be submitted by January 15 for admission into the next year’s Ph.D. cohort. The application procedure consists of the student informing—in writing—her/his thesis committee and the graduate director of the student’s desire to be allowed to progress to Ph.D. work. The decision to allow a student to continue working toward a Ph.D. will be based on the quality of the master's thesis, performance in graduate coursework, and a recommendation from the faculty.

**Procedures for Doctoral Degree**

For students who have been approved to continue in the graduate program to obtain a Ph.D., the program is structured around three major stages of core training experiences. The list below illustrates the timing of these required stages (see Appendix H for the PhD timeline).

1. **Coursework:** For students who are working toward their Ph.D., there are three required core courses beyond those required for the master’s degree: SOC 628 Gender Inequality, SOC 684 Social Inequality Seminar, and SOC 695 Advanced Research Methods. Students are also required to register for at least three terms of the 1 credit professionalization seminar. An additional 12 credits of elective courses (at least 4 of these credits must be in sociology) allow students to tailor their skills in specific focus areas. Note: Ph.D. students may set up Reading and Conference (SOC 605) courses as elective courses. A Reading and Conference course can be for between one (1) and (4) credits and requires the consent of the supervising faculty member. These courses are co-developed by the student and participating faculty member, on a topic relevant to the student’s degree program (e.g. content areas related to preparing for comprehensive examinations). See By-Arrangement Guidelines.

2. **Comprehensive Exam:** The comprehensive exam is designed to assess students’ mastery of the scientific literature in key programmatic areas. Exams will be offered three times a year, the week before the Fall, Winter, and Spring terms. The comprehensive examination may be taken after completion of all required courses and a minimum of four hours of elective coursework. Students must be enrolled for credit during the term they are taking their comprehensive exam. The comprehensive exam must be completed by the end of the fifth year in the program. For more details, see the “Comprehensive Exam Procedures.”

3. **Doctoral Dissertation:** Conducted under the supervision of a faculty, students must complete an empirical doctoral dissertation to demonstrate their proficiency in conducting independent research. This research represents the culmination of the student’s graduate training.
GRADUATE PROGRAM IN SOCIOLOGY

a. Dissertation Research Proposal. The student is expected to prepare a dissertation research proposal, submit it for acceptance by an approved dissertation committee, and be advanced to candidacy within three years of passing the comprehensive exams. If the student is not advanced to candidacy within three years, the student will be permanently dropped from the program.

b. Dissertation Defense. The defense of the completed dissertation and graduation must occur no later than five calendar years after advancement to candidacy. Extensions must be approved by the Dean of Graduate Studies.

Required Coursework

Students continuing in the graduate program, working toward a Ph.D., are required to take a minimum of 54 hours in graduate coursework post-master’s degree. These include 12 credits in core sociology courses, 3 credits of professionalization seminar, 12 elective credits in 600-level courses (8 credits may be in other departments), and 27 dissertation credits. With the permission of the adviser and the Sociology Graduate Director, up to 8 elective credits may be transferred from another institution. While a student may transfer credits into the program, the substitution of transferred courses for specific core requirements are generally not allowed.

During the entire time they are in the program, doctoral students must enroll in a minimum of one-hour of graduate credit per quarter, not including summer, or apply for a leave of absence; deviations from this requirement must be approved by the department. Note that once a student has been advanced to candidacy, she/he must be enrolled for one credit each term.

Core Courses

There are three core courses that are required for all Ph.D. students:

SOC 684 Social Inequality Seminar (4). Theoretical perspectives and current research in social inequality including dimensions such as social class, race/ethnicity, gender, age, and nativity. Exploration of social inequality in selected domains, such as health services and outcomes, employment and work, educational attainment, housing, and other areas of sociological inquiry. Soc 591 Theoretical Perspectives in Sociology is a pre-requisite for this course.

SOC 695 Advanced Research Methods (4). Introduces a range of advanced quantitative methods commonly found in published research in sociology. Particular attention will be paid to the techniques commonly used to address the most common shortcomings of sociological data, including estimation of multivariate models with categorical dependent variables (i.e. logistic regression) and to nonparametric methods for analyzing data. Soc 593 Quantitative Methods is a pre-requisite for this course.

SOC 628 Gender Inequality (4). Explores sociological scholarship on topics related to gender inequality. Emphasis on examining the intersection of gender with race, ethnicity, class, and sexuality. Major focus will be evaluating the theoretical, methodological, and empirical contributions of scholarship in the area of gender inequality.
**Requisite Grades:**

Doctoral students must maintain grades of B or better in their core courses, including SOC 5/623, 684, and 695. Any student who does not achieve a B or higher grade must retake the course in the subsequent year. If the student is receiving an assistantship, the course(s) may be taken no more than two times with the course tuition paid by the Department tuition waiver. If the course grade is not a B or higher the second time, the student will be dismissed from the program. (See Appendix B.)

**Elective Coursework**

NOTE: It is strongly recommended that doctoral students take 600-level courses, although 500 level courses may be applied to the doctoral program where applicable. All Ph.D. coursework must be taken for letter grade (A-F). Elective courses offer opportunities for students to tailor their skills in a particular area of concentration (i.e. Medical sociology, Education, Criminology, etc.).

Students are required to reach an agreement on appropriate electives with their dissertation advisor (if one has been chosen), with their initial advisor, or with Department’s Graduate Director. Please see below for a list of examples of other graduate courses that may be used by students. Be aware that not all courses are offered every year. Please check the respective departments for availability, or updated schedules:

**Examples specific to general inequality:**
- SOC 523 Stratification
- PAP 618 Political and Organizational Change
- SOC 544 Race, Ethnicity, Nationality
- SOC 598/698 Globalization Seminar

**Examples Specific to Education:**
- SOC 548 Sociology of Education
- SOC 550 Sociology of Higher Education
- ELP 655 Gender and Education
- ELP 656 The Urban School and “at Risk” Status

**Examples specific to Qualitative Methods:**
- SOC 510/610 Focus Groups and Interviews
- SOC 510/610 Mixed Method Approaches
- ED 661 Qualitative Research in Education

**Examples specific to Deviance:**
- CCJ 545/645 Economic and Political Perspective of Criminal Justice
- CCJ 525/625 Criminal Justice Theory
- CCJ 535/635 Criminal Justice Policy

**Examples specific to Sustainability:**
- SOC 565 Environmental Sociology
- SOC 588/688 Social Sustainability Theory and Practice
- USP 569 Sustainable Cities and Regions
Examples specific to Urbanization:
SOC 520 Urbanization and Community
USP 617 The Sociology and Politics of Urban Life
USP 689 Advanced Urban Politics and Sociology

Examples specific to Health Inequality:
SOC 585/685 Medical Sociology
SOC 586/686 Topics in Health and Inequality
SOC 587/687 Comparative Health and Welfare Systems
PAH 588 Program Evaluation and Management in Health Services
PAH 571 Health Policy
PAH 572 Health Politics
PAH 573 Values and Ethics in Health
PAH 574 Health Systems Organizations
PAH 577 Health Care Law and Regulation
PAH 586 Introduction to Health Care Economics
PSY 554/654 Social Psychology and Mental Health
PHE 535 Epidemiology Survey
PHE 512 Principles of Health Behavior
PHE 513 Health, Behavior and the Social Environment
PHE 541 Media, Advocacy, and Public Health
PHE 543 Drugs, behavior and Society
PHE 546 Urban and Community Health
PHE 580 Concepts of Environmental Health
SW 523 Health Care Policies and Programs

Comprehensive Examination Procedures

Exam Scheduling

The primary purpose of the comprehensive exam is for students to demonstrate a mastery of the literature in the student’s area of concentration. Students are encouraged to choose a comprehensive exam area related to their potential dissertation topic. **All required courses and four credit hours of elective coursework must be completed before taking the exam. Students are encouraged to take the exam in their second year in the program as PhD students. The exam must be taken and passed no later than the end of student’s fifth year in the program. Students not passing the comprehensive exam by this point will be dismissed from the program.** Students must pass the exam before scheduling their dissertation proposal defense. Students may only take the exam twice.

Comprehensive exams are offered three times per year, typically in the week prior to the beginning of classes of Fall quarter, the first week of winter break (the week after finals week), and the week of spring break. In consultation with their advisor, students should choose an area of concentration from the areas listed below. After selecting an area of concentration, students should send an email request to the graduate director indicating what term and what topic they have selected **no less than three months before** they plan to take the exam. Comprehensive examination committees will be based on subject area and will consist of 3 faculty members, and at least 2 of the 3 faculty should have a specialty
in the selected area of concentration. Comprehensive exam committees will be formed by the graduate
director, in consultation with the core faculty members in the student’s area of concentration. After
students receive permission to take the exam from the graduate director and the comprehensive exam
committee is formed, students will receive/may request the reading list for their exam concentration
area from the comprehensive exam committee. Comprehensive exam reading lists will be
developed and revised by the core faculty in each area of concentration; comprehensive exam
committees may choose to request that students propose additional reading selections related to their
specific area(s) of interest to be added to the core reading list. Once core reading lists are developed,
the reading lists will be posted on the sociology department website. Past comprehensive exam
questions and students’ exam answers will not be made available. Reading lists will be approximately
five to ten pages long.

Exam Administration

The comprehensive exams are take-home exams. Students will receive their exam from the graduate
coordinator by email at 9:00 a.m. of the first day of the examination period. The exam must be returned
to the office administrator by 9:00 a.m. on day eight of examination period.

The examination committee will provide a set of directions to accompany each examination that include
specific instructions. All comprehensive exams will consist of one written exam with two to four essay
questions in the area of concentration chosen by the student. Some questions may allow students to
choose among multiple essay questions. Exam length and other instructions will be provided by the
comprehensive exam committee, but most exams will be approximately 30 to 50 double-spaced pages
with size 12 font and 1 inch margins, not including references.

This material will be made available on the day that the exam is distributed to the student. Previous
exams may be available from the graduate coordinator for students to review.

Exam Scoring

The faculty members on the comprehensive exam committee will read and grade the exam. Students
will receive comments from the examiners and one of the following grades: pass with distinction, pass,
and fail. The student will receive their grade within four weeks of the exam.

Students must earn a score of Pass in order to be allowed to proceed to the dissertation proposal. If the
student fails, they will be given one additional chance to pass the exam. If they fail the second exam,
they will be dismissed from the program. Students must pass their comprehensive exam before the end
of their fifth year in the program.

Exam Concentration Areas

- Health/Medical Sociology
- Environmental Sociology
- Education
- Criminology
- Class/Stratification
Dissertation

Overview

The dissertation must be original research designed and carried out by the student. It is the culminating empirical project of the student’s doctoral program.

Students must complete a minimum of 27 credits of dissertation. Note that tuition remissions can only be given during terms when the student is registered for full-time credit (9 credits).

It is the student’s responsibility to schedule the dissertation proposal and defense meetings early in the quarter since follow-up meetings may be needed before the proposal or dissertation is approved. It is also the student’s responsibility to schedule follow-up meetings in a timely fashion during the quarter and to give committee members, including the chair, sufficient time (at least three weeks) to review drafts of the dissertation. Both the proposal and dissertation defenses should not be scheduled until the student’s chair has determined that the student is ready to defend; this determination will be made upon review of the final draft of the dissertation proposal/dissertation, and in consultation with the student’s thesis committee. The personal need of a student to finish by a certain date is not a consideration in this decision.

Dissertation Committee

Committee Membership

The dissertation committee consists of a minimum of four members: the dissertation adviser, or chair; a Graduate Office Representative, selected by the Office of Graduate Studies; and a minimum of two committee members. At least one of the two committee members must be a tenure track/tenured faculty in the Sociology Department. If a committee member is not a member of the sociology department’s faculty, you must submit a copy of their C.V. with the GO-16D form. No proposal defense will be valid without a dissertation committee approved by the Office of Graduate Studies.

Official Appointment of Dissertation Committee

Once the student and the dissertation adviser have identified potential committee members, the student submits a GO-16D form to the office of Graduate Studies to officially appoint the dissertation committee. Please see the form on the OGS website for further details and requirements. For doctoral students, the GO-16D should be submitted to OGS a minimum of six weeks before the anticipated date of the
Dissertation Proposal

Preparation of the Dissertation Proposal

The proposed research must be appropriate for a Ph.D. in Sociology and meet University requirements. Students should obtain a copy of the Office of Graduate Studies’ requirements for a dissertation, available from the OGS website.

The dissertation proposal is typically expected to include the following elements:

1. Background and general status of knowledge in the problem area, including significance of the research. (Approx. 5-10 pp.)
2. Literature review/Theory (Approx. 10-30 pp.)
3. Proposed Research Methods and Data Analysis (Approx. 5-20 pp.)
4. Limitations of the research (Approx. 2-3 pp.)
5. Research Timeline.

Dissertation Proposal Defense

When the Office of Graduate Studies responds with an approved GO-16D form, and when the dissertation chair determines that the student is prepared, the student is given permission to schedule her/his proposal defense. The student must be registered for at least one dissertation credit during the term in which they present their dissertation proposal. The first step is for the student and the dissertation committee to agree on the date and time. Two hours will be needed for the proposal defense.

(Optional: One week prior to the proposal defense, the student sends an e-mail announcement to all Sociology faculty and graduate students, providing the date, time, room number of the defense; title of the dissertation, plus the names of the chair and other dissertation committee members, including the institutional affiliation of any committee members who are not regular Sociology faculty. The proposal will be attached to the announcement.)

All committee members, including the OGS representative, must be present at the proposal defense, which is also open to sociology faculty and graduate students. The committee may also meet privately with the student for additional questioning and discussion. The purpose of the colloquium is for the student to present and defend the proposal, and for the committee members to be able to ask any questions they might have regarding the proposed research. It is possible that the student will be required to make additional changes in the proposal, as per recommendations by the committee members.

When committee members are satisfied that the student’s proposal merits approval, they sign the GO-23, Doctoral Request for Advancement to Candidacy form which is found on the OGS website, and the
student can proceed with the dissertation research, pending Human Subjects Research Review Committee Approval as necessary.

Advancement to Candidacy

To be advanced to candidacy, students must have:

- Completed all required courses
- Completed a minimum total of 27 post-Master’s degree credits (the 12 credits of core courses, 3 professionalization seminar credits, and 12 elective credits.
- Submitted the GO-21D if Master’s degree is either in a degree other than Sociology, or from a different institution.
- Passed the comprehensive exam (and the department has filed the comprehensive exam report to OGS).
- Passed the dissertation proposal defense
- Received Human Subjects Research Review Committee Approval
- Met the requirements for advancement to candidacy established by OGS. The department submits the GO-23, Doctoral Request for Advancement to Candidacy form. Forms available on the OGS website.

The dissertation can be defended in a minimum of four months and a maximum of five years following advancement to candidacy.

Human Subjects Research Application

All students must apply for review of their research by the Human Subjects Research Review Committee after approval of the proposal, but prior to conducting the study or analyzing data that have already been collected. While students typically submit their application to the HSRRC after the proposal has been approved at the department level, students should nonetheless begin preparing their application materials prior to the dissertation proposal defense to ensure a timely review. The application for review can be found at: http://www.pdx.edu/research. Follow the links to “Research Integrity.” Once the application is completed and signed by the advisor and department chair, it should be submitted to HSRRC through the office of Research and Strategic Partnership (RSP). IRB applications are now accepted via email at hsrrc@pdx.edu. Please see their updated FAQs for details.

Proceeding with the Dissertation Research

Students must be registered for at least one credit each term that they are working on their dissertation, not including summer unless they are graduating during that term.

Three Paper Option for Dissertations

With the approval of their dissertation committee, students have the option of writing three publishable papers with a shared topic/theme. For the dissertation defense, these three papers should be tied together with an introduction and conclusion, explaining how these papers fit together, what they share, and what is different in each paper. These papers may be co-authored with faculty, including dissertation committee members and dissertation advisors, but the student must be the first author on all three.
papers.

**Dissertation Defense**

Students must be aware of deadlines that the Office of Graduate Students has on their website specific to that particular year. Planning ahead makes allowances for the need for revisions.

The OGS website with the deadlines pertaining to graduate students can be found here: [http://www.pdx.edu/ogs/graduate-candidate-deadlines](http://www.pdx.edu/ogs/graduate-candidate-deadlines)

On the deadlines page, please pay particular attention to deadline dates for the following:

- Application for the Degree
- Dissertation Defense
- Dissertation Submission
- GO-17D submission by the department

Students must submit drafts of their dissertation to their committee members as it is still a work in progress, so that all committee members can work together toward the student’s progress. The student should also distribute the final draft of the dissertation to all members of the committee a *minimum* of two weeks prior to the dissertation defense (ideally, three to four weeks prior to the defense).

All committee members, or alternates approved by OGS must be present for the dissertation defense. The defense is open to the public. The candidate is expected to prepare and present, orally, a formal statement on the research methodology and results. The oral presentation should not exceed 40 minutes. Following this presentation, the committee members are given the opportunity to question the candidate. During this discussion, the candidate must defend the dissertation as a worthy contribution to knowledge in its field and must demonstrate mastery of the field of specialization as it is related to the dissertation. The purpose of the questioning and discussion is to further illuminate, for the candidate and the committee, the significance and limitations of the research, as well as to demonstrate that the candidate has met the high standards of the university for the award of the doctoral degree. The committee may also choose to meet privately with the candidate for additional discussion and questioning.

Following questions and discussions, the student and all audience members leave the room while the committee confers and votes. Each appointed member has a vote. For dissertation approval, there can be no more than one dissenting vote on the final examination. The OGS representative participates in conducting the final oral exam and in the vote to pass or no-pass. The role of the OGS representative is defined by documents given to the OGS Representative. The committee and the student should be aware that the representative’s vote influences the Director of OGS’s approval/disapproval of the dissertation. OGS representatives can write a memorandum to the Office of Graduate Studies if they have any concerns about the dissertation. The committee may pass the student subject to the completion of specified minor modifications to the dissertation. If the final oral examination is not satisfactory, the advisory committee may recommend that the Director of Office of Graduate Studies permit the candidate to take another oral examination after a period of further work.
NOTE: During the term in which the Dissertation defense occurs, the student must be enrolled for a minimum of one credit hour. The final defense of the dissertation may be held no later than five weeks prior to the conferring of the degree. A GO-17D form must be submitted to the Office of Graduate Studies by the published deadline. Note that doctoral students must be graduated to walk in commencement. The department submits the GO-17D on behalf of the student’s committee.

**Dismissal from the Graduate Program**

The PSU Bulletin describes certain criteria pertaining to student conduct and grounds for dismissal. That information can be found on page 38 of the Portland State University 2015-2016 Bulletin.

- Failure to validate admission by registering and paying for at least one credit.
- Failure to be registered for three years.
- Academic disqualification: Allowing a graduate GPA to fall below 3.0 and failing to raise the GPA above 3.0 in the next nine credits OR allowing a graduate GPA to dip below a second time.
- Academic dishonesty.
- Failure to successfully complete a graduate course in the approved program of study for the degree.
- Failing all or a portion of the comprehensive examination.
- Failing the dissertation defense.
- Failure to meet the following time limitations:
  - No more than five years for doctoral candidates who enter with a master’s degree may pass between admission and completion of comprehensive exams.
  - No more than three years may pass between completing the comprehensive exams and advancing to candidacy.
  - No more than five years may pass between advancing to candidacy and completing all graduation requirements for the doctoral degree.

In addition, the department has the following criteria for dismissal:

- Failure to successfully complete advisor approved coursework.
- Failure to show continual progress on the dissertation once the proposal is approved.
- Failure to retain an academic advisor, or dissertation chair.
- Violations of the Student Conduct Code.

Student conduct and progress will be monitored on a case-by-case basis by the graduate committee, student’s advisor, and/or dissertation committee chair.
APPENDIX A

STUDENTS ENTERING WITH GRADUATE COURSEWORK

Waiver of Required Graduate Work
Students who have completed previous graduate work, but have not completed a master’s degree must complete the GO-21 Form in order to receive credit for courses taken at another institution. All master’s or Ph.D. program requirements must be completed, substituted, or waived. This form must be signed by the faculty member who is responsible for the course waived. Be aware that approval of the petition constitutes a waiver of a required course, not a waiver of required credits – students will still need to take the required number of credits for the program (e.g., 81 credits beyond the Bachelor’s degree to receive a Ph.D.). Students entering the program with an MA/MS degree are not required to complete Masters degree requirements. However, many Ph.D. courses do have pre-requisites that must be satisfied before taking the course. Students should consult course instructors well in advance of enrolling in a course to determine if pre-requisites are needed or can be substituted with any courses taken outside the university.

The Graduate director, or department’s administrative staff are responsible to report these waivers through the OGS’s “DARS Exceptions Form” which will track all waivers and other petitions submitted on behalf of that particular student.

Transfer Credit
If transfer credit is to be presented in partial fulfillment of the requirements for an advanced degree at PSU, the GO-21 form (Proposed Pre-Admission and Transfer Credit; available from the Office of Graduate Studies or their web site) must be filed in the Office of Graduate Studies for approval as soon as possible after admission. The GO-21 needs to be approved by the student's advisor and Graduate Committee before being sent to the Office of Graduate Studies. It is favorable to complete the GO-21 form before turning in the GO-16 forms.

Note that transfer credits are graduate credits graded A or B only (no P/NP), which meet the conditions described on the GO-21 form.

According to university guidelines, the maximum transfer credit accepted toward a graduate degree is one-third of the number of quarter hours required for the degree. The Sociology Department limits the maximum number of credits that can be transferred from another institution toward a Ph.D. at 12 credits. The transfer of any credits from another institution must be approved by the graduate committee.
APPENDIX B

GRADUATE STUDENT GRADING REQUIREMENTS

The Sociology Department has set the following policies for grading in the graduate program:

1. Courses may be taken no more than two times.
2. A graduate student must maintain an overall GPA of at least 3.0. A student has only one academic quarter to raise their GPA to more than 3.0 or face dismissal.
3. Students receiving two or more grades of C+ or lower will be considered by the faculty for possible dismissal regardless of overall GPA.
4. Graduate students working toward their Ph.D. must achieve a B or higher grade in SOC 684, SOC 628, and 695. Any student who does not achieve a B or higher grade must retake the course in the subsequent year. The course(s) may be taken no more than two times. In no case will a student be permitted to begin their comprehensive examinations without first meeting the above grade requirements in SOC 684, 628, and 695.
5. Students receiving assistantships may not receive a grade lower than a B or the assistantship may be revoked.
6. No graduate courses may be taken P/NP.

Grading requirements may be higher for maintaining an assistantship than for remaining in the program. Please check with OGS.
APPENDIX C

GRADUATE ASSISTANTSHIPS AND FUNDING

Efforts will be made to reconcile department needs (e.g. providing TAs for particular courses) with students’ progress in the program and need for support. Students’ training and experiences and the fit between students’ skills and the requirements of specific assistantships will be considered in the decision process. The final appointment is determined by the recommendation of the Graduate Committee.

Assistantships are offered for one academic year unless explicitly stated that they are offered for one term, only. Students must apply every year by the end of April to request funding renewal. Decisions to renew are based on coursework performance, progress in the program and performance on assistantship duties.

Efforts will be made to provide continuous funding throughout a student’s graduate program, provided that the student remains in good standing and makes timely progress toward the degree. Students who receive funding may assist faculty, or teach one or more sections of undergraduate courses. Research assistants will be funded through faculty grants.

A graduate assistant receives tuition remission in addition to the stipend earned. The amount of the stipend will vary depending on the FTE offered. The tuition paid by the student is variable depending upon the tuition rate in the current tuition tables. Please note that tuition remission is for instructional fees, only. Other miscellaneous fees and health insurance are the responsibility of the student.

Responsibilities

Graduate Teaching Assistants are required to get in touch with their supervising faculty member beginning September 16, which is the date contracts for Fall term, begin. GAs and RAs are encouraged to discuss their obligations with the faculty member and make sure that all expectations are clearly spelled out. GAs are expected to be on campus until all exams are given and grades are entered at the end of the term. If the grades are due past the date of the contract’s end, previous arrangements must be made with the supervising faculty member.

In general, departmental RAs will only be requested to participate in activities related to research, and are funded through faculty grants. Graduate assistants will not be requested or permitted to perform personal tasks for faculty.

Please consult the OGS website for Graduate Assistantship Terms of Appointment for more information.

Ineligibility for Funding Due to Academic Standing

Graduate students will be supported for no more than four years. Students who are not making timely progress toward a degree will have their PSU funding rescinded.
All students become ineligible for funding for any of the following:

1. One grade of C or lower.
2. A cumulative grade point average below 3.0
3. A grade of I (Incomplete) in one or more courses, excluding thesis credits, which has not been completed within one academic term of being assigned, or falling below the required 9 credits during any given academic term.
4. Academic dishonesty.

A student meeting any of the above ineligibility criteria may continue as a graduate assistant, for one quarter, at the discretion of the department. Students could become eligible again when conditions are remediated. The nature of the remediation will be at the discretion of the department. However, note that under no circumstances will the OGS allow students to have an assistantship if they meet criteria 2 and 3, above.

Ineligibility for Funding Due to Substandard Performance

When a faculty member supervising a graduate assistant notes that the graduate student is not performing the duties of the position at an acceptable level, the faculty member will take three steps:

1. The faculty member will meet with the student to discuss their concerns and make suggestions, where possible, about how to improve subsequent performance.
2. If concerns persist, the faculty member will complete a Performance Evaluation and submit it to the Graduate Director for mediation and appropriate action.
3. The Graduate Director will meet separately with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director will make a decision about the student’s continued eligibility for funding, and if funded, whether the student is assigned to a different faculty member.

Teaching Courses

Students must have completed a Master’s degree in order to teach an undergraduate course in the Department of Sociology.

TAing in mixed Undergraduate -Graduate-Level Courses

When a graduate student is serving as a T.A. in a mixed undergraduate-graduate course, the T.A. should not be expected to assign grades to other graduate students’ examinations, essays or term papers. Efforts should be made to limit T.A. grading of other graduate students to homework assignments. If grading of tests is included among the T.A. duties, the T.A.’s access to other students’ grades should be limited and should not include final grades. It is a given that students’ grades are to be kept confidential.
APPENDIX D

OFFICE OF GRADUATE STUDIES FORMS

For a complete list of forms, policies and procedures pertaining to graduate students, please visit the OGS website:  http://www.pdx.edu/ogs
APPENDIX E

UNIVERSITY GUIDELINES

Below are some university guidelines that students have found useful. These are not all of the University Guidelines and just because information is not included here does not indicate that the guidelines do not apply. Students are expected to be familiar with the University Guidelines and policies as set out in the Bulletin and on the Office of Graduate Studies website (http://www.pdx.edu/ogs).

Incompletes
A student may be assigned an incomplete by an instructor when all of the following four criteria apply: 1) the quality of work in the course up to that point is C level or above (please note, however, that the Sociology Department requires that the quality of work in the course be B level or above in order to grant a grade of Incomplete); 2) essential work remains to be done; 3) reasons for assigning an 'I' must be acceptable to the instructor and must not be given for the exclusive reason of raising a deficient grade; and 4) a formal agreement must be reached between the instructor and student as to the nature of the work to be done and a reasonable timeframe for completing it.

A written record of the remaining work and its completion date should be kept by both instructor and student. The instructor may specify the highest grade that may be earned, which should not exceed the level of achievement displayed during the normal course period. The student’s advisor should also be notified regarding the incomplete grade.

The timeframe for completion of an “I” grade must not exceed one academic year, at which point the “I” will be automatically changed to an “F” grade by the admission data system. The instructor may set a shorter deadline which shall be binding. In order to obtain a longer period of time to complete the work, the student must submit a petition to the Office of Graduate Studies.

Students must complete a minimum of 9 credits per term in order to continue their assistantships. “In Progress” (IP) grades count as successful completion of credits, but Incomplete (I) grades do not.

In the case 501 Research or 503 Thesis, students are not given grades until the conclusion of the research or thesis. Until that point, the grade remains as In Progress and no time limitation applies except that the student must complete all work in the required 7 years.

Repeat of Graduate Courses
Students will not be given credit toward an advanced degree for the repeat of a course in their program. If a required course must be repeated, the credits from the repeated course will not be used to fulfill the credit hour requirement for the degree. Both grades appear on the student’s record and are included in calculating the GPA. No course(s) may be taken more than two times with the course tuition paid by a Department tuition remission.

Academic Probation
A graduate student with regular or conditional degree status will be placed on probation if:
1. The student’s cumulative graduate GPA at PSU, based on the completion of 9 letter-graded graduate credits after admission to the graduate level at PSU, is below 3.00 at the end of any term, or

2. The student’s term graduate GPA, based on a minimum of 6 graded graduate hours is below 2.67 for a given term.

While on academic probation the student will not be permitted to 1) graduate, 2) receive or continue to hold a graduate assistantship, 3) change majors (GO-19 form), 4) be advanced to doctoral candidacy, 5) receive approval of the master’s degree program (GO-12 form), or 6) register for more than a total of 9 credits in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.1 within the next 9 graduate credits in graded courses in the case of probation due to low cumulative GPA, or both cumulative and term GPA of 3.00 or above in the case of probation due to low term GPA.

**Disqualification**
A student who is disqualified may not register for any graduate courses at PSU. Disqualification occurs if:

1. The student on academic probation for low GPA fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 graded credits in graduate course work; or

2. The student on academic probation for a term of GPA below 2.67 does not receive at least a 3.00 term GPA and does not achieve a 3.00 cumulative GPA with the next 9 credits of graded graduate coursework; or

3. The student becomes subject to academic probation for a second time.

**Re-Admission after Disqualification**
A disqualified student may petition for re-admission as a degree-seeking student to a graduate program after one calendar year. Re-admission after the mandatory one-year period is initiated by the student filing a petition for re-admission to the Graduate Council through the Office of Graduate Studies. Re-admission is not automatic. To be readmitted the student must meet all the current admission requirements, with the exception of the graduate GPA.

If the student’s graduate program has recommended re-admission, the Graduate Council may grant re-admission, with or without additional academic requirements, or may recommend continued disqualification. The decision of the Graduate Council is final. The readmitted graduate student is subject to all University and program requirements in effect at the time of re-admission. The student must raise the PSU graduate GPA to 3.00 or better within the first 12 credits of graded graduate coursework after re-admission, or be disqualified again.

Graduate courses completed at any institutions while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

**Leave of Absence**
A student admitted to the graduate program may petition for a leave of absence for one calendar year. A leave of absence insures that students are in good standing in the program while away, and allows
them to continue in the program when the leave of absence expires. To apply for a leave of absence, the student writes a letter to the Graduate Committee explaining why and for how long the leave is requested. Once the request has been endorsed by the Graduate Committee it is forwarded to the department chair and must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term in which the application is made. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU. The one-year deadline for fulfilling the requirements for an incomplete grade is not suspended. A student may petition for a second leave of absence from a graduate program, but additional approval is required from the Office of Graduate Studies. Graduate students accepted into the program who have not yet matriculated submit their requests for a deferred admission to the Graduate Admissions Committee.

Any quarter of the regular academic year (Fall, Winter or Spring) during which a student is not enrolled for at least one credit hour in sociology at PSU, requires a formal leave of absence from the department. Failure to do so can result in termination from the program. Graduate students should be enrolled for at least 1 credit hour of thesis or dissertation each quarter they are receiving assistance from any faculty. They also should be enrolled for at least 1 credit hour of thesis or dissertation in the quarter they have a colloquium or final defense.
APPENDIX F

Policy on Appointment to Teaching Position
The Sociology Department is committed to training and identifying graduate students who: 1) will provide high-quality instruction to our undergraduates; 2) undergo the appropriate preparation for teaching undergraduate coursework; and 3) have been selected/confirmed by the graduate committee upon completion of the following requirements.

*Teaching positions are contingent upon successful progress in the program and availability of departmental funding. Graduate Instructors will be evaluated regularly. If evaluations are unsatisfactory, the instructor will be notified by the graduate coordinator and given a specified amount of time to improve prior to revocation of the position.

Graduate instructors teach courses in the regular rotation of class offerings at the 200 and 300 levels, based on their experience and departmental needs. The department/department needs, and not student interest, will determine what classes students will teach. Except in rare circumstances, if a student is teaching for the first time, they will teach SOC 200 (Introduction to Sociology). Graduate instructors are overseen by the Graduate Director and by the curriculum committee. The curriculum committee will consult with, and may assign, a faculty mentor who has previously taught the course to work with the student. Graduate instructors teaching a course for the first time must consult with their mentor or the curriculum committee prior to development of syllabus and book selection. Major course-related decisions (e.g., substantial revision of topics/textbooks/assignments) are subject to approval by this mentor/curriculum committee.

Minimum Requirements:
1. Master’s Degree in Sociology (must include required courses from PSU or their equivalent)
2. At least 3 terms as a GTA with an above average or excellent rating from supervising instructor
3. Completion of 1 hour of professionalization seminar in teaching or other approved training
4. If a student has previous teaching experience at another university, Requirement #2 and Requirement #3 above may be waived. To be considered for these waivers, the student must submit syllabi, assignments, and course evaluations to the department chair and graduate director for review.

1 Students who do not currently have GTA funding may fulfill this requirement by volunteering as a TA, or working as a TA for course (by-arrangement) credit.

Graduate students who wish to teach a course should prepare a letter indicating why they are qualified to teach; evidence of preparation/related experience; a letter of recommendation or approval form from a departmental faculty member.
APPENDIX G

Procedures for PSU sociology MA/MS students who desire to continue on to the PhD

The Sociology Department allows current (or former) PSU sociology master’s students who desire to continue on to their Ph.D. to be evaluated for continuation in the program. The procedures for this process are as follows:

- The student will notify the graduate director and thesis committee, in writing, of his/her desire to be considered for admission to the PhD program. This notification should include the “Continuation to PhD Program Approval Form and Checklist”. The notification should be submitted by January 15 for a fall term admission to the Ph.D. program (or upon successful defense of thesis if not completed before fall). As part of this notification, the student should include the following information:
  1. Thesis title
  2. Thesis committee members, including the name of the student’s adviser
  3. The planned date of the thesis defense
  4. No more than one paragraph briefly summarizing the student’s proposed dissertation research topic/plans. This should indicate whether the student intends to continue working with the same adviser/committee, or if any changes are anticipated
  5. Whether the student desires funding from the department for the next year

- Upon thesis completion, the graduate director will consult with the student’s adviser and thesis committee; the committee will make a recommendation to the faculty regarding whether the student should be allowed to continue on to a PhD. After receiving this recommendation, the graduate director will request approval from the rest of the faculty at the next scheduled faculty meeting.

- Once the decision has been made, if the student is allowed to move forward in the PhD program, and has requested funding, the graduate committee will determine whether the student should be awarded funding.
  - For those provisionally approved for continuing on to the PhD, an informal check-in may occur on/around April 15 to determine the student’s thesis progress.
## Continuation to PhD Program Approval Form and Checklist

| Acknowledgement from thesis committee of desire to continue (signatures required below). | ☐ |
| Approval from graduate committee to continue in program (signatures required below) | ☐ |
| Notification of Intent: student has notified the graduate director (in writing) of their intent to continue in the program. *must be submitted by **January 15**, with promotion to PhD status (if approved) effective in fall term (or upon successful defense of thesis if not completed before fall) | ☐ |
| Application submitted to PSU’s Admissions Office by annual deadline | ☐ |
| Completion of all necessary master’s level coursework | ☐ |
| Satisfactory progress in program (evaluations/feedback from faculty in required courses) | ☐ |
| Successful Thesis Defense | ☐ |
| Completion of Thesis | ☐ |
| Once the all of the above is completed, the department will send PSU’s Admissions Office a letter documenting the new doctoral admission | ☐ |

### Thesis Committee Acknowledgment of Continuation to PhD:

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<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Committee Chair</td>
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<tr>
<td>Committee Member 1</td>
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<td>Committee Member 3</td>
<td>(if applicable)</td>
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### Graduate Committee Approval of Continuation to PhD:

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<thead>
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<tbody>
<tr>
<td>Graduate Director</td>
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<tr>
<td>Department Chair</td>
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Appendix H. Ph.D. Timeline

Begin Program (Fall)

Year 1
- Select committee chair and members
- Complete Required Coursework
- Study for Comprehensive Exams

Year 2
- Conduct Research
- Write Dissertation
- Submit G0-16D Form (at least 6 wks prior to proposal defense)
- Prepare proposal
- Submit Proposal
- Defend Proposal
- IRB Approval

Years 3-4
- Dissertation Defense