

Program Policy Statement
Department of Sociology and Criminal Justice
March 2014

I. Program History

A. Statement of Purpose and expectation of graduate study in the program

The Department of Sociology and Criminal Justice offers a Master of Arts and a Doctor of Philosophy degree program in both Sociology and Criminology. The primary focus of the program is the preparation of members of the next generation of sociologists and criminologists by emphasizing systematic training in theory and research methodology as well as teaching. These advanced education degrees are intended for persons interested in careers in academia, public service, or private enterprise. The Department has a large number of full-time distinguished faculty from the disciplines of Sociology, Philosophy, Law, Political Science, Criminology, History and Criminal Justice. This allows students to work closely with faculty members while preserving a reasonable breadth of interests. Thus, while both the Sociology and Criminology degrees rely on strong theoretical and methodological foundations, they also allow students to tailor a program that meets their individual needs.

B. Date of Permanent Status

The first M.A. degree was earned in our program in 1940. The Ph.D. degree in Sociology was created in 1969, and the Ph.D. degree in Criminology in 1986.

C. Degrees Offered

We offer four graduate degrees: M.A. in Criminology, M.A. in Sociology, Ph.D. in Criminology, and Ph.D. in Sociology.

II. Admission

A. Admission Requirements

All admission and funding decisions are made by the Graduate Policy Committee (GPC). Applicants are evaluated on several criteria: GRE scores, undergraduate/graduate grade point average, letters of recommendation (three), and applicant's statement of objectives. Applicants are also encouraged to submit a short writing sample. The GPC may also consider a limited number of other factors, including challenging social, economic, educational, cultural or other life circumstances, quality of undergraduate program, undergraduate major, relevant work/field/research experience, publications and reports, presentations, or other work demonstrating the ability to do graduate study in the field. Competitive GRE scores for admission are around 310, cumulative. International students must submit TOEFL or IELTS scores. Admission to the graduate program is selective and competitive based on the number of well-qualified applicants and the limits of availability faculty and facilities. Those who meet minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. Prior degree requirements

Applicants to either M.A. program must have earned a B.A. or B.S.

- Applicants to either Ph.D. program must have earned an M.A.
- C. Application deadline
Completed applications are due February 1. We offer Fall admission only.
 - D. Special competencies needed
None
 - E. Admission categories
There are no admission categories other than regular, full-time admission. Students may be told they are on a waiting list, but this would come without any promise of admission or funding.
 - F. Other documents required
None
 - G. Admission to the graduate program is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet minimum academic requirements are not guaranteed admission or funding, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths.

III. Academic

Academic Requirements for M.A. in Sociology

A. Degree Requirements

1. Required Courses

- There are 30 credit hours required, consisting of the following
- SOCI605 – Data Collection
- SOCI612 – Development of Sociological Theory
- One of the following:
 - SOCI606 – Qualitative Methodology
 - SOCI614 – Advanced Data Analysis
 - PSYC878 – Hierarchical Linear Modeling
- 5 elective courses from at least two different substantive areas to assure breadth in substantive areas of sociology. Substantive areas include: Race, Gender, Disasters and the Environment, Criminology, Law and Society, Deviance, Theory, and Research Methods.
- SOCI869 – M.A. Thesis (6 credits)
- If pursuing a M.A. with a Master’s Examination Option instead, students must register for SOCI621 (Deviance) and 6 elective courses (rather than 5), but do not take SOCI869.

2. Non-registered Requirements

- At least 21 of the 30 required credits must be taken within the Department of Sociology and Criminal Justice.
- There are two options for the M.A. degree:
 - a. M.A. Thesis: The thesis will be in the form of a scholarly journal article. With advice of the thesis committee each student will select a journal most appropriate to his/her area of interest, and write a paper of the type normally considered by that journal. Each thesis will adhere to a particular journal’s page limits, bibliographic format, manner of data presentation, etc. Where

appropriate, students are encouraged to develop their thesis from research conducted for their course work, or from faculty members' data bases.

- b. M.A. Exam: Candidates for the Master's degree must take the Master's examination prior to completion of their fourth semester in the program. Students considering the examination option must notify the Director of Graduate Studies to express the intent to take the examination the semester prior to taking the exam. Examinations are written, and a maximum of three hours per exam is allowed. Successful completion of the Master's examination requires passing the exam in two areas of expertise. Upon completion of the written examinations, an oral examination may be required at the option of the Area Examination Committee. Candidates for the master's degree are examined in: 1) Theory or methods, and 2) One additional area of expertise from the standing areas of specialization offered in the department. The examination in theory will cover the course content of SOCI 612 and a reading list provided by the exam committee. The examination in methods will cover the course content of SOCI 605, SOCI 614 or Method equivalents and a reading list provided by the exam committee. Standing area exam committees are responsible for providing reading lists and constructing and evaluating examinations. Reading lists are to be provided at least one semester prior to the scheduled examinations. If the candidate wishes to be examined in a specialized area for which there is no standing committee, the student must obtain three faculty members willing to serve as examiners in that area by providing reading lists and constructing and evaluating exams. The Graduate Policy Committee must review and approve the petition of the student and inform the Director of Graduate Studies and the chairperson of the department and the committee of the decision. Possible grade outcomes are: Pass and Fail. It is the responsibility of the Chairpersons of the examinations committees to notify the Director of Graduate Studies in writing of the action taken by the examination committee. Within one week of notification of the grade on the master's examination, students will receive a detailed evaluation in writing from the chair of the examination committees.

3. Procedure for petitions for variance in degree requirements

The interpretation of these policies and procedures is the responsibility of the Graduate Policy Committee. Petitions for waivers of any requirements are the responsibility of, and must have the approval of, the Graduate Policy Committee. Students may appeal decisions of the GPC following this procedure:

- Petition the GPC for reconsideration by adding additional information that the applicant feels may be significant.

- In the event the GPC does not change its decision, students may petition the full faculty. A 3/4 vote is required to overrule the GPC. Students who allege they have been aggrieved because of perceived discrimination on the basis of race, sex, sexual orientation, handicap or because a member of the University community fails to follow published University or Departmental procedure should utilize the Student Grievance Procedure stipulated by University policy.
4. There are no grad minimums that deviate from University policy.
 5. There are no courses that may not be used towards the degree.
 6. There are no expectations of facility of expression in English.
- B. Committees
1. Initial procedure for advising
Upon entry to the graduate program, students are matched with a faculty advisor with shared research interests. Students are then free to replace this advisor at any time.
Advisement occurs throughout the year through colloquia, workshops, and informal meetings. First-year graduate students are required to attend a pro-seminar, the goal of which is initial advising.
Each spring every student's progress is assessed by the Graduate Policy Committee. For this assessment they submit a self-report of progress during the year and a faculty member submits a letter describing the student's progress.
 2. Student committees needed
Students must have a committee to complete the M.A. thesis. It is the responsibility of the student to form an M.A. thesis committee consisting of a Chairperson who is a member of the faculty of the department of Sociology and Criminal Justice and two additional members (one of whom may be from an outside department). Upon obtaining the written consent of all potential members, the student notifies the Graduate Policy Committee and the Director of Graduate Studies by memo of the composition of the Thesis Committee.
 3. Deadlines for comprehensive exams
This is not applicable - M.A. students do not take comprehensive exams.
 4. Dates and grading of comprehensive exams
This is not applicable - M.A. students do not take comprehensive exams.
 5. Human subjects approval
There are no guidelines for research with human subjects beyond those of the University's Human Subjects Review Board.
 6. Procedures for thesis approval
 7. All requirements for the Master's degree must be completed prior to defending the thesis. The oral examination is administered by the Thesis Committee. The thesis Chairperson shall be responsible for notifying the faculty ten (10) days prior to the scheduled examination and to see that a copy of the thesis is on file in the departmental office 10 days prior to the scheduled defense. Any faculty member of the department may attend and examine if desired, but the right of voting is reserved to members of the thesis committee. A majority vote of the committee is required for any action. The thesis and

oral defense will be evaluated as a combined effort. There are two possible outcomes: Pass and Fail. In the case of failure, the oral defense may be repeated within one semester of the first attempt. It is the responsibility of the Chairperson of the Thesis Committee to notify the Director of Graduate Studies in writing of the outcome. Successful candidates need to provide copies of the completed thesis to the Office of Graduate and Professional Education, and one copy for the departmental archives and one copy for the chair of the committee. Students should consult with the Office of Graduate and Professional Education regarding regulation for graduate theses.

8. Obligations for finding committee members
It is the responsibility of the student to form an M.A. thesis committee.
 9. Obligations for changes in committee members
It is the responsibility of the student to replace an M.A. thesis committee if necessary.
- C. Timetable and definition of satisfactory progress towards the degree
1. Academic load expectations
Students holding teaching or research assistantships involving specific responsibilities are required to register for a minimum of 6 graduate credits per semester. Please note, however, that in order to make normal progress through the program, it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no work assignment are required to register for at least 9 credits of graduate level courses per semester.
Full time status is defined as 9 hours for unfunded students.
Students are expected to make continuing progress toward the completion of their graduate education. In order to assess their progress and professional development, each graduate student is required to submit a self-evaluation to the Director of Graduate Studies by April 15. The self-evaluation should cover the student's activities involving completion of required course work, area examinations, thesis or dissertation progress, professional engagement (publications, conference presentations, involvement in external funding activities, and participation in research projects other than the thesis or dissertation), teaching, and other relevant items. In addition, a letter from one faculty member of the student's choice should be submitted. Under ordinary circumstances we define "normal progress" as the following: full-time students entering the master's program are expected to complete their master's degree by the end of their second year in the program.
 2. Grade requirements
Students must maintain a 3.0 GPA to maintain good standing. There are no grade requirements for specific courses.
 3. Thesis progress timetable
Students are expected to defend a completed thesis by the end of their second year. Appropriate timing for completing and (if a defense is selected) defending a thesis proposal varies and will be determined by the student and advisor.
 4. Thesis defense guidelines

The M.A. proposal defense is optional; the process for an M.A. proposal defense follows that of the Ph.D. proposal defense (below). Upon subsequent approval of the M.A. Thesis Proposal by the committee students provide one copy for their file (approved and signed by all members of the committee). The chair of the Thesis Committee shall notify the Graduate Policy Committee and the Director of Graduate Studies and all members of the faculty by memo of the existence of the signed proposal as well as the proposed thesis title.

5. Forms required

- “Application for Advanced Degree” form. Submitted in the semester a student plans to graduate.
- Students completing the M.A. degree who intend to continue in the Ph.D. program must fill out and attach the "Change of Status" form. (To graduate as M.A. and as Ph.D.)
- “Supervisory Committee Notification” form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- “Defense Notification” form. Submitted prior to a defense.

6. Identify consequences for failure to make satisfactory progress

Consequences for students who fail to make satisfactory progress will be considered on a case-by-case basis by the Graduate Policy Committee. Typically, necessary supports will be identified during the Graduate Policy Committee’s annual review and offered to students. Students may be considered for termination from funding or from the program after consultation with the Assistant Provost for Graduate and Professional Education.

7. Protocol for grievance procedure if a student has been recommended for termination for failure to make satisfactory progress.

The decision to terminate for failure to make satisfactory progress is made by the Director of Graduate Studies and the GPC. All appeals of a recommendation for termination are determined by the Department Chair. If a student still has concerns regarding termination from the program, s/he can appeal to the Department Policy Committee (DPC). Any members of the DPC who participated in the initial decision (the Director of Graduate Studies and any members of the GPC) would be recused from this appeals process.

Academic Requirements for M.A. in Criminology

A. Degree Requirements

1. Required Courses

- There are 30 credit hours required, consisting of the following
- SOCI605 – Data Collection
- SOCI612 – Development of Sociological Theory
- SOCI835 – Theoretical Criminology I
- One of the following:
 - SOCI606 – Qualitative Methodology
 - SOCI614 – Advanced Data Analysis

- SOCI625 – Advanced Social Statistics
- PSYC878 – Hierarchical Linear Modeling
- 4 elective courses, with at least one course identified as pertaining to “criminal and deviant behavior” and one pertaining to “criminal justice and legal system” (see graduate program handbook for lists of courses in each group).
- SOCI869 – M.A. Thesis (6 credits)
- If pursuing a M.A. with a Master’s Examination Option instead of an M.A. Thesis, students must take 6 elective courses (rather than 4), but do not take SOCI869.

2. Non-registered Requirements

- At least 21 of the 30 required credits must be taken within the Department of Sociology and Criminal Justice.
- There are two options for the M.A. degree:
 - c. M.A. Thesis: The thesis will be in the form of a scholarly journal article. With advice of the thesis committee each student will select a journal most appropriate to his/her area of interest, and write a paper of the type normally considered by that journal. Each thesis will adhere to a particular journal’s page limits, bibliographic format, manner of data presentation, etc. Where appropriate, students are encouraged to develop their thesis from research conducted for their course work, or from faculty members’ data bases.
 - d. M.A. Exam: Candidates for the Master’s degree must take the Master’s examination prior to completion of their fourth semester in the program. Students considering the examination option must notify the Director of Graduate Studies to express the intent to take the examination the semester prior to taking the exam. Examinations are written, and a maximum of three hours per exam is allowed. Successful completion of the Master’s examination requires passing the exam in two areas. Upon completion of the written examinations, an oral examination may be required at the option of the Area Examination Committee. Candidates for the master’s degree are examined in: 1) Theory or methods, and 2) One additional area from the standing areas of specialization offered in the department. The examination in theory will cover the course content of SOCI 612 and a reading list provided by the area committee. The examination in methods will cover the course content of SOCI 605, SOCI 614 or Method equivalents and a reading list provided by the area committee. Standing area exam committees are responsible for providing reading lists and constructing and evaluating examinations. Reading lists are to be provided at least one semester prior to the scheduled examinations. If the candidate wishes to be examined in a specialized area for which there is no standing committee, the student must obtain three faculty members willing to serve as examiners in that area by

providing reading lists and constructing and evaluating exams. The Graduate Policy Committee must review and approve the petition of the student and inform the Director of Graduate Studies and the chairperson of the department and the committee of the decision. Possible grade outcomes are: Pass and Fail. It is the responsibility of the Chairpersons of the examinations committees to notify the Director of Graduate Studies in writing of the action taken by the examination committee. Within one week of notification of the grade on the master's examination, students will receive a detailed evaluation in writing from the chair of the examination committees.

3. Procedure for petitions for variance in degree requirements

The interpretation of these policies and procedures is the responsibility of the Graduate Policy Committee. Petitions for waivers of any requirements are the responsibility of, and must have the approval of, the Graduate Policy Committee. Students may appeal decisions of the GPC following this procedure:

- Petition the GPC for reconsideration by adding additional information that the applicant feels may be significant.
- In the event the GPC does not change its decision, students may petition the full faculty. A 3/4 vote is required to overrule the GPC.

Students who allege they have been aggrieved because of perceived discrimination on the basis of race, sex, sexual orientation, handicap or because a member of the University community fails to follow published University or Departmental procedure should utilize the Student Grievance Procedure stipulated by University policy.

4. There are no grad minimums that deviate from University policy.
5. There are no courses that may not be used towards the degree.
6. There are no expectations of facility of expression in English.

B. Committees

1. Initial procedure for advising

Upon entry to the graduate program, students are matched with a faculty advisor with shared research interests. Students are then free to replace this advisor at any time.

Advisement occurs throughout the year through colloquia, workshops, and informal meetings. First-year graduate students are required to attend a pro-seminar, the goal of which is initial advising.

Each spring every student's progress is assessed by the Graduate Policy Committee. For this assessment they submit a self-report of progress during the year and a faculty member submits a letter describing the student's progress.

2. Student committees needed

Students must have a committee to complete the M.A. thesis. It is the responsibility of the student to form an M.A. thesis committee consisting of a Chairperson who is a member of the faculty of the department of Sociology and Criminal Justice and two additional members (one of whom may be from

an outside department). Upon obtaining the written consent of all potential members, the student notifies the Graduate Policy Committee and the Director of Graduate Studies by memo of the composition of the Thesis Committee.

3. Deadlines for comprehensive exams
This is not applicable - M.A. students do not take comprehensive exams.
4. Dates and grading of comprehensive exams
This is not applicable - M.A. students do not take comprehensive exams.
5. Human subjects approval
There are no guidelines for research with human subjects beyond those of the University's Human Subjects Review Board.
6. Procedures for thesis approval
All requirements for the Master's degree must be completed prior to defending the thesis. The oral examination is administered by the Thesis Committee. The thesis Chairperson shall be responsible for notifying the faculty ten (10) days prior to the scheduled examination and to see that a copy of the thesis is on file in the departmental office 10 days prior to the scheduled defense. Any faculty member of the department may attend and examine if desired, but the right of voting is reserved to members of the thesis committee. A majority vote of the committee is required for any action. The thesis and oral defense will be evaluated as a combined effort. There are two possible outcomes: Pass and Fail. In the case of failure, the oral defense may be repeated within one semester of the first attempt. It is the responsibility of the Chairperson of the Thesis Committee to notify the Director of Graduate Studies in writing of the outcome. Successful candidates need to provide copies of the completed thesis to the Office of Graduate and Professional Education, and one copy for the departmental archives and one copy for the chair of the committee. Students should consult with the Office of Graduate and Professional Education regarding regulation for graduate theses.
7. Obligations for finding committee members
It is the responsibility of the student to form an M.A. thesis committee.
8. Obligations for changes in committee members
It is the responsibility of the student to replace an M.A. thesis committee if necessary.

C. Timetable and definition of satisfactory progress towards the degree

1. Academic load expectations
Students holding teaching or research assistantships involving specific responsibilities are required to register for a minimum of 6 graduate credits per semester. Please note, however, that in order to make normal progress through the program, it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no work assignment are required to register for at least 9 credits of graduate level courses per semester.
Full time status is defined as 9 hours for unfunded students.
Students are expected to make continuing progress toward the completion of their graduate education. In order to assess their progress and professional development, each graduate student is required to submit a self-evaluation to

the Director of Graduate Studies by April 15. The self-evaluation should cover the student's activities involving completion of required course work, area examinations, thesis or dissertation progress, professional engagement (publications, conference presentations, involvement in external funding activities, and participation in research projects other than the thesis or dissertation), teaching, and other relevant items. In addition, a letter from one faculty member of the student's choice should be submitted. Under ordinary circumstances we define "normal progress" as the following: full-time students entering the master's program are expected to complete their master's degree by the end of their second year in the program.

2. Grade requirements

Students must maintain a 3.0 GPA to maintain good standing. There are no grade requirements for specific courses.

3. Thesis progress timetable

Students are expected to defend a completed thesis by the end of their second year. Appropriate timing for completing and (if a defense is selected) defending a thesis proposal varies and will be determined by the student and advisor.

4. Thesis defense guidelines

The M.A. proposal defense is optional; the process for an M.A. proposal defense follows that of the Ph.D. proposal defense (below). Upon subsequent approval of the M.A. Thesis Proposal by the committee students provide one copy for their file (approved and signed by all members of the committee). The chair of the Thesis Committee shall notify the Graduate Policy Committee and the Director of Graduate Studies and all members of the faculty by memo of the existence of the signed proposal as well as the proposed thesis title.

5. Forms required

- "Application for Advanced Degree" form. Submitted in the semester a student plans to graduate.
- Students completing the M.A. degree who intend to continue in the Ph.D. program must fill out and attach the "Change of Status" form. (To graduate as M.A. and as Ph.D.)
- "Supervisory Committee Notification" form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- "Defense Notification" form. Submitted prior to a defense.

6. Identify consequences for failure to make satisfactory progress

Consequences for students who fail to make satisfactory progress will be considered on a case-by-case basis by the Graduate Policy Committee. Typically, necessary supports will be identified during the Graduate Policy Committee's annual review and offered to students. Students may be considered for termination from funding or from the program after consultation with the Assistant Provost for Graduate and Professional Education.

7. Protocol for grievance procedure if a student has been recommended for termination for failure to make satisfactory progress.
The decision to terminate for failure to make satisfactory progress is made by the Director of Graduate Studies and the GPC. All appeals of a recommendation for termination are determined by the Department Chair. If a student still has concerns regarding termination from the program, s/he can appeal to the Department Policy Committee (DPC). Any members of the DPC who participated in the initial decision (the Director of Graduate Studies and any members of the GPC) would be recused from this appeals process.

Academic Requirements For Ph.D. in Sociology

A. Degree Requirements

1. Required Courses

- There are 46 course credit hours required (not including thesis/dissertation credit hours), consisting of the following required courses plus electives – no more than 6 elective credits may be filled by independent study
- SOCI605 – Data Collection
- SOCI606 – Qualitative Methodology
- SOCI614 – Advanced Data Analysis
- SOCI612 – Development of Sociological Theory
- SOCI813 – Current Issues in Social Theory
- SOCI 698 – Teaching Social Science (1 credit)
- One of the following:
 - SOCI625 – Advanced Social Statistics
 - PSYC878 – Hierarchical Linear Modeling
 - SOCI676 – Advanced Qualitative Methodology
- SOCI969 – Dissertation (9 credits)

2. Non-registered Requirements

Comprehensive Exams. Doctoral students in our department must pass a comprehensive examination in one area of expertise and write a qualifying paper with a passing grade in the other area. Students may determine which of their two areas of expertise will be fulfilled via comprehensive examination and which will be fulfilled via the qualifying paper; it is strongly recommended that students seek the advice of an adviser in making this decision. Students are required to take either their comprehensive exam or their qualifying paper in one of the standing areas of expertise offered by the department. If the candidate wishes to be certified in a specialized area that is not listed above (for which there is no standing exam committee), she or he may petition to do so after securing the agreement of three (3) faculty members willing to serve as examiners in that area by providing reading lists, constructing and evaluating examinations and other certification requirements. The Graduate Policy Committee must review and approve the

petition of the student and inform the Director of Graduate Studies and the Chairperson of the department of its decision.

An exam in any given area of expertise, e.g., deviance, will be offered once per semester, on a date to be determined by the Director of Graduate Studies in consultation with the exam committee chairs. The exam is typically given early in the semester (about three weeks after the start of any semester) or late in a semester (about three weeks before a semester ends). Comprehensive examinations will be administered to students in a common room with a maximum 6-hour time allotment and proctored by a faculty member.

There is one committee for each standing area of expertise (listed above). Exam committees are responsible for preparing reading lists, overseeing the respective curriculum in this area, and providing students with written guidelines to aid them in the selection of courses and preparation for examinations. Exam committees are responsible for designing the specific certification requirements for their particular area of expertise, preparing examination questions, and reading and evaluating exams.

Published guidelines and reading lists are reviewed and revised as necessary, usually on a regular cycle of every two (2) years; reading lists are to trend toward equality in length across comprehensive exam areas and committees should make them available on the department website and in the sociology office to students at the beginning of the academic year. The GPC will oversee these requirements.

Members of exam committees and their chairs are appointed by the Chair of the Department. Committees are composed of at least three (3) members of the faculty, but committees may consult other members of the faculty with competence in the area during the preparation of exams and reading lists. Chairs of the committees are responsible for notifying students of their exam results within three (3) weeks (see discussion of grading below for more details). Committee Chairs are also required to notify the Director of Graduate Studies and the GPC of the results of examinations.

Minimal preparation for written examinations includes mastery of material on the reading lists provided by exam committees. However, reading lists are merely guidelines and should not be considered as the sole basis for examinations. Exam committees are responsible for clarification of the goals of reading lists, with specific attention to the question of whether such lists represent “minimal” or “exhaustive” definitions of the core literature. For each area of expertise the candidate is expected to be: up-to-date with the literature in the field at the time of the exam, able to discuss the most important controversies, issues and problems (in both theory and

methodology) that exist in the field, and capable of evaluating existing theory and methodology and suggesting new direction of effort.

No area comprehensive exam shall require more than one course beyond the requirements of the PhD degree. The exam committee can, however, recommend additional courses. Recommended courses are those the committee advises, but does not require, students to take.

In addition to the written comprehensive exam in one area of expertise, students must write a qualifying paper in the other area. The same stipulations for course requirements as the area exam are required.

This paper should be of "publishable quality" (though it need not be submitted for publication) and should focus on specific issues within the literature, foundational pieces on the topic, and conclude with more specificity and application of the material relevant to the student's interests within the broad area of study. It should not be a dissertation proposal; rather, its intention is to evaluate students' critical thinking/analytic skills. A good model is found in the articles published in the journal *Annual Review of Sociology*. The paper must reflect the student's own work and not work done in collaboration with co-authors or faculty mentors. After the student turns in the qualifying paper, the exam committee will meet with the student to conduct an oral defense. Grading for the qualifying paper and dissemination of results will be the same as those stated for the comprehensive exam.

Papers will be due during the final week of classes of the semester, unless the student and exam committee agree on an extension (in which case a new due date will be set by the committee). Exam committees will provide guidance and feedback to students as they work on the paper; students must request feedback from the committee chair, who will in turn seek input from other faculty members.

Students are required to declare their intent to take a comprehensive examination or write the qualifying paper, in writing, within the first two weeks of the previous semester to the Director of Graduate Studies who will notify the relevant exam committee. The committee will schedule an interview with the student to explore his or her level of preparedness. Students are expected to provide committee members with written documentation of their preparedness in that area prior to the interview (e.g. courses taken, etc.). All Ph.D. course requirements, including any outstanding incomplete grades, must be completed before students are eligible to take Ph.D. examinations. Students are encouraged to complete both the exam and qualifying paper during the two semesters immediately after they complete course requirements.

In the case of a failing grade, the student must retake the exam or rewrite the paper in the following semester.

The outcome of examinations and qualifying papers is determined by majority vote. There are four possible outcomes: Pass with distinction, Pass, Conditional outcome, Fail.

Conditional Outcomes: Students receiving this grade are required to complete additional work within two months of formal notification of the committee's decision. If the committee is satisfied with the quality of the work, the student will receive a grade of Pass. If the committee is not satisfied with the quality of the work, the student will receive a grade of Fail.

Students earning "conditional" outcomes have the option, at the committee's approval, to respond 1) orally or 2) by the traditional written form as indicated in the current policy. The student, in consultation with the area comprehensive exam chair and his/her mentor(s) will have two weeks to make the decision and notify the area chair and the Director of Graduate Studies. Within one week of formal notification of the grade, students will receive a detailed evaluation in writing from the chair of the exam committee.

Students who fail a written exam or qualifying paper, or any part thereof, may request a re-reading from the original examination committee. This request is to be submitted within 20 days of the student receiving the detailed written evaluation.

Only one repeat of an exam in any area of expertise is permitted. Failure on a repeat examination or paper is a permanent failure for that area. Three failures of Ph.D. comprehensive examinations or qualifying papers in any combination shall result in dismissal from the program.

3. Procedure for petitions for variance in degree requirements

The interpretation of these policies and procedures is the responsibility of the Graduate Policy Committee. Petitions for waivers of any requirements are the responsibility of, and must have the approval of, the Graduate Policy Committee. Students may appeal decisions of the GPC following this procedure:

- Petition the GPC for reconsideration by adding additional information that the applicant feels may be significant.
- In the event the GPC does not change its decision, students may petition the full faculty. A 3/4 vote is required to overrule the GPC.

Students who allege they have been aggrieved because of perceived discrimination on the basis of race, sex, sexual orientation, handicap or because a member of the University community fails to follow published University or Departmental procedure should utilize the Student Grievance Procedure stipulated by University policy.

4. There are no grad minimums that deviate from University policy.
5. There are no courses that may not be used towards the degree.
6. There are no expectations of facility of expression in English.

B. Committees

1. Initial procedure for advising

Upon entry to the graduate program, students are matched with a faculty advisor with shared research interests. Students are then free to replace this advisor at any time.

Advisement occurs throughout the year through colloquia, workshops, and informal meetings. First-year graduate students are required to attend a pro-seminar, the goal of which is initial advising.

Each spring every student's progress is assessed by the Graduate Policy Committee. For this assessment they submit a self-report of progress during the year and a faculty member submits a letter describing the student's progress.

2. Student committees needed

It is the responsibility of the student to form a four-person Ph.D. dissertation committee, consisting of a chairperson, who must be a member of the department, and three additional members, two from within the department and one from an outside department. Faculty on joint appointments in the Department of Sociology and Criminal Justice are considered to be inside members of the department for the purposes of dissertation committees.

After obtaining the written agreement of all members of the committee, the student must notify the Director of Graduate Studies. Subsequent changes in the composition of the dissertation committee also require the approval of the Graduate Policy Committee. Overlap in membership between the Graduate Policy Committee and the dissertation committee does not require those involved to disqualify themselves.

3. Deadlines for comprehensive exams

(See above)

4. Dates and grading of comprehensive exams

(See above)

5. Human subjects approval

There are no guidelines for research with human subjects beyond those of the University's Human Subjects Review Board.

6. Procedures for dissertation approval

Dissertation proposals should be worked out with the advice of the dissertation committee. The student makes a copy of the proposal available to the departmental faculty at least 10 business days in advance of the scheduled dissertation proposal defense date.

The Committee Chair communicates final approval of the proposal to the faculty and the Director of Graduate Studies. A signed copy of the proposal is placed in the student's permanent file.

The student is responsible for initiating the paperwork necessary for admission to formal candidacy by the University Coordinator of Graduate Studies. (Please consult the graduate catalog for specific time schedules). Students are expected to prepare copies of the dissertation for the departmental archives, the chair of the committee, and those required by the Office of Graduate and Professional Education.

The bibliographic format and style of the dissertation must conform to the standards of the Office of Graduate and Professional Education.

All other requirements for the degree must be completed before the oral defense of dissertation can be scheduled.

Grading is limited to Pass or Fail, and a majority vote is required for any action. It is the responsibility of the chairperson of the dissertation committee to notify the Director of Graduate Studies of the decision of the dissertation committee.

7. Obligations for finding committee members

It is the responsibility of the student to form a Ph.D. dissertation committee.

8. Obligations for changes in committee members

It is the responsibility of the student to replace a Ph.D. dissertation committee if necessary.

C. Timetable and definition of satisfactory progress towards the degree

1. Academic load expectations

Students holding teaching or research assistantships involving specific responsibilities are required to register for a minimum of 6 graduate credits per semester. Please note, however, that in order to make normal progress through the program, it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no work assignment are required to register for at least 9 credits of graduate level courses per semester.

Full time status is defined as 9 hours for unfunded students.

Students are expected to make continuing progress toward the completion of their graduate education. In order to assess their progress and professional development, each graduate student is required to submit a self-evaluation to the Director of Graduate Studies by April 15. The self-evaluation should cover the student's activities involving completion of required course work, area examinations, thesis or dissertation progress, professional engagement (publications, conference presentations, involvement in external funding activities, and participation in research projects other than the thesis or dissertation), teaching, and other relevant items. In addition, a letter from one faculty member of the student's choice should be submitted. Under ordinary circumstances we define "normal progress" as the following: Optimally, students continuing into the doctoral program are expected to complete the doctorate by the end of their fifth year in the program.

Optimally, full-time students entering the Ph.D. program with a master's degree from another program or university are expected to complete the doctorate by the end of their fourth year in the program.

2. Grade requirements

Students must maintain a 3.0 GPA to maintain good standing. There are no grade requirements for specific courses.

3. Thesis progress timetable

Students are expected to defend a completed thesis by the end of their second year. Appropriate timing for completing and (if a defense is selected)

defending a thesis proposal varies and will be determined by the student and advisor.

4. Dissertation defense guidelines

An oral defense of the dissertation proposal and of the dissertation are required. Each is administered by the dissertation committee. The dissertation student is responsible for notifying the faculty 10 days prior to each scheduled examination and to see that a copy of the dissertation proposal or dissertation is on file in the department office 10 days prior to the scheduled defense. The oral defense is open to the public, though the right of voting is reserved to the dissertation committee. Grading is limited to Pass or Fail, and a majority vote is required for any action. It is the responsibility of the chairperson of the dissertation committee to notify the Director of Graduate Studies of the decision of the dissertation committee.

5. Forms required

- “Application for Advanced Degree” form. Submitted in the semester a student plans to graduate.
- “Supervisory Committee Notification” form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- Students completing the M.A. degree who intend to continue in the Ph.D. program must fill out and attach the "Change of Status" form.
- “Supervisory Committee Notification” form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- “Defense Notification” form. Submitted prior to a defense.
- “Recommendation for Candidacy for Doctoral Degree” form. Submitted after dissertation proposal has been approved.

6. Identify consequences for failure to make satisfactory progress

Consequences for students who fail to make satisfactory progress will be considered on a case-by-case basis by the Graduate Policy Committee. Typically, necessary supports will be identified during the Graduate Policy Committee’s annual review and offered to students. Students may be considered for termination from funding or from the program after consultation with the Assistant Provost for Graduate and Professional Education.

7. Protocol for grievance procedure if a student has been recommended for termination for failure to make satisfactory progress.

The decision to terminate for failure to make satisfactory progress is made by the Director of Graduate Studies and the GPC. All appeals of a recommendation for termination are determined by the Department Chair. If a student still has concerns regarding termination from the program, s/he can appeal to the Department Policy Committee (DPC). Any members of the DPC who participated in the initial decision (the Director of Graduate Studies and any members of the GPC) would be recused from this appeals process.

A. Degree Requirements

1. Required Courses

- There are 46 course credit hours required (not including thesis/dissertation credit hours), consisting of the following required courses plus electives – no more than 6 elective credits may be filled by independent study
- SOCI605 – Data Collection
- SOCI606 – Qualitative Methodology
- SOCI614 – Advanced Data Analysis
- SOCI612 – Development of Sociological Theory
- SOCI835 – Theoretical Criminology I
- SOCI836 – Application of Criminological Theory and Empirical Tests
- SOCI 698 – Teaching Social Science (1 credit)
- One of the following:
 - SOCI625 – Advanced Social Statistics
 - PSYC878 – Hierarchical Linear Modeling
 - SOCI676 – Advanced Qualitative Methodology
- SOCI969 – Dissertation (9 credits)

2. Non-registered Requirements

Comprehensive Exams. Doctoral students in our department must pass a comprehensive examination in one area of expertise and write a qualifying paper with a passing grade in the other area. Students may determine which of their two areas of expertise will be fulfilled via comprehensive examination and which will be fulfilled via the qualifying paper; it is strongly recommended that students seek the advice of an adviser in making this decision. Students are required to take either their comprehensive exam or their qualifying paper in one of the standing areas of expertise offered by the department. If the candidate wishes to be certified in a specialized area that is not listed above (for which there is no standing exam committee), she or he may petition to do so after securing the agreement of three (3) faculty members willing to serve as examiners in that area by providing reading lists, constructing and evaluating examinations and other certification requirements. The Graduate Policy Committee must review and approve the petition of the student and inform the Director of Graduate Studies and the Chairperson of the department of its decision.

An exam in any given area of expertise, e.g., deviance, will be offered once per semester, on a date to be determined by the Director of Graduate Studies in consultation with the exam committee chairs. The exam is typically given early in the semester (about three weeks after the start of any semester) or late in a semester (about three weeks before a semester ends). Comprehensive examinations will be administered to students in a common room with a maximum 6-hour time allotment and proctored by a faculty member.

There is one committee for each standing area of expertise (listed above). Exam committees are responsible for preparing reading lists, overseeing the respective curriculum in this area, and providing students with written guidelines to aid them in the selection of courses and preparation for examinations. Exam committees are responsible for designing the specific certification requirements for their particular area of expertise, preparing examination questions, and reading and evaluating exams. Published guidelines and reading lists are reviewed and revised as necessary, usually on a regular cycle of every two (2) years; reading lists are to trend toward equality in length across comprehensive exam areas and committees should make them available on the department website and in the sociology office to students at the beginning of the academic year. The GPC will oversee these requirements.

Members of exam committees and their chairs are appointed by the Chair of the Department. Committees are composed of at least three (3) members of the faculty, but committees may consult other members of the faculty with competence in the area during the preparation of exams and reading lists. Chairs of the committees are responsible for notifying students of their exam results within three (3) weeks (see discussion of grading below for more details). Committee Chairs are also required to notify the Director of Graduate Studies and the GPC of the results of examinations.

Minimal preparation for written examinations includes mastery of material on the reading lists provided by exam committees. However, reading lists are merely guidelines and should not be considered as the sole basis for examinations. Exam committees are responsible for clarification of the goals of reading lists, with specific attention to the question of whether such lists represent “minimal” or “exhaustive” definitions of the core literature. For each area of expertise the candidate is expected to be: up-to-date with the literature in the field at the time of the exam, able to discuss the most important controversies, issues and problems (in both theory and methodology) that exist in the field, and capable of evaluating existing theory and methodology and suggesting new direction of effort.

No area comprehensive exam shall require more than one course beyond the requirements of the PhD degree. The exam committee can, however, recommend additional courses. Recommended courses are those the committee advises, but does not require, students to take.

In addition to the written comprehensive exam in one area of expertise, students must write a qualifying paper in the other area. The same stipulations for course requirements as the area exam are required.

This paper should be of "publishable quality" (though it need not be submitted for publication) and should focus on specific issues within the literature, foundational pieces on the topic, and conclude with more specificity and application of the material relevant to the student's interests within the broad area of study. It should not be a dissertation proposal; rather, its intention is to evaluate students' critical thinking/analytic skills. A good model is found in the articles published in the journal *Annual Review of Sociology*. The paper must reflect the student's own work and not work done in collaboration with co-authors or faculty mentors. After the student turns in the qualifying paper, the exam committee will meet with the student to conduct an oral defense. Grading for the qualifying paper and dissemination of results will be the same as those stated for the comprehensive exam.

Papers will be due during the final week of classes of the semester, unless the student and exam committee agree on an extension (in which case a new due date will be set by the committee). Exam committees will provide guidance and feedback to students as they work on the paper; students must request feedback from the committee chair, who will in turn seek input from other faculty members.

Students are required to declare their intent to take a comprehensive examination or write the qualifying paper, in writing, within the first two weeks of the previous semester to the Director of Graduate Studies who will notify the relevant exam committee. The committee will schedule an interview with the student to explore his or her level of preparedness. Students are expected to provide committee members with written documentation of their preparedness in that area prior to the interview (e.g. courses taken, etc.). All Ph.D. course requirements, including any outstanding incomplete grades, must be completed before students are eligible to take Ph.D. examinations. Students are encouraged to complete both the exam and qualifying paper during the two semesters immediately after they complete course requirements.

In the case of a failing grade, the student must retake the exam or rewrite the paper in the following semester.

The outcome of examinations and qualifying papers is determined by majority vote. There are four possible outcomes: Pass with distinction, Pass, Conditional outcome, Fail.

Conditional Outcomes: Students receiving this grade are required to complete additional work within two months of formal notification of the committee's decision. If the committee is satisfied with the quality of the work, the student will receive a grade of Pass. If the committee is not satisfied with the quality of the work, the student will receive a grade of Fail.

Students earning “conditional” outcomes have the option, at the committee’s approval, to respond 1) orally or 2) by the traditional written form as indicated in the current policy. The student, in consultation with the area comprehensive exam chair and his/her mentor(s) will have two weeks to make the decision and notify the area chair and the Director of Graduate Studies. Within one week of formal notification of the grade, students will receive a detailed evaluation in writing from the chair of the exam committee. Students who fail a written exam or qualifying paper, or any part thereof, may request a re-reading from the original examination committee. This request is to be submitted within 20 days of the student receiving the detailed written evaluation.

Only one repeat of an exam in any area of expertise is permitted. Failure on a repeat examination or paper is a permanent failure for that area. Three failures of Ph.D. comprehensive examinations or qualifying papers in any combination shall result in dismissal from the program.

3. Procedure for petitions for variance in degree requirements

The interpretation of these policies and procedures is the responsibility of the Graduate Policy Committee. Petitions for waivers of any requirements are the responsibility of, and must have the approval of, the Graduate Policy Committee. Students may appeal decisions of the GPC following this procedure:

- Petition the GPC for reconsideration by adding additional information that the applicant feels may be significant.
- In the event the GPC does not change its decision, students may petition the full faculty. A 3/4 vote is required to overrule the GPC.

Students who allege they have been aggrieved because of perceived discrimination on the basis of race, sex, sexual orientation, handicap or because a member of the University community fails to follow published University or Departmental procedure should utilize the Student Grievance Procedure stipulated by University policy.

4. There are no grad minimums that deviate from University policy.
5. There are no courses that may not be used towards the degree.
6. There are no expectations of facility of expression in English.

B. Committees

1. Initial procedure for advising

Upon entry to the graduate program, students are matched with a faculty advisor with shared research interests. Students are then free to replace this advisor at any time.

Advisement occurs throughout the year through colloquia, workshops, and informal meetings. First-year graduate students are required to attend a pro-seminar, the goal of which is initial advising.

Each spring every student’s progress is assessed by the Graduate Policy Committee. For this assessment they submit a self-report of progress during

the year and a faculty member submits a letter describing the student's progress.

2. Student committees needed

It is the responsibility of the student to form a four-person Ph.D. dissertation committee, consisting of a chairperson, who must be a member of the department, and three additional members, two from within the department and one from an outside department. Faculty on joint appointments in the Department of Sociology and Criminal Justice are considered to be inside members of the department for the purposes of dissertation committees. After obtaining the written agreement of all members of the committee, the student must notify the Director of Graduate Studies. Subsequent changes in the composition of the dissertation committee also require the approval of the Graduate Policy Committee. Overlap in membership between the Graduate Policy Committee and the dissertation committee does not require those involved to disqualify themselves.

3. Deadlines for comprehensive exams

(See above)

4. Dates and grading of comprehensive exams

(See above)

5. Human subjects approval

There are no guidelines for research with human subjects beyond those of the University's Human Subjects Review Board.

6. Procedures for dissertation approval

Dissertation proposals should be worked out with the advice of the dissertation committee. The student makes a copy of the proposal available to the departmental faculty at least 10 business days in advance of the scheduled dissertation proposal defense date.

The Committee Chair communicates final approval of the proposal to the faculty and the Director of Graduate Studies. A signed copy of the proposal is placed in the student's permanent file.

The student is responsible for initiating the paperwork necessary for admission to formal candidacy by the University Coordinator of Graduate Studies. (Please consult the graduate catalog for specific time schedules). Students are expected to prepare copies of the dissertation for the departmental archives, the Chair of the committee, and those required by the Office of Graduate and Professional Education.

The bibliographic format and style of the dissertation must conform to the standards of the Office of Graduate and Professional Education.

All other requirements for the degree must be completed before the oral defense of dissertation can be scheduled.

Grading is limited to Pass or Fail, and a majority vote is required for any action. It is the responsibility of the Chairperson of the dissertation committee to notify the Director of Graduate Studies of the decision of the dissertation committee.

7. Obligations for finding committee members

It is the responsibility of the student to form a Ph.D. dissertation committee.

8. Obligations for changes in committee members
It is the responsibility of the student to replace a Ph.D. dissertation committee if necessary.
- C. Timetable and definition of satisfactory progress towards the degree
1. Academic load expectations
Students holding teaching or research assistantships involving specific responsibilities are required to register for a minimum of 6 graduate credits per semester. Please note, however, that in order to make normal progress through the program, it is typically necessary to take more than 6 credits per semester. Students holding a fellowship or scholarship with no work assignment are required to register for at least 9 credits of graduate level courses per semester.
Full time status is defined as 9 hours for unfunded students.
Students are expected to make continuing progress toward the completion of their graduate education. In order to assess their progress and professional development, each graduate student is required to submit a self-evaluation to the Director of Graduate Studies by April 15. The self-evaluation should cover the student's activities involving completion of required course work, area examinations, thesis or dissertation progress, professional engagement (publications, conference presentations, involvement in external funding activities, and participation in research projects other than the thesis or dissertation), teaching, and other relevant items. In addition, a letter from one faculty member of the student's choice should be submitted. Under ordinary circumstances we define "normal progress" as the following: Optimally, students continuing into the doctoral program are expected to complete the doctorate by the end of their fifth year in the program.
Optimally, full-time students entering the Ph.D. program with a master's degree from another program or university are expected to complete the doctorate by the end of their fourth year in the program.
 2. Grade requirements
Students must maintain a 3.0 GPA to maintain good standing. There are no grade requirements for specific courses.
 3. Thesis progress timetable
Students are expected to defend a completed thesis by the end of their second year. Appropriate timing for completing and (if a defense is selected) defending a thesis proposal varies and will be determined by the student and advisor.
 4. Dissertation defense guidelines
An oral defense of the dissertation proposal and of the dissertation are required. Each is administered by the dissertation committee. The dissertation student is responsible for notifying the faculty 10 days prior to each scheduled examination and to see that a copy of the dissertation proposal or dissertation is on file in the department office 10 days prior to the scheduled defense. The oral defense is open to the public, though the right of voting is reserved to the dissertation committee. Grading is limited to Pass or Fail, and a majority vote is required for any action. It is the responsibility of the chairperson of the

dissertation committee to notify the Director of Graduate Studies of the decision of the dissertation committee.

5. Forms required

- “Application for Advanced Degree” form. Submitted in the semester a student plans to graduate.
- “Supervisory Committee Notification” form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- Students completing the M.A. degree who intend to continue in the Ph.D. program must fill out and attach the "Change of Status" form
- “Supervisory Committee Notification” form. Submitted to Department when members of the M.A. thesis committee of Ph.D. dissertation committee have been formally selected and agreed to serve.
- “Defense Notification” form. Submitted prior to a defense.
- “Recommendation for Candidacy for Doctoral Degree” form. Submitted after dissertation proposal has been approved.

6. Identify consequences for failure to make satisfactory progress

Consequences for students who fail to make satisfactory progress will be considered on a case-by-case basis by the Graduate Policy Committee. Typically, necessary supports will be identified during the Graduate Policy Committee’s annual review and offered to students. Students may be considered for termination from funding or from the program after consultation with the Assistant Provost for Graduate and Professional Education.

7. Protocol for grievance procedure if a student has been recommended for termination for failure to make satisfactory progress.

The decision to terminate for failure to make satisfactory progress is made by the Director of Graduate Studies and the GPC. All appeals of a recommendation for termination are determined by the Department Chair. If a student still has concerns regarding termination from the program, s/he can appeal to the Department Policy Committee (DPC). Any members of the DPC who participated in the initial decision (the Director of Graduate Studies and any members of the GPC) would be recused from this appeals process.

IV. Assessment Plan

Multiple assessment methods are used to assess the following goals:

- Students will learn to conduct original research and demonstrate skills in academic instruction and service.
- Students will master the theoretical knowledge and methodological skills required for their chosen degrees and fields of study.
- Students will demonstrate comprehensive knowledge in at least two specialized areas within sociology or criminology.

Assessment methods include the following:

- As described above, the Graduate Policy Committee conducts an annual review of every student.

- Every two years, department administrators collect data on student publications, including co-authored publications with faculty
- Every year, department administrators collect data on graduated students' job placements.
- Every year, department administrators collect data on length of time until degree completion among students.
- Every year the Department's Graduate Council conducts a survey on students' views of courses, department policy, and supports necessary for degree progress.
- Comprehensive exam committees administer comprehensive exams and qualifying papers to ensure competency in substantive areas for all doctoral students.

V. Financial Aid

1. Types of awards, policy for granting awards, summer appointments, and number of years of support.

Financial aid is available to graduate students in the form of teaching assistantships, research assistantships, tuition scholarships, and University fellowships. Assistantships and fellowships consist of tuition and a stipend for the September-May academic year. Awards are competitive and merit-based. All funding decisions are made in consultation with the Graduate Policy Committee, the Director of Graduate Studies, and the Department Chair. Continuing students without funding may petition the GPC to be considered for future funding. Letters of petition should be sent to the Chair of the GPC by the end of the Fall semester in order to be considered for funding for the following academic year.

Appointments for Research Assistantships are made in consultation with the faculty member conducting the research, the Director of Graduate Studies and the Department Chair. Faculty who anticipate funding for a research assistantship for the following academic year are encouraged to contact graduate students to inform them of possible research assistantship opportunities and to identify qualified students who wish to work on their projects. Research assistantships on funded projects may be offered to students not currently funded by the University or Department.

Appointments for Teaching Assistantship are made by the Director of Graduate Studies in consultation with the Chair each semester. Faculty are required to submit a request for a teaching assistant form for each semester they are seeking an assistant specifying their expectations of the assistant (e.g., facilitation of classroom discussion, preparation and grading of examinations). The assignment of graduate students to faculty members should balance scholarly interests and professional objectives of the student and the teaching and research needs of the department. The Director of Graduate Studies may change assignments as necessary and make additional assignments if new sources of funding become available.

Typically, eligibility for student funding is limited to 2 years of funding for students with a B.A. to earn the M.A. degree, and 3 additional years for these

students to earn the Ph.D; for students entering with an M.A. degree, eligibility in typical cases ends after 4 years of funding. The GPC may recommend extending these time frames based on a student's progress toward his/her degree and individual circumstances, but there are no guarantees. Funded students are not required to apply for renewal of their financial aid. Student funding is renewed as long as they remain in good standing in the program. "Good standing" is defined as strong performance in coursework, satisfactory fulfillment of their research/teaching assistantship duties, and timely progress toward completion of the degree. The Director of Graduate Studies is in charge of monitoring student progress, in consultation with the Graduate Policy Committee.

2. Responsibilities of students on contract

Assistantships carry the expectation of twenty hours of work per week. University guidelines stipulate that students holding assistantships are expected to give their full-time attention to graduate study and their assigned assistantship work during the fall and spring semesters. Students receiving University fellowships are expected to devote their full time to graduate study and may not engage in any remunerative employment while holding the fellowship. Students holding tuition scholarships have no employment restrictions. All students receiving financial aid must maintain a minimum grade point average of 3.0. Students awarded assistantships must satisfactorily fulfill the requirements of their assignments.

3. Evaluation of students on contract

Evaluation of students' performance at assistantship duties are included in their annual evaluation conducted by the Graduate Policy Committee, discussed above.

VI. Departmental Operations

A. General student responsibilities

1. Up-to-date addresses, etc.

Students are asked by departmental administrators for their up-to-date contact information each year, including address, phone, and email.

2. Laboratories and research equipment

Not applicable

3. Hazardous Chemical Information Act

Not applicable

4. Vehicles

Not applicable

5. Keys, offices, mail, telephone, copy machine, computer terminals, etc.

Students will have access to departmental office space at a location to be assigned by the Director of Graduate Studies. Each will receive a key to access this space. Students will also have access to the departmental graduate student computer lab at 25 Amstel Ave., and to telephone services in their offices. Mail can be retrieved and copy machine used in 325 Smith Hall, in the Criminal Justice office.

B. Student government and organizations

Students are encouraged to join the Department Graduate Student Council, and to participate in Department events, including: colloquia, Department conferences, workshops, and receptions.

Students are also encouraged to join professional academic organizations and attend conferences held by these organizations, when possible and relevant. These may include:

- The American Sociological Association
- The American Society of Criminology
- The Eastern Sociological Society
- The Law and Society Association
- The Academy of Criminal Justice Sciences
- Society for the Study of Social Problems

C. Travel for professional meetings or presentations

Students are strongly encouraged to travel to professional conferences to present their work. The Department makes money available to students when possible to offset costs of travel. Students are also encouraged to seek funding opportunities from the College of Arts and Sciences, the Office of Graduate and Professional Education, and other units on campus.