

Graduate Student Handbook

PhD Program in Sociology

Department of Sociology
University of Colorado Boulder

Revised August 17 2023
(To be revised during AY 23/24)

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Introduction

This document summarizes relevant policies for the PhD program in the Department of Sociology at the University of Colorado Boulder (CU) and discusses expected timelines and milestones therein. Graduate students are subject to the rules described in the handbook. As the handbook is updated annually, some policies will undoubtedly change or be refined. Periodically, essential information will appear on gradsocy@colorado.edu, the department email list for graduate students. Much official business of the university occurs via email. Thus, all enrolled graduate students must have an email address on the @colorado.edu domain and check their email often, responding timely to any requests or inquiries.

Program

The PhD program in the Department of Sociology at CU Boulder seeks to train creative and productive scholars and teachers. For more information and to download a copy of this handbook, please visit www.colorado.edu/sociology/students/graduate-students.

Graduate Degrees Offered

The Department of Sociology offers graduate-level training leading to a PhD degree. To the greatest extent possible, the program seeks to:

- provide mentoring through one-on-one faculty-student relationships, student-student working relationships, and a yearlong ProSem course during Year 1 of the program
- give students clear and informed feedback on progress and standing in the program
- socialize students into the norms of the profession by informing them about professional expectations and practices not traditionally covered in substantive seminars
- train students to become competent teachers and researchers
- provide sound training in theory and methods

The department does not maintain a separate Master of Arts degree (M.A.) program and does not accept applications from students who wish to pursue an M.A. in sociology as a terminal degree.

However, there are three scenarios by which students may earn the M.A. degree:

- Students making satisfactory progress toward the PhD may wish to earn an M.A. degree as a sign of progress toward the PhD, particularly in conjunction with submitting their "Publishable Paper" requirement. To do so, students must meet the M.A. degree requirements outlined later in this handbook.
- Students making satisfactory progress toward the PhD may wish to earn an MA degree as a terminal degree when changes in their circumstances (e.g., change in career plans, relocation, family situations, etc.) result in their inability to meet PhD degree requirements and/or to continue in the program. Students wishing to pursue this option must receive approval from their advisor and notify the Graduate Program Assistant. If circumstances change and the student chooses to return to the graduate program within two years of receiving the M.A. degree, the department will readmit them.
- Students whose progress toward the PhD is below expectations can work toward the M.A. as a terminal degree after petitioning the Graduate Committee and receiving approval. If, in the future, they wish to pursue the PhD in this department, they must reapply for admission to the PhD program.

Detailed information on the requirements for the M.A. degree appear later in this handbook under three different scenarios: (1) a student submitting their successful "Publishable Paper" to satisfy the M.A. "paper" option under the Plan II *Exam* or reformatting their successful "Publishable Paper" to satisfy the M.A. under the Plan I *Thesis*; (2) a student failing to pass their Specialty Area Comprehensive Exam, but resubmitting revised answers to satisfy the M.A. terminal degree via the "exam" option under the Plan II *Exam*; and (3) a student failing to pass their "Publishable Paper", but resubmitting a revised paper to satisfy the terminal degree MA via "paper" option under the Plan II *Exam*.

Admission to the Program

The CU Boulder Sociology graduate program admits students only for a fall start. Completed applications must be submitted online to the Graduate School by the admissions application due date. Acceptance to the graduate program in the Department of Sociology does not guarantee admission by the Graduate School. In some cases, the department or the Graduate School may grant provisional admission. The department requires students who are admitted provisionally to complete 12 credit hours of graduate

work with a GPA of 3.5 or better during the first year. The department may require a student to fulfill additional requirements for provisional acceptance.

Transfer of Credit

In accordance with CU Boulder Graduate School policy, the department accepts a maximum of 21 graduate-level credit hours from another college or university toward fulfillment of the requirements of the PhD degree. Students may submit requests for transfer of credit only after completing 6 credits of graduate-level course work on the CU Boulder campus with an overall GPA of 3.0 or higher. Transferred credits do not reduce the minimum registration requirements, but can reduce the amount of formal course work required and can reduce the time required to fulfill program milestones (e.g., can affect the time at which students take their Specialty Area Comprehensive Exams). The department may recommend to the Graduate School dean that a maximum of nine graduate-level credit hours from another college or university apply toward the requirements of the MA degree for those students who plan to receive the terminal MA or the MA in progress. Students wishing to transfer credit toward the MA degree must first complete a satisfactory record of performance during at least one semester in residence. In summary, students may transfer 21 credit hours for the PhD and 9 credit hours for the MA. [Here is the Transfer Credit Form.](#)

Waiver Policy for Required Courses

The Graduate Committee does not usually grant waivers for required courses on the basis of graduate course work completed elsewhere. Required courses include:

- Logics of Inquiry (SOCY 7171)
- Classical Sociological Theory (SOCY 5201)
- Contemporary Sociological Theory (SOCY 5202)
- Stats 1 (SOCY 5111)
- Stats 2 (SOCY 6111)
- ProSem (SOCY6831)
- One advanced methods course (e.g., Qual Analysis [SOCY 7121], Historical Methods [SOCY 5350], Stats 3 [SOCY 7111])

Students who believe that they have completed graduate-level courses of equivalent depth and rigor elsewhere may submit a petition requesting a waiver of one or more of these required courses. The petition must include a brief letter explaining why the student wishes to waive the requirement, as well as copies of the syllabus, assignments, and the student's written works and final grades from the previous course. These materials should be submitted to the Graduate Program Assistant for review by the Director of Graduate Studies (DGS) before August 1 of the entering year or, for courses offered later than the first semester, two months prior to the start of the semester in which the relevant seminar is taught. The Graduate Committee will review the request in consultation with faculty teaching the required courses and decide prior to the start of the semester. Transfer of credit **does not** imply waiver of courses. Waiver of required courses is a much rarer occurrence and involves a separate request and deliberation process.

Advising System

Each incoming student must enroll in a yearlong Sociology Professionalization Seminar (ProSem) to help guide the student through the first year of the PhD program. Each incoming student will also be assigned a graduate student mentor. Under the first-year advising system, students are encouraged to discuss facets of the program in ProSem and with their student mentor, as well as to learn about the research specialties of the department. As the student progresses through required coursework and electives in the first two years of the program, they should develop their own research interests while getting to know faculty members in the department. Once a student has had an opportunity to meet faculty, decisions regarding long-term advisors should be made following their first-year experience.

By the end of Year 2, graduate students are expected to have identified their primary faculty advisors. Only members of the graduate faculty of the Department of Sociology (i.e., tenured or tenure-track faculty) or those specifically appointed by the Graduate Committee can act as primary advisors to graduate students. Although students find advisors in many ways, the procedure for doing so often begins by locating faculty members with interests that match their own. After an introductory meeting, the student and faculty member should discuss each other's expectations, capacities, and timelines. We encourage both the student and the prospective faculty advisor to review the Department's mentoring documents together (e.g., the "Expectations for Advising and Interactions Between Faculty and Students" document). Once a faculty member agrees to serve as advisor, the student should notify the

Graduate Program Assistant. Students should then work with their primary faculty advisors to select other faculty members to serve on their Specialty Area Comprehensive Examination Committee (SACEC, Year 3), their "Publishable Paper" Committee (PPC, Year 4), and their dissertation committee (Year 5 and Beyond). At any time, students may change advisors and may alter committee composition, but they are responsible for informing the Graduate Program Assistant and the affected faculty of any changes.

Demonstrate Adequate Progress

Students must meet the following minimum requirements to demonstrate adequate progress in the CU Boulder Sociology PhD program:

- maintain an overall grade point average of at least 3.5 and have no outstanding incompletes
- complete the course work equivalent of the "Preliminary Exams" by the end of Year 2 (as described in the section, ***Overview of Requirements for the PhD Degree***)
- receive satisfactory annual reviews
- pass the Specialty Area Comprehensive Exam by the end of Year 3
- fulfill the "Publishable Paper" requirement by the end of Year 4
- register continuously for at least 5 dissertation credit hours every fall and spring semester beginning spring semester of Year 3, extending through the academic term (including summer) in which the dissertation is successfully defended
- pass the dissertation proposal defense by the end of Year 5
- complete the requirements for the doctoral degree within reasonable time

Teaching Assistantships

Most students receive financial support by serving as teaching assistants (TAs), which are employment positions in the CU Boulder Graduate School. Graduate students in good standing are eligible for graduate TA positions. Teaching assistantships and instructorships, as well as research appointments, are awarded by the Department of Sociology or other campus units, but the work contract is with the CU Boulder Graduate School.

Depending on the type of appointment and the percent time involved, TAs may receive tuition waivers for a specified number of credit hours. Such appointments are contingent on adequate progress in the program as described in the previous section, ***Demonstrate Adequate Progress***.

Students may hold appointments in more than one department. However, the total of all appointments may not exceed 50 percent per semester (i.e., 20 hours per week, on average). Under certain circumstances, a student may obtain an appointment greater than 50 percent with the prior approval of their advisor, and having submitted a Petition for Graduate Student Overload Appointment form to the Graduate School. The form is available here: <https://grad.apply.colorado.edu/register/>. The maximum overload percentage allowed is 62.5 percent (i.e., 25 hours per week, on average).

Advanced students may be eligible to teach their own course as a Graduate Part-Time Instructor (GPTI). Students who have taught as GPTIs can also be assigned TA positions in the future, depending on the department's needs and the number of GPTI positions made available by the College of Arts and Sciences. In other words, having had a GPTI assignment in a past semester does not guarantee a GPTI assignment in the future.

For all PhD students, regardless of whether they receive the M.A. degree at CU or elsewhere, the total number of semesters of teaching support is 12 semesters, not including summers. Beyond 12 semesters, teaching assignments are granted only if the department has available positions (i.e., positions are guaranteed only through Year 6).

Situations sometimes arise, particularly those of a medical nature, which prevent students from completing TA or GPTI assignments. Students facing such circumstances should inform the DGS and the Graduate Program Assistant as early as possible to discuss potential accommodations or alternative arrangements.

General Funding Policies:

- **Definitions:** Most students receive financial support by serving as Teaching Assistants (TAs). TAs work with faculty members to assist in the teaching of larger undergraduate classes (usually at least 70 students). Teaching assistants may lead weekly recitations, grade assignments, photocopy or scan readings, maintain communication with the course instructor and enrolled students, and perform other class-related tasks. More advanced students may serve as Graduate Part Time Instructors (GPTIs), who design and teach a class on their own.

- The department's top priority is to fund all enrolled graduate students who are in good standing in Years 1-6 of the PhD program and who do not have other sources of funding in a given semester (e.g., an RA position or a fellowship).
- The department will also use feedback from annual reviews, students' standing in the program (i.e., adequate progress), and career stage/trajectory to prioritize students' funding beyond Year 6.
- Historically, we have often been able to offer TA positions and/or GPTI positions to students beyond Year 6, but this varies from semester to semester depending on teaching needs, student enrollments, and college decisions about GPTI positions.
- Exception: Students working from outside the area are not guaranteed teaching positions, including online positions with Continuing Education, even if in years 1-6.

Teaching Assignments via Sociology Department

We do our best to honor students' teaching preferences within the constraints of our departmental schedule needs. Decisions are ultimately based on the needs of the department: offering required courses, a diverse array of courses, and courses that have historically fully enrolled and that need teaching assistants, as well as assigning TA and GPTI positions to those with expertise in the course's subject area.

In terms of on-campus teaching assignments, priority is based on seniority (defined as year in the graduate program), up until Year 6. For the remaining teaching slots, we will prioritize year 7 students, followed by year 8 students, and so forth.

Teaching Assignments via Continuing Education

Continuing Education's (CE) online and in-person courses are not scheduled by the department, but we do coordinate our course offerings and student assignments with CE. We will continue to ask about your interest in teaching online and in-person courses for CE on the graduate student teaching survey. Note that a typical 50% teaching position within the Sociology Department is a one-course assignment, while each online course in CE counts as a 25% teaching position. Thus, graduate students teaching online for CE typically teach two courses per semester. Online teaching positions are not guaranteed for everyone who requests them.

When completing the graduate teaching survey, be sure to note your anticipated scheduling conflicts, especially any classes you plan to take that semester. If you inform us of your conflicts only after we have started announcing teaching assignments, we will try to accommodate you but may not be able to do so. If you do not get one of your teaching preferences, please do not take this personally or read it as any sort of demotion. We are not able to give everyone their top choice. We do try as much as possible to take your preferences into account.

Finally, please understand that the College of Arts and Sciences, not the department, makes the final decision about teaching positions and that the Graduate School controls students' enrollment in the university. So, the department will continue to do everything it can to implement the aforementioned policies, but it can ultimately be overruled by the Graduate School and/or college.

Changes in Student Availability

We aim to assign graduate students to TA and GPTI positions a semester in advance so that graduate students and faculty can adequately prepare for the semester, the department can ensure adequate funding for graduate students, and the department can allocate teaching positions to best meet department needs as well as accommodate student and faculty preferences. Last-minute changes to TA and GPTI assignments undermine these goals, risk our ability to maintain a strong undergraduate curriculum, and cost extensive staff time. Therefore, once teaching contracts are signed, graduate students are expected to fulfill the agreed-upon obligations. If a graduate student wishes to vacate their assigned teaching position, they should contact the Undergraduate Chair and Graduate Chair immediately to discuss the situation. The student is expected to fulfill their commitment until a suitable replacement can be found.

Within four weeks of the start of the semester, graduate students are expected to not vacate their teaching positions except in the case of a medical emergency or other serious and unexpected circumstance that makes the teaching assignment untenable.

Research Assistantships

The department encourages graduate students to pursue opportunities for funded research wherever possible. The department website features a link to potential funding sources, and students should work

closely with faculty advisors and student mentors to locate other sources of financial support. The department supports the efforts of other university units in which students may seek financial support for their research. Several of these are located within the Institute of Behavioral Science (IBS), which houses multidisciplinary research programs in the social and behavioral sciences. Details are available on the IBS website, <https://ibs.colorado.edu/>.

Overview of Requirements for the PhD Degree

Program requirements and timing for successfully fulfilling these requirements are outlined below. The Graduate Committee recognizes that students entering the program with an MA degree could move through the program more quickly than others (e.g., via transfer of credits), and that differences among students may affect individual courses of study. Students needing exceptions to the rules outlined or extensions to the established deadlines should refer to the section, ***Graduate Student Petitions***, at the end of the handbook.

Degree requirements include the following:

- ***Minimum Course Hours and Levels***

To earn a PhD, students must complete a total of 45 hours of course work credits, which can include independent study courses and/or guided research, and dissertation hours. At least 24 hours of these credits must be within the Department of Sociology on the CU Boulder campus. To qualify for graduate credit, all courses taken within the Department of Sociology must be numbered 5000 or above and assessment of student performance must be via a letter grade rather than assessed via "satisfactory" or "unsatisfactory" designations (formerly "pass" or "fail" designations).

- ***Required Seminars in the CU Boulder Sociology PhD Program***

- Logics of Inquiry (SOCY 7171)
- Sociological Theory (SOCY 5201)
- Contemporary Theory (SOCY 5202)
- Stats 1 (SOCY 5111)
- Stats 2 (SOCY 6111)
- ProSem (SOCY 6831)

- One Advanced Methods Seminar (e.g., SOCY 7121, SOCY 5350, or SOCY 7111)

- *Successful Completion of the Equivalent of "Preliminary Exams"*
 Satisfactory completion of the required classes during the first two years in the program successfully completes what the Graduate School refers to as the "Preliminary Examination." The criterion for satisfactory completion of a required course is a grade of B or higher, but the modal grade in CU Boulder Sociology seminars is an A. Although a B is technically a "passing" grade, any student receiving a B in a required seminar must meet with the Director of Graduate Studies (DGS) to assess their progress and standing in the program. Additionally, a student earning less than a B in a required seminar must retake the course as soon as possible as directed by the Graduate Committee. Failure to pass the seminar a second time will result in the DGS recommending that the Graduate School dismiss the student from the PhD program.

- *Successful Annual Reviews*
 Department faculty members and the Graduate Committee conduct reviews of all graduate students every spring. See the section, ***Annual Review and Report***, for more information.

- *Pass the Specialty Area Comprehensive Exams*
 Specialty Area Comprehensive Examinations will be administered the third week of September in Year 3 and again in the third week of February in Year 3. Students must complete the required 45 hours of course work before taking the specialty area comprehensive exam. Those students who enter the program with an MA degree and who plan to take their Exams in Fall Semester of Year 3 will need to (a) complete a full course load (i.e., three courses) every semester in Year 1 and Year 2, (b) complete the ProSem sequence in Year 1, and (c) transfer at least 7 credits. Students who plan to take their Exams in Spring Semester of Year 3 will need to (a) successfully complete a full course load every semester in Year 1 and Year 2, (b) successfully complete the ProSem sequence in Year 1, and (c) successfully complete a full course load in Fall Semester of Year 3.

- *Pass the "Publishable Paper" Requirement*

By the start of Year 5, students shall have successfully fulfilled the "Publishable Paper" requirement. Please refer to the section, ***Complete Publishable Paper***, below.

- *Successfully Defend a Dissertation Proposal*

Students should prepare a written dissertation proposal and orally defend it before their dissertation committee by the end of Year 5. For details, refer to the section, ***Year Five and Beyond***.

- *Complete and Successfully Defend the Dissertation*

Students should complete dissertation research and defend by the posted Graduate School deadline for orally defending the dissertation for graduation the semester the degree is to be conferred. Students should refer to the Graduate School's Thesis and Dissertation Specifications, available at www.colorado.edu/graduateschool/thesis-and-dissertation-specifications. Additional information appears in the section, ***Year Five and Beyond***.

- *A General Note on Time to Completion*

The Graduate School allows six years from the commencement of course work in a graduate program for completion of requirements, including the filing of the dissertation. However, starting in Year 6, a graduate student and their advisor may request an extension of the time limit. This request should be submitted to the DGS and the Graduate Program Assistant. If the request is approved, the DGS will forward the request to the dean of the Graduate School for the final decision.

Sequence Through PhD Program

The following is a typical sequence through the program:

Preregistration for Graduate Students

All graduate students should register as soon as possible after having been admitted to the program and/or after receiving registration materials. Graduate students who wish to enroll in independent study, guided research, dissertation hours, or master's thesis hours should contact the Graduate

Program Assistant at least two weeks prior to the start of an academic term. Students who register late may incur financial penalties and will find it difficult to enroll in desired courses. Failure to complete registration as soon as possible may also lead to the cancellation of graduate seminars due to insufficient enrollment. Registration info can be found at:

<https://www.colorado.edu/registrar/students/registration/register>

Year One

Required Seminars

Graduate students are expected to complete three seminars each semester, plus the two credit ProSem sequence.

Year One Required Courses, Fall Semester:

- SOCY 7171 (3 credits) Logics of Inquiry
- SOCY 5111 (3 credits) Stats 1
- SOCY 5201 (3 credits) Classical Sociological Theory
- SOCY 6831 (1 credit) Graduate ProSeminar

Year One Required Courses, Spring Semester:

- SOCY 6111 (3 credits) Stats 2
- SOCY 5202 (3 credits) Contemporary Sociological Theory
- SOCY 6831 (1 credit) Graduate ProSeminar

Year Two Required Courses (either semester):

- SOCY 7121, SOCY 5350, or SOCY 7111 or an "advanced methods" course recognized and accepted by the Graduate Committee

Graduate students may not postpone taking the required courses past the scheduled semester as listed in the Handbook unless they successfully petition the Graduate Committee for an exception as described in the section, ***Graduate Student Petitions***. Keep in mind that postponing required courses

increases the risk that the student will (1) have completed "Preliminary Examinations" by the end of Year 2 and/or (2) have completed 45 credits in time to be eligible to take Specialty Area Comprehensive Exams by the end of Year 3.

Department/Limited Credit Seminars

- SOCY 6831 (1 credit, each semester) Graduate ProSem
Students in their first year are required to attend the Graduate Sociology ProSem series. In Fall Semester, students will meet weekly with the DGS to discuss the Department's PhD program and expectations, introduce faculty members and their research, and to provide a communal forum for the cohort to discuss professional issues related to the discipline and academia more generally. In Spring Semester, meetings will be biweekly.
- SOCY 6851 (2 credits) (cross-listed) Interdisciplinary Professional Socialization Seminar
This interdisciplinary seminar for the social sciences features weekly topics with guest speakers on various issues related to professional socialization. Students workshop professional socialization materials at the end of the semester. This course is not required and may be repeated once for credit.

Grading Rubric for Required Sociology Seminars

Faculty members who teach required graduate seminars are asked to use the following grading rubric; those teaching other graduate seminars are urged, but not required to adopt it. Faculty members who choose *not* to adopt this rubric must state that they are not using the standard rubric and describe how their grading will work.

A	Consistently performs above expectations for the course
A-	Occasionally performs above expectations for the course
B+	Meets expectations for the course
B	Occasionally performs below expectations for the course
B-	Consistently performs below expectations for the course
C range	Unsatisfactory work for a PhD student

Note: While a B+ is a “meets expectations” grade, it is not expected to serve as a mathematical average for the class. That is, there is no expectation that half the students will perform above and half below a B+. An A grade is far and away the modal grade given in CU Sociology graduate seminars.

Develop Specialty Areas

From the time they enter the program, students should consider specialty areas and direct their work toward building a knowledge base in those areas. The specialty areas are those in which the student will become sufficiently qualified to teach and do research. To find examples of permissible "areas", see the Current Sections of the American Sociological Association: <https://www.asanet.org/communities-sections/sections/current-sections>. Also see the CU Boulder Sociology website for a list of specialty areas currently offered in the Department, which reflect faculty research strengths: <https://www.colorado.edu/sociology/students/graduate-students/comprehensive-exams>. Students should endeavor to take courses in their specialty areas. Throughout Year 1 and Year 2 of the program, students should identify faculty members who can provide mentoring in these areas. By the end of Year 2, students - with consultation with faculty in these areas - should have finalized a reading list for their Specialty Areas Comprehensive Exams. Students should then use summer months between Year Two and Year Three to prepare for their exams.

Year Two

Maintain Full-time Student Status

To maintain full-time registration status in Year Two, students must enroll in elective seminars for a minimum of 5 credit hours per semester

Complete "Preliminary Examinations"

Successfully pass "Preliminary Examinations" by completing the required coursework in good standing. That is, earn at least a B grade in all required courses, maintain an overall GPA of 3.5 or higher, and have no outstanding "Incomplete" (I) grades in required courses.

Form Specialty Area Comprehensive Examination Committee (SCEC)

The student's specialty area comprehensive examination committee (SCEC) administers the specialty area comprehensive examination in Year 3. This SCEC consists of three members of the graduate faculty,

chosen by the student in consultation with his or her primary faculty advisor. All members must be tenured or tenure-track graduate faculty of the Department of Sociology at CU Boulder and must hold current (regular or special) graduate faculty appointments. Students must advise the Graduate Committee of the members of their SCEC via the Graduate Program Assistant before the end of the spring semester of Year 2, and work with the SCEC to finalize a reading list. See the specialty comprehensive examination guidelines document for more information.

Prepare for Specialty Area Comprehensive Examination (Summer Months)

Students should use the summer months following Year 2 to read, summarize, and otherwise prepare for their Specialty Area Comprehensive Examinations.

Year Three

Maintain Full-time Student Status

To maintain full-time registration status in Year 3, students must meet the following criteria:

- Enroll in elective seminars for a minimum of 5 credit hours per
- Complete 30 credit hours (not including dissertation hours) by the end of year two to be eligible for funding in year three. The 30 hours can include independent study and guided research courses. Depending on availability, students may teach as GPTIs after completing 30 hours of course work. No more than 10 dissertation hours taken prior to the semester the specialty area comp exam is passed may count toward the total requirement. Also, students may take up to 10 hours the same semester as the specialty area comp exam. Thus, up to 20 dissertation hours taken through the semester the comprehensive exam is passed may count toward the required 30 dissertation credit hours required for the doctoral degree.

Specialty Areas Comprehensive Exam

The goals of the Specialty Areas Comprehensive Exam are: (1) to demonstrate broad knowledge in two areas of sociology, as a way of showcasing expertise and preparedness to teach and conduct research in those areas; (2) to exhibit high-level writing and thinking skills to integrate and critically engage with broad literatures; and (3) to read deeply in a student's areas of interest working towards identifying a potential dissertation topic. Students may petition the Graduate Committee for exceptions to the

guidelines based on their specific circumstances. See the "Specialty Areas Comprehensive Exam" Guidelines document for the most in-depth instructions, but general guidance is as follows:

Timeline

Specialty Areas Comprehensive Exams will be administered to students in good standing during two separate weeks in Year 3: (1) for students who have completed 45 credit hours by the start of Fall Semester of Year 3, exams will be administered during the *third week of September*; (2) for students who have completed 45 credit hours by the start of Spring semester of Year 3, exams will be administered during the *third week of February*. Students will have seven days to complete their final answers and return them to their SACEC.

Assessment

The SCEC will have about a month to read and evaluate the student's answers. Evaluation options include "pass" (i.e., satisfactory answers), "high pass" (i.e., exception answers [e.g., top 10%]), "revise and resubmit" (i.e., limitations that can and must be addressed in a revised document), and "fail" (i.e., unsatisfactory answers). The individual faculty members of the SCEC evaluate each of the answers separately and also assign an overall evaluation. The final evaluation is decided after faculty members share their evaluations with each other and discuss the student's answers. Specific feedback on individual answers is not usually shared with the student unless the overall evaluation is either a "revise and resubmit" or a "fail."

Terminal MA Degree Option

Students who fail to pass their Specialty Area Comprehensive Exam may resubmit revised answers to be considered for a terminal MA degree via the "exam" option. See the **Plan II: Non-Thesis/Exam Option** under the **Master's Degree Options** section below for details.

Year Four

Maintain Full-time Student Status

To maintain full-time registration status in Year 4, students must meet the following criteria:

- Enroll in elective seminars for a minimum of 5 credit hours per semester

Complete "Publishable Paper"

The "Publishable Paper" requirement is intended to give students extensive practice with the research process and hopefully result in a submission to a scholarly journal for possible peer-reviewed publication. The "Publishable Paper" requirements are:

- 1) Students must demonstrate that they can ask sociological research questions and/or articulate hypotheses, motivate these questions or hypotheses using sociological literature, and answer them using competent analysis of empirical data.

- 2) Students must demonstrate that they can accurately apply sociological theory and use relevant methods in a research project of their choosing.

- 3) Ideally, this paper will, with some additional work, result in a sole-authored publication in a peer-reviewed academic journal of the student's choosing. Should the paper require more extensive revisions, it might also result in a future co-authored publication with a faculty member, fellow graduate student, or other collaborator(s).

- 4) Through these competencies, the student should demonstrate that they will be ready to write a sociological doctoral dissertation.

Guidelines and Expectations for the "Publishable Paper"

1. Responsibility of the Student. The topic, framing, and approach need to be the student's own ideas, and the paper should be the student's own work. We define this as independently generating research questions, theorizing and/or summarizing relevant literature to the questions; analyzing data; and writing the paper. With advice from their primary faculty advisor, the student should identify two additional tenured or tenure-track Sociology faculty members to serve on the Publishable Paper Committee (PPC).

2. Role of the Advisor. The advisor should help the student clarify their thoughts, but make sure this paper represents the student's own thinking and skills. A suggestion for the early stages of the project is for the advisor to ask the student to bring a one-page memo detailing the topic, framing, and analytic

approach that the advisor can then talk through with the student. This memo should, ideally, be shared with the advisor during Year 3 of the program. As the paper progresses, the advisor should meet regularly with the student to support the writing process and should be willing to read and comment on one or more drafts. Both the student and the advisor should provide sufficient turnaround time for reading drafts and making revisions. Students may also want to workshop their paper in one of the departmental workshops to receive additional feedback on the work. Advisors and others can provide some editing support in the reading of the drafts, but the paper should not be so heavily edited or rewritten that it no longer reflects the student's voice, writing style, or original thoughts. The advisor should help the student understand how to conduct and interpret analyses more generally, but cannot help them analyze their specific data or write the paper. It is permissible to collaborate to eventually co-author the paper after it has been submitted and evaluated as the student's own "Publishable Paper" submission.

3. Previous research projects. It is permissible for students to use writing and analysis from earlier course papers for the "Publishable Paper." However, reusing a previous Master's thesis or an existing manuscript written to obtain a degree prior to entering CU is not permitted. If a student would like to use the data from that work for their "Publishable Paper" project, they must conduct a different analysis of these same data.

4. Theory and analysis. The paper needs to incorporate relevant theory and literature to justify asking one or more sociological research questions and/or articulating hypotheses, as well as analyze original or secondary empirical data using an appropriate method for the question(s). It must be original work that contributes to sociological theory and/or empirics (it can also contribute to other fields).

5. Writing support. Students are supported in the paper writing process through two optional mechanisms that provide both time and money. The first is summer funding after Year 3 for the student to work on their "Publishable Paper". The second is a three-credit "Publishable Paper" course offered in the Fall Semester of Year 4 as designated time for students to work on their paper, with a rough draft due in mid-December and recommended deadlines throughout the semester for turning in sections of the draft.

6. Formatting. The paper must be a minimum of 8,000 words and a maximum of 12,000 words, including references, tables, figures, and appendices. This length requirement mirrors typical standards in the field. It is important that the paper be clearly written, appropriately and consistently formatted, and free of typographical errors. A target journal does not need to be identified, but it may be helpful to have such a journal in mind to help focus on a potential audience and a desired style.

7. Submission guidelines. Students should include a cover sheet that includes the paper's title, their name, and the name of faculty who served as their "Publishable Paper" advisor and Publishable Paper Committee members.

8. Due dates. Due dates are December 31 or February 15. Papers must be submitted in Word or PDF format via email to both (1) the Graduate Program Assistant who will confirm receipt and (2) faculty members of their Publishable Paper Committee. The student chooses which date to submit the paper, and review should take about one to two months.

Review and Feedback

1. Process. After submission, the advisor and the other faculty members of the PPC evaluates the paper, The advisor and each of the faculty members of the PPC will provide a two- to five-page journal-style review to the student. They will also submit a confidential grading decision to the graduate committee based on a standard score sheet. In addition, each reviewer should indicate whether they think the paper is ready to be submitted to an academic journal. The advisor should also indicate how many drafts of the paper they have read and how many they offered to read.

2. Grading. Initial grading options are High Pass, Pass, Revise and Resubmit (R&R), or Fail. The operational definitions for each of the grading categories are:

"High Pass": This designation is reserved for truly exceptional work that the PPC views as ready for submission to a peer-reviewed journal in sociology (e.g., *Social Forces* or *Social Problems*) or a peer-reviewed specialty journal (e.g., *Demography* or *Gender & Society*).

"Pass": This designation is for papers that clearly meet, and in some cases even exceed, the requirements identified in this document.

If a student receives a "High Pass" or "Pass" from the PPC, they are to meet with their advisor to discuss next steps for preparing the manuscript for journal submission.

"Revise and Resubmit": Papers that have failed to meet one or more of the requirements identified in the "Publishable Paper" guidelines will receive an R&R designation.

Papers receiving an R&R will not pass unless they are improved, and they must be revised and resubmitted within *two months* of receipt using the same submission guidelines described above. The student will receive a list of points that must be addressed in the revision, with PPC members taking care to ensure that the required revisions can be adequately completed within two months' time. The student's advisor will hold a meeting to discuss the revision requirements with the student, but the revisions must be the student's own work. The same PPC will review the resubmitted paper, with the options of "High Pass," "Pass," or Fail."

"Fail": This designation is for papers that are plagiarized, are substantially incomplete, have not satisfactorily addressed R&R comments, have major flaws, and/or have failed to address very serious concerns raised by the advisor and/or faculty reviewers.

A Fail decision will trigger a substantial review of the student's standing in the program, resulting in a decision either (a) for the DGS to submit to the Graduate School that the student leave the program at the end of the Academic Year (i.e., conclusion of spring semester), or (b) to create a specific set of directives that the student must meet in the following year in order to remain in the program.

3. MA degree*. The department has an MA paper option for students wishing to receive a Master of Arts degree in Sociology. Students can optionally submit and orally defend their "Publishable Paper" for an MA degree. A student may pass their MA defense even if they have failed the "Publishable Paper" requirement. See the **Master of Arts Degree Options** section below.

*All defenses are to be held during the academic year (fall/spring semesters). In rare instances, a student may petition the graduate committee for an exception to this rule and the petition must be

endorsed by all faculty on the respective committee. Please use the Defense Scheduling Petition form in these cases.

Master of Arts Degree Options

The Department of Sociology does not have a separate M.A. degree program. However, students may obtain an M.A. degree in Sociology in transit to the Ph.D. if they wish, and students who will not be completing the Ph.D. requirements may pursue a terminal M.A. degree, pending approval by the Graduate Committee. The Department does not allow extra time for the completion of the M.A. degree. or **Plan II**, which requires an exam or submission of the 3rd Year Paper. Guidelines for each plan appear below. Regardless of the plan chosen, all M.A. students must complete a minimum of 30 semester hours of graduate-level credit. These 30 hours must include the required courses listed above. The 30 hours must also include at least six semester hours in at least two sociology seminars. Students may take a maximum of six hours of independent study. These may not be substituted for required seminars. Finally, all students must designate a M.A. Advisory Committee. This Committee must consist of at least three regularly appointed graduate faculty members from the Department of Sociology. Students select the members of the Committee and designate one as Chair. A candidate may, with the approval of the Chair of the Advisory Committee, place additional members on the Committee consistent with the rules of the Graduate School. Students must report the composition of the Committee to the Graduate Program Assistant, who will then submit the list to the Graduate Committee for approval. Committees do not have official standing until approved by Graduate Committee.

Steps involved in the M.A. process are:

1. Graduate Students wishing to earn either a terminal or en route Master of Arts degree (M.A.) must first petition the Graduate Committee. This petition consists of a letter indicating the student's reason(s) for obtaining an M.A. degree and, if relevant, stating why the student wishes to discontinue their pursuit of the Ph.D. This letter should also indicate whether the student will follow Plan I (*Thesis* option) or Plan II (*Exam* option). The student's primary faculty advisor must support this petition by sending a letter or email to the DGS.
2. The student must list the three members of the M.A. Advisory Committee. Only

one member may be from outside the department. If the student is submitting their "Publishable Paper" via the Plan II (*Exam*, "paper") option (see below), the Advisory Committee is often composed of the faculty who served on their PPC. If the student is pursuing a terminal M.A. degree via the Plan II (*Exam*, "exam") option after having received a "fail" on their comprehensive exams, the Advisory Committee is often composed of the faculty who served on their SCEC.

3. The Graduate Committee will review the petition and make a decision. The DGS or the Graduate Program Assistant will notify the student of the outcome.

4. Once the Committee makes a decision, the student must complete all of the Master's graduation paperwork. This paperwork will be available from the Graduate Program Assistant.

5. The student must submit a candidacy application, and the department will fill out the final exam form.

Paperwork can be found here:

<https://www.colorado.edu/graduateschool/academics/forms-current-students>

6. The Chair of the student's M.A. Advisory Committee needs to submit a final grade card after the defense or exam. Students are responsible for meeting deadlines posted on the Graduate School website.

<https://www.colorado.edu/graduateschool/academics/graduation-requirements/masters-graduation-information/deadlines-masters-degree-candidates>

Students may also contact the Graduate Program Assistant at the Department for this information.

Plan I: Thesis Option

Under Plan I, the student must complete a total of 30 credit hours of coursework at the 5000 level or above (including 4–6 Thesis credits, the required Theory and Methods sequence, and Graduate Forum I & II) with grades of B or better. The student must also write and defend a thesis. The student must register for thesis credit hours in the semester of their thesis defense.

Preparation of a Written Thesis

The thesis must demonstrate competent and independent scholarship and make a useful contribution to sociological knowledge. An M.A. thesis is shorter and entails less original research than a Ph.D. dissertation, but must meet the Graduate School's formatting requirement for a Thesis.

Plan II: Non-Thesis/Exam Option

Under Plan II, a student must complete 30 hours of course work at the 5000, level or above (including the required courses) and take a written exam in his or her major area within sociology. The Advisory Committee, here constituted as an examining committee, creates an *Exam* that will assess the candidate's mastery of knowledge within his or her specialty area(s) of sociology. The *Exam* ("exam") option is similar to the Specialty Areas Comprehensive Exam, but it shorter and more limited in scope and content. Indeed, the M.A. *Exam* "exam" is to be shorter and less comprehensive than the Specialty Area Comprehensive Examinations. The *Exam* ("paper") option is an article manuscript, and most students simply submit their "Publishable Paper" as their M.A. *Exam* "paper."

The Committee, in concert with the student, determines whether there will be an oral defense of the *Exam*, whether it be a discussion of the student's "exam" answers or a presentation of the student's "paper". If more than one committee member votes against passing, the candidate fails the *Exam*. Candidates who fail will have a second opportunity to take the *Exam*. The committee must specify what the candidate should do in preparation for the second version of the *Exam*. If the candidate fails the second time, the Department of Sociology has no obligation to provide another opportunity.

Students wishing to earn an M.A. are responsible for meeting deadlines posted at

www.colorado.edu/graduateschool/academics/graduation-requirements.

Click on the following link for detailed information on the step-by-step process for the MA in Sociology:

https://www.colorado.edu/sociology/sites/default/files/attached-files/masters_degree_process.pdf

Required Course Hours

By the end of Year 4, students must have completed 45 hours of course work, with 24 in the department. After passing the specialty area comprehensive exam, students must enroll in a minimum of 3 to 5 dissertation hours to fulfill the continuous enrollment requirement. Students should be aware

that enrolling in only 3 hours is considered *part-time* status, which is reserved for students not using campus facilities or resources.

Year Five and Beyond

Required Dissertation Hours

Students who have completed the specialty area comp exam must register for a minimum of five dissertation hours each fall and spring semester until passing the dissertation defense. Thirty total hours are required.

Formation of the Dissertation Committee

The student must work with their primary faculty advisor to form a committee composed of five tenure-track faculty members. The student must designate one member as the committee chair (usually primary faculty advisor), or two members as co-chairs. One "outside" member (i.e., non-Sociology tenure-track faculty) may co-chair, but not chair, a committee. The composition of the committee should be as follows:

- At least **three** members (chair included) must hold tenured or tenure-track regular graduate faculty appointments in the Department of Sociology at CU Boulder.
- A **fourth** member may be tenured or tenure-track regular graduate faculty from (a) the Department of Sociology, (b) another department on campus, or (c) off campus. For off-campus faculty, the Graduate Program Assistant will process the necessary graduate faculty appointment under a special category.
- A **fifth** member is designated as an "outside" member and may be from another department on campus, or from off campus. This person must hold a current graduate faculty appointment from a department outside the Department of Sociology.
- Students may, with the approval of the dissertation committee chair, add a sixth member if the addition is consistent with Graduate School policy.

Refer to the section, *Optional Primary and Secondary Committee Members*, above for guidance on assigning primary and secondary committee members. The Graduate Committee must approve the composition of the dissertation committee before the student begins work on the dissertation. The

student should provide the names, and primary or secondary designations, if used, to the graduate program assistant to obtain this approval.

Dissertation Proposal/Prospectus and Defense

Please see the Dissertation Guidelines document for more details. Students must write a dissertation proposal and orally defend it before the dissertation committee by the end of Year 5. Moreover, all defenses are to be held during the academic year (fall/spring semesters). In rare instances, a student may petition the graduate committee for an exception to this rule and the petition must be endorsed by all faculty on the respective committee. Please use the Defense Scheduling Petition form in these cases.

The proposal should offer a working outline of the project, developed prior to the defense and in concert with (especially) the chair and the primary members of the committee. The [Graduate Student Resources](#) page of the department website has some examples and potentially useful information. Formats vary widely, but proposals generally are between 30 and 60 pages long (excluding tables and references). Students are not expected to submit finished chapters of a dissertation at this time. In general, a proposal should establish the topic(s) under investigation, demonstrate mastery of relevant literature, and state the relevant questions that have arisen thus far. It should also clearly identify and present the methods and/or analytical techniques to be used in the research, keeping in mind that the need for additional or alternative strategies might arise as the research progresses. A timetable can help the student as well as the committee, but given the unpredictability of research, this, too, might be subject to change. In short, no specific requirements for a prospectus can apply to every project.

Students must allow committee members at least two weeks before an oral defense to review the proposal and determine project suitability. Committee members may suggest changes during this time. A student may officially work on his or her dissertation project only after the committee has approved the proposal or revised proposal with a majority vote. However, the work might well be underway (for example, as part of a course) at the time of the proposal/prospectus defense. The student must bring a [Dissertation Proposal Defense Report](#) to the defense. After obtaining signatures, the student must make two copies and follow the directions on the form for submission. An approved proposal is a contract between the committee and the student, who can expect to receive a PhD only if he or she fulfills the proposal's objectives and successfully defends the dissertation.

Dissertation Research, Writing, and Defense

Students should spend time in Year 5 and Beyond researching and writing their dissertation. The dissertation defense must be scheduled by the posted Graduate School deadline to orally defend the dissertation for graduation the semester in which the degree is to be conferred. Keep in mind that there are enrollment requirements if a defense takes place during a summer term.

Primary committee members should read chapters or sections of the dissertation in progress. Secondary members may elect to read only the last draft, but the committee member(s) and the student may negotiate this.

The Graduate School's requirements for the written dissertation appear in Thesis and Dissertation Specifications, posted on the Graduate School website at <https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-submission>

Once the student and the committee agree on a date and time for the dissertation defense, it is the student's responsibility to reserve a room and to notify the graduate program assistant of the exam at least three weeks in advance, providing the names of the committee members and the date, time, and location of the defense. As of 2020, students are able to defend via Zoom, subject to approval by the committee.*

* All defenses are to be held during the academic year (fall/spring semesters). In rare instances, a student may petition the graduate committee for an exception to this rule and the petition must be endorsed by all faculty on the respective committee. Please use the Defense Scheduling Petition form in these cases. The Graduate Program Assistant will then submit an examination report form to the Graduate School for approval of the dissertation committee.

The PhD dissertation defense is a public event, and any student or faculty member may attend. According to Graduate School rules, all committee members must participate in the defense, with the mode of participation (e.g., in person, remotely) defined by the committee and approved by the department. At least four committee members must evaluate the defense as satisfactory for the student to pass. Candidates who fail the defense will have a second opportunity to defend. The committee must specify what the candidate should do to prepare. The department has no obligation to give the student a third chance to defend the dissertation. A committee can (and usually does) require dissertation revisions even if the candidate passes the defense. In the case that a student fails the dissertation defense, they may reconfigure the dissertation committee partially or completely. The student will be required to redefend the dissertation proposal, and the time between the first defense and a subsequent defense must be at least eight weeks.

Annual Review and Report

Every spring, department faculty and the Graduate Committee conduct a review of all students enrolled in the PhD program. The process involves gathering information on student progress and student aims, identifying students who are struggling to make adequate progress, and providing those students with feedback for improvement. While the process focuses on helping students through the program, students who fail to respond satisfactorily to feedback may face probation or be recommended to the Graduate School for dismissal from the program.

The Graduate Committee, with input from faculty members teaching graduate courses, faculty advisors, and faculty supervising TAs or research projects, conducts a review of students' progress. Students who have not met minimum requirements as laid out in the section, ***Demonstrate Adequate Progress***, or students who are identified as struggling in one or more areas of the graduate program, may receive a plan with directive for continuing in the graduate program, containing concrete steps for returning to good standing in the program. Students who have not completed the plan satisfactorily within the specified time frame, or whose progress is far enough from adequate that a probation plan is not feasible, may be recommended to the Graduate School for dismissal from the program.

Collecting Information and Timeline for Completion

The Graduate Committee uses feedback from three sources for the review: students, primary advisors, and other faculty members.

- ***Student Progress Reports***

All students in the program are required to complete the Graduate Student Annual Report of Progress which includes all program requirements. In the report, students record course work, specialty areas, teaching assignments, status of comp exams, papers presented, awards and grants received, and other information relevant to evaluation. The student should articulate their plan for the coming academic year as well as their longer-term career plan. Students should assemble a CV (curriculum vitae) during Year 2 and to continue to update the CV in subsequent years. Every student must submit a progress report and CV to *both* the Graduate Program Assistant and their faculty advisor by the specified date, usually in March or April.

- ***Faculty Advisor Assessments***

Each faculty member should assess whether individual meetings with their advisees are necessary prior to writing assessments of advisee progress. Such meetings should happen by the

specified date, usually in March or April. Faculty advisors should then complete advisor assessments (form available on the department website) for each of their advisees. Part of the assessment includes the faculty advisor's estimation of whether the student meets, exceeds, or does not meet department standards for normal progress through the program. Faculty advisors must submit their assessments to the graduate program assistant by the specified date, usually in March or April.

- *Other Faculty Assessments*

The Graduate Committee collects additional information from all department faculty to identify students who are struggling in the program and to learn about all students' standing and progress. Thus, we ask that any faculty member who has worked with a student in the past year complete a faculty assessment. Faculty members should assess students whom they have had in classes, have directed independent studies or guided research for, have had as teaching or research assistants, or have worked with in any other significant capacity.

Review Meeting

Using input from students, advisors, and other faculty members, the Graduate Committee will meet to identify struggling students. Any student who has received a B (or lower) in any class or a B+ in two or more classes, any student who has an overall GPA lower than 3.5, and any student identified by faculty members as not making satisfactory progress will be discussed. The faculty will then hold a review meeting to discuss those students and assemble feedback for them. The faculty members of the Graduate Committee will be present for all assessments; other faculty members will be invited to participate for those students with whom they have worked in any capacity.

Providing Feedback

The DGS will assemble feedback to be directed to the students identified, with an emphasis on areas in need of improvement and specific suggestions for how to work toward improvement in these areas. Following the annual review, the student's advisor will be expected to meet with the student to convey the findings by May 31. Students who are progressing satisfactorily will receive an email notification to that effect. For students who have been identified as struggling (a) in many different facets of graduate life, and/or (b) particularly much in one specific area of the program requirements, the Graduate Committee, after consultation with the student's advisor, may choose to give the students directives for

continuing in the graduate program (which should be held in strict confidence). This status will come with a clear set of directives for improvement that the student will be expected to meet by the following annual review to stay in the program. The directives will be spelled out in a Report with Directives for Continuing in the Graduate Program form. Copies of the report must be filed with the faculty advisor, the DGS, and the Graduate Program Assistant, with the student retaining the original. If at the following review, the student has not made the necessary improvement, the DGS will recommend that the Graduate School dismiss the student from the program.

Leave of Absence Program

The leave of absence program allows students who have not yet passed the comprehensive exam stage to leave the graduate program for a specified period without penalty. Students who have passed the comprehensive exam and wish to take time off should notify the Graduate Program Assistant by email or in writing.

Doctoral candidates, who are required to maintain continuous registration, are permitted to take a leave of absence for parental leave and may petition for an exception to take a leave of absence when other extenuating circumstances exist.

Students in good standing who wish to take time off must:

1. Petition the Graduate Committee for approval.
2. Apply for a leave of absence through the Registrar's Office.

The graduate leave of absence application is available on the Registrar's Office website, www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence. The student is responsible for obtaining all required signatures. The \$50 fee must accompany the application, with all required signatures, or it will not be processed.

A student who does not register for fall or spring and does not apply for a leave of absence will be discontinued and must reapply for admission to the university to resume graduate study at CU Boulder. Taking a leave of absence does not extend the six-year time limit but may be used as a reason for requesting a time extension.

Graduate Student Petitions

Students may petition the Graduate Committee to request exceptions to rules when extenuating circumstances exist. A petition should take the form of a concise memo or letter, depending on the amount of explanation required. Students should address petitions to the Graduate Committee. The text of the petition should include:

- a summary of the issue
- a statement of student's preference of "audience" for the discussion of the petition (Elected student representatives to the Graduate Committee will be included in the committee's deliberations of the student's petition only by request of the petitioner.)
- the names of the student's relevant committee members (e.g., if having not yet taken comprehensive exams, the relevant committee would be the student's SCEC; if the student has passed exams but are currently working on their "Publishable Paper," the relevant committee would be the student's PPC)
- the signatures of the student and his or her faculty advisor

Students should submit petitions to the Graduate Program Assistant and the DGS. In general, the Graduate Committee places petitions on the agenda of the next meeting following the DGS's receipt of the petition. The Graduate Committee meets monthly during the academic year but not during the summer. Students should plan to submit petitions in time for consideration during the fall and spring semesters. The committee considers petitions on a case-by-case basis. The outcomes of past petitions submitted to the Graduate Committee do not constitute policy and in no way indicate the possible outcome of future petitions submitted by other students.

Plagiarism

Plagiarism is a serious offense. In cases of suspected plagiarism, the Graduate Committee will meet with the student's advisor to review the evidence and determine the appropriate action for the student.

Detailed information on the university's academic integrity policy is provided at

www.colorado.edu/policies/academic-integrity-policy.

Appendix

Official Department Email Lists

facultysoy@colorado.edu

This email list is for Department of Sociology faculty members only. Faculty members use this list for both official department communication and for personal communication among faculty. Graduate students may not subscribe to the *facultysoy* email list. However, they may ask the staff to forward an email to the *facultysoy* list if the content of the message relates to official department business. Graduate students should not ask to post personal messages to the *facultysoy* list.

gradsoy@colorado.edu

This email list is for official department communication with graduate students. All graduate students in the Department of Sociology are required to subscribe to this list, and faculty members may subscribe to *gradsoy* if they so choose. Graduate students are required to check their official university account regularly. This is the only formal means of communication for graduate students in the Department of Sociology. Graduate students and faculty members may post to *gradsoy* if the content of the message relates to official department business. Graduate students or faculty members should not post personal messages to the *gradsoy* list.

Potentially Helpful Websites

Commencement: www.colorado.edu/commencement/

Disability Services: <https://www.colorado.edu/disabilityservices/>

Financial Aid Office: www.colorado.edu/financialaid/

Graduate School: www.colorado.edu/graduateschool/

Graduate School Forms: <https://www.colorado.edu/graduateschool/academics/forms-current-students>

Graduate School Grievance Process and Procedures:

https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final_linked.pdf

Graduate Teacher Program (GTP): www.colorado.edu/gtp/

In-state Tuition (Establishing Residency): www.colorado.edu/registrar/state-tuition

Registrar's Office: www.colorado.edu/registrar/

Transcript Ordering: www.colorado.edu/registrar/transcripts

Tuition and Fees: <https://bursar.colorado.edu/>

United Government of Graduate Students (UGGS): www.colorado.edu/uggs/

VPN Setup: www.colorado.edu/oit/services/network-internet-services/vpn

Writing Center: www.colorado.edu/pwr/writingcenter.html

Feedback and Reporting Mechanisms

To report concerns of any kind, you may use the anonymous form on the front of the Sociology

Department Website: <https://www.colorado.edu/sociology/>

There are also two student representatives on the Graduate Committee. They have a google document for anonymous feedback which they check regularly and report to the Committee. This document is regularly circulated on the GradSoc list. Concerns of any kind may be reported on this document.

Town Halls: Each semester the Graduate Committee schedules a Town Hall meeting to update students about current developments in the department. These are also occasions at which students are encouraged to ask questions or discuss any concerns. The Town Halls will be announced on GradSoc.

University Reporting Mechanisms and Confidential Resources (including the Ombuds Office, the Office of Victims Assistance, and Counseling and Psychiatric Services:

<https://www.colorado.edu/studentaffairs/confidential-reporting>

<https://www.colorado.edu/studentaffairs/confidential-resources>

This handbook is also posted on the website:

<https://www.colorado.edu/sociology/students/graduate-students/resources>

The Department Website also hosts many useful resources, including specific guidance for the comprehensive exams, dissertation proposals, and lists of grant/fellowships and other funding sources.

See: <https://www.colorado.edu/sociology/students/graduate-students/resources>.