

GRADUATE PROGRAM PROCEDURES

**Department of Sociology
The University of Tennessee**

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GRADUATE STUDY IN SOCIOLOGY

The University of Tennessee graduate program in Sociology offers graduate study leading to a Master of Arts degree and a doctoral degree. Program goals include advancing sociological theory and sociological research, assessing and addressing issues of social justice, and promoting quality teaching of sociology. The opportunity to pursue any combination of these goals is aided by the substantive breadth and diverse research styles of the distinguished faculty.

Training is given in both quantitative and qualitative methods. Quantitative research support services include easy access to computer facilities and a bank of secondary data sources. The Department offers an interdisciplinary minor in statistics, as well as advanced survey research training. Among the qualitative research support services are established contacts with the Oak Ridge National Laboratory, and communities and social groups in Appalachia. Faculty members are presently engaged in qualitative research in urban Mexico and on the careers of criminals. In addition, students are assisted with the development of their own specialized interests.

Early in their professional training, students with graduate teaching assistantships (see below) have the opportunity for supervised teaching contact with undergraduate students. Advanced students awarded teaching associate positions teach independent sections of General Sociology and Social Justice and Social Change.

DEGREE PROGRAMS

Both the master's and the doctoral programs permit students to pursue a variety of career directions; both allow for the construction of individually tailored programs of study. Students have ample opportunity for "hands on" experience in the application of knowledge because the Department offers teaching and on occasion research assistantships, as well as other opportunities for professional growth.

The **M.A. program** is designed to accommodate the various career plans of students. Students may pursue a program of study that prepares them for doctoral level work or pursue a more general course of study. A student may select a master's program that includes preparing a thesis or completing additional course work and a written examination.

The **Ph.D. program** is also designed to facilitate preparation for academic, as well as non-academic professional careers. All students must demonstrate competence in sociological theory and research methodology through their course work, examinations, and a dissertation.

FUNDING

Each spring, the Graduate Awards and Admissions Committee awards graduate assistantships and associateships (for the coming academic year) to selected new and continuing students on the basis of merit. Graduate Teaching Assistants (entering master's degree students and doctoral students with fewer than 18 graduate semester hours in sociology and related areas) assist with teaching and advising activities. Graduate Teaching Associates (students with at least 18 graduate semester hours in sociology and related areas) may be assigned either to teach independent sections of general sociology or social problems or in special cases upper-division courses in their areas of specialization. These positions provide a stipend for two semesters of service, as well as health insurance and a remission of tuition and other fees as designated by the University.

The Graduate Awards and Admissions Committee's decision-making process for funding reflects faculty's two critical goals for the Graduate Program: to support and reward continuing students making progress in the program; and to admit and support the best qualified applicants in numbers sufficient to sustain the program in the future. Students admitted without funding are eligible to apply in the future. Once a student is funded, she or he typically will be refunded unless she or he fails to maintain "normal progress" as a student and to perform well as an assistant. Normal progress involves the timeliness of the student's completing various program requirements are outlined below and in the Appendix. Normal progress for the M.A. means that the student is on-track to earn the degree in two years; normal progress for the Ph.D. means that the student is on track to earn the degree in four years. In evaluating progress, presentations at professional meetings and publications are another consideration. The Office of Graduate Studies limits the offering of assistantships at a maximum of 8 years. Consequently, with documentation of extenuating circumstances, it may be *possible* to obtain three years of funding for the M.A. and an additional five years of post-M.A. funding for the Ph.D. Students who enter with M.A. degrees would be eligible for a maximum of five years of funding.

Each spring, students' files are reviewed to evaluate their progress and eligibility for continued funding. The files contain course grades, examination grades, as well as students' plans of study and annual reports on their activities. Advisors and faculty members who have worked with students submit written evaluations of students every spring. The faculty evaluations address class performance, teaching effectiveness, assessment of the student's strengths and weaknesses, and progress toward the degree.

The criteria for funding new applicants are GRE scores, GPA, and recommendation letters. International students are eligible for consideration for funding as teaching assistants when their scores on the SPEAK test meet the English proficiency standards set by the University. Criteria for the evaluation of current students without funding include initial admission information (GRE scores, pre-admission GPA, recommendation letters), performance in the program and faculty evaluations. The student's annual report of activities and the Advisor's Report document progress since entering the program. Thus, students should meet regularly with their advisors to assure that they have all the supportive information necessary for making funding recommendations.

Each member of the committee independently reviews and evaluates the files of all applicants for funding. Committee members' rankings of continuing students and new applicants are then compiled. The members of the committee meet then to reach a consensus on rankings.

Among funded students, choice of time for teaching a course and course are based on progress through the program. Typically, first choice is given to dissertation students. Then, the number of exams that have been passed are used to as the criterion. Next in line are students who have completed the MA degree followed by MA students who have completed more than 18 graduate credit hours.

Individual professors, conducting funded research, sometimes have openings for research assistants. The Graduate Awards and Admissions Committee does not make such appointments. Typically, professors solicit applications for such positions.

The Office of Graduate Studies awards a limited number of Fellowships each spring. Students must apply directly to the Office of Graduate Studies for these fellowships. Application materials are available from November through January in the Office of Graduate Admissions and Records. Completed applications are due by February 15. Awards are announced by March 15.

Extraordinary circumstances may require a student receiving departmental support to resign his/her position during the academic year. In such cases, the student must file a letter with the Head of the Department and copied to the Chair of the Graduate Awards and Admissions Committee in which s/he describes the extraordinary circumstances necessitating her resignation. Until such letter is filed, the student remains fully responsible for assigned duties in research and/or teaching. The letter should be filed as early as possible to allow time to find an adequate replacement. The letter becomes part of the student's departmental file and will be a factor in a later funding decision, if the student re-applies for support.

Students who are not accepted into a degree program are not eligible for departmental assistantships/associateships or for loans through the Financial Aid Office.

ORIENTATION OF NEW STUDENTS AND PLANS OF STUDY

All incoming graduate students should report to the Graduate Coordinator as soon as they arrive on campus. The Chair of the Graduate Awards and Admissions Committee and the Department Head will inform graduate assistants and associates of their teaching and/or research responsibilities. The Graduate Coordinator will appoint a temporary advisor for each student. As they become familiar with more faculty members, students are encouraged to seek an advisor whose interests most closely parallel their own. Every student must have an advisor. Each semester the advisor must approve the student's program. Faculty advisors work closely with their students in planning their programs of study. Such Plans of Study should be placed in student files during the first semester of residence and updated on a regular basis. (Plans of Study forms are available from the graduate secretary.)

M.A. DEGREE PROGRAM

Course Work:

The following core courses must be taken by all Master's degree students:

- Sociology 521 (Sociological Theory I);
- Sociology 531 (Research Methods in Sociology);
- Statistics 531 (Statistical Methods for the Social Sciences I); and
- One "foundations" course (viz., Sociology 504, 505, 507, or 560)

(Total: 4 courses for 12 credit hours.)

Master's degree students may elect a thesis or non-thesis program. Students hoping to pursue a Ph.D. in this or another department are very strongly encouraged to take the thesis option.

Students have 6 calendar years from the time of first enrollment to complete their degrees.

A committee composed of the major professor and at least two faculty members at the rank of assistant professor or above should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy. This committee is responsible for assisting the student in planning a course of study, carrying out research, and assuring fulfillment of the degree requirements. If the student has a minor, one member of the committee must be from the minor department.

Most students pursue coursework within one or more interest areas. The department recognizes the following interest areas, each of which addresses some aspect of social justice:

Criminology analyzes, first, the social origins of and process through which laws and norms become socially and politically legitimated (examples include the creation of new statutes or the process through which sexual norms change). Secondly, the processes and consequences of interpersonal or bureaucratic reactions to deviance (entities studied include the police, correctional apparatus, and regulatory agencies) are explored. And third, the process of rule breaking (examples include the origins of rule-breaking behavior, and the organization and activities of rule-breakers) are analyzed.

Environmental Sociology analyzes the social bases of environmentalism, including the conditions underlying grassroots environmental movements, community mobilization, and growing concern with sustainable urban ecology and development. Instruction is provided in environmental sociology, social movements and collective behavior, demography, human ecology, qualitative and quantitative design and analysis, and demographic techniques. Faculty *members* maintain research ties with a large number of area organizations and programs.

Political Economy analyzes the political and economic foundations of change in global society; it examines contemporary issues in the context of large-scale and long-term historical shifts to understand continuity and change in global society and local communities. Instruction is provided in the sociology of development, and political, economic, and social institutions and categories such as classes, the state, race and ethnicity, gender, markets, and social, nationalist, and revolutionary movements.

Students may alternatively pursue the **Special Studies** option, which allows those who cannot achieve their educational goals within the three primary interest areas to recruit a committee and develop a more individualized course of study. Individualized programs are possible in a number of areas because of the diverse interests of the sociology faculty as well as established working relationships with faculty in allied departments. Recent M.A. and Ph.D. recipients have specialized in social psychology, family, sociology of education, and research methods.

THESIS OPTION

A minimum of 30 credit hours beyond the bachelor's degree, including 24 hours of course work and 6 hours of Thesis 500, is required. At least two-thirds of all credits must be completed in courses numbered at the 500 and 600 levels. Those courses numbered at the 400 level may only be taken in departments that have an accredited graduate program. With the approval of your committee, up to 12 credit hours may be taken in departments other than sociology.

When a decision is reached on the selection of a thesis topic, you should consult with the proposed advisor and obtain his/her consent to direct your thesis work. You and the major professor then consult on the selection of at least two faculty members to serve as committee members. A formal designation of your committee must be submitted to the Department Head for approval. (This task involves completion of a form specifying a major professor and committee members.)

Your thesis advisor assumes a primary role in the direction of your thesis. Thesis committee members aid in the formulation of the research. You must submit a written thesis proposal to all committee members at least one week before a formal meeting of your committee is convened. At the proposal hearing committee members provide suggestions on your proposed research. Their approval is required before you proceed with your research.

Any change in the composition of your committee must be formally made at least ONE MONTH prior to your final oral examination to provide the new committee member with time to become familiar with your thesis work.

Application for admission to candidacy for the master's degree should be made as soon as possible after the student has completed any required prerequisite courses and 9 hours of graduate course work with a 3.0 average or higher in all graduate work. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Office of Graduate Studies no later than commencement day of the semester preceding the semester in which he/she plans to graduate.

ORAL COMPREHENSIVE EXAMINATION. To meet the state guidelines for an "oral comprehensive examination" during which the student demonstrates "the breadth of knowledge in the discipline, depth in specific areas, and the ability to integrate what has been learned," the student's master's committee will administer an oral examination, as follows:

- The exam will include one question drawn from general sociological theory and one question from research methodology.
- The student must answer at least one question in the area he or she designates as an interest area.
- The student must exhibit basic statistical knowledge in at least one of the questions. The exam typically is administered at the same time as the "Final Oral Examination on Master's Thesis" (see below)

FINAL ORAL EXAMINATION ON MASTER'S THESIS. Copies of your thesis MUST be presented to your committee members at least TWO WEEKS before the scheduled date of your final oral examination. A final oral examination on the master's thesis is given at the end of the program. This examination must be passed before the M.A. degree is granted. The completion of the thesis satisfies the state requirement of a culminating experience. The committee reports the results of the examination to the faculty

The final oral examination on the thesis must be passed at least three weeks before the final date for submission of the theses to the Office of Graduate Studies. A notice of the time and place of the oral examination must be posted in the departmental office at least ONE WEEK before the examination. Immediately after the oral examination your committee chair must file in writing (a) whether you have satisfactorily completed your M.A. degree requirements and (b) whether the committee believes you are a suitable candidate for doctoral study. Two copies of the thesis must be deposited with the Office of Graduate Studies and one copy with the Department of Sociology. You may desire additional copies for your major professor and yourself.

NON-THESIS OPTION

Students planning to pursue a Ph.D. in this department are very strongly encouraged to take the thesis option. A minimum of 30 credit hours beyond the bachelor's degree is required. At least two-thirds of all credits must be completed in courses numbered at the 500 and 600 levels. Those courses numbered at the 400 level may only be taken in departments that have an accredited graduate program. With the approval of your committee, up to 12 credit hours may be taken in departments other than sociology.

When a decision is reached on your plans and who might be a suitable major professor, you should consult with that faculty member and obtain his/her consent to direct your course of study. You and the major professor then select a minimum of two faculty members to serve as your committee. The chair and at least one other committee member must be members of the Department of Sociology.

Students plan their course work in consultation with their committees. A general plan must be submitted to the Graduate Coordinator for approval.

ORAL COMPREHENSIVE EXAMINATION. To meet the state guidelines for an oral comprehensive examination for M.A. students during which the student demonstrates "the breadth of knowledge in the discipline, depth in specific areas, and the ability to integrate what has been learned," the student's master's committee will administer an oral examination, as follows:

The exam will include one question drawn from general sociological theory and one question from research methodology.

- The student must answer at least one question in the area he/she designates as a specialty.
- The student must exhibit basic statistical knowledge in at least one of the questions. The exam typically is administered during the same week as the "Final Written Examination" (see below).

This examination, which may be repeated once, must be passed before the M.A. degree is granted. The student's advisor is responsible for placing in the student's permanent file a brief summary of the results of the oral exam. This report should be signed and dated by the student's advisor. The examination results are reported to the faculty for its information.

Additionally, the student must prepare a report—e.g., on a practicum or an internship or on a subject that permits synthesis of knowledge—of approximately 20 pages.

The non-thesis option has flexibility for providing either depth or breadth in structuring a student's course of study. Students may select one of two plans: Plan A (Concentration and Secondary Area) or Plan B (Special Studies).

Plan A: Concentration and Secondary Area. The student takes at least six credit hours in one of the department's *interest* areas and is given a final written examination over this area at or near the end of the relevant course work. (See "Final Written Examination.") The student also completes an approved secondary area by taking at least six credit hours of course work. The secondary area may be chosen from outside the department, subject to the approval of the student's advisory committee. One representative of a candidate's secondary areas must be on the advisory committee. Any one of the following options may be chosen for the secondary area

- Student works with committee to select appropriate courses in the department. Tutorials may be included, so that the six hours may be said to represent an interest. The student presents a paper based on or relevant to the entire six hours of course work.
- Student works with faculty member in supervised way and earns course credit hours for the work, e.g., by taking Sociology 592 [Off-Campus Study]. The

student writes paper at end of experience, which demonstrates understanding of research, theory, and report writing.

An initial understanding of the plan of action should be submitted to the Graduate Coordinator.

Plan B: Special Studies. The student completes at least twelve credit hours in a special course of studies, subject to the approval of the student's advisory committee and the Graduate Coordinator. The student must pass a final written examination over that special area of study (to be constructed and administered by the student's advisory committee) at or near the end of the relevant course work. (See "Final Written Examination.")

An initial understanding of the plan of action should be submitted to the Graduate Coordinator.

FINAL WRITTEN EXAMINATION

The student must apply to the committee at the beginning of the academic semester in which the final written examination (under Plan 1 or 2) is to be given. The examination must be scheduled and taken in accordance with procedures outlined by the Office of Graduate Studies. Departmental committees offer non-thesis final exams approximately one month before the end of classes (specifically, exams are given two weeks before the Office of Graduate Studies' published "Last Day to Take Final Examination, Non-Thesis Students." In preparing questions for this examination, the committee takes into account the student's graduate course work and areas of interest. Each student has two attempts to pass the examination. Committees report the results of examinations to the faculty for its information. A set of the questions and the student's answers are to be placed in the student's permanent file by the student's advisor.

PH.D. DEGREE PROGRAM

The Department of Sociology has a Ph.D. program that permits students to pursue interest areas that reflect the areas of faculty expertise. All students must acquire the basic theoretical and methodological skills required to be research scholars.

Course Work

All Ph.D. student must take the core courses listed below. Students that did not take Sociology 521, 531, and Statistics 531 or their equivalents, if from another degree program, must compete them or their equivalents. In such cases, the course credits do not count as part of the minimum number of hours required for the Ph.D.

- Sociology 622 (Sociological Theory II);
Sociology 534 (Advanced Sociological Analysis),
or Sociology 563 (Demographic Techniques),
or Sociology 633 (Survey Design and Analysis),
or Sociology 636 (Field Research); and
- Statistics 532 (Statistical Methods for the Social Science II,
or another advanced course in statistics.)
(Total: 3 courses for 9 credit hours.)

A minimum of 48 hours beyond the master's degree is required for a Ph.D. degree. Of this total, 24 hours are allocated to doctoral research and dissertation. At least 12 hours must be taken in sociology courses at the 600 level. Sociology courses at the 400 level may not be taken without special permission from the student's advisor and the Graduate Coordinator. Up to 6 credit hours outside the major may be taken in related fields. To take more than 6 credit hours, the student and her or his advisor must petition the Graduate Coordinator for approval. All such credits must be obtained in departments with graduate programs. Approval of use of credits obtained at other universities toward the minimum hours requirement must be obtained from the student's doctoral committee, the Graduate Coordinator, and the Office of Graduate Studies. Students seeking admission with advanced status should consult with the Graduate Coordinator. (Complete information—e.g., syllabi, copies of written work, summaries of

non-written work, etc.—will be required to determine what course work may be transferred.)

Students with a master's degree who enter the departmental program without the basic theory, methods, and statistics courses required for M.A. students (Sociology 521, 531, Statistics 531) or their equivalents are required to take remedial work that will not apply to their residency. To determine whether courses taken elsewhere may be substituted for required courses, a student should submit a copy of the syllabus and any other pertinent information to the Graduate Coordinator who forwards the materials to those responsible for teaching the courses. Responsible faculty members review the materials and make a recommendation to the Graduate Coordinator on whether the courses in question are sufficiently alike to allow substitution.

The faculty offers "selected topics" courses and tutorials. Tutorials may be taken in any area of faculty expertise. A tutorial plan must be submitted to and approved by the Graduate Coordinator before it can be given

The tutorial plan, which must be signed by both the student and his/her advisor, should provide clear information on the following:

- the goals or purposes of the tutorial;
- why these cannot be met through regular course work, e.g., the student has taken basic courses and needs work that is not available in existing courses;
- what work will be done, i.e., a preliminary list of readings, designation of research tasks, nature and frequency of meetings with instructor); and
- how the student's work will be evaluated (e.g., nature and number of papers).

Each student may take a maximum of 12 hours of tutorials and selected topics courses.

Areas of Concentration

Within its general focus on social justice, the department recognizes the following interest areas reflective of broad faculty interest: Criminology; Environmental Sociology; and Political Economy

The Criminology interest area includes 505, 551, 653, and 655. The Political Economy interest area includes 504, 541, 543, 644, and 645. The Environmental Sociology interest area includes 560, 563, 661, 662, 663, and 665. Completion of a minimum of 6 hours in each of two concentrations is encouraged.

Any student who pursues a course of study that bridges current interest areas, incorporates interdisciplinary work or is unique may recruit a committee of three faculty members (at least two of whom are in the Department of Sociology). The Graduate Coordinator should review the student's proposal and report it to the full faculty with a recommendation.

EXAMINATIONS

Each doctoral student must pass four examinations: sociological theory, research methodology, and two comprehensive examinations. The Office of Graduate Studies requires that these examinations be taken within 5 years of first enrollment in the Ph.D. program.

SOCIOLOGICAL THEORY AND RESEARCH METHODS EXAMS

Theory and methods exams are given each fall on the first Monday and Thursday (during the first whole week of classes) after Labor Day and each spring on the first Monday and Thursday in February. Application to take the examinations should be made to that committee no later than one week after the start of classes. All incomplete grades must be eliminated by the date of examination. Ph.D. students who have met these requirements may take the theory and methods exams when they are offered. For each exam, there is one readings course (Sociology 629 for sociological theory and Sociology 639 for research methodology). Each course is for three credit hours (S/N) that count toward the 18 credit hours/year requirement for funded students but that do *not* count toward the 24 hours of coursework required for the degree. The courses are intended to allow funded students adequate

time for exam preparation. Copies of earlier theory and methods exams are available from the Graduate Secretary to aid in preparation for the exams.

Procedures for the administration of the examinations are as follows:

- No examination exceeds six hours in length. Exams are designed to allow for four hours of writing time and two hours of organization.
- The student may take either or both examinations when offered.
- There are three graders for each examination. The faculty designates the persons responsible for chairing each committee. The names of the other two graders for each committee will be drawn at a regularly scheduled faculty meeting.
- Each grading committee recommends a grade of pass or fail for each student. The committee's recommendation is then voted on by the full faculty.
- Students are allowed two attempts to pass each examination. Under special circumstances, a student may petition the full faculty for the opportunity to take one of the examinations for a third time.

COMPREHENSIVE EXAMS

Students may form a comprehensive examination committee after passing the examinations in Theory and Methods. All incomplete grades must be eliminated by the date of examination. The examination procedure is chosen by the examinee and the Comprehensive Committee from the following:

- a take home examination;
- a standard examination (as described under Sociological Theory and Research Methodology Examinations); or
- a position paper, such as a research paper that reflects expertise on a specific topic within the student's interest area.

The evaluation procedure (type, scope, time, grading methods) must be approved by the Graduate Coordinator in consultation with the Graduate Awards and Admissions Committee. Each comprehensive examination committee recommends a grade of pass or fail for each student. This recommendation is then voted on by the full faculty. Students are allowed two attempts to pass each examination. Under special circumstances, a student may petition the full faculty for the opportunity to take an examination for a third time. A readings course (Sociology 649) may be taken twice for a total of 6 credit hours (S/N) that count toward the 18 credit hours/year requirement for funded students but that do *not* count toward the 24 hours of coursework required for the degree. The courses are intended to allow funded students adequate time for exam preparation.

ADMISSION TO CANDIDACY

The Office of Graduate Studies must approve admission to candidacy for the Ph.D. degree at least one full semester prior to the date on which the degree is to be conferred. Admission to candidacy is not approved until all qualifying and comprehensive examinations are passed and the doctoral committee is approved.

DOCTORAL COMMITTEE

Students may not enroll in Sociology 600 (Doctoral Research and Dissertation) until they pass all comprehensive examinations. Once a student enrolls in Sociology 600, he or she must maintain continuous enrollment (fall, spring *and* summer terms) until graduation.

The doctoral committee has the responsibility for directing your program of study and research. The committee consists of at least four faculty members, one of whom is from outside the Department of Sociology. The Office of Graduate Studies must certify at least three members of the committee to direct doctoral research. If the direction of your research changes, the committee membership also may change. If a change in your doctoral

committee is necessary, the Department Head and the Office of Graduate Studies must approve such a change. Any change in the make up of your committee must be formally made at least ONE MONTH prior to your final oral examination.

The Department strongly encourages all Ph.D. students to write proposals to obtain funding for their dissertation research. Faculty members are available to advise and otherwise assist students, as needed.

You are required to present a dissertation proposal to each member of your doctoral committee prior to beginning your research and to schedule a formal hearing for a review of your proposal. A minimum of TWO WEEKS must be allowed between the time the proposal is received by the committee member and the hearing. The proposal must be approved before the student may proceed. Your dissertation advisor provides guidance at every stage of the research process and preparation of the dissertation. Committee members also provide consultation.

DISSERTATION DEFENSE

You must provide complete copies of your dissertation to your committee members at least TWO WEEKS before the scheduled date of your final oral examination. At least three weeks before the dissertation is due at the Office of Graduate Studies, you are required to pass an oral examination on your dissertation. At the oral examination you are expected to show a thorough knowledge of the sociological theory and methodology related to your research and to defend your research. Dissertation defenses are public events. A notice of the time and place of the oral examination must be posted in the departmental office at least ONE WEEK before the examination. All members of the graduate staff are invited to attend the oral examination., but only the members of your doctoral committee may vote on the outcome of the examination. The results of the examination are reported to the faculty for its information.

All requirements for the Ph.D. degree must be completed within a period of 8 years from first entry into the doctoral program.

Two copies of your dissertation must be deposited with the Office of Graduate Studies and one copy with the Department of Sociology. In addition you may desire to provide copies to your committee chair and interested committee members.

INTERDISCIPLINARY MINOR IN STATISTICS

The minor in statistics will be available to students enrolled in either the M.A. or Ph.D. programs in Sociology. Students should possess an undergraduate degree with course work in mathematics and statistics. While it is helpful to have a background in calculus, it is not required.

Student Requirements for Admission and Completion of the Program

1. The student's Admission to Candidacy form must contain all courses required for the statistics minor/major set off in a group and labeled as "Statistics courses required for the minor/major."
2. The student's committee must include a faculty member of the Department of Statistics, at the rank of assistant professor or above.
3. The student's formal examination must include an appropriate specialty section on statistics.

Successful completion of the statistics minor is recognized by appropriate documentation on the student's transcript. Students who do not complete all requirements for the statistics minor will still receive credit for statistics courses they have successfully completed.

Degree Requirements

The minimum number of hours in statistics at each of two course levels are listed in Table 1. Table 2 lists for each of the levels the course options approved to date.

Program Additions and Modifications

Applicants should indicate which degree program, as shown in Table 1, is to be included and which statistics courses are to be accepted for each of the two levels shown in Table 2.

If it is desirable to include other UT statistics courses in the minor, such requests should specify where the new course would fit into Table 2. Such requests must be approved by the student's committee and are subject to review by the faculty and executive committee of the Intercollegiate Graduate Statistics Program.

Table 1

Minimum number of hours in statistics for graduate degree options in University of Tennessee Intercollegiate Graduate Statistics Degree Program

Degree Program Semester Hours by Course Level		A*	B
1.	M.A. Sociology, minor in statistics	6	3
2.	Ph.D. Sociology, minor in statistics	6	9
3.	Ph.D. Sociology, M.S. Statistics	6	9
Additional hours (9) as specified in Table 2, part C.			

*Courses in level A must be a sequence from the approved options.

Table 2

Currently approved course options by level for the minor/major in statistics with a degree in sociology

A. Level A Sequence (one of these sequences must be chosen)

1. Statistics 531-532 (Survey of Statistical Methods I & II): Approved for M.A./Statistics minor only.
2. Statistics 537-538 (Statistics for Research in the Behavioral and Social Sciences): Recommended.
3. Statistics 571 (Statistical Methods) and Statistics 572 or 573 (Applied Linear Models/Design of Experiments).

B. Level B

1. Statistics 579 (Applied Multivariate Methods).
2. Statistics 679 (Multivariate Statistical Modeling).
3. Statistics 675 (Categorical Data Analysis).
4. Management 627 (Variable Topic; choose offerings on LISREL).

C. Students desiring a Ph.D. in Sociology and a M.S. in Statistics should plan to take three additional courses:

1. Statistics 563-564 (Introduction to Mathematical Statistics/Theory of Statistical Inference).
2. Statistics 673 (Advanced Topics in Design of Experiments and Linear Models).

MISCELLANEOUS

Enrollment in Sociology 593 (Independent Study) and 599 (Readings) must be approved by the Graduate Coordinator. The Graduate Coordinator should be given a copy of all procedural paperwork. In all cases, copies of pertinent paperwork should be placed in the student's file. Requests for Sociology 593 and 599 must specify (1) the nature of the work to be done, and (2) how the work will be evaluated for purposes of assigning a grade. Requests to the Graduate Coordinator should be co-signed by the supervising faculty member.

The Department of Sociology has a home page on the World Wide Web that has this graduate manual plus the departmental application along with general information about the department. The address is <http://web.utk.edu/~utsocdep>.

CAUSES FOR DISMISSAL FROM DEPARTMENTAL GRADUATE PROGRAMS

Any student who receives three grades of C+ or lower in any university courses taken for graduate credit is dropped from the program at the end of the semester in which the third C+ or lower grade is received.

Plagiarism is a grave offense and is the basis for dismissal from the program. Penalties for plagiarism and procedures for handling cases are outlined in Hilltopics.

PETITIONS AND SPECIAL REQUESTS

You may have questions about the graduate program. Some of these may pertain to departmental requirements and some to the way in which your work is being assessed. When your questions pertain to the waiver of departmental requirements, please present a written statement of your request to the Graduate Coordinator to ask that it be considered. The Graduate Coordinator will report information about waivers to the faculty.

If you believe you are being unfairly treated, you may discuss the situation with your advisor, the Graduate Coordinator and/or the Department Head. If no resolution is obtained at the departmental level, you may take your problem to the Office of Graduate Studies or if you perceive there has been discrimination to the Office of Equity and Diversity.

APPENDIX

CRITERIA EMPLOYED BY THE DEPARTMENT IN ANNUAL EVALUATION OF ALL FUNDED GRADUATE STUDENTS

1) Normal Progress. Normal progress for students funded at 50% is defined as the completion of at least six (6) hours of credit each semester they are employed (i.e., fall and/or spring), or the completion of twelve (12) graduate credit hours each calendar year (including summers). Normal progress for students funded at 41% or at 25% is defined as the completion of at least nine (9) hours of credit each semester they are employed (i.e., fall and/or spring), or the completion of eighteen (18) graduate credit hours each calendar year (including summers). (Graduate credit hours earned during summer session may be included in the total for the preceding academic year.) Credit hours must be approved, graduate-level course work, thesis (a maximum of 6 hours may be counted against the enrollment obligation), or dissertation (a maximum of 24 hours may be counted against the enrollment obligations). Additionally, for Ph.D. students, Sociology 629 (3 hours), 639 (3 hours), and 649 (6 hours) may be included in meeting the requirement that funded students complete a specified number of credit hours each semester they are employed. Sociology 502 (Registration for Use of Facilities) may not be included.

<u>Time</u>	<u>Accomplishment(s)</u>
By the end of the first two years (four semesters), for students entering the department with an A.B. degree	Receipt of M.A. degree
By the end of the seventh semester, for those continuing in the program; or by the end of the third semester for those entering with a master's degree	Successful completion of the Ph.D. examinations in Theory and Research Methods
By the end of the fifth year (ten semesters), for students who entered with an A.B. degree; or third year (six semesters), for students who entered with a master's degree	Successful completion of two comprehensive examinations
By the end of the next year (sixth year, for students Who entered with an A.B. degree; fourth year for student who entered with a master's degree	Completion of Ph.D. proposal, dissertation, and its defense

2) Grade Point Average. The minimum acceptable GPA is 3.0. The receipt of three grades of C+ or lower will automatically result in a student's dismissal from the Department's program.

3) Performance on Ph.D. Examinations. Ordinarily, the student is expected to pass each of the four major examinations on the first or second attempt.

4) Annual Faculty and Advisor's Evaluations. A student should receive satisfactory evaluations from the faculty and his/her advisor. Because the Graduate Awards and Admissions Committee consults with students' advisors as part of its review for refunding, it is important that students keep their advisors up-to-date on their progress.

5) Completion of course work. Course work should be completed by the time it is due. Grades of "incomplete" should not remain for longer than one semester after they are assigned.