



SOCIOLOGY

College of Arts and Sciences

Department of Sociology Graduate Handbook

2020-2021

University of Oregon

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THE GRADUATE PROGRAM

Overview

The sociology PhD program is composed of four core requirements: coursework, the Master's paper, the comprehensive examination, and the doctoral dissertation.

Coursework is intended to build students' depth of understanding about sociological theory, methods and substantive fields of interest with the goal of developing students' own capacity for conducting empirical work. Students complete Master's-level coursework in their first two years, and additional PhD related coursework in their third or fourth year.

The Master's paper is the first requirement where students transition from being the recipients of knowledge through their coursework to contributors to knowledge. Students are expected to complete this article-length research project by the end of their second year.

After completion of the Master's paper, students begin work on their comprehensive examination or C-exam. The C-exam is a written exam in which students are expected to demonstrate mastery over the substantive knowledge, theory and methodology of one area of sociological inquiry. Students are expected to complete their C-exam sometime in their third year.

Once the C-exam and coursework are complete, students are advanced to candidacy and begin work on their dissertation. This process begins by defending a proposal of the dissertation research project (usually in the third or fourth year) and ends with a final defense of the completed dissertation. The length of dissertation projects can vary considerably, but most students should expect to complete a dissertation within two years of defending the proposal.

Requirements

Coursework

All required courses must be taken on a graded basis, excepted where noted below. Students who are completing coursework will usually take two courses in a term, although students may occasionally take three courses.

Introduction

- SOC 607 Introduction to Graduate Sociology: All incoming students must take SOC 607: Introduction to Graduate Sociology seminar in their first term. The purpose of this course is to introduce students to the department and the University community.

Theory

- SOC 617 (Sociological Theory I) and SOC 618 (Sociological Theory II): These courses cover major 19th, 20th, and 21st century social theorists, especially Marx, Weber, and

Durkheim, and major themes in contemporary sociological theory. These courses are taken in the fall and winter of a student's first year.

- SOC 615 Advanced Theory: These courses focus on specialized traditions of social theory or the works of a major theorist. Students must take at least one advanced theory course.

Methods

- SOC 612 Research Design: This course provides hands-on coverage of research design issues including problem/question formulation, literature review, hypothesis construction, sampling decisions, choice of method for data collection, and strategies for data analysis. This course is taken in the fall of a student's first year.
- SOC 512 and 513 Sociological Research Methods: These courses cover quantitative methods, including hypothesis testing, confidence intervals, multiple regression, regression methods with dichotomous and limited dependent variables, and an overview of other advanced quantitative methods. These courses are taken in the winter and spring of a student's first year.
- SOC 613 Advanced Methods: These courses cover a variety of different advanced methodologies within sociology. Students must take at least two advanced method courses.

Substantive Seminars

Students must take at least three substantive graduate seminars. These seminars cover important fields within sociology. The current seminars taught in the program are:

- SOC 610: Experimental Course
- SOC 616: Environment and Resource Issues
- SOC 644: Race and Ethnicity
- SOC 646: Work and Organizations
- SOC 656: Issues in the Sociology of Gender
- SOC 661: Cultural, Educational and Religious Issues
- SOC 664: Political and Economic Social Issues
- SOC 684: Deviance, Control, and Crime Issues

Any of the above seminars may be taken more than once, so long as the class content differs substantially each time.

Master's Paper Project

- Sociology 608 Master's Project: Students should sign up for this course during the term in which they submit their Master's paper, typically the spring of the second year. The course is taken with the student's Master's paper committee chair and should be taken pass/fail. It will be awarded a passing grade when the Master's paper is approved. If the work is not completed in the term registered, the committee chair will assign an incomplete (I) until the work is done.

Electives

Students must complete three additional courses. These courses can include:

- Additional advanced theory (SOC 615), advanced methods (SOC 613), or substantive seminars within the department beyond the basic requirements listed above.
- 500-level sociology courses or an independent study course (SOC 601 Research or SOC 605 Reading) with a faculty advisor. Independent study courses must be approved by the

faculty advisor and the Director of Graduate Studies and must be taken for a grade. Only one 500-level and one independent study course can each be used to meet elective requirements.

- SOC 621 Teaching in the Social Sciences: This course provides a foundation to graduate students to teach their own courses in sociology. This class is taught at both a theoretical and practical level, streamlining the learning process and helping students to teach more effectively.

Dissertation

- Students are required to take at least 18 credits of SOC 603 PhD Dissertation, while working on their dissertation. Typically, students who are employed as GEs will take nine credits per term of this course and students who are not employed as GEs will take three credits. Students will receive an “I” grade in this course until the final completion of the dissertation.

Master’s Paper

The Master’s paper is a report of original empirical research with an appropriate theoretical context. The paper should be of a style, length, and content appropriate for submission to a peer-reviewed journal in the social sciences. The standard of assessment is whether the paper presents original research that would be worthy of submission to a journal.

For the Master’s Paper, the student will need to select a committee of two sociology faculty members, one of whom is the chair. Once the committee has been set, the student must email the members’ names to the Graduate Coordinator, copying the committee members. The Master’s paper committee does not require an outside member or an oral defense. The Master’s paper requirement is met when both committee members approve the paper. In most cases, this will require the student to turn in an initial draft of the paper for feedback and then complete revisions to the satisfaction of the committee.

The student may base the paper on research conducted for an academic degree at another institution or in another program at the University of Oregon. With the approval of the committee, the student may also submit for this requirement an article already published or accepted for publication in a peer-reviewed social science journal. A student who has completed an empirically-based Master’s thesis that is sociological in content in another program may revise it so that it fits with the Department’s expectations and format and submit it for the Master’s paper requirement.

Master’s papers must be assembled with the [Master’s Paper Cover Page & Signature Sheet](#) as one pdf and be emailed to the Graduate Coordinator.

Comprehensive Examination

The Comprehensive Examination (C-exam) assesses a student’s mastery over the substantive knowledge, theory and methodology of one area of sociological inquiry. To begin this process, the student should select a committee consisting of at least three faculty members, two of whom must be sociology faculty. The chair of the committee must also be a sociology faculty member. Once

the committee has been set, the student must email the members' names to the Graduate Coordinator, copying the committee members.

The area of the examination is selected by the student in consultation with the student's committee. The area may be related to the area(s) of the Master's paper but should have a broader focus. In defining the area of examination, the committee has the responsibility of guarding against both narrow specialization and unrealistically broad aspirations on the part of the student. The student should work with the committee (especially, but not exclusively, the chair) to establish a reading list for the exam and to establish the structure for how to study for and take the exam. While it is common for students to refer to lists developed by other students when they begin to compile their own, you should think about tailoring another list to your own interests, and updating it for the most current work.

The committee will be responsible for preparing and evaluating the examination. In most cases, faculty members will work with students to develop a list of potential questions (often 4-6) but the faculty members will choose the actual questions (often, but not always, 3) for the exam. Not all faculty members follow this format, however, so you should clarify how questions will be developed at the beginning of your process. The committee will pose the questions to the student at the start of the exam, and the student has three full days to submit a written response.

The committee will determine if the exam receives a pass or fail within three weeks of the examination date. A pass indicates a committee's confidence in the student's mastery of the chosen area. If the exam receives a failing grade, the committee should provide specific feedback about the weaknesses of the exam and how to improve for the second attempt. Students who fail to pass an examination on the first attempt will be permitted to take the examination a second time.

Doctoral Dissertation

The doctoral dissertation is the most intensive component of the graduate program and the capstone for completion of the program. It is an independent and original empirical research project of a sociologically-relevant research question or set of research questions. In terms of breadth and scope, the dissertation is often seen as the draft of an academic book, or alternatively as something that could be broken into at least three distinct but related journal articles on a given topic.

The first step to completing the dissertation is to form a dissertation committee. It will be composed of at least three sociology faculty members and an additional outside member of the UO graduate faculty not affiliated with the Department of Sociology who serves as a representative of the Dean of the Graduate School. Once the committee has been set, the student must email the members' names to the Graduate Coordinator, copying the committee members, so that the committee can be formally approved by the Graduate School. Note that the dissertation committee must be on file with the Graduate School for 6 months before the dissertation defense can be scheduled.

The next step is to prepare and defend a dissertation proposal. The dissertation proposal proposes a research question for the dissertation, this question's relevance to the discipline, and outlines a methodology and research plan by which the student will carry out the research. The proposal is an important step that helps determine both the feasibility of the research as well as to provide suggestions for improvement.

Once the proposal is defended, the student begins work on the dissertation research. During this process, students should remain in contact with their committee, particularly the chair, to update them with progress and address any problems that may arise. Working with your committee during the dissertation process is key to successfully completing the program.

Once the dissertation is complete, the student may then schedule a dissertation defense. Students must submit an [Application for Final Oral Defense](#) at least 3 weeks before the date of the defense. Typically, the defense can be expected to take two hours. Students should familiarize themselves with the "[Thesis and Dissertation Style and Policy Manual](#)" published by the Graduate School. This manual includes regulations for the dissertation and a checklist of timing for completion of certain administrative procedures. Once you have completed the dissertation process, you will need to [submit an electronic copy](#) to the Graduate School.

Students graduating with a Ph.D. must [apply to graduate in GradWeb](#) by the 2nd Friday of the term they plan to complete the degree.

Master's Degree

The department does not offer a terminal Master's Degree program. Students will be awarded a Master's Degree as part of the progress toward their ultimate PhD.

To earn the Master's Degree, students must complete the Master's paper requirement and the following graduate level work for which they have achieved an average of B or better.

- SOC 607
- SOC 512 and 513, Sociological Research Methods
- SOC 612, Research Design
- SOC 617 and 618, Theory I and II
- SOC 613, Advanced Methods (one course)
- At least two substantive seminars
- Two additional elective courses
- SOC 608, Master's project

Students must [apply for the Master's degree](#) by the 2nd Friday of the term they wish to earn the degree. You may choose either a Master of Science (MS) or a Master of Arts (MA). **The MA requires second year foreign language proficiency.**

Note that the Master's paper for the Sociology department is not a Master's thesis submitted to the Graduate School.

Teaching Certificate

A [Teaching Skills Certificate](#) is offered by the department in order to help students develop teaching skills, increase their future marketability, and provide them mentorship for when they teach their own classes. Students engage in such activities as attending teaching seminars, preparing a teaching portfolio, and conducting mentored teaching.

Advising

Each graduate student in the department will have a faculty advisor to assist in the planning and completion of a systematic program of study tailored to the student's needs and interest while fulfilling departmental requirements. Students should meet with their advisor at least once a term. More frequent meetings may be necessary at important points in the program such as during the completion of the Master's paper or final preparation of the dissertation. The advisor assists the student in setting goals and timelines, deciding on areas of specialization, constructing committees, developing professional skills and knowledge, and the preparation and implementation of the Master's paper, comprehensive examination, and dissertation. The advisor is also the primary faculty member responsible for assessing and providing feedback to students about their progress in the program.

Students will be assigned an initial advisor by the Director of Graduate Studies upon enrollment. This decision is based on shared areas of interest and the current advising load of faculty members. In many cases, students switch to a different advisor at some point in their career, as their interests develop and they become familiar with more faculty members. Ultimately, advisor selection is left to the student, and the advisor may be changed at any time. To change your advisor, email the Graduate Coordinator, copying your advisor(s).

In addition to the primary advisor, students will also have to choose a chair for their Master's paper, comprehensive examination, and dissertation committees. For the MA paper and comprehensive examination, it is common that the chair of the committee will also be the primary advisor, but it is not required. For the dissertation, it is customary that the chair of the dissertation will also serve as the primary advisor.

The Director of Graduate Studies serves as a secondary advisor for all graduate students. The Director of Graduate Studies can assist students in all of the same ways as the primary advisor, but can also address sensitive issues that students might wish to keep confidential. In cases where students are experiencing difficulties in the program, the Director of Graduate Studies will work with students in a confidential manner to help resolve any issues.

The Graduate Coordinator is a third advising resource available to students. The Graduate Coordinator is the person most familiar with the formal requirements of the program and the Graduate School and can offer students the best advice about how to navigate these requirements.

Academic Progress Worksheet

Use this worksheet to plan your program of study and track your progress towards completion of program requirements.

PROGRESS WORKSHEET FOR SOCIOLOGY DOCTORAL STUDENTS

Name: _____ UO ID: _____ Advisor: _____ First term: _____

Master's Requirements

| | |
|--|---|
| <p>Pro Sem</p> <p>SOC 607 _____</p> <p style="margin-left: 100px;">Term _____ Grade (P/N) _____</p> <p>Theory</p> <p>SOC 617 _____ 0.0</p> <p style="margin-left: 10px; color: red;">theory 1</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>SOC 618 _____ 0.0</p> <p style="margin-left: 10px; color: red;">theory 2</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>Electives (601, 605, or other 500- or 600-level classes)</p> <p>_____ 0.0</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> <p>_____ 0.0</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> | <p>Methods</p> <p>SOC 512 _____ 0.0</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>SOC 513 _____ 0.0</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>SOC 612 _____ 0.0</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>SOC 613 _____ 0.0</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>Substantive seminars (610, 616, 628, 642, 644, 646, 656, 661, 664, 684)</p> <p>_____ 0.0</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> <p>_____ 0.0</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> <p style="text-align: right;">Master's GPA (must be 3.0+) <u>#####</u></p> |
| <p>Master's paper</p> <p>SOC 608 _____</p> <p style="margin-left: 100px;">Term _____ Grade (P/N) _____ Advisor _____</p> <p style="margin-left: 200px;">Second reader _____ Approval date _____</p> <p>MA paper title _____</p> | |

Doctoral Requirements

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--------------|--------------|------------|--------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <p>Methods</p> <p>SOC 613 _____</p> <p style="margin-left: 10px; color: red;">methods</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> <p>Theory</p> <p>SOC 615 _____</p> <p style="margin-left: 10px; color: red;">theory 3</p> <p style="margin-left: 100px;">Term _____ Grade _____</p> | <p>Substantive seminar (610, 615, 616, 628, 642, 644, 646, 656, 661, 664, 684)</p> <p>_____</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> <p>Elective (610, 613, 615, 616, 621, 628, 642, 644, 646, 656, 661, 664, 684)</p> <p>_____</p> <p style="margin-left: 100px;">Course # _____ Term _____ Grade _____</p> | <p>Dissertation (603) _____</p> <p style="text-align: right;">Total 603 credits (need 18 min): 0</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Term _____</td> <td style="width: 25%;">Credit _____</td> <td style="width: 25%;">Term _____</td> <td style="width: 25%;">credit _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> <p>Comprehensive Exam</p> <p>Exam field(s) _____</p> <p style="margin-left: 100px;">Exam date _____ Pass date _____</p> <p>Committee chair _____</p> <p style="margin-left: 100px;">Member #2 _____</p> <p style="margin-left: 200px;">Member #3 _____</p> <p>Dissertation</p> <p>Dissertation title _____</p> <p>Committee formed date _____</p> <p style="margin-left: 100px;">Proposal defense date _____</p> <p style="margin-left: 200px;">Dissertation defense date _____</p> <p>Chair _____</p> <p style="margin-left: 100px;">Committee member _____</p> <p style="margin-left: 200px;">Committee member _____</p> <p style="margin-left: 300px;">Outside member (include dept) _____</p> | Term _____ | Credit _____ | Term _____ | credit _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Term _____ | Credit _____ | Term _____ | credit _____ | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | |

Graduate Funding

The department currently provides all eligible graduate students with funding for at least 15 terms. This funding must be taken within 7 years from initial enrollment. All funding is contingent upon maintaining good standing in the department, as defined below. Graduate funding carries a waiver of tuition up to 16 credits and health insurance benefits. Recipients must, however, pay a small incidental fee every term.

Students can apply for additional funding when their normal terms of support have been used up. These will be granted on a term by term basis depending on availability. Students should be prepared to seek external funding opportunities or rely on their own financial resources for some portion of their residence in the department.

Most of the funding available within the department is through Graduate Employee (GE) positions, which require the student to assist faculty members with their teaching duties (including construction and grading of tests, leading group discussions, keeping office hours to provide individual help to students, attending the faculty member's lectures, etc.). Those who receive appointments at .40 FTE. (full-time equivalent) are required to perform duties developed by the department to a maximum of 176 hours per term. Other assignments are prorated from that standard.

There are also opportunities for graduate students who have completed the requirements for the Master's Degree to acquire or improve teaching skills by assuming full responsibility for teaching undergraduate courses in the department. Students who are teaching are paid at .49 FTE. Term(s) taught count against the number of terms of guaranteed funding received. Students teaching for the first time in the department will be supervised by their advisor.

Research assistantships are occasionally available to graduate students. These are renewable at the discretion of the research project director and the approval of the department.

Students are also encouraged to apply for outside support from public or private agencies. Loan funds and work study monies are not administered by the department. Separate application should be made directly to [Office of Student Financial Aid](#).

Levels of GE Appointment

There are three levels of GE appointment with increasing levels of funding. The rules for advancement are described below. Advancement occurs the term after all requirements are met. A term ends on the last day of finals week.

- GE I: Students entering the program without a Master's degree in sociology.
- GE II: Students entering the program with a Master's degree in sociology or GE I students who have successfully completed 45 of the required credit hours towards their Master's degree. Students who enter the program with a Master's in sociology must send a final transcript showing receipt of this degree to the UO Office of Admissions.
- GE III: Regularly enrolled students who have completed their C-exam and all coursework.

Departmental Grants and Awards

The department also administers various small awards for graduate students:

Travel

All graduate students are eligible for travel funds when presenting at a conference. Level I and II students are eligible for \$400 per fiscal year, and level III students are eligible for \$600 per fiscal year. The fiscal year runs from July 1–June 30. Any money not used is lost on July 1. Submit travel requests at <https://airtable.com/shrR7Lbv5keQ8v7hB>.

Small Grant Awards

The department offers up to \$400 a year (July 1–June 30) in grants to students who are conducting research. Typically this money goes to more advanced students working on their dissertation, but all students conducting research are eligible. Students are informed of the deadline to apply every term.

Marquina Summer Award

A summer stipend of \$2500 is available to students to work on a collaborative research project with a faculty member.

Yearly awards

A variety of department awards for research, publishing, and teaching are given every spring. See <https://sociology.uoregon.edu/grad-awards/> for more information.

Good Standing

The department maintains a record of good standing for each graduate student that is distinct from the policies of the UO Graduate School. To remain in good standing in the department, students must make timely progress toward completion of the program. Remaining out of good standing for multiple consecutive terms may lead to the loss of funding and other consequences.

To remain in good standing, students must meet the following deadlines for completing specific program requirements:

- The Master's paper must be completed within six terms of enrollment in the program.
- The comprehensive exam must be completed within three terms of the completion of the Master's paper.
- The dissertation proposal must be defended within four terms of the completion of the comprehensive exam.

A student who remains not in good standing for more than one term will lose eligibility for departmental awards and nomination by the department for university-wide awards. A student who remains not in good standing for more than two terms will lose guaranteed funding and will fall to bottom of the priority list for GE positions. If applicable, guaranteed funding will be reinstated

once the student is returned to good standing. However, students cannot recover lost terms of guaranteed funding due to falling out of good standing.

Students can immediately return to good standing by completing the requirement which caused them to fall out of good standing. Students may appeal to extend timelines if they have gone on leave because of serious medical or other situations that have hampered their progress. Appeals should be submitted to the Director of Graduate Studies and will be reviewed and decided upon by the Admissions and Awards committee.

Although it is the responsibility of each student to be familiar with the various rules pertaining to the graduate program, the Director of Graduate Studies will remind individual students about impending deadlines and will notify them about other matters concerning their status in the program in accordance with departmental and Graduate School policies.

GRADUATE SCHOOL REGULATIONS

The regulations of the Graduate School pertaining to the granting of higher degrees are contained on the [Graduate School website](#). The most important regulations are described below.

Seven-Year Time Limit

The doctoral dissertation must all be accomplished within this seven-year period. This seven-year time limit begins with the first term of admission as a doctoral student at the University of Oregon. While time spent on leave does not affect this timeline, approved medical leave can extend the seven-year deadline. A petition for an extension of this period must be filed with the Graduate School for each term after the end of the seventh year.

Year in Residency

To meet the Grad School's residency requirement, Ph.D. must successfully complete at least 27 credits of full-time graduate-level work in residence at the University of Oregon. Full-time work is defined as at least nine hours of completed work per term.

Continuous Enrollment

Students must maintain continuous enrollment of at least nine credits every term if they have a GE appointment and three credits if they do not (except for summer) until all program requirements have been completed, unless a leave has been approved by the Graduate School. "On-leave" status is granted for a maximum period of six academic terms and is applied for on gradweb.uoregon.edu. However, no matter how many leave terms are granted, the seven-year completion noted above still applies.

Incomplete Grades

In order to obtain credit for a graduate course which was graded "Incomplete," a student must convert the incomplete into a passing grade within one calendar year of its assignment. This restriction does not apply to the incomplete that is always assigned to Dissertation credits (SOC 603). Students can petition the Graduate School to have incompletes removed if they occurred longer than one calendar year ago.

Dissertation Credits

Students must complete 18 credit-hours of SOC 603 (Dissertation) before completing the program for the Ph.D. These credit-hours may not be taken until after the student has been advanced to candidacy.

Grade Requirements

Graduate students must maintain at least a 3.00 grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. Similarly, the grade of N (no pass) is not accepted for graduate credit. To earn a pass (P), the grade must be equal to or better than a B-.

A GPA below 3.00 at any time during a graduate student's studies or the accumulation of more than 5 credits of N or F grades—regardless of the GPA—is considered unsatisfactory. The Dean of the Graduate School, after consultation with the student's home department, may disqualify the student from the Graduate School, thus terminating the student's degree program.

OTHER INFORMATION

Individualized Study Courses (601/605)

SOC 601 (research) and SOC 605 (reading) require instructor and Director of Graduate Studies approval before registration. To request to register for one of these courses, send an email to the Graduate Coordinator indicating the proposed work for the credits and the faculty member who will oversee this work. If approved, the Graduate Coordinator will pre-authorize enrollment. The student will still need to register for the course via DuckWeb and select the number of credits desired under the "Change Variable Credit/Grading Option" screen.

Maintaining Minimum Credit-Hours

Students must enroll for at least nine credits of coursework when serving as a GE and three credits otherwise. Occasionally, students may not be able to meet these requirements by regular coursework. In some cases, students may be done with all of their coursework requirements, or are almost complete and are waiting until a later term to finish a particular requirement. For

students who are making good progress in coursework or who have completed coursework, the department recommends the following approach to fulfilling credit-hours:

- Students who are advanced to candidacy should sign up for 603 (Dissertation) credits to meet credit-hour requirements. The Graduate School requires a minimum of 18 credits of 603 for completion.
- Students who have completed the C-exam but not yet advanced to candidacy should register for 601 (Research).
- Students who are working on a C-exam should sign up for 605 (Reading) with the title “C-exam” to meet credit-hour requirements. These credits will not count toward coursework requirements.
- Students who are working on an MA paper should sign up for 601 (Research) with the title “MA Paper” to meet credit-hour requirements. In the term they submit the paper, they will register for 608 (Master’s Project), not 601 (see page 4). These credits will not count toward coursework requirements.

All of these courses require departmental approval before students may register. Students who advanced to candidacy are routinely approved to take 603 (Dissertation) credits. To take either 601 or 605 credits, you will need to contact the Graduate Coordinator and Director of Graduate Studies to be approved. Approval is only granted for students who are making good progress in completing coursework requirements or who have completed coursework requirements.

Course Substitutions

The department provides a process for students to request that certain coursework requirements in the program be substituted with courses taken in other universities or UO departments. Students who come in without a Master’s in sociology may substitute a maximum of three courses for program requirements. Students who come in with a Master’s in sociology may substitute a maximum of five courses for program requirements. Submit substitution requests at <https://airtable.com/shrC2Is9jBQ4g9UFA>.

The following restrictions apply to course substitutions:

- 500-level courses offered in other departments at the UO are substitutable for elective requirements only, unless those courses are actually part of the regular graduate curriculum in that department.
- Substituting certain sociology graduate program requirements for others (e.g. advanced methods for substantive seminars) is not allowed.
- Students who come in with a Master’s degree in sociology or a related social science discipline may be allowed to substitute up to a maximum of five courses from their previous institution to meet programmatic requirements.
- Students can substitute a maximum of three courses from other programs at the University of Oregon to meet programmatic requirements.
- Regardless of the type of substitution being requested, a course must meet these four criteria to qualify for a course substitution:

- The course must be equivalent in rigor to courses offered in the sociology department.
- The course must address a sociological topic.
- There needs to be demonstrated lack of comparable or available course offerings in the sociology department. This criterion does not apply to students requesting substitution for courses taken in a prior MA program.
- The course needs to be approved by the curriculum committee, who may consult a department member with a specialty in the appropriate subject area.

Teaching Engagement Program (TEP)

TEP services are freely available to all who teach. They offer a variety of workshops and services to assist instructors in improving undergraduate instruction. Conveniently located just below us in the basement of PLC, see their website at tep.uoregon.edu for more information.

Graduate School Petitions

For each term after 7 years in the program, a [Petition for Extension of the Seven Year Deadline](#) must be submitted to the Graduate School. Please note, however, there is no guarantee the [Petitions to Waive a Graduate Academic Policy](#) will be accepted and a fee will be assessed for the “General Petition to the Graduate School,” “Petition to Remove an Incomplete, and the “Petition for Extension of the Seven Year Deadline.”

Sociology Forum

The Sociology Forum, composed of all full- and part-time graduate students in the Department of Sociology, is a student organization which pursues the interests of graduate students, encourages their mutual cooperation, promotes their professional development, participates in the formulation of policies affecting them, and helps maintain avenues of communication between faculty bodies and students.

Counseling Center

The [University Counseling Center](#) provides therapy, testing, consultation, outreach, and referral services to university students. They provide psychological services from professionals specializing in college mental health free of charge. All UO students are eligible for individual counseling, group counseling, online resources and workshops.

Student's Responsibility for Departmental and Graduate School Requirements

All students should study carefully the requirements of the Graduate School and the Department of Sociology. It is ultimately the student's responsibility to be aware of all requirements listed there and any changes that may occur.

Student Conduct

All graduate students are expected to help foster an environment of mutual respect, open intellectual inquiry, and tolerance in the department and the University. A student may be dismissed from the program based on a violation of the Student Conduct Code or for behavior that interferes with the academic progress or job performance of other members of the department.