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OFFICES AND WEBSITES OF NOTE:

Sociology Graduate Program Office – 927 Social Sciences
Becky Drasin, Degree Program Associate, 612-624-2093 drasi001@umn.edu

Director of Graduate Studies (DGS) – 1127 Social Sciences
Ann Meier, Associate Professor, 612-626-7230, meierann@umn.edu

CLA Office of Research and Graduate Programs (ORGP) - 113 Johnston Hall
Alex Rothman, CLA Associate Dean
Wendy Friedmeyer, Assistant to the Associate Dean

Graduate Student Services and Progress Office (GSSP) – 160 Williamson Hall
http://www.grad.umn.edu/current-students/gssp

gssp@umn.edu, 612-625-3490

INFORMATIONAL WEBSITES

Forms
Degree completion steps
Graduate Education Faculty Role List
Examination committee
Sociology current grad students

This document (http://www.soc.umn.edu/grad/current.php) outlines the requirements of the Department of Sociology, the CLA Office of Research and Graduate Programs (ORGP) and the Graduate Student Services and Progress Office (GSSP). For questions about policies or assistance with the procedures outlined in this document, please contact the Department of Sociology’s Graduate Program Associate at 612-624-2093. The information in this guide and other University catalogs, publications, or announcements referenced is subject to change without notice. This publication is available in alternative formats upon request. Please contact: Department of Sociology’s Graduate Program Associate at 612-624-2093.

The University of Minnesota is an equal opportunity educator and employer.

Revised June 2015
I. THE PH.D. DEGREE PROGRAM

Our graduate program is designed to provide students with the training and experience to make original scholarly contributions to sociology. The Ph.D. program offers training in:

- the fundamentals of sociological theory and methods,
- substantive areas of knowledge,
- conducting rigorous empirical research using state-of-the-art methodology,
- communicating research findings to students and/or practitioners, and
- the teaching and application of sociology.

Although the program includes requirements that prepare students for careers as sociologists, it is flexible enough to allow students to tailor degree programs to meet their own intellectual and professional interests.

Students are admitted to the Ph.D. program under the assumption that they seek a Ph.D. An M.A. degree may, but need not be, earned on the way to the Ph.D. degree. We expect students who choose to receive an M.A. on the way to the Ph.D. to complete the M.A. at the same time as their Preliminary Written and Oral exams (taken fall of year four). We expect most students to complete their Ph.D. degree within six years from their entry into The Graduate School.

The doctoral degree completion procedures and milestones document (starting on the next page) includes procedural, and timeline requirements for completion of the Ph.D.

1. Milestones and Timeline Policy
   
   A student who does not conform to these timely progress guidelines will be ineligible to hold assistantship positions in the Department. Any student who experiences unavoidable personal or family problems that prevent meeting progress deadlines for program events should contact their Advisor and the Director of Graduate Studies about establishing a new timetable for completion. In these cases a letter or email should be submitted by the Advisor to the Director of Graduate Studies requesting an extension of time, and should explicitly indicate the new dates at which the various steps in the student’s program are expected to be completed. When possible, the letter should include some documentation of the problem. The Director of Graduate Studies will accept or renegotiate the terms and conditions for the changed schedule and place all documentation in the student’s departmental file.
### DEPARTMENT OF SOCIOLOGY PhD PROGRAM UNIVERSITY OF MINNESOTA COMPLETION AND MILESTONES

**Required:** 14 core courses, 12 soc elective courses, 12 non-soc credits or a minor, 3 credits adv methods, & 24 thesis credits

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SPRING – 2ND SEMESTER</th>
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<tr>
<td><strong>FALL – 1ST SEMESTER</strong>&lt;br&gt;Soc 5811 Intermediate Social Stats (if advised) - 3 credits (does not meet degree requirements)&lt;br&gt;Soc 8701 Sociological Theory - 4 credits&lt;br&gt;Soc 8001 Sociology as a Profession - 1 credit&lt;br&gt;Elective in Sociology or Non-Soc elective – 3 credits</td>
<td>Soc 8801 Sociological Research Methods - 4 credits&lt;br&gt;Soc 8001 Sociology as a Profession - 1 credit (Second semester can be taken in spring of 2016, 2017 or 2018)&lt;br&gt;Soc 8811 Advanced Social Statistics - 4 credits&lt;br&gt;Elective in Sociology or an Non-Soc elective – 3 credits</td>
</tr>
<tr>
<td><strong>Spring – 2nd Semester</strong></td>
<td><strong>Additional expectations:</strong>&lt;br&gt;Attending all the department workshops is required of first and second year cohorts on Tuesdays 4:00-5:30 pm.</td>
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| **SECOND YEAR** | **FRIDAY – 2ND SEMESTER**<br>Advanced Methodological Training - 3 credits<br>Elective in Sociology or Non-Soc elective - 3 credits<br>Elective in Sociology or Non-Soc elective - 3 credits | **Milestone by 3/15:**<br>Complete the Sociology Degree Plan |
| **Additional expectations:**<br>Attending all the department workshops is required of first and second year cohorts on Tuesdays 4:00-5:30 pm. | **Additional expectations:**<br>Attending all the department workshops is required of first and second year cohorts on Tuesdays 4:00-5:30 pm. |

| **THIRD YEAR** | **FALL – 3RD SEMESTER**<br>Soc 8998 DOCTORAL THESIS CREDITS<br>Students will be allowed to begin taking doctoral thesis credits after completion of their fourth semester. | **Milestone by 3/15:**<br>Reading List approved by committee. Submit the approved Reading List Signature page and a copy of the reading list to the Graduate Program Associate. |
| **Milestone by 12/15:**<br>Submit the Permanent Advisor Agreement Form to the Graduate Program Associate. | **Milestone by 12/15:**<br>Submit the Permanent Advisor Agreement Form to the Graduate Program Associate. |
| **FALL – 4TH SEMESTER**<br>Soc 8001 Sociology as a Profession - 1 credit (if not taken spring 2016)<br>Elective in Sociology or Non-Soc elective - 3 credits<br>Elective in Sociology or Non-Soc elective - 3 credits<br>Soc 8011: Teaching Sociology: Theory & Practice (does not meet degree requirements) | **Milestone by 3/15:**<br>Submit the Departmental Preliminary Oral Examination Report Form to the Graduate Program Associate. |

| **Milestone by 12/15:**<br>Submit the Permanent Advisor Agreement Form to the Graduate Program Associate. | **Milestone by 3/15:**<br>Submit the Departmental Preliminary Oral Examination Report Form to the Graduate Program Associate. |

| **FALL** | **Spring** |
| **Track #1:** If all required courses completed: you may register for 12 to 14 credits of Soc 8888 | Soc 8444 Advanced Doctoral Status (FTE: Doctoral) or GRAD 999<br>Graduate School Active Status |
| **Track #2:** If required courses not completed: you may register for a maximum of 5 credits of Soc 8888. | You must register every semester to maintain your status in the program. |
| **Spring** | **Additional expectations:**<br>Take the Preliminary Oral Examination and submit the Graduate School Preliminary Oral Examination Report Form to the GSSP within one business day after the defense. |

**International students must consult with ISSS before registering for GRAD 999** [http://www.isss.umn.edu/insgen/Grad999.html](http://www.isss.umn.edu/insgen/Grad999.html)

| **Track #2:** Register for the remainder of Soc 8888 Doctoral Thesis Credits needed to total 24. | **Milestone by 5/15:**<br>Complete the Ph.D. Graduate Degree Plan & the MA Degree Plan. Upon approval of Graduate Degree Plan - Assign/Update Preliminary Oral and Masters Examining Committee. |
| **Milestone by 9/1:**<br>Provide the Preliminary Written Examination paper to your committee. | **Milestone by 5/15:**<br>1. Approval of the Dissertation Prospectus by the Ph.D. Program Committee.<br>2. Submit the departmental Prospectus Approval Form and an electronic copy of the approved Dissertation Prospectus to the Graduate Program Associate. |

**Milestone by 9/1:**<br>Provide the Preliminary Written Examination paper to your committee. **Milestone by 9/1:**<br>Provide the Preliminary Written Examination paper to your committee. **Milestone by 10/1:**<br>Take the Preliminary Oral Examination and submit the Graduate School Preliminary Oral Examination Report Form to the GSSP within one business day after the defense. **Milestone by 10/1:**<br>Take the Preliminary Oral Examination and submit the Graduate School Preliminary Oral Examination Report Form to the GSSP within one business day after the defense. **Time Limit for Earning the Doctoral Degree**<br>All requirements for the doctoral degree must be completed and the degree awarded within the shorter of eight calendar years after initial enrollment to the graduate program. For example, if admitted in fall 2015 for a PhD degree, you will have until the last working day in August 2023 to complete all degree requirements.
FINAL MILESTONES:
As you get closer to your PhD degree completion, please keep in mind that the suggested time line (below) is intended to give you a framework that could ensure less stress and more compliance and support from your committee members.

Please review the time line with your advisor well in advance. If you have any questions about this time line, you should also check-in with Graduate Program Associate.

1. Four months prior to defense determine the final exam date with entire committee.
2. Three months prior to defense date
   a) Dissertation to advisor. Allow two weeks to make suggested revisions from Advisor
   b) Request Graduation Packet from the Graduate Student Services and Progress Office (GSSP) 160 Williamson.
   c) Submit application for degree to GSSP by the first business day of anticipated month of graduation.
   d) Review your degree plan, filed in spring of year three, for compliance with courses on your transcript. If you did not take a course listed on your degree plan you must file a petition form to have the course(s) removed and add a course(s) that you have taken that will fulfill the same requirement.
3. One month prior to defense - Readers and non-readers receive dissertation. This allows two weeks for the committee to read and two weeks for revisions.
4. At least one week prior to final exam schedule with GSSP your final exam as determined with committee. Final oral examination scheduling on line with GSSP and submit Reviewers Report form in person to GSSP.
5. Immediately after the Final Oral submit the signed exam form in-person to GSSP (unless revisions are needed)
6. Allow 2 weeks for revisions
7. Allow 3 days prior to the last working day of the month to submit your completed dissertation and ensure that all remaining degree requirements are submitted to GSSP in order to graduate in a specific month.
   a. Your dissertation
   b. The publishing fee
   c. The thesis/dissertation signature page form signed by your Advisor(s).
   d. The title page of your dissertation.
   e. Deposit Agreement for the Digital Conservancy
   f. The University of Minnesota Survey of Earned Doctorates

GENERAL REQUIREMENTS
- Maintain a University of Minnesota Graduate School GPA above 3.0 in required graduate program coursework.
- Carry no more than nine incomplete credits at any one time.
- Complete all required courses and credits and meet milestone requirements.
- Register every semester to maintain active status.

Revised June 2014
2. Prior to Ph.D. Program Entry

Students who are admitted without a sound background in statistics or theory, e.g., non-sociology undergraduate majors, are expected to prepare themselves prior to entry into the program. Students who do not have an adequate background in statistics (i.e., the equivalent of Sociology 3811 Basic Social Statistics) are required to take an introductory statistics course (e.g., Educational Psychology EPSY 5261 Introductory Statistical Methods) before taking the required Sociology statistics course: SOC 8811. Students who have some statistics coursework, but who desire a review, are encouraged to take Intermediate Social Statistics (SOC 5811) in their first semester. SOC 5811 provides a brief review of basic statistics as well as intensive study of multiple regression techniques. Credits earned in such courses do not count toward required credits for the student’s Graduate Degree Plan.

3. Faculty Evaluation of Students

In the fall semester of each year, the full faculty evaluates the performance of all students in the program.

A more intensive faculty evaluation of all third-year students is held in fall semester of the third year. The third-year student review includes an appraisal of each student’s internal degree program statement and timely progress of milestones, as well as a discussion of student’s performance in the Department. The purpose of the third-year review is to provide students with a formal statement of the faculty evaluation of the students’ progress, and to offer advice for the remaining years in the program.

During the third year review it may be determined that a student has not made sufficient progress in their milestones or is not progressing academically and may, therefore, be advised to consider completing a terminal Master’s degree. Based on the faculty discussion, the Director of Graduate Studies will relay information to students about the third-year review through a formal letter.

For all students, failure to maintain a 3.0 grade point average in required courses, will lead to notification by the Director of Graduate Studies of the need to raise the GPA to a 3.0 during the following semester. Failure to do so will lead to termination from the program. Further, carrying more than nine incomplete credits will lead to termination after one semester of being notified by the Director of Graduate Studies of the need to complete the work for these credits.

4. Time Limit for Earning the Doctoral Degree

- Admitted Fall 2013 and beyond
  All requirements for the doctoral degree must be completed and the degree awarded within the shorter of eight calendar years after initial enrollment to the graduate program. For example, if admitted for September 2015 for a PhD degree, you will have until the last working day in August 2023 to complete all degree requirements.

II. REQUIRED COURSEWORK, PROFESSIONAL DEVELOPMENT, AND SPECIAL REGISTRATION CATEGORIES.

1. Required Core Courses

All students are required to take the following core courses:

- Soc 8701 - Sociological Theory - 4 credits
- Soc 8801 - Sociological Research Methods - 4 credits
- Soc 8811 - Advanced Social Statistics - 4 credits
- Soc 8001 - Sociology as a Profession - 2 credits (over 2 semesters) The Second semester can be taken in spring of 2016, 2017 or 2018)
2. Sociology Required Elective Courses
   Beyond the required core courses, all students must complete 12 additional credits in courses with a Sociology designator. Offerings vary from year-to-year, but the Department attempts to rotate course offerings so most are offered at least every three years.

3. Non Sociology outside Elective Courses
   Ph.D. students are also required to take a minimum of twelve non-sociology credits or a declared minor.

4. Advanced Methodological Training Required Course
   In addition to the required Core Courses in sociological theory, methods and electives, Ph.D. students are required to complete three credits of advanced methodological training. This requirement can be fulfilled in several ways: advanced qualitative and quantitative methods courses, formal research practicum courses offered by the Department or an independent research training experience (SOC 8093 Directed Study) with a faculty member. The choice among these alternatives should be made in close consultation with the student’s Permanent Advisor. Students are required to provide a written rationale in their departmental Degree Program Statement explaining how the Advanced Methods course(s) relate to their major area of interest within Sociology and helps them attain their career-objective(s).

5. Departmental Workshops
   First and second year students are required to attend the weekly departmental workshops where they will observe research presentations by our faculty, visiting lecturers, and advanced students. Workshops are on Tuesdays from 4:00-5:30 pm, the schedule is posted at http://www.soc.umn.edu/news/workshop.html. Students should avoid registration for courses during this time.

6. Professional Skill Development
   Students are encouraged but not required to take coursework that will enable them to perform professionally in academic and nonacademic settings. In spring each year the Department offers professional training in teaching through SOC 8011: Teaching Sociology: Theory and Practice.

   The department offers Instructor positions (versus teaching assistant positions) where graduate students are solely responsible for teaching the class. For Instructorships the Department’s policy requires all students to complete Sociology 8011 or the equivalent (as determined by the Director of Graduate Studies in consultation with relevant faculty members) as well as completion of preliminary written and oral exam and prospectus milestones to be eligible for instructor positions in the Department. Soc 8011 or approved equivalent taken for professional skill development cannot be used to meet degree requirements.

7. Grading Options
   If a grading option is available students may register to be graded A-F or Satisfactory/Non-satisfactory (S/N). Although the GSSP allows up to two-thirds of the total credits on the Graduate Degree Plan to be graded S/N, the Department of Sociology discourages students from choosing S/N grading.

8. Doctoral Thesis Credits - Soc 8888 – 3rd year fall semester
   Ph.D. students are required to register for 24 Doctoral Thesis Credits over and above the departmental registration requirements.

   a) If a student has completed all 41 credits of required coursework they must register for between 10 and 14 doctoral thesis credits over the next two semesters to reach a total of 24.
b) In fall of your third year (or fifth semester) students who have not completed all the required course work (41 credits) may take up to five doctoral thesis credits each semester until all required coursework is completed.

Students supported through departmental appointments should note that the Department will pay for only three semesters of Thesis Credits. To request an exception a student is required to have their Advisor provide the Director of Graduate Studies with a written rationale describing why more than three semesters are required to complete the required 24 Thesis Credits. The statement should also include a declaration of the Advisor’s support for the extension and outline how the extension will assist the student's dissertation or professional objectives. Special circumstances that could merit a waiver could range from a student needing to audit some course work to inform certain aspects of his or her dissertation, to a student needing to register for language courses due to a fellowship requirement, to a student needing to register for additional coursework required by an approved Graduate Degree Plan for a master’s degree being pursued outside the Department.

9. Advanced Doctoral Status – Full time equivalent
PhD students who have passed their preliminary written and oral exams and have taken all 24 thesis credits may request permission to enroll for a specific one-credit registration that certifies them as full-time, SOC 8444 Advanced Doctoral Status (FTE: Doctoral). The form “Application for Advanced Doctoral Status” (full time status with one credit registration) must be completed for each semester the student wishes to register for the full-time equivalent status. An application for this certification can be found online and is submitted directly to the Advisor and Director of Graduate Studies each semester for approval. After approval this form is submitted to the Sociology Graduate Program office.

10. Graduate School Active Status Registration
GRAD 999 is a zero-credit, zero-tuition registration option intended for graduate students who have completed all coursework and (if applicable) thesis credit requirements, and who must maintain registration to meet the registration requirement.

While students can register for GRAD 999 to maintain their active student status, they cannot use GRAD 999 to meet any other requirements of the University or external agencies. Students who must maintain full-time status to, e.g., hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements. For more information regarding international students’ registration for GRAD 999, see the section, “International Students enrolled in GRAD 999” below.

Eligibility requirements: GRAD 999 is an option only for graduate students. Students must hold active student status in order to register.

International students enrolled in GRAD 999: International students are strongly encouraged to confer with the International Student & Scholar Services (ISSS) office if they are considering GRAD 999 registration.

Maintaining legal status: International students who enroll in GRAD 999 must file a Reduced Course Load form, available on the International Student & Scholar Services web site, and submit the completed form to ISSS in 190 HHH Center.

Maintaining health benefits: International students who register for GRAD 999 are required to maintain their University-sponsored health benefit plan. Students will automatically be enrolled in the University-sponsored Student Health Benefit Plan unless they are covered by the Grad Continuation Plan, or they request and receive a waiver. To receive a waiver, students must meet one of the following criteria:

- They must be covered by a United States-based, employer-sponsored insurance plan; or
They must have returned to their home country and be in residence there for the duration of the semester.

Students who meet either of the above criteria need to contact the Student Health Benefits office for a waiver request by calling 612-624-0627, or emailing studins@bhs.umn.edu. All waiver requests must be received by the University’s established registration deadlines.

III. TRANSFER COURSES

Note: Students are required to take all the required core courses while in residence during their first year.

Students may request to transfer courses previously taken for graduate credit as determined by Sociology and the CLA Office of Research and Graduate Programs (ORGP) policy for a limited number of sociology and non-sociology elective course work.

Prior to taking a course while in the PhD program, or placing a previously completed course on a degree program, students must submit each course for approval to the Director of Graduate Studies according to the following guidelines.

a) Complete a Department of Sociology Transfer Course Evaluation Request form online to request a review of equivalency with required elective coursework. Any courses that are considered for equivalency must be graduate level courses from a graduate program recognized by the University of Minnesota Graduate School.

b) Attach a copy of the course syllabus, and (if available) relevant transcripts, tests, papers, assignments, etc.

c) Submit the materials to the Graduate Program Associate.

d) The most qualified Department instructor will review the materials and make recommendations to the Director of Graduate Studies, who will make the final decision about whether the course will be approved for transfer.

e) To be eligible for transfer, graduate level coursework must also meet the eligibility requirements and be approved as part of your Degree Plan by the CLA Office of Research and Graduate Programs (ORGP). Courses will appear only as credits transferred and not by individual course.

IV. ADVISOR AND COMMITTEES

1. Advisor

A graduate student is always represented to the faculty by an Advisor. Upon entry into the graduate program, and no later than September 1, the Director of Graduate Studies will assign all members of the entering cohort an Initial Advisor. Initial Advisors can be any Sociology professor listed on The Sociology Faculty Roster online. However, to the extent possible, the Initial Advisor will be a faculty member who works in an area related to the student’s stated interests or who is willing to work with students from diverse areas. The Initial Advisor will remain the student’s Advisor until the student asks a faculty member to be their Permanent Advisor in the fall of the second year. Students are then required to submit the Permanent Advisor Agreement form with their permanent advisor’s signature to the Graduate Program Associate. To be a graduate student’s Permanent Advisor, a faculty member must have a Senior Member appointment on The Graduate Education Faculty Role List online. A faculty member who carries a Member Advising appointment on The Graduate Education Faculty Role List can serve as a Co-Advisor with another faculty member who has a Senior Member appointment.

The Initial Advisor has three main responsibilities:

a) To meet with the student at least once per semester during the first year of study, including a meeting before fall Semester classes begin and more often if the student desires.
b) To serve as spokesperson for the student during appropriate faculty meetings (e.g., the annual review of graduate students).

c) To help the student select a Permanent Advisor.

Permanent Advisors are also expected to meet with their students regularly and to serve as spokespersons for their students. As students move through the program, Advisors take increasing responsibility for assisting students in program planning, discussing professional development, and job searches.

A student may change Advisors at any time with the consent of the previous and new Advisor, and by informing the Graduate Program Associate. Two exceptions to this rule are that Advisors cannot be changed between the distribution of the Preliminary Written Exam and the Preliminary Oral Exam or between the distribution of the dissertation and the Final Oral Defense. Advisors may also withdraw from the advisory relationship after consultation with the Director of Graduate Studies.

Advisor and Committee Updates
Assignments of initial advisors and formal notification of permanent advisors is initiated by Sociology Graduate Program Associate whereas committee assignments and updates are initiated by the student. Updates to adviser and/or committee should be submitted at least two weeks prior to any examination to allow time for processing and updates to the record.

PLEASE NOTE: Advisors and committee members must also meet college-specific requirements to carry out graduate education responsibilities.

2. Ph.D. Program Committee for the Preliminary Written and Oral Exam and Prospectus Hearing
The Program Committee will act as the student’s advisory body throughout the pursuit of the Ph.D. degree. The Committee is expected to be well acquainted with the student’s progress in the program and to have expertise in the student’s area(s) of interest.

The Prelim and Prospectus committee members are selected by the student in consultation with the student’s Permanent Advisor. The committee must consist minimally of four members: three (including the student's adviser) from the major field and one from the minor field or supporting program. At least one committee member from the minor field or supporting program must represent a graduate program and budgetary unit, other than that of the student's major. Committee members cannot represent more than one field simultaneously. The student's Advisor chairs the Preliminary Oral Exam.

Students will file the Sociology Degree Statement, which will include their intended committee, by March 15 of their second year. Students should begin contact with faculty they would like to serve on their committee. Subsequently the student should begin to meet individually with all potential members of a Program Committee at the end of the third semester to obtain permission to submit their names online to the Graduate School for approval to serve on their committee. For most graduate students, the members of the Program Committee serve on the Ph.D. Preliminary, Prospectus Hearing and the Final Examining Committees.

The Ph.D. Program Committee remains appointed until the student has completed graduate studies. The student and/or the Advisor can propose replacements on the Program Committee to the Director of Graduate Studies or the Graduate Program Associate however, after an examination has been scheduled, the Program Committee must remain intact. After the Graduate Degree Plan has been approved by ORGP, any changes in Program Committee members are usually made only because the faculty leaves the University or new faculty arrive at the University of Minnesota. Alternatively, Program Committee members change because the direction of the dissertation or the interests of committee members have been modified sufficiently that a change is appropriate.
To accomplish this change, the student should notify their Advisor and the committee member to be removed and confirm the willingness of the new committee member to serve. Students will be able to make changes to their committee by going to the forms page on the Graduate School's website online and selecting the Assign/Update Preliminary Oral Examining Committee link. After logging in students may submit a preliminary oral examining committee or, with existing committee assignments, will see their current members listed and can use the form to request a change in membership.

However, if at the time the student wishes to make a Program Committee change and there are reservations regarding the outcomes of any evaluative measures, these issues must be resolved before changes to the committee can be made. This requirement applies to the Ph.D. Preliminary Examinations, the Prospectus Hearing, and the Final Oral Exam.

3. Ph.D. Final Oral Examining Committee
After passing the Prelim Written and Oral exam the Final Oral Examining Committee membership must be appointed and approved via an online process. Students will be able to access these forms by going to the forms page on the Graduate School's website online and selecting the Assign/Update Final Oral Examining Committee link. After logging in you may submit a final oral examining committee or, with existing committee assignments, will see their current members listed and can use the form to request a change in membership.

The committee must consist minimally of four members: three (including the student’s adviser) from the major field and one from the minor field or supporting program. At least one committee member from the minor field or supporting program must represent a graduate program and budgetary unit, other than that of the student’s major. Committee members cannot represent more than one field simultaneously.

Although the student’s Advisor serves as a member of the final oral examining committee, another member of the committee is designated as the Chair and functions in this capacity at the final oral examination. The Chair must be a senior member or affiliate senior member of the graduate faculty and may be from either the major field or the minor field or supporting program.

Changes in the Final Oral Examining Committee may be necessitated by such circumstances as a faculty member’s temporary absence on leave from the University. The Advisor or the Director of Graduate Studies must request the Graduate School’s approval of such substitutions well in advance of the examination. Substitutions necessitated by emergency situations must also be approved in advance. In such cases, the committee chair should consult with Wendy Friedmeyer (612-624-9815) before the start of the examination.

4. Thesis Reviewers
All members of the final oral examining committee read the dissertation, although only those designated as thesis reviewers sign the report form certifying that the dissertation is ready for defense.

The designated thesis reviewers consist of the Advisor, representing the major field, and at least two other members of the final oral examining committee, including at least one representative from the major field and one representative from the minor or supporting program. Reviewers cannot represent more than one field simultaneously. All committee members must be present at the examination; the absence of any member results in an invalid examination.

V. PROGRESS TOWARD THE PH.D.

1. Registration Requirement
Students are required to maintain active student status by registering every fall and spring semester. Failure to register each semester will result in the Registrar’s Office discontinuing the student from the program. Discontinued students must reapply by completing a change of status/readmission form and the Express
Readmit form online. The Director of Graduate Studies, in consultation with the student’s Advisor must then approve the readmission and the form must be submitted to the Graduate School Admissions Office. Re-admission is by no means guaranteed. In some cases a discontinued student may be required to reapply following standard admissions protocol.

2. Milestones
a) Sociology Degree Program Statement by March 15 of Year 2
The Sociology Department requires that students file a Sociology Degree Program Statement. This document outlines how the courses they have taken or plan to take and that will be listed on the Graduate Degree Plan Form fulfill departmental requirements. It also establishes the student preliminary written and oral examining committee which must conform to the specifications on the Graduate Degree Plan (below). A template for the Department Degree Program Statement is available online. The student’s Advisor, Committee, and the Director of Graduate Studies must approve this document. Upon approval, the Department Degree Program Statement is placed in the student’s departmental file.

b) Reading List by March 15 of Year Three
Students are required to submit an approved reading list to the Graduate Program Associate by March 15 of their third year of study. The reading list must be accompanied by a departmental form entitled the Sociology Preliminary Exam Reading List Signature Page. This form is to be signed by all members of the student’s Ph.D. Program Committee. Upon receipt, the Graduate Program Associate will place the reading list and form in the student’s departmental file.

The purpose of the reading list, which should be prepared in close consultation with members of the student’s Preliminary Oral Examination Committee, is to define the scope of the Preliminary Written and Oral Examinations. The reading list consists of: 1) one to two paragraphs explaining the scope of the proposed area of examination; 2) a deadline by which the Written Preliminary Examination paper will be submitted to the Program Committee (by September 15 of Year 4, see below); and 3) a list of readings for which the student will be held responsible for being familiar during the Written and Oral Preliminary Examinations.

The length of the reading list will vary by substantive area. As a guide, the Department suggests that reading lists include approximately 75-100 journal articles/book chapters and 20-30 books. The list should include readings (both classic and current) that are considered central to the student’s broad area of interest as defined by the student and the Program Committee; it may also include readings that focus on a particular issue or question within that broad area. The readings on the list should not be confined to specific research questions, but should encompass the range of theoretical, methodological, and substantive materials within which such questions are embedded.

c) Graduate School Degree Plan by May 15 of Year 3
Students are required to file the official Graduate Degree Plan with the Sociology Graduate Program Associate by May 15 of their third year. The Graduate Degree Plan lists all coursework, that has been (or will be) taken in fulfillment of degree requirements in the major field and in the minor or supporting program. Approved graduate courses taken at other institutions may be included in the program provided that they conform to OGPR rules regarding such transfers. Students including transfer courses on their Graduate Degree Plan are required by the ORGP to submit a copy of their transcript, showing the credits they wish to transfer, with their degree plan. The Director of Graduate Studies from the major field, the Director of Graduate Studies in the minor field (if a minor is declared), and the student’s Advisor(s) sign the Graduate Degree Plan. The form is then submitted to Sociology graduate program office for review and is then sent to the ORGP for final approval. View forms and instructions online.
Once the student has been notified that their Graduate Degree Plan has been approved they should submit their preliminary oral exam committee on line at Assign/Update Preliminary Oral Examination Committee.

Filing the Sociology Degree Program Statement and the Graduate Degree Plan are critical steps in a student's education. These steps provide an opportunity to chart an integrated and logical course of study that is meaningful to dissertation work and an academic career. The student's Advisor, Committees, and the Director of Graduate Studies have the responsibility to monitor a student's progress and to ensure that programs are followed in a timely manner. Students may make changes to their programs by petitioning the Director of Graduate Studies and The Graduate School using The Graduate Student Petition form online.

It is important for students who are being supported by departmental appointments to note that the Department only agrees to fund coursework that has been approved on the Graduate Degree Plan.

d. Preliminary Written and Oral Examination
The Graduate School and the Department of Sociology require that each doctoral student pass both Written and Oral Preliminary Examinations in her or his specialty areas. Before taking the Preliminary Examinations, a student must file the Sociology Graduate Degree Statement and the Graduate Degree Plan. A student's Program Committee assesses whether the student has passed the Preliminary Written and Oral Examination.

Failure to meet the deadlines for the written and oral exam jeopardizes the student’s timely progress toward their Ph.D. and the student’s prospects for funding from the Department.

The student may request an extension of time by meeting with their Advisor, who may request an extension from the Director of Graduate Studies on the student’s behalf. Such requests must include the reason for the extension, a new deadline, and a statement of the Advisor’s confidence that the student can meet the new deadline.

e. The Preliminary Written Examination by September 15 Year Four
The Preliminary Written Examination takes the form of a paper that critically evaluates the state of knowledge in the student’s area(s) of specialization. The student, in consultation with his or her Ph.D. Program Committee, defines the scope of the paper. The student is free to solicit comments and suggestions from the committee members while preparing the paper.

The Preliminary Written Examination Paper, based on the reading list, may focus primarily on a specific question or issue that interests the student. However, where appropriate, students are expected to draw connections between central texts in the area and the specific topic of interest. Alternatively, students may review the theoretical and empirical development of a broad area of research, identifying dominant themes and discussing major shifts in theoretical paradigms, methodologies, or substantive concerns. More than an annotated bibliography is expected; papers should consider broad review articles (such as those appearing in the Annual Review of Sociology) as a model. The written paper need not incorporate every reading on the list, but students are advised that all of the readings may be addressed during the Preliminary Oral Examination. Most papers will be approximately 50-100 double-spaced pages in length.

All Ph.D. Program Committee members must evaluate the written examination by September 15. The Sociology Preliminary Written Examination form is used to indicate whether the Preliminary Written Examination is well enough developed to warrant a Preliminary Oral Examination.
Students must request the Sociology Preliminary Written Exam Form from the Graduate Program Associate and then must return the signed form to the Graduate Program Associate in order to record the results with GSSP. The entire committee must sign the form and the outcome recorded by the Sociology Graduate Program Associate before the preliminary oral exam can be released.

The student must then bring the signed Sociology Written Examination form to the Sociology Graduate office in order for the Program Coordinator to enter online the results of the exam and to allow release of the forms to take the Oral Examination. Students must provide the Graduate Program Associate with an electronic copy of the final Written Preliminary Examination paper.

All committee members must sign the Sociology Preliminary Written Examination form. The outcome of the preliminary written examination is recorded in one of three ways: pass, pass with reservations, or fail. The voting proportions necessary to pass the exam are as follows:

- If the committee consists of four members, a unanimous vote or a vote of 3–1 is required.
- If the committee consists of five members, a unanimous vote or a vote of 4–1 is required.
- If the committee consists of six members, a unanimous vote or a vote of 5–1 or 4–2 is required.
- If the committee consists of seven members, a unanimous vote or a vote of 6–1 or 5–2 is required.

Students who do not earn committee votes in these proportions fail the examination. If, to achieve the minimum number of votes to reach a verdict of pass, any vote of pass with reservations is included, then the outcome will be recorded as a pass with reservations. A vote to pass the student with reservations still constitutes a passing vote.

Pass With Reservations
If the student passes the examination with reservations, the student is informed immediately, but the committee is permitted one week in which to convey its reservations to the student in writing, informing the student of the steps that must be taken to remove them.

When the student has satisfied the committee’s reservations, a second letter is required informing the student that the reservations have been removed and that the student may proceed toward the degree.

If the committee members disagree as to whether the reservations have been satisfactorily removed, the committee chair asks for another vote. The results of the second vote are recorded as either pass or fail, with no option for a pass with reservations. A majority of votes indicating that the student has satisfactorily removed the reservations, or a tie vote, constitutes a pass. If the student does not receive a pass on the second vote, the student fails the preliminary oral examination, and his or her doctoral candidacy and student status may be terminated.

f. The Preliminary Oral Examination by Oct 15 of Year Four
After passing the Preliminary Written Examination students must schedule the Preliminary Oral Examination with the student’s Preliminary Oral Examining Committee. The student must pass the Ph.D. Preliminary Oral Examination by October 15 of the fourth year. To streamline the process, students often schedule the Preliminary Oral Exam before they know the result of the Preliminary Written Exam. In these cases, the Oral Exam may need to be rescheduled (in the case of a fail on the Written Exam). However, sufficient prior consultation with committee members, allowing ample time for them to review draft written exams will help to avoid Written Exam failure and Oral Exam rescheduling. Requests for an extension of time may be directed to the Director of Graduate Studies.

GSSP rules stipulate that the Preliminary Oral Examination must be scheduled online with them at least one week in advance of the proposed examination date, and the student must have filed (or be filing at the
same time) an approved Preliminary Written Examination Report form and have an approved Graduate Degree Plan already on file. Further, the student must be continuously registered every fall and spring semester. Forms and information regarding the prelim oral exam can be found online.

The Preliminary Oral Examination covers the material from the Preliminary Written Examination paper, but may refer to other works on the student’s Reading List.

Immediately before the Preliminary Oral Examination, the Committee Chair stipulates the objectives of the examination and, in consultation with other members of the Examining Committee, determines how the examination is to be conducted. Immediately after the examination, the student is excused from the room and a written secret ballot is taken before the committee discusses the examination. Following the Chair’s announcement of the preliminary vote results, a discussion occurs, a second and final vote is taken, and the Examining Committee members sign in the appropriate place on the Report Form (which has been sent directly to the Committee Chair after the student schedules the exam). The outcome of the examination, with all committee members present and voting, is recorded on the Report Form in one of three ways: pass, pass with reservations, or fail. A vote to pass the student with reservations constitutes a passing vote.

If not unanimous, the voting proportions necessary for a favorable verdict are as follows:
- if the committee consists of four members, a vote of 3-1;
- if the committee consists of five members, a vote of 4-1;
- if the committee consists of six members, a vote of 5-1 or 4-2 is needed;
- and if there are seven members, a vote of 6-1 or 5-2 is needed.

Students who do not earn committee votes in these proportions fail the examination. If, in order to achieve the minimum number of votes to reach a verdict of “pass,” any vote of “pass with reservations” is included, then the entire outcome is recorded as a “pass with reservations.” An exam result of this type allows the committee one week to return the Report Form to GSSP, but the form must be accompanied by a copy of a letter given to the student that outlines the steps the student must take to remove the committee’s reservations and the timeline he or she must work within.

After the Report Form has been signed, the student is called back into the examining room and informed of the committee’s decision. The ballots are to be destroyed, and unless there is a “pass with reservations,” the Examination Report form is to be returned to GSSP within one business day of the examination.

Students must successfully pass the Preliminary Oral Examination before being advanced to Ph.D. candidacy. The Preliminary Oral Examination may be retaken providing the original Preliminary Oral Examining Committee conducts the reexamination. In no case may the reexamination take place before at least 10 weeks has passed since the first exam. A student who fails in a second attempt will not be advanced to Ph.D. candidacy by rule of The Graduate School (such students will, however, be allowed to complete a terminal Master’s degree).

3. Prospectus Hearing by May 15 of Year 4
The Department requires each Ph.D. candidate to prepare and receive approval of a complete Dissertation Prospectus: an explanation and elaboration of the dissertation problem, sources of data and methods to be used, and general plan of procedure. The Ph.D. candidate and the Ph.D. Final Oral Examining Committee must meet for a Prospectus Hearing during which the research proposal is discussed in detail. Candidates must schedule the hearing at a time when all Final Oral Examining Committee members can attend. As soon as possible after the Prospectus has been approved, a final copy of the Prospectus and a signed Prospectus
Hearing Approval form (signed by the candidate and all Ph.D. Final Oral Examing Committee members) must be filed with the Graduate Program Associate. The Prospectus Hearing Approval form may be obtained online.

4. **Graduation Packet Request** at least one semester before your final dissertation defense.
   a) **Application for Degree** - Indicating the Month you intend to Graduate. Please be aware that you will not be able to choose the month you wish to graduate via the online Application for Degree; it will only list the term (i.e., spring, summer, fall). Instead, the Office of the Registrar assumes when you are prepared to graduate based on the timing of your submitted application. All Applications for Degree must be submitted by the first day of the month you would like to graduate. You may only submit your Application for Degree once. If you need to change your expected graduation term or month after you’ve applied, please email gssp@umn.edu.

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**Update Your Personal Information**

Prior to completing the Application for Degree, please confirm and update (if necessary) the name to be printed on your diploma and the mailing address for your diploma. This information can be updated via the My Info tab in MyU by selecting the icon next to your name and address information. If a degree name and diploma address do not appear, click on add a new name/add a new address. If you do not enter a diploma name and address, we will use your primary name for your diploma and your diploma will be mailed to your permanent (i.e., home) address. More information about estimated diploma mailing time frames and FedEx options are available here.

Complete the Application for Degree
Navigate to the application via MyU through the “Academics” tab > “Degree Progress” and click on the Apply to Graduate link.

b) **Scheduling the Final oral examination with the GSSP** is available online and must be completed at least one week in advance of your examination. The final oral examination scheduling lists the requirements that must be met for the GSSP to authorize your examination. GSSP staff will send you an e-mail notification of your exam’s authorization status to your U of M email address.

c) **Submitting the Reviewers’ Report form to GSSP**, signed by your reviewers, is among the requirements that must be met prior to release of the Final Examination Report form and the GSSP’s authorization for you to take your final examination.
After your final exam for the PhD:
Submit the Final Oral Examination Report form, signed by your committee, to the GSSP. The signed Final Oral Examination Report form must be submitted by the last business day of the month you intend to graduate.

Submit your completed dissertation and ensure that all remaining degree requirements are met by the last working day of the month you intend to graduate. (see Graduation Instructions sheet, included in your graduation packet, for further details on these forms). You must submit the following:

a) Your dissertation, submitted online
b) The publishing fee, paid online with dissertation/project submission
c) Dissertation Signature Page form signed by your advisor(s), submitted to 160 Williamson.
e) Deposit Agreement for the Digital Conservancy (only if electing to participate in the UDC-not required), available submitted to 160 Williamson.
f) The University of Minnesota Survey of Earned Doctorates UMNSED Survey

Students who wish to delay the release of the dissertation to ProQuest and the University Digital Conservancy may request a temporary hold using the Thesis or Dissertation Hold Request.

5. Ph.D. Final Oral Examination
The student must schedule the Final Oral Examination with GSSP online as soon as a date is set, but no later than one week prior to the examination. Once the student schedules online, a confirmation email will be sent to the student's UMN email account. At least one week prior to the exam, an email will be sent to the student's UMN email account that will include information regarding outstanding requirements and/or the status of the Final Oral Examination form.

Please note that the student is responsible for scheduling and confirming the time and place of the examination with all committee members and for following their program’s internal scheduling procedures.

The Ph.D. Final Oral Examination begins with a brief (e.g., 30 minute) public presentation on the dissertation to which interested faculty, students, staff, family, and the public are invited. Following this presentation, visitors will be asked to leave and the formal examination will begin. The examination is limited to the candidate’s thesis subject and relevant areas. It will not exceed three hours. The question-and-answer examination period is followed by the student being excused from the examination room. The committee members immediately vote by secret ballot without discussion, marking either “pass” or “fail.” The Chair counts and announces the outcome.

A discussion follows (with the candidate out of the room) in which members may offer critiques and suggestions, then a second secret ballot is cast that is the committee’s binding decision. The candidate either passes or fails this examination. The candidate has no right to retake the examination, nor is there a provision for a pass with reservations (unlike the Preliminary Oral Examination). To be recommended for the award of the doctoral degree, candidates must receive a vote with no more than one dissenting member of the total examining committee. Further discussion may occur about modifications and revisions that the committee wants the candidate to make in the final version of the dissertation.

The candidate is then invited to re-enter the examination room and the Chair communicates the outcome of the vote and verbally explains any modifications and revisions requested by the committee. Members of the committee may sign or withhold their signatures from the Final Oral Examination Report form, pending completion of changes in the dissertation. If the candidate has clearly passed, with no thesis revisions required, or clearly failed the examination, all members must sign the Final Oral Examination Report form, which will have
been previously sent to the Chair. The GSSP requires that the Final Oral Examination Report form be returned no later than the first business day following the examination.

If revisions are required, the candidate and all members of the committee should know exactly what revisions need to be made before the defense ends. The candidate's Advisor will subsequently outline those requirements in writing and distribute them to the other committee members, and the candidate. The Final oral examination report form should not be signed and submitted to GSSP until all revisions have been made. If the Report Form will be held for more than one week, an email must be sent to GSSP@umn.edu stating that the form is being held pending required revisions. The Advisor's responsibility is to ensure that the candidate makes the appropriate modifications and required revisions, and to present the revisions to the committee members for their approval. Once revisions are approved, the Advisor obtains the signatures of all committee members and returns the Final Oral Examination Report form to GSSP.

Retakes and “Pass with Reservations” - According to the rules defined by the graduate faculty, the student either passes or fails the final doctoral examination. Retakes are not permitted and (unlike the preliminary oral examination) there is no provision for a “pass with reservations.” The examining committee has both the authority and the responsibility to fail a candidate whose performance in the thesis or the Oral Defense does not meet the standards for the awarding of a doctoral degree.

Recess of a Preliminary Oral Examination - Occasionally there are instances in which the final examination does not proceed well, but in which the faculty feel the student has an acceptable dissertation that she or he is capable of adequately defending. While such instances should be rare, it is in both the student’s and the faculty’s interest to follow clearly defined procedures for recessing and reconvening the final oral exam.

Note: Suggestions for minor revisions in the dissertation are common and do not require the faculty or the student follow the procedures outlines below. Such minor revisions need only be made in the text of the dissertation before the final copy is submitted to GSSP.

Circumstances that prompt a recess of the final oral examination would fall into two broad categories involving

1. Primarily non-substantive matters; Cases in this category include, but are not limited to, those in which the student’s nervousness prevents him or her from adequately defending the dissertation. In such circumstances the committee may decide to informally to recess for up to one week. The committee and the student should select a date and a time for reconvening that is agreeable to all parties. No written notice need be given to the student, although the faculty should give him or her advice and assurance, as they deem important. GSSP need not be notified of the recess until after the fact, when the final examination report is returned. At that time, as chair of the examining committee, please attach a brief note indicating simply that the committee has recessed, and provide the date the examination was reconvened and the examination of the student is completed.

2. More serious concerns: When the faculty has serious concerns about the dissertation or the student’s ability to defend it, but feels the student has the potential to improve he dissertation or his/her examination performance, the faculty should stop the examination, inform the student of their intent to recess, and discuss with the student the deficiencies that prompted the recess. The chair of the examining committee should send a letter or email to the student clearly stating these deficiencies, outlining the steps necessary to remedy them, and indicating when the committee expects to reconvene and resume the examination. The letter or email should be sent to student within a week of the recessed examination. A copy of the letter or email should be sent to GSSP along with the unsigned Final oral Examination Report form. When the student and the committee are ready to reconvene the examination, it should be rescheduled in the normal way with GSSP.
If the preliminary oral examining committee recesses without having determined whether a student has passed the examination, the chair of the committee must send a letter to the Vice Provost and Dean of Graduate Education explaining the reasons for the recess and noting the date on which the examining committee will reconvene. If the recess will be longer than one week, the Preliminary Oral Examination Report Form must be returned to GSSP, and the student must reschedule the examination with GSSP at least one week in advance. A new Preliminary Oral Examination Report Form will be mailed to the chair of the committee one week before the date on which the committee will reconvene. The reconvened committee must be composed of the same members as the original preliminary oral examining committee.

VI. MASTER’S DEGREE

The master’s degree is awarded in recognition of academic accomplishment as demonstrated by a coherent program of coursework, passing of the required examinations, and preparation of a thesis or project(s).

1. Changes to the awarding of the MA
   Students (who have not yet completed their prelim written and oral exam) may receive the MA degree via successful completion of the preliminary written and oral exam taken in the fall of year four. Students must have an approved MA degree plan on file with the GSSP by May 15 of the third year. Steps for completion of the MA can be found here. Students should notify their advisor and committee of their intention to receive the MA prior to taking their preliminary written and oral exam. There are no additional exam requirements for the MA. The agreed upon preliminary written and oral exam are sufficient for the MA.

   Students who have already completed their prelims may pursue the MA through the plan A or B as described below.

2. New time limit for award of the degree:
   Admitted and matriculated prior to spring 2013/Seven-year Time Limit for Earning the Master’s Degree
   All requirements for the master’s degree must be completed and the degree awarded within seven years. The seven-year period begins with the earliest coursework included on the official Graduate Degree Plan form, including any transfer work.
   Admitted and matriculated spring 2013 and beyond/Five-year Time Limit for Earning the Master’s Degree
   All requirements for the master's degree must be completed and the degree awarded within five years after admission and matriculation in the graduate program.

3. Extension of time request
   Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to one year. Extensions beyond one year are considered only in the most extraordinary circumstances. To ensure timely consideration, petitions should be filed at least six months prior to your current time limit deadline. Students must obtain the approval of their adviser(s) and program DGS and submit the petition by the deadline set by the collegiate unit. After you have obtained the appropriate signatures, submit the signed form to your college at least six months prior to your current time limit deadline.

   If a petition is approved, the student is notified of the expectations for progress and completion of the degree. If the petition is denied, the student is terminated from the graduate program.

4. Termination
   Students who have been terminated under such circumstances may apply for readmission to the Graduate Program; however, readmission under these circumstances is not assured. The faculty in the major field and the ORGP set any readmission conditions on the student's resumption of work toward the degree, such as
registering for additional coursework, retaking written examinations, completing the degree within a specified time period, or other appropriate terms.

More information about the master's degree time limit and petitioning procedure is available online.

5. General Requirements for Master's Degree

Minimum ORGP requirements, including the 30-credit minimum, time limit for degree completion, double counting of credits, transfer coursework, and GPA apply to all plans.

a. Registration Requirement for the Master's Degree

Master's degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs as registered University of Minnesota Graduate students. With approval of the advisor, director of graduate studies in the major (and Director of Graduate Studies in the minor, if the courses are for a designated minor), and the College of Liberal Arts, transfer coursework may make up the remaining 40 percent (maximum) of the degree coursework.

b. Minimum Grade Requirements

The CLA Graduate Program requires a minimum GPA of 3.0 (on a 4.00 scale) for courses included on any official master's Graduate Degree Plan. Courses with grades of A, B, C (including C-), and S may be included in the official degree program, but grades of S are not calculated in the GPA. At least two-thirds of the course credits included on any Graduate Degree Plan must be taken A-F.

c. Double Counting

Students may have a maximum of 8 credits in common between two master's-level degrees.

d. Transfer of Credits for the Master's Degree

The following rules apply to transfer of credits from:

1) Graduate-level coursework completed at other accredited graduate institutions
2) Graduate-level coursework taken as a non-admitted U of M student
3) Graduate-level coursework completed through other University of Minnesota units (e.g., College of Education and Human Development, Law School) in pursuit of graduate-level degrees
4) Adult special, summer session, and College of Continuing Education coursework completed at the University of Minnesota before spring semester 2001. Any registrations in these categories during spring semester 2001 or later will not be accepted towards any Graduate degree requirement.

In all cases, copies of the official transcripts of the work must be attached to the Degree Plan.

Work to be transferred must be graduate level (post-baccalaureate) and have been taught by faculty authorized to teach graduate courses. It is the student's responsibility to provide appropriate course documentation (e.g., course syllabi, faculty status information) supporting proposed transfer credits to the program.

In the case of a transfer from a non-U.S. institution, the credits must have been earned in a program judged by the College of Liberal Arts Graduate Program Office to be comparable to a graduate degree program in a graduate school of a regionally accredited institution in the United States.

Regarding the transfer of coursework from either a U.S. or non-U.S. institution, if conditions are placed on a student's admission to exclude certain coursework from transfer to a Graduate Degree plan, that coursework may not be transferred regardless of the level of the coursework or the status of the school or college in which it was earned.
Credits are transferred by including the courses in the proposed degree plan. Credits not accepted as part of a student's degree program cannot be transferred.

Courses taken before the awarding of a baccalaureate degree cannot be transferred.

e. Official Graduate Degree Plan
The Sociology program expects master's students to submit an official degree plan by filing a Graduate Degree Plan in the spring of their third year, at the same time they are filing their PhD Degree plan. ORGP approval of the Graduate Degree Plan is required prior to obtaining the master's graduation packet, taking the master's final examination, and for degree clearance. Students are strongly encouraged to plan ahead to avoid unexpected delays.

The official Graduate Degree Plan lists all coursework, completed and proposed, that the student will complete in fulfillment of degree requirements, including transfer work (see Transfer of Credits for the Master's Degree). The members of a student's MA final examining committee are submitted for approval online after the student's official degree plan is approved.

f. Changes in Approved Program
Once approved, the degree program must be fulfilled in every detail to meet graduation requirements. Changes to the degree program should be requested by completing a Graduate Student Petition Form, obtaining your advisor(s), DGS and ORGP approval. The Petition Form is available online.

g. Changes in the Examining Committee
Substitutions on the examining committee may be necessitated by such circumstances as a faculty member's temporary absence from the University. Students must request the ORGP approval of such substitutions well in advance of the examination online.

Substitutions for an oral examination that are necessitated by emergency situations must also be approved in advance. In such cases, the advisor should consult with Wendy Friedmeyer at 612-624-9815 before the start of the examination.

VII. PLAN A MASTER'S DEGREE WITH THESIS

Upon completion of all other requirements, candidates who desire an M.A. Degree are required to pass an M.A. Oral Examination before their M.A. Program Committee. This committee must include at a minimum two faculty representatives from Sociology, one of whom is the Advisor, and one member from a related or the minor field. The student has the responsibility of making the Plan A thesis available to the M.A. Program Committee for review at least two weeks prior to the M.A. Oral Examination. The examination will normally be one to two hours in length, and will focus on the written work previously submitted to the committee and questions related to that work. Based on performance during the examination, the student will be deemed either acceptable or unacceptable to receive the M.A. degree.

1. Minimum Credit Requirements
Students must complete an approved program of coursework consisting of a minimum of 14 credits in the major field and a minimum of 6 credits in one or more related fields outside the major. Students who wish to complete a designated minor (which is certified on the transcript—unlike the related field option, which is not) must complete the requirements as designated by the department of the minor field. A designated minor must be approved by the director of graduate studies in the minor field. Minors generally are declared when the Graduate Degree Plan is filed; they must be declared prior to the final examination. Students must also register for a minimum of 10 master's thesis credits (8777); these registrations are not graded and therefore cannot be used to meet course credit requirements.
All credits included on the official Graduate Degree Plan must be in graduate-level courses. Courses included on the official Graduate Degree Plan cannot be used to meet both major and outside credit requirements.

2. Thesis Credits
Students must enroll for a minimum of 10 master's thesis credits (8777) before receiving the degree. Students cannot include thesis credits in the total program credits when determining maximum transfer allowed. In addition, they cannot transfer thesis credits from other graduate institutions, double-count thesis credits between two master's degrees, or use thesis credits to meet the minimum major and related field coursework requirements for the degree.

3. Master's Thesis
Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively by completing a master's thesis.

4. Language of the Thesis
Theses must normally be written in English or in the language of instruction. If a thesis is to be written in a foreign language, including a language of instruction other than English, a letter should be attached to the degree program when it is submitted to the ORGP. This letter should confirm that the recommended thesis reviewers (including the outside reviewer) are qualified to read, comprehend, and criticize a thesis in the foreign language.

5. Published Work Included as Part of the Thesis
The thesis may include materials that students have published while University of Minnesota graduate students provided the research was carried out under the direction of the graduate faculty and approved by the advisor for incorporation into the thesis. Such publication is welcomed as the best demonstration of quality in a student's research, and the Graduate School encourages the practice. The advisor should notify the ORGP in writing of the intention to publish part of the thesis material, but the ORGP's approval is not required.

In cases where the thesis research is to be presented to the examining committee in the form of one or more articles that have been published, or are in a form suitable for publication, the student should contact the GSSP at gsmast@umn.edu for information on accommodating such a presentation to the required thesis format.

6. Thesis Reviewers
This examining committee consists of at least three members: two representatives from the major field and one from the minor or a related field. Committee members cannot represent more than one field simultaneously.

The thesis is read by the entire examining committee. To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their advisor and other members of the final oral committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered.

The entire committee must be unanimous in certifying that the thesis is ready for defense, as indicated by their signatures on the Thesis Reviewers Report Form. Students request this form, part of the graduation packet. The form will be released to the student only if she or he has a Graduate Degree Plan approved by and on file with GSSP and has maintained active status by continuous registration every semester. When the signed Thesis Reviewers Report Form is returned to the GSSP the student is provided with the Final Examination Report.
Candidates for the master's degree, Plan A, must pass a final oral examination; the final written examination is the original research paper, itself. The written examination must precede the oral examination. The final examinations cover the major field and the minor or related fields, and may include any work fundamental to these fields.

7. Final Examination
The final oral for the master's degree is conducted as a closed examination, attended by only the student and the examining committee. Final examinations are coordinated by the chair of the student's examining committee. All committee members must be present at the examination; the absence of any member results in an invalid examination. The results of the examinations are reported to the GSSP on the Final Examination Report Form. A majority vote of the committee, all members present and voting, is required to pass the examination. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original examining committee.

8. Instructions for preparation and submission of the Thesis can be found online.

VIII. PLAN B: MASTER'S DEGREE WITHOUT THESIS

Upon completion of all other requirements, candidates who desire an M.A. Degree are required to pass an M.A. Oral Examination before their M.A. Program Committee. This committee must include at a minimum two faculty representatives from Sociology, one of whom is the Advisor, and one member from a related or minor field. The student has the responsibility of making the two Plan B papers available to the M.A. Program Committee for review at least two weeks prior to the M.A. Oral Examination. The examination will normally be one to two hours in length, and will focus on the written work previously submitted to the committee and questions related to that work. Based on performance during the examination, the student will be deemed either acceptable or unacceptable to receive the M.A. degree.

1. Minimum Credit Requirements
Students must complete an approved program of coursework consisting of a minimum of fourteen credits in the major field, ten sociology designated credits and a minimum of six non-sociology designated credits. Students who wish to complete a designated minor (which is certified on the transcript—unlike the related field option, which is not) must complete the requirements as designated by the department of the minor field. A designated minor must be approved by the director of graduate studies in the minor field. Minors generally are declared when the Graduate Degree Plan is filed; they must be declared prior to the final examination.

The balance of credits, ten, to be completed to meet the 30-credit minimum requirement for the degree is chosen by agreement between the advisor and the student, subject to whatever restrictions the graduate faculty in the major field may place on that choice. Courses included in the student's official degree program cannot be used to meet both major and outside credit requirements. All credits included in the official degree program must be earned in graduate-level courses.

2. Plan B Project(s)
Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation. Two projects or papers based on original research are required.

3. Final Examination
In sociology, the Plan B M.A. requires committee approval of the two written Plan B projects/papers and successful passing of a final oral examination or defense of the project(s). The oral examination is conducted
as a closed examination, attended by only the student and the examining committee. All committee members
must be present at the oral examination; the absence of any member results in an invalid examination.

The Graduate School requires a final examination for Plan B candidates; this may be written, oral, or both, at
the discretion of the graduate faculty in the major field. The final examinations cover the major field and the
minor or related fields, and may include any work fundamental to these fields.

The Plan B papers are read by the entire examining committee. To permit faculty to allocate sufficient time to
read the papers and decide whether it is ready for defense, students must notify their advisor and other
members of the final oral committee at least two weeks in advance that the papers will be delivered on a
particular date. All members of the examining committee must then have at least two weeks to read the papers
after it has been delivered.

A committee of at least three examiners is submitted online for approval at the time the official degree program
is approved. This committee consists of two representatives from the major field and one from the minor or a
related field. Committee members cannot represent more than one field simultaneously.

The final exam is conducted as a closed examination, attended by only the student and the examining
committee. The examination is coordinated by the chair of the student's examining committee. The results of
the examination are reported on the Final Examination Report Form, which the student requests
before the examination is held. This form is released only if the student has a Graduate Degree Plan approved by and on
file with the GSSP and has maintained active status by being continuously registered every fall and spring
semester.). A majority vote of the committee, all members present and voting, is required to pass the
examination. A student who fails the examination may be terminated from the graduate program or may be
allowed, on unanimous recommendation of the examining committee, one retake of the examination, providing
the reexamination is conducted by the original examining committee.

More Information

Students who have questions about the master's degree may review online information or contact the
Graduate student Services and Progress office by e-mail at gssp@umn.edu. Note: Commonly used forms are
available on the Graduate School web site.

IX. ARTS, SCIENCES AND ENGINEERING GRADUATE COMMENCEMENT ATTENDANCE

The ceremony is open to graduates with degrees that were officially awarded within the previous two years and
students who will receive their degree by the last working day of the year they plan to graduate, and have met
their program's eligibility requirements for commencement attendance. Students with degrees pending may
participate if they meet their program's criteria for commencement attendance. Please check with your program
if you are unsure of the requirements. If you have questions contact asecommencement@umn.edu.

You must have an active University of Minnesota internet ID and password to access the online registration
system.

If you plan to participate in this spring's commencement ceremony, you must register online by checking the
deadline using the above link. It is important that you adhere to the registration deadline. If you fail to register by
the deadline, you may be ineligible to attend. Only graduates who have registered by the deadline will have
their names published in the commencement booklet.

Attending the commencement ceremony does not imply that you have officially graduated. For information
regarding steps required for the award of your degree or certificate, please refer to the University's graduate
degree completion checklists: Doctoral requirements
X. FINAL STEPS
The Department of Sociology would like to ensure that graduating students undertake the following seven important steps as they leave the department and enter their professional careers.

1. Clean out all University office space(s).
2. Copy and/or delete all electronic files being stored on University computers and/or servers. Any files left behind will be deleted forever.
3. Return all department/building keys to the front office.
4. Leave a forwarding address and preferred contact information with the front office.
5. Keep all grade books (forever) if ever a lab leader or a course instructor.
6. Keep all graded student material for 12 months after a class has ended. If after 12 months papers/exams have not been retrieved by students, they should be shredded confidentially.
7. Update the department with appointment/promotion/award/honor/publication information for departmental Website and/or alumni publications.

Graduates may keep their University of Minnesota email accounts (i.e., their X.500 accounts) by logging in every six months. https://onestop.umn.edu/contact_us/alumni_web_access.html
XI. LEAVE OF ABSENCE POLICY

Department of Sociology University of Minnesota

UNIVERSITY POLICIES AND GUIDELINES SPECIFIC TO STUDENTS SEEKING A LEAVE OR A DISABILITY ACCOMMODATION

A. TYPES OF LEAVES
   1. Students seeking leave or adjustment to milestones
   2. Graduate Assistants Seeking a Parental Leave
   3. Graduate Assistants Sick Leave
   4. Graduate Assistants seeking other types of leaves

B. DISABILITY ACCOMMODATION

INTRODUCTION - LEAVES
The Department of Sociology is fully committed to supporting students in meeting their health or disability needs, and is especially concerned with providing practical assistance in times of crisis, and is sympathetic with the needs of students who are caring for infants and other family members.

Two main effects occur when a student seeks either a leave of absence or certain accommodations for a disability: effect on timely progress toward the degree and effect on any employment with the University that the student holds in a particular semester. The guidelines on the following pages address both.

POLICIES TO DETERMINE YOUR ELIGIBILITY FOR LEAVE
Graduate Assistant Employment Policy

Paid and Unpaid Leaves of Absence for Graduate Assistants covering the types and provisions of leaves available.

Parental Leave for Academic Employees see Paid and Unpaid Leaves of Absence for Graduate Students.

TYPES OF LEAVES
There are three types of leaves which are dependent on your status, are you a GA with health insurance or are you no longer a GA in sociology but are considered a student working toward your PhD without a GA appointment or fellowship

1. Official university leave policy
   Leave of Absence and Reinstatement from a Leave: Graduate Students
   http://policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html

2. Internal sociology leave formulated with the University guidelines and in consultation with your advisor, course faculty and the DGS.

3. Parental leave

You should review these options to decide which is the best for your personal situation and also review and consult with the Graduate Assistant Employment office www1.umn.edu/ohr/gae/ and the information about eligibility or coverage regarding health insurance, contact the Graduate Assistant Insurance Office at Boynton Health Service, 612-624-0627 or gradins@bhs.umn.edu.

In all case it is crucial that feasible action plans are created in advance on a case-by-case basis for all leaves or adjustments. Graduate Assistants must talk with their advisor(s), the course instructor or the Faculty, Principle Investigator for an RA-related appointment) at least one month (but preferably several months) before a leave or adjustment is expected to occur.
PROCEDURES

1. Students seeking leave or adjustment to the milestones

   All students seeking an academic leave or milestone adjustment should first talk with their advisor(s). Advisors should counsel students to come up with an alternative time line if they anticipate students will have problems meeting upcoming milestone deadlines. Options include extending deadlines for milestones (e.g., the degree programs, the reading list, the preliminary exams, the prospectus hearing, the oral defense), requesting to register for a reduced course load (not less than 6 credits), or a one-semester registration in GRAD 999 status (this status may affect repayment of loans etc.)

   Alternative time lines for timely progress should be submitted by the student’s advisor and to the Director of Graduate Studies (DGS) for approval before a deadline has been missed. Student’s should understand that timeline adjustments pertain only to program milestones; there are no guarantees of funding extensions beyond what was previously promised in students’ offer letters at the time of admission.

2. Graduate Assistants Seeking a Parental Leave

   Students should realize that the department is supportive of the practice of taking parental leaves. Furthermore, there will be no retaliation or penalty for students who seek/take a parental leave. Additionally, taking a parental leave will not affect students’ future chances of being assigned a teaching or research assistant appointment however there are no guarantees of funding extensions beyond what was previously promised in students’ offer letters at the time of admission.

   The department will work to meet Graduate Assistants’ need for parental leaves while minimizing the disruptions to classes and research projects. For example, a student who plans to take a leave early in the semester may be offered a TA position that is heavy on grading at the end of the semester. A student whose leave will fall in the middle of the semester may be offered a TA position for a class with several TAs, so that the teaching team can appropriately cover for the person on leave. A student needing to take a leave during an RA appointment may be asked to focus on tasks complementary to the leave, such as working on data collection, rather than helping to prepare a grant application that may be due during the leave.

3. Graduate Assistants Sick Leave

   Details of University policies on Paid and Unpaid Leaves of Absence for Graduate Assistants

4. Graduate Assistants Seeking Other Types of Leaves

   For leaves regarding
   - Bereavement Leave
   - Court appearance or Jury Duty
   - Military Leave
   - Voting Leave

   Refer to Paid and Unpaid Leaves of Absence for Graduate Assistants

   It is crucial that feasible action plans are created in advance on a case-by-case basis for all leaves. Graduate Assistants must talk with their advisor(s), and their employment supervisor(s) (i.e., the Instructor or the faculty Principle Investigator for an RA-related appointment) at least one month (but preferably several months) before a parental leave is expected to occur.

B. DISABILITY ACCOMMODATION

   Students seeking accommodations should consult the Disability Services website at http://ds.umn.edu/. All students seeking accommodations for a disability should register with Disability Services prior to requesting any accommodation. This step is required if a student is seeking accommodations and recommended to ensure that the student’s privacy is guaranteed, that proper protocol is followed, and that the extent and nature of the disability is properly determined. The Office for Disability Services cannot pursue retroactive accommodations for problems the student experienced before registration with the office.
XII. POLICY ON THE ASSIGNMENT OF TEACHING ASSISTANTSHIPS AND INSTRUCTORSHIPS TO GRADUATE STUDENTS
Sociology Department University of Minnesota
Approved by Faculty: March 2004

I. POLICY STATEMENT
In assigning Teaching Assistantships (TAs) and Instructorships the Department will balance 1) the need to maintain a high quality educational experience for our undergraduates, 2) each graduate student's relative entitlement to support, 3) each graduate student's need for teaching experience prior to entering the job market, and 4) allowing graduate students flexibility to engage productively in research.

II. OBLIGATION TO CARRY OUT TEACHING DUTIES DILIGENTLY.
A. The Sociology Department requires participation in several teacher training programs. First-year students are required to attend teacher training sessions as part of their orientation. Second-year graduate students are required to participate in the Department-sponsored portion of this teaching orientation so that they can share their practical experiences with first-year students. However, if second-year students know that they will not be TAing or teaching during their second year, they may (but need not) defer this requirement. Students who defer this requirement will be eligible for a TA or Instructorship appointment after they have made up the requirement. Finally, students are required to take SOC 8011: Teaching Sociology: Theory and Practice or an equivalent course to be eligible for an instructorship.

B. Graduate students who fail to meet the teacher training requirements without making alternative arrangements will be ineligible for a TA or Instructorship during the year that they missed a requirement. Students in special circumstances (e.g., an emergency prevents them from fulfilling a requirement; teaching experience at another institution makes a requirement superfluous) may work with the Director of Graduate Studies (DGS) to waive a requirement or to make up a requirement in some other fashion (such as verified attendance at seminars offered by the Center for Teaching and Learning and designated by the DGS).

C. In addition to participating in all required teacher training programs, to be eligible for an instructorship, students must demonstrate a commitment to quality teaching. If a student has received an unsatisfactory evaluation from a supervising teacher and/or unsatisfactory student evaluations of teaching (an average of less than 4.0 out of 7 on the first question¹), the student must make arrangements with the Advisor and the Coordinator of Undergraduate Advising to take additional training tailored to the student's particular strengths and weaknesses.

D. All nonnative English speaking graduate and undergraduate Teaching Assistants (TAs) must demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship. Proficiency is assessed in one of the following ways:
   1. Speaking section of TOEFL iBT (internet-based Test of English as a Foreign Language) [http://www.ets.org/toefl/ibt/about/content/](http://www.ets.org/toefl/ibt/about/content/)
   2. SETTA (Spoken English Test for Teaching Assistants) [http://cei.umn.edu/courses-programs/international-teaching-assistant-program/spoken-english-test-teaching-assistants](http://cei.umn.edu/courses-programs/international-teaching-assistant-program/spoken-english-test-teaching-assistants)
   3. English Language Proficiency (ELP) rating earned through coursework with the Center for Educational Innovation [https://policy.umn.edu/hr/language-appa](https://policy.umn.edu/hr/language-appa)

All non-native-English speaking TAs assigned to teaching, grading, or advising duties must meet the following requirement to hold a teaching assistantship in Sociology.

¹ Teaching evaluation forms are produced by the College of Liberal Arts, which does not always consult with the Department of Sociology. As such, this definition of “unsatisfactory” is subject to change.
Students scoring 27 and above (out of 30) on the speaking section of the TOEFL iBT test are eligible to teach and for all TA duties.

Those students scoring between 23 and 26 on the TOEFL iBT test can teach (or lead discussion sections) if they take the SETTA and receive a score of 2 or 3 on the English Language Proficiency (ELP) and enroll concurrently in coursework (5105) offered through the International TA (ITA) program at the Center for Educational Innovation.

Graduate students who fail to meet an ELP score of 5 (or score below a 27 on the TOEFL iBT) will be ineligible for a TA or instructorship. For an overview of the Spoken English Testing and TA Eligibility go to http://cei.umn.edu/courses-programs/international-teaching-assistant-program/testing-eligibility

III. RANKING FOR ASSISTANTSHIPS
With respect to assistantships, graduate students who have satisfied the requirements of Section II shall be ranked by cohort. Members of the first-year cohort have priority for TA assignments over members of the second-year cohort; members of the second-year cohort have priority over members of the third-year cohort, and so on. Within cohorts, students will be ranked, first, by the nature of their funding guarantees (students with guaranteed funding for that year have priority over those who do not) and, second, by their timely progress toward the Ph.D. For students in the same cohort who are at the same stage in their progress toward the Ph.D., priority will be determined by considering past evaluations of teaching from undergraduate students or supervising faculty, students' interest areas, abilities and preferences, and faculty preferences regarding TA assignments.

IV. RANKING FOR INSTRUCTORSHIPS
A. The Sociology Department will endeavor to provide graduate students with the opportunity to teach at least one class. Graduate students who have satisfied the requirements of Section II, have taken all of their required (core) courses while maintaining at least a 3.0 grade-point average, and have passed their third-year review, shall be eligible for instructorships. Subject to the exception in Part B of this section, students will be ranked in terms of their need for teaching experience. Thus, students who have not been instructors will have priority over students who have had one instructorship; students who have had one instructorship will have priority over students who have had two instructorships, and so on. Among students with the same level of instructorship experience, rankings will be determined by the factors listed in Section III.

B. It is important that graduate students agree to assume instructorships when the Department needs them. However, instructorships are undeniably more work than TAs, and there may be times when a student prefers a TA appointment over an instructorship (for example, during a semester when a student plans to write or defend a preliminary exam). To balance these competing interests, a student may choose a TA position over an instructorship position without losing his or her priority in the ranking, but a student may only do this twice during his or her matriculation. If an eligible student turns down an opportunity to be an instructor a third time, in future rankings the student will be treated as if he or she had accepted the instructorship.

C. A graduate student who has had continual research assistantships (RAs) since joining the Department should inform the Department Administrator in writing nine months in advance of the semester when they would like to be an instructor. The Department is not obliged to provide an instructorship to a student during a semester for which this advance notice was not provided.

V. OBLIGATIONS TO INSTRUCT ONCE TEACHING ASSIGNMENTS ARE MADE
The Department will make every effort to assign instructorships at least twelve (12) weeks in advance of a semester. Withdrawing from an instructorship once a contract has been signed is extremely unprofessional, as well as a major inconvenience for office staff and other instructors. It also tends negatively to affect the quality of undergraduate education. For this reason, withdrawing from an instructorship is greatly discouraged.
Nevertheless, when serious unforeseen events make it impossible or very disadvantageous to teach, a student should inform the Department Administrator as soon as possible, in any event at least six (6) weeks prior to the start of the semester. The Department Administrator will make an effort to find a replacement teacher. If a student was assigned an instructorship at least twelve (12) weeks prior to the semester, requesting a replacement with less than six weeks notice will be grounds for denying a student any future instructorships.

VI. APPROVAL NECESSARY TO HOLD MORE THAN A HALF-TIME APPOINTMENT.
College rules discourage students from holding teaching and/or research assistantships that in combination exceed a 50 percent appointment during a semester. Students must obtain approval from their Advisors before they can assume responsibility for appointments totaling more than 50 percent.

VII. PROCEDURE
The Coordinator of Undergraduate Advising and the Department Administrator will make the initial TA and Instructorship assignments. The assignments will then be reviewed by the Department Chair, the DGS, and the DUGS. Students may appeal decisions regarding their appointments to the Department Administrator.