Department of Sociology
Guide to Graduate Studies

Effective August 1, 2022
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INTRODUCTION

Welcome to the Sociology Graduate Program at Florida State University. This document describes our requirements, policies, and procedures. For updates, please visit our website at https://coss.fsu.edu/sociology/ and you also will find information about us on our Facebook page (search for FSU Sociology).

Continuing a tradition of distinguished scholarship and teaching, our faculty have won national, regional, and university-wide awards for teaching, mentoring, and research. We have been recognized as Fulbright Scholars, been honored with named professorships, won article and book awards from sociological organizations, been awarded research grants from state and federal funding agencies, and served as leaders in regional and national academic associations. Among public universities, we are ranked the 29th best sociology graduate program in the nation and the 2nd best in the 17 states that make up the Southern United States (U.S. News). Among 118 public and private sociology programs across the nation, we rank among the top 20% with regard to the number of publications and grants per faculty member (The National Research Council).

The FSU Sociology Department offers doctoral program leading to a PhD, although automatically receive a master’s degree when a committee signs off on their second-year Qualifying Paper. Many of our graduates secure jobs as professors at either research-oriented universities or teaching-oriented and liberal arts colleges. Some graduates successfully land research jobs with nonprofits and government agencies. Others leverage their skills and experience to secure university administrative or research positions. And a few translate their training into political work or nonprofit management. Although our program emphasizes research and teaching, we support students pursuing diverse career paths.

Facilities and Location

The Department of Sociology is located on the fourth, fifth, and sixth floors of the Bellamy Building, in the center of the FSU campus. The fifth floor houses the departmental office (Rm. 526), the Meyer Nimkoff Conference Room (Rm. 519), the Sociology Library (Rm. 517), the departmental computer laboratory for graduate students (Rm. 522), student workspaces (Rms. 504, 506, and 509), and a supply/mail room (Rm. 520) where students have individual mailboxes. The Department also maintains bulletin boards on the fifth floor for the posting of announcements, including departmental memoranda, SGSU meetings, colloquia, job opportunities, and funding opportunities (grants, post-doctoral fellowships, etc.). Faculty associated with the Center for Demography and Population Health are located on the sixth floor of Bellamy, as are several small meeting/classroom spaces and computer facilities that are available to students working with Center-affiliated faculty. Several faculty members also have offices at the Pepper Institute on Aging and Public Policy, located a short walk away from Bellamy in the Pepper Building. Graduate students working with these faculty also have access to office space, computers and other facilities in that building.
PART I: GENERAL INFORMATION

The Director of Graduate Studies is the faculty member responsible for coordinating the graduate program. The Graduate Program Coordinator is the staff member responsible for overseeing most graduate student matters on a day-to-day basis and is located in 523 Bellamy.

Admission Requirements
Minimum admission requirements are established by the State of Florida and enforced by Graduate School. Our admissions committee selectively admits about 10 new graduate students each year. A minimum GPA of 3.0 during the last two years of undergraduate study is required, a combined Verbal and Quantitative GRE score of 300 makes one competitive, and a background in sociology and doing well in an undergraduate statistics course is desirable. All applicants must submit three letters of recommendation, an official copy of all transcripts, a writing sample, and a statement of purpose. Our committee evaluates each applicant’s entire file holistically in making admission decisions. Strong letters of recommendation, a clear and focused personal statement, research interests that fit with faculty expertise, and an exemplary academic writing sample are at least as important as other factors. Admission is decided by the Director of Graduate Recruitment and Admissions who considers the recommendations of the Director of Graduate Recruitment and Admissions Committee.

Date of Entry Rule
Graduate students are governed by the requirements in effect for the semester in which s/he enters that degree program, as indicated by the University Graduate Bulletin (https://registrar.fsu.edu/bulletin/graduate/) and the Department’s statement of Graduate Program requirements (Part II, below).

Students may elect to be governed by requirements as subsequently amended and approved. This substitution may be made only with respect to the program requirements as a whole (i.e., no student may elect to substitute only a part or parts of the newer requirements) and the substitution is nonreversible.

Fees and Course Loads
For a detailed official description of student costs, fees, out-of-state tuition, and regulations, consult the FSU Graduate Bulletin or the Graduate School webpage (https://gradschool.fsu.edu/funding-awards/tuition-waivers-and-fees).

A full-time course load for graduate students is 10 credit hours per semester for first- and second-year students and 9 credit hours per semester for those in their third year or beyond. Students with fellowships that have no work responsibilities and those with graduate assistantships must register the same number of credit hours as their peers, which makes them eligible for tuition waivers.

Residency Status and Tuition
When applying through the graduate school portal, you will be prompted to complete a residency declaration. If you are a Florida resident, you are also required to complete a “residency declaration for tuition purposes form” and may be asked to submit additional documentation before you are eligible for
in-state tuition. Florida resident students with assistantships or fellowships who complete this process will receive waivers for in-state tuition.

It is important to be able to be in person for classes, working groups, meetings with research and teaching mentors, graduate student events and meetings, departmental meetings, trainings, and other events. If students need to spend more than two weeks collecting data or attending training, or have extenuating circumstances that require them to move, they must meet with their advisor and submit a Request to Study or Work Remotely Form to the Graduate Program Director and Graduate Program Coordinator for approval.

U.S. citizens who are not Florida residents and who have assistantships or fellowships will receive waivers for out-of-state tuition for their first year only. To be eligible for a tuition waiver after the first year, out-of-state students must submit a Residency Reclassification Form and documentation in order to be reclassified as Florida residents. Importantly, some of the required and supporting documentation must be dated 12 months before the start of the fall semester of your second year, which means before the fall semester of your first year you will need to get a Florida driver license or identification card and file a Declaration of Domicile (at the Leon County Courthouse, Clerk of Courts, Public Records Office). For additional information about these and additional requirements, due dates, and links to the forms, visit the Office of Admissions Residency webpage: https://admissions.fsu.edu/Residency/.1

Conference Travel
Participation in the annual meetings of regional and national scholarly associations (e.g., Southern Sociological Society, the American Sociological Association) is an important part of an academic career and we encourage students to present their research at such meetings. To help offset travel costs, the department or affiliated Centers or Institutes will provide a stipend, when possible, to students who attend and present research papers at regular or special sessions, poster sessions, or roundtables. Our goal is to partially fund student requests for one meeting per year, departmental budgets permitting. Stipends are normally awarded only to students who are currently enrolled full-time. The department Chair can award travel assistance to PhD students who do not meet these criteria.

All students planning conference travel must file a Travel Authorization Request (TAR) with the department’s Administrative Associate no less than two weeks in advance of the departure date. Students are encouraged to apply for travel support from the FSU Congress of Graduate Students (COGS) office,  

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1 A residency form (from the Office of the Registrar) and required documents (driver license, voter registration, vehicle registration, or other evidence related to permanent domiciliary status) must be presented at the Leon County Courthouse, to the Clerk of Courts, Public Records Office, where you will fill out a Declaration of Domicile to the State of Florida and Leon County. The form will be notarized, and you will be charged a fee. Take your Declaration of Domicile to the residency officer in the FSU Office of the Registrar, who will write an approval letter and update your enrollment files. Also, give a copy of this letter to the Department Graduate Program Coordinator, to be included in your permanent file.
which has separate funds for presenting and participating. Forms for applying for both departmental and COGS support are available on the Sociology website. After the conference, students who have been approved for stipends must provide receipts and a reimbursement request to the department’s Administrative Associate within two weeks of returning from the meeting.

PART II: DOCTORAL PROGRAM REQUIREMENTS

Formal admission to the doctoral program requires the approval of the Graduate Recruitment and Admissions Committee and of the Director of Graduate Recruitment and Admissions. As outlined below, to complete the PhD program, students must meet all course requirements, have their second-year Qualifying Paper approved, pass a comprehensive exam in their chosen program area, have a dissertation prospectus approved, and complete and successfully defend a dissertation. All students who have their Qualifying Paper approved will automatically be granted a master’s degree. If students do not complete the Qualifying Paper, but complete 33 hours of graduate coursework, including all required theory and methods courses, they are eligible to receive a terminal master’s degree.

Program Areas
The Department offers three major substantive areas of study:

- **Demography.** This program area involves the study of population-related processes, including birth (fertility, fecundity), relationship formation and dissolution (cohabitation, marriage, divorce, etc.), health (morbidity), death (mortality), and migration (internal to the U. S. and globally), focusing on the processes themselves as well as their relationship with social institutions and systems of social inequality. We offer courses on demographic techniques, ethnicity and immigration, mobility, fertility, mortality, family demography, gender and development, and international population dynamics.

- **Health and Aging.** This program area offers courses focusing on medical sociology, caregiving in later life, sexual health, successful aging, health over the life course, race/ethnicity and health, stress and mental health, gender and mental health, families and the life course, sexual and reproductive health, social epidemiology, health and aging, neighborhoods and health, and data analysis for public health.

- **Inequalities and Social Justice.** Our Inequalities and Social Justice area offers courses focusing on gender, sexuality, race and ethnicity, education and social class, work and family, organizational dynamics, interactional processes, politics, media, critical race theory, and social movements.

Coursework
All students must take one theory course (SYA 5018 Sociological Theory) and four methods/analysis courses (SYA 5305 Introduction to Quantitative Research Methods, SYA 5315 Introduction to Qualitative Methods, SYA 5406 Multivariate Analysis), and either SYA 5407 Advanced Quantitative
Methods or SYA 6936 Advanced Qualitative Methods. In the fall of their second year, students using quantitative methods for their Qualifying Papers must take Advanced Quantitative Methods and students using qualitative methods must take Advanced Qualitative Methods. Students must pass all theory and methodology/statistics courses with a minimum grade of B-. Students may not advance to the next course in the methods sequence until they have passed each preceding methods course.

In addition, students must take a professionalization seminar (SYA 5625) in both Fall and Spring semester of the first year. Students are also required to take three seminars that support them in designing, carrying out, and writing their Qualifying Paper: SYA 5357 Developing Sociological Research during the first summer, SYA 5515 Sociological Research Practicum during the fall of their second year, and SYA 5516 Reporting Social Research during the spring of their second year.

Students must complete five courses in their major area. Students should make sure that they know what courses count in their major area, as titles may be deceiving. Students are also required to take two additional graduate courses in the department. Students typically complete these seven required substantive courses, which must be taken for a grade rather than Pass/Fail, during their first two years.

The last required courses students take are SYA 6660 Teaching at the College Level in Sociology, which is taken during the summer after their second year, and SYA 5969 Prospectus Writing Seminar, which is taken during the fall of their third year.

A periodically updated list of courses can be found on the department’s website.

**Qualifying Paper**

All students must complete and have approved a Qualifying Paper, which is a research paper written in the style of an article published in a sociology journal, typically 25-35 pages long. During their first year, students should explore possibilities by talking to faculty members and other graduate students, reflecting on class readings and reading independently, and assessing one’s methodological skills and opportunities for data collection or the availability of existing data sets. By the end of the spring semester of their first year, students should secure a faculty member to chair or supervise the project and develop a shared understanding of the research topic and methodology.

During the first summer session between their first and second year, students will take SYA 5357 Developing Sociological Research in which they will further develop their projects by, for example, clarifying the scope of their research, creating research questions, refining one’s methodological approach and analysis strategy, clarifying potential empirical and theoretical contributions, and writing a revised research plan. Although a chair’s ability to assist in the summer will vary, students may consult with them during the class and/or seek feedback on their research plans, so that they are able to make independent progress on their projects during the rest of the summer. Such progress may include data collection, preliminary analyses, reading and assessing the literature, etc.

In addition to the chair, a Qualifying Paper Committee includes two other regular sociology faculty members, typically selected in consultation with the chair. Although often assembled earlier, second-
year students are expected to have their committee finalized by the end of October and should organize a meeting with their chair and committee members to discuss the project’s scope and progress by the end of November. In addition to meeting regularly with their chairs, students should update and/or consult with non-chair members at least once every semester while completing the project.

Students in their second year must complete a two-semester course sequence focused on supporting their research projects. In the Fall, the Research Practicum (SYA 5515) focuses on writing skills, as well as making progress on data collection and analysis. At the end of this course, students should complete a first draft of the paper to be reviewed by their chairs. The Spring semester course, Reporting Social Research (SYA 5516), focuses on revising the paper to fit professional standards surrounding logical argument, coherence, and presentation. By the end of the course, the students should have a complete draft of the paper along with a memo describing their revisions ready to share with their chair, who may request additional changes.

Once the chair has approved the paper, the student sends it to the other Committee members, who may require additional revisions. If committee members review the complete draft and have serious concerns, they should share their concerns immediately with the chair. When members disagree on whether the paper is acceptable, the chair will quickly set up a meeting with committee members so that they can collectively decide if the paper is “conditionally qualified” and what revisions are required to lift the condition and receive formal approval. The chair then has the responsibility to share this information with the student and talk through the requested revisions. After receiving the feedback, the student has about one month to make the revisions and share a new copy of the paper with a memo about how they addressed the concerns.

No oral defense is required. When the committee indicates approval, students must submit a final copy to the Graduate Program Coordinator. The first page must include the title of the paper, date approved, and all committee members’ names. The Graduate Program Coordinator will submit the Qualifying Paper to Turnitin (if not already submitted) and then send the approval form through DocuSign to committee members, which is the final step in the official approval process.

Note that when students submit drafts to faculty members, they should expect to receive feedback within about three weeks. Students should be aware, however, that over summer and holiday breaks that faculty may have difficulty meeting this expectation. If students consistently do not receive timely feedback from a faculty member, they have the right to seek a replacement and should talk to their chair, graduate director, or other committee members to help facilitate the transition.

If students desire to take an upcoming prelim, they are expected to submit a complete draft (approved by chair) to the committee members at least eight weeks before the scheduled prelim date in order to ensure enough time for review, revisions, and final approval. If students desire a shorter timeline, they must consult with committee members and have an alternate timeline approved.
Qualifying Exam
When students have completed or nearly completed their coursework, and have completed any area-specific required courses, they take a Qualifying Exam (colloquially referred to as “prelims” or “exams”) in their major area of study (i.e., Demography, Health & Aging, Inequalities & Social Justice). Test preparation materials, including prior exam questions and reading lists will be available from the Graduate Program Coordinator. Exams are offered only twice a year—on the second Friday of the fall semester and on second Friday of the spring semester. Students will take the exam in the Bellamy Building faculty offices. If a student with a disability or specific health-related issue requires accommodations, they should share their Office of Accessibility Services (OAS) documentation with the Director of Graduate Studies. The director will share a protocol of how to manage possible technical difficulties or medical crises with the exam takers.

The qualifying exam will be prepared and evaluated by three faculty members in the student’s major area. Questions are designed to allow students to demonstrate an integrative, critical, and comprehensive understanding of empirical and theoretical work in the student’s area. All students sitting for an examination in an area will receive identical examinations. Students are expected to take the exam during their third year. Students who take the exam in their fourth year or beyond will be examined on the current reading list rather than the one offered in their third year.

Qualifying exams must include at least five questions and students will write responses to three of the questions provided. If an exam committee groups questions around a common intellectual concern or subarea within the field, each of these groups must include at least two questions and students must select questions from at least two of the groups.

Students will be considered to have taken the exam once they have received the examination questions. The Graduate Program Coordinator will provide students with an exam packet that includes a bibliography of the reading list. Students will have a maximum of 8 hours (with an additional 30 minutes for a lunch break) to write their answers. No consultation with another person or with on-line or hard-copy material is permissible. Failure to observe the no-consultation rule will result in a “not qualified” decision.

After conducting an independent and blind evaluation of each exam based on uniformly applied criteria, the examination committee will determine by majority vote the level of performance on each examination and render one of three decisions: “qualified,” “not qualified,” or “conditionally qualified.” The Area Committee Chair will report its decision via an official memorandum to the Director of Graduate Studies no later than 14 days from the date of the exam and the Director of Graduate Studies will inform the student of the results. In no case should the Area Committee Chair inform the student directly.

Exceptionally strong exams may be acknowledged by a designation of “with honors.” A decision of “conditionally qualified” is granted in cases where the performance is at a qualifying level for all but one question. In such cases, the committee will report specific reasons for their assessment and decide on a course of action to remove the conditional grade. The student will turn in the work product
stipulated by the condition within one month of the date the student learned of her/his exam results, and
the committee will decide by majority vote if the condition is met and notify the graduate director of the
result within two weeks. Students who do not turn in the work constituting their condition within the
one-month period will be considered “not qualified.” To be judged “not qualified” on an exam, the
student must fail at least two questions. The committee will report specific reasons for assessing an
exam as “not qualified.” Students may request re-examination at the next regularly scheduled exam
offering. Re-examination must be accomplished no later than the end of the 12th calendar month
following the initial examination. No student may take an examination more than twice. The re-
examination, like the original, is written, not oral. Students who fail a preliminary examination twice are
dismissed from the program.

Satisfactory completion of a preliminary examination is required for admission to candidacy for the PhD
degree. No student may register for dissertation hours prior to the point in the semester in which the
preliminary examination was passed. An admission to candidacy form must be completed and filed in
the Office of the University Registrar prior to registration for dissertation hours. After completion of the
admission to candidacy process, the student may retroactively add dissertation hours for that semester in
which the preliminary examination was completed. Retroactive changes are only permitted if the
preliminary examination is passed by the end of the seventh week of the semester. For term specific
deadline dates, please refer to the “Academic Calendar” in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the
examiners the basis for constructive recommendations concerning the student’s subsequent formal or
informal study. The form and content of this examination will be determined by the department, college,
school, or examining committee (typically, but not necessarily the same composition as the supervisory
committee) administering the degree program. Prior to the examination, the student’s examining
committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in
the study of the discipline and its research tools to begin independent research in the area of the
proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend
any session of the supervisory or examining committee as nonvoting members. A member may be
appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate
School or on recommendation of the major professor. Normally, the examining committee will be
identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed,
failed, additional work to be completed, or to be re-examined; the report following the reexamination
must indicate the student either passed or failed. The results of the examination will be reported to the
Office of the University Registrar for inclusion in the student’s permanent record.

Students can take the preliminary examination for admission to candidacy only two times. A second
failure on the preliminary exam makes the student ineligible to continue in the degree program. The
second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results
of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process.

**Doctoral Candidacy**
Students who have completed all or nearly all (i.e., having no more than six hours remaining) of the program’s required coursework and have passed their major area qualifying exam may be admitted to doctoral candidacy. According to FSU rules, a student may not register for dissertation hours until s/he is a doctoral candidate. The presumption is that a doctoral candidate is someone who can now work on the dissertation and whose main outstanding task in gaining the PhD degree is the dissertation project. Student may enter candidacy still needing to complete one or two courses, but those should be completed quickly so that progress can be made on the dissertation. A student must be admitted to candidacy at least six months prior to the granting of the degree.

**Teaching**
Students are required to teach an undergraduate course as the primary instructor of record before a doctoral degree is conferred. Students typically begin teaching during their fourth year, although if they request to teach earlier or the department has a need, they may begin during their third year (or earlier if they have a master’s degree). The Graduate Program Coordinator will ask students what courses they prefer to teach, but scheduling needs may override student preferences.

**Doctoral Dissertation and Prospectus**
The doctoral dissertation is a project entailing original research that the student completes under the supervision of their major professor and supervisory committee. Graduate students must register for and receive a grade of “S” in at least 24 hours of dissertation credit (SYA 6980).

Students must form a faculty committee to supervise their prospectus and dissertation research. The committee consists of a minimum of three faculty members in the sociology graduate program and one member from another academic unit, all of whom must hold Graduate Faculty Status. The outside member must also be tenured. The outside member represents the FSU Graduate School and assures that proper standards are met and procedures are followed. Additional committee members, with or without Graduate Faculty Status, can be added if the student so desires and the faculty members are willing.

Prior to writing a dissertation, students must complete a written dissertation prospectus. The prospectus is a plan for the dissertation research that contains supporting materials, such as a review of literature and theories, framing of the research question, details of proposed data collection and analysis, and a timetable for completion of the dissertation. During the Fall semester of their third year, students will
complete a dissertation prospectus seminar (SYA 5969). The seminar is organized and coordinated through class meetings with a central instructor. Through the course, and with the advice of the students’ major advisors, students will lay the groundwork for their dissertation prospectus by narrowing down a topic, specific research questions, and appropriate data. The final prospectus must be approved by the student’s supervisory committee following an oral Prospectus Hearing. Students should provide a copy of the prospectus, signed and dated by each committee member, to the Graduate Program Coordinator for the student’s official file.

Upon completion of the dissertation project, the student orally defends the dissertation (SYA 8985 Dissertation Defense) before the same committee. All dissertations are submitted electronically to the Graduate School of Florida State University. The final dissertation requires specific formatting to meet Graduate School requirements; see the Graduate Program Coordinator for more advice.

**PART III: RESPONSIBILITIES, EVALUATION, AND PROCEDURES**

Graduate employees at FSU are represented by the United Faculty of Florida-Florida State University-Graduate Assistants United (UFF-FSU-GAU).

**Graduate Assistantships**

Graduate assistants are normally appointed for 20 hours a week and are assigned to work as Research Assistants (RA), Teaching Assistants (TA), online mentors, instructors of record, or a combination. Research assistants help a faculty member with research projects. RAs assist faculty with ongoing research projects and program development. Face-to-face TAs assist faculty members with large undergraduate classes or with statistics or research methods courses at both the undergraduate and graduate levels. Online mentors assist faculty members or graduate instructors of record with online courses. Students holding Master’s degrees may be assigned an undergraduate course to teach on their own. Space and equipment sufficient to carry out assignments are made available to graduate assistants. Students normally have a desk and chair, shelf space, a mailbox, and office supplies, and they have access to computers, copiers, and basic IT support. Those teaching independently are normally assigned private or semi-private office space that allows them to meet with their students during office hours. Notice of appointments for graduate assistantships is given by the Director of Graduate Studies before the start of each academic term.

*Teaching Assistants, online mentors, instructors of record.* Teaching assistants, online mentors, and graduate instructors have access to a faculty member who serves as the Supervisor of Graduate Teaching Assistants. Students should consult with this person on a regular basis, particularly if they teach a course on their own. The Supervisor of Graduate Teaching Assistants may make classroom visitations as part of the Department’s program of peer review of teaching process; if so, they will give the TA advance notice of the visitation. Teaching assistants teaching their own classes are *required* to administer FSU teaching evaluations, as instructed by the University.
All graduate students in their first year who will be a TA, online mentor or instructor of record must attend the two-day teaching conference offered by the FSU Program for Instructional Excellence (PIE) during the week prior to the start of the fall semester. At the conclusion of the conference, attendees must obtain the general PIE Teaching Training Recognition. In addition, all TAs must attend any required in-department PIE workshops, and they are recommended to attend at least four teaching-related workshops per year (sponsored by PIE, the Department of Sociology, or other campus organizations).

TAs, online mentors, and graduate instructors have access to the services available to faculty in support of instructional duties and, where appropriate, may use other teaching resources and evaluation services of FSU’s Center for the Advancement of Teaching and the Program for Instructional Excellence.

Research Assistants. Research Assistants work under the direction of the faculty member to whom they are assigned on a research project of the faculty member’s choosing. Faculty members with external grants may employ a student as a research assistant for a particular project. When this occurs, students are obliged to fulfill the obligations of the grant in accordance with the faculty supervisor’s instructions.

Agreement with faculty on duties and evaluation. In the first week of the assignment period, graduate assistants and their faculty supervisors must agree on the duties, obligations, time commitments, and “products” (if any) of the student for the term. A signed and dated copy of the agreement must be turned in to the Director of Graduate Studies for the student’s official file. Students will be evaluated against the tasks and standards specified in the agreement, and so they should take an active role in defining the job. For example, they should express their goals early in the term and work with the supervisor to achieve them. The assistant is responsible for making the most of the assistantship experience and, in consultation with a faculty supervisor, should assess the work experience on a continuing basis.

Evaluation. Evaluation, a crucial part of the assistantship experience, is an ongoing process of communication between graduate assistants and faculty members; it should be supportive and help the assistant identify strengths and weaknesses and improve skills. Students should be aware that the faculty member will report their assessment of the assistant’s performance to the Director of Graduate Studies during the annual evaluation process. Graduate assistants are obligated to respect the standards of academic honesty and integrity and to report any violations to the faculty supervisor, Director of Graduate Studies, or Department Chair. If problems arise in the work assignment, the graduate assistant should seek help from the Supervisor of Graduate Teaching Assistants. If those efforts fail, the student should consult the Director of Graduate Studies or the Department Chair.

Records. The graduate assistant should keep records of his/her work assignments so that progress and problems can be documented. Recognizing that the assistantship is temporary, the graduate assistant should leave records sufficiently detailed so that decisions can be traced, results verified, and incomplete work finished after the assistant has left the position.
Reappointment Procedures

Overview of Annual Evaluation. The intent of the annual review is to assure that each student takes advantage of opportunities for scholarly engagement and continues to make timely progress toward completion of the degree. Scholarly engagement can include participation in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library and other facilities provided by the university.

Annual Evaluation Procedure. The first step in the evaluation process is for the student to meet with their major professor to go over the Annual Progress Form that the student will receive from the Graduate Program Coordinator. This meeting should be used to review the student’s current progress, discuss plans for the coming year, and address any issues that may be slowing the student’s progress. The expectation is that this meeting is more than perfunctory.

Each spring, the Director of Graduate Studies sends a request to all faculty members to evaluate every student with whom they have had contact since the last evaluation period. (They could have taught a student, supervised a teaching assistant, supervised a research assistant, served on a Qualifying Paper committee, seen the student present a paper at a professional meeting, have worked on a research project with the student, or served on a departmental committee with a student, etc.) With the help of the Graduate Program Coordinator, the Director of Graduate Studies compiles the results and takes them to the faculty members of the Graduate Admissions and Financial Aid Committee. The Committee reviews the material, rates each student’s overall performance during the preceding year, and makes a recommendation for each student regarding future funding (High, Medium, Low, or No priority for funding). Ratings are compiled and acted upon by the Director of Graduate Studies in awarding funding for the following year.

Standards for Reappointment. Priority for reappointment is given to graduate students who make expected progress toward completion of the degree, receive positive evaluations for their assistantship duties, and show evidence of developing sociological knowledge and skills appropriate to their stage in the program. Assessments are made by faculty on the Graduate Admissions and Financial Aid Committee using the following criteria:

1. Cumulative G.P.A. and G.P.A. for the current academic year
2. Evaluation by faculty members who supervised the work of the assistant
3. Evaluations by other faculty of progress and performance
4. Length of time in assistantship
5. Length of time in degree program
6. Satisfying requirements for the Master’s degree/core by the end of Spring term of the second year
7. Passing preliminary exam and required courses on schedule
8. Earning grades of B or higher in theory and methods/statistics
9. Existence of “incomplete” grades and length of time incompletes are outstanding
Reappointment is not automatic. Rather, final decisions are based on departmental needs, financial resources, and an effort to provide as many students with assistantship opportunities as possible. Students who were not funded in one year are nonetheless eligible for funding in a succeeding year.

Students who are in good standing and are making timely progress are eligible to be considered for departmental funding for up to five years. Support from non-departmental sources within the first five years of study does not mean that the department is obligated for funding for later years (that is, non-departmental funding is considered to have substituted for departmental funding). Students beyond their fifth year may teach as adjunct instructors at FSU, FAMU or TCC, receive funding through grants such as those provided by NSF, work as graduate assistants on faculty research grants, or find employment with the State of Florida. The Director of Graduate Studies maintains a list of potential funding sources.

**Procedures for Dismissal from the Graduate Program**

During the annual performance review, faculty on the Graduate Admissions and Financial Aid Committee advise the Director of Graduate Studies of any student who should be dismissed because of inadequate progress or unsatisfactory performance in meeting program requirements. The basis for a recommendation of dismissal may include one or more of the following: (1) failure to maintain a GPA above 3.0, (2) inability to pass the Major Preliminary Examination after two attempts, (3) a pattern of incomplete (I) or inadequate (B- or lower) grades, (4) falling one year or more behind the normal time for completion of program requirements, (5) two or more negative annual performance evaluations (low or no priority for funding), or (6) violation of the Academic Honor Code of FSU or the Code of Ethics of the American Sociological Association.

A recommendation of dismissal requires a majority vote of the faculty on the GPC. The Director of Graduate Studies will immediately inform the student, the student’s major professor, and the Department Chair of the recommendation. The student will have two weeks to respond in writing and/or at a meeting with the Director of Graduate Studies. After considering the committee recommendation, the student’s response, and any other relevant information, the Director of Graduate Studies will (1) dismiss the student from the graduate program or (2) retain the student in the program on a one-year probationary status. In the latter instance, the Director of Graduate Studies, the student, and the student’s major professor must prepare a plan to overcome the deficiencies in the student’s performance within one year of the decision. If, in a subsequent annual performance review, the faculty on the DPC determines that the student is not meeting the expectations of this plan, the student will be dismissed from the program by the Director of Graduate Studies. Students who have been dismissed will have the opportunity to appeal this decision at the departmental or university levels.

**Grievance Procedures**

Graduate students have a right to initiate a grievance or appeal a decision through the following channels. First, the student should attempt, where appropriate, to rectify the matter by negotiation with the other party or parties involved. If this does not resolve the matter, the student should report the grievance or register the appeal with the Director of Graduate Studies, who will attempt resolution. If this attempt fails, the student should report the grievances or register the appeal with the Department Chair. Appeal beyond this point must follow University procedures as described in the FSU Bulletin.
At every step in the appeal process the student has the right to a fair and impartial hearing. Every attempt will be made by the administrator hearing the appeal to resolve the grievance in accordance with sound academic policy and the welfare of all involved.

If a graduate student is academically dismissed by the university, any appeals must follow the University procedures as described in the Graduate Academic Integrity and Grievances “Procedures for Resolving Cases” section of the Florida State University Graduate Bulletin, available at https://registrar.fsu.edu/bulletin/graduate/information/integrity/.

Graduate students should be notified of any complaints received by a faculty supervisor, or, in the case of a teaching assistant, any students in their classes, concerning the performance of duties. The graduate student has the right to respond to such complaints and present evidence in defense, if appropriate. The burden of proof rests with the person making the complaint. University policies regarding issues such as sexual harassment are strictly followed.

**Policy & Procedures on Exemption**

Students who enter the Sociology graduate program with a Master’s degree in sociology from an accredited graduate program may request exemption from some courses or requirements.

*Waiving courses.* A student may petition the Theory or Methods committees for exemption from one or more core courses. Ordinarily such requests are made by students who enter with a Master’s degree in sociology and who have had substantial graduate course work in theory and/or research methodology; however, any student may present a petition. The petition must show substantial evidence of preparation and competency in the content of the courses for which exemption is requested. This evidence should include syllabi, texts, exams, and any written work for the course thought to be equivalent to the course being replaced. Such materials should be presented to the committee in the summer term before fall entry, if possible, but submission at a later date is acceptable.

The committee will review the materials and make a recommendation to the Director of Graduate Studies, who rules on the formal petition and notifies the student. If the petition is weak, the committee may require an exam to demonstrate competence in the area prior to making a recommendation. If the petition is approved, notation that the course has been waived will be entered in the student’s official record. Waived courses do not carry any credit hours and will not appear on transcripts. Course waivers may apply to major area requirements as well as the core.

Students should consult with their major professor and Director of Graduate Studies before deciding to petition. The department generally discourages the waiving of courses. We like students to move through the program in cohorts and have found that Master’s students who take our core theory and methods courses are strengthened by the experience rather than delayed.

*Transferring courses.* Transfer of courses not counted toward a previous degree is limited to six (6) semester hours. Courses counted toward a previous degree cannot be transferred.
PART 4: FINAL-TERM ACTIVITIES FOR DOCTORAL STUDENTS

The Graduate School provides a document entitled “Guidelines and Requirements.” Before you begin writing your dissertation, you should read this document carefully. Responsibility for meeting formatting requirements rests solely with you.

Responsibility for meeting the final clearance requirements also rests solely with you. Early in the writing stage, each student should become familiar with the Manuscript Clearance (MC) Portal, accessible through your my.fsu.edu portal and with the:

1. Graduate School defense announcement deadlines
2. Manuscript and clearance information, including deadlines for applying for the degree and submitting required materials.
3. Required manuscript forms
4. Required exit surveys

Before the dissertation defense:
1. Consult the Bulletin or the Graduate Program Coordinator about how to register for the dissertation defense (SYA 8985, zero credit hours).
2. A student should apply for graduation online at https://my.fsu.edu/ (under the “Academics” tab) DURING THE FIRST TWO WEEKS OF THE SEMESTER the student anticipates completing the degree. If the graduation is postponed, the student must reapply during the appropriate period of the following semester (or the semester of graduation) and pay a diploma fee.
3. Pay close attention to all University mandated deadlines.
4. All theses, dissertations, and treatises must be electronically submitted to The Graduate School via the ProQuest ETD Administrator Website; hard copies or submissions via e-mail or any other electronic method will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee prior to the defense.

After the defense:
Please refer to the Manuscript Clearance (MC) Portal for detailed information or contact the Manuscript Clearance Advisor (clearance@fsu.edu) for any questions regarding the clearance process.

PART V: SOCIOLOGY GRADUATE STUDENT UNION (SGSU)
The graduate students in sociology at Florida State University have an organization, the Sociology Graduate Student Union (SGSU), which promotes students’ welfare and helps them work with faculty on departmental governance issues. In addition to its representational function, SGSU facilitates the introduction and integration of graduate students into the daily life of the Department. New students are encouraged to take advantage of SGSU assistance in becoming established residentially and as a new member of the University, College, and department. More information is available on the SGSU Facebook page (search Sociology Graduate Student Union –SGSU).
All full-time sociology graduate students are eligible for nomination to appropriate departmental committees and meetings as stipulated in the By-laws of the department.
### APPENDIX A: Program Requirements and Suggested Schedule (credit hours in parentheses)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SYA 5018 Social Theory (3)</td>
<td>SYA 5315 Intro to Qualitative Methods (3)</td>
<td>SYA 5357 Dev Sociological Research (3)</td>
</tr>
<tr>
<td></td>
<td>SYA 5305 Intro to Research Methods (3)</td>
<td>SYA 5406 Multivariate Analysis (3)</td>
<td>SYA 5971 MA Paper Research (3)</td>
</tr>
<tr>
<td></td>
<td>SYA 5625 Proseminar in Sociology (1)</td>
<td>SYA 5625 Proseminar in Sociology (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice of Elective (3)</td>
<td>Choice of Elective (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose an advisor for MS paper</td>
<td>Choose a committee for MS paper</td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>SYA 5407 Advanced Quant Methods (3)</td>
<td>SYA 5516 Reporting Social Research (1-3)</td>
<td>SYA 6660 Teaching Sociology (3)</td>
</tr>
<tr>
<td></td>
<td>SYA 5515 Soc Research Practicum (1)</td>
<td>Choice of Electives (3-6) or</td>
<td>SYA 8967 Prelim Prep (3-6)</td>
</tr>
<tr>
<td></td>
<td>Choice of Elective (3)</td>
<td>Master’s Hours (3-6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete MS paper</td>
<td>Study for Preliminary Exams</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>SYA 5969 Prospectus Seminar (1-3)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
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<tr>
<td></td>
<td>Any additional electives, as needed</td>
<td>Any additional electives, as needed</td>
<td>Defend Prospectus</td>
</tr>
<tr>
<td></td>
<td>Take Preliminary Exams, SYA 8962 (0)</td>
<td>Take Prelims (if haven’t already)</td>
<td>Teach own course</td>
</tr>
<tr>
<td></td>
<td>Submit MS for publication</td>
<td>Work on Prospectus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work on Prospectus</td>
<td>Choose advisor for dissertation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possibly teach own course</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
</tr>
<tr>
<td></td>
<td>Defend Prospectus (if haven’t already)</td>
<td>Work on Dissertation</td>
<td>Defend Dissertation if ready</td>
</tr>
<tr>
<td></td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
</tr>
<tr>
<td></td>
<td>Teach own course</td>
<td>Teach own course</td>
<td>Teach own course</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
</tr>
<tr>
<td></td>
<td>Defend Dissertation if ready</td>
<td>Work on Dissertation</td>
<td>Defend Dissertation if ready</td>
</tr>
<tr>
<td></td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
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<tr>
<td></td>
<td>Teach own course</td>
<td>Teach own course</td>
<td>Teach own course</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 5</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
<td>SYA 6980 Dissertation Hours (1-9)</td>
</tr>
<tr>
<td></td>
<td>Defend Dissertation if ready</td>
<td>Defend Dissertation if ready</td>
<td>Defend Dissertation</td>
</tr>
<tr>
<td></td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
<td>Work on additional research project</td>
</tr>
<tr>
<td></td>
<td>Teach own course</td>
<td>Teach own course</td>
<td>Teach own course</td>
</tr>
</tbody>
</table>
APPENDIX B: 2023 – Annual Progress Evaluation

Sociology Annual Progress Review (March 2022 - March 2023)

**Instructions:** Graduate students should complete this form, share it and your CV with your advisor, and schedule a meeting with your advisor and to review and add to it in a meeting with the major professor by Thursday, March 23. Then turn the form and your CV in to Kim McClellan no later than Friday, March 24.

Student’s Name:                                Cohort:        
Current Home Address:                          Current Program: ___ MS
Expected residential location for the upcoming academic year (if different than current address):

Major Area of specialization:                  FSU Graduate GPA:

### I. Courses
List each course taken, grade earned, and courses for which you are now enrolled:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Spring 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Course 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any incompleted:
II. Qualifying paper status

Date you completed the qualifying (i.e., master’s) paper, or date you expect to complete it:

Qualifying paper Committee members (Students who are working on their master’s degree should select a committee by the beginning of the fall semester of their second year):
   Chair:
   Member:
   Member:

If a first-year graduate student, check all that apply:
   General topic identified
   Specific research question formulated
   Data set, interviewees, or other evidence identified
   Data collected, downloaded, etc., ready to analyze

III. Major Area Exam status

Date you took major exams (prelims) and outcome, and/or date you expect to take major area exams:

IV. Prospectus

Date you defended your prospectus, or date you expect to defend your prospectus:

Dissertation Committee members (Doctoral students must form their committees by the Spring of their third year. Please list all members, including outside member):
   Chair:
   Member:
   Member:
   Outside Member:
V. Presentations, publications
Please list all presentations, publications, and any honors or awards you have received this year (attach additional sheet if necessary):

---

V. Scholarly Engagement
Please list your participation and role on departmental, graduate student, and additional committees (e.g., sociological associations) as well as any participation in supplemental academic workshops, talks, or trainings (whether organized by the department, graduate school, etc.).

---

VI. Dissertation
Describe fully the status of your dissertation project:
VII. Funded Assignments

If you received departmental funding, list the (a) type of assignment (e.g., instructor, teaching assistant, online mentor, research assistant) and—if applicable—course title and supervisor name(s); (b) if you taught your own course, report student evaluation information; and (c) describe work duties, accomplishments, and—if teaching—course developments/experiences.

Spring 2022
a. Assignment(s), course(s) and supervisor(s):

b. If you taught your own course, report evaluations for “Overall Rating for Instructor”:
   
   Mean ______ % Excellent ______ % Above Satisfactory______
   
   % Below Satisfactory ______ % Poor ______

c. Describe duties, accomplishments, and/or instructional developments:

Summer 2022
a. Assignment(s), course(s) and supervisor(s):

b. If you taught your own course, report evaluations for “Overall Rating for Instructor”:
   
   Mean ______ % Excellent ______ % Above Satisfactory______
   
   % Below Satisfactory ______ % Poor ______

c. Describe duties, accomplishments, and/or instructional developments:
Fall 2022

a. Assignment(s), course(s) and supervisor(s):

b. *If you taught your own course*, report evaluations for “Overall Rating for Instructor”:

   Mean ______  % Excellent ______  % Above Satisfactory______
   % Below Satisfactory ______  % Poor ______

c. Describe duties, accomplishments, and/or instructional developments:

CONTINUED ON NEXT PAGE
### VIII. Advisor Comments

Evaluate this student’s overall progress in program. Please confirm whether the student is making adequate progress toward her or his specific program of work. Is this student on track for year of entry? Yes or No? Particular strengths? Please be specific. Note any problems.
IX. Student comments

Discuss your overall progress in terms of research, teaching, etc. Please note any additional work you have done to benefit your teaching/research (workshops, etc.) and if there is anything—including the pandemic—that has impacted your progress. What are your goals for next year?

Student’s signature: ___________________________ Date: ________________

Advisor’s signature: ___________________________ Date: ________________

2022-2023 Annual Progress Review
APPENDIX C: Admission to Candidacy

FLORIDA STATE UNIVERSITY

Admission to Candidacy Form

Revised 07/24/2014

Last Name       First Name       Middle Initial       ENPLD       Backward Log

The above named student has completed the following requirements for admission to candidacy including:

1. Enrollment for the preliminary examination on: Semester/Year       Course Prefix/Number

2. Passing the preliminary examination on: Date:

Program/Department       Department Chairperson’s Signature

Office of the University Registrar

Student data posted by: ___________________________ Date: ___________________________

Office of Admissions and Records | Room A3900 UCA | (850) 644-1050 (Phone) | (850) 644-1597 (Fax)
**APPENDIX D: Checklist PhD Plan**

Last Name:  
Cohort:  

**Sociology PhD Program Degree Plan**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>EMPLID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU E-mail:</td>
<td>Major Prof:</td>
</tr>
</tbody>
</table>

The following is a general overview of required and optional coursework in the Department of Sociology. This Progress Plan also includes other program requirements and a sample list of courses that count towards each major area.

### Theory and Methods Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYA 5018 Sociological Theory (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 5305 Intro (Quant) Research Methods (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 5315 Intro Qualitative Methods (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 5406 Multivariate Analyses (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 5407 Advanced Quantitative Methods (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Major Area:  
- Inequalities  
- Health/Aging  
- Demography  

### Major Area Coursework Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3)</td>
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<td></td>
<td></td>
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<tr>
<td>(3)</td>
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</tr>
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</table>

### Sociology Coursework Requirements (Non-DIS):

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYA 5357 Developing Sociological Research (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 5515 Sociology Research Practicum (3)</td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 5516 Reporting Social Research (3)</td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 5625 Proseminar (Fall ____ : Spring ____ )</td>
<td></td>
<td>FA ____ S / U SP ____ S / U</td>
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<tr>
<td>SYA 6660 Teaching Sociology (3)</td>
<td></td>
<td></td>
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<tr>
<td>SYA ____ Dissertation Proposal (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYA 8962 Major Area Prelim Exam (0)</td>
<td></td>
<td>P / F</td>
</tr>
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</table>

Revised 2022

Page 1 of 3

pg. 26
<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Cohort:</th>
</tr>
</thead>
</table>

**Dissertation Hours Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYA 6980 Dissertation*</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>24 hour requirement met? Y / N</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 8985 Dissertation Defense (0)</td>
<td></td>
<td></td>
<td>P / F</td>
</tr>
</tbody>
</table>

*A minimum of 24 consecutive dissertation hours in 12 consecutive months must be taken to graduate. Course may be repeated in 1-12 hour increments each semester until dissertation is completed.*

**Other OPTIONAL Coursework:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYA 5971 Masters Paper Research¹</td>
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<td>S / U</td>
</tr>
<tr>
<td>SYA8967 Prelim Exam Preparation²</td>
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<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA5907 Directed Independent Study³</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA5909 Directed Independent Study³</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 5912 Supervised Research⁴</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 5946 Supervised Teaching⁴</td>
<td></td>
<td></td>
<td>S / U</td>
</tr>
</tbody>
</table>

¹ *SYA5971 may be repeated in 1-6 hour increments, up to a maximum of 6 hours.*  
² *SYA8967 may be repeated in 1-12 hour increments, up to a maximum of 12 hours.*  
³ *SYA5907 and SYA5909 may be repeated in 1-3 hour increments, up to a maximum of 9 hours. Each must be approved by the Graduate Director and supervising professor. The student and the professor name this course.*  
⁴ *SYA5912 and SYA5946 may be repeated in 1-5 hour increments, up to a maximum of 5 hours.*

**Other Program Requirements:** Teach face-to-face course (at least one is required)

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Term:</th>
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</table>

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Term:</th>
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</table>
Last Name: ____________________  Cohort: ________

**Complete Preliminary Exams**

Term: ____

Major Area:  _____ Inequalities  _____ Health/Aging  _____ Demography

Qualification:  _____ Qualified  _____ Not Qualified

_____ Conditionally Qualified

**Prospectus Defense**

Term: ____

Qualification:  _____ Accepted

_____ Accepted after revisions

**Dissertation Defense**

Term: ____

Qualification:  _____ Accepted  _____ Rejected

_____ Accepted subject to revisions/changes**

**Attach a memo with revisions/changes summarized.**

Dissertation title: ________________________________

________________________________________________

____________________________

**Doctoral Dissertation Supervisory Committee:**

_________________________________________

Chair  Co-Chair/ Member  Member

_________________________________________

Outside Dept Member  Member (other w/approval)  Member (other w/approval)

_________________________________________

Signature of Degree Auditor  Date of Degree Audit
APPENDIX E: Checklist Traditional MS

Program of Study for TRADITIONAL
In-Flight Master of Science Degree in Sociology

Name: ___________________________ EmplID: _____________
E-mail: _____________@fsu.edu Major Prof: ___________

**TOTAL Required Hours:** 33 - Minimum of 21 hours of graduate coursework must be taken in
the Sociology Department on a letter-grade basis. Students must pass all theory and
methodology/statistics courses with a minimum grade of B-.

**Required (17 hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>SYA 5018</td>
<td>Sociological Theory (3)</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>SYA 5305</td>
<td>Introduction to Research Methods (3)</td>
<td>_____</td>
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<tr>
<td>SYA 5315</td>
<td>Qualitative Methods (3)</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>SYA 5357</td>
<td>Developing Sociological Research (3)</td>
<td>_____</td>
<td>S / U</td>
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<tr>
<td>SYA 5406</td>
<td>Multivariate Analysis (3)</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>SYA 5515</td>
<td>Sociological Research Practicum (1)</td>
<td>_____</td>
<td>S / U</td>
</tr>
<tr>
<td>SYA 5516</td>
<td>Reporting Sociological Research (1)</td>
<td>_____</td>
<td>S / U</td>
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**Others (2-8 hours):**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SYA 5625r</td>
<td>Proseminar (1 hr: FA ____; SP ____)</td>
<td>FA: S / U</td>
<td>SP: S / U</td>
</tr>
<tr>
<td>SYA 5971r</td>
<td>Master’s Paper Research (1-6)</td>
<td>_____</td>
<td>S / U</td>
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**Electives (minimum of 15 hours):**

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Sheet 2:

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<th>Course Code</th>
<th>Course Title</th>
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Rev: May 2022
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<th>Incomplete(s):</th>
<th>Term</th>
<th>Grade</th>
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<td>(3)</td>
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</table>

Signature of Degree Auditor ___________________________ Date ____________

*It is possible to take courses that will simultaneously fulfill the Master’s requirements and constitute normal progress toward the Ph.D. The Master of Science in Sociology degree is usually a way-station on the journey to a Ph.D., although some students stop with the M.S. degree. Students may not formally enter the Ph.D. program until they pass the required methods courses and theory course. Entry into the Ph.D. program is not automatic and requires a separate request for admission and letter of acceptance from the Graduate Admissions and Financial Aid Committee.*
APPENDIX F: Doctoral Prelim Exam Attempt Form

FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY

Doctoral Preliminary Examination

This form is for students to document each attempt for their doctoral preliminary examination for admission to candidacy.

Directions:
Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester.

An Admission to Candidacy Form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. Submission of this Doctoral Preliminary Examination Form must be on file, along with a copy of the Admission to Candidacy Form, with the Academic Dean’s Office. Forms must be submitted to the COSSPP Academic Dean’s office, COSS-Academic-Dean@fsu.edu.

Please complete this form with information regarding the student’s advancement to candidacy.
- Students can take the preliminary examination for admission to candidacy only two (2) times.
  - A second failure on the preliminary exam makes the student ineligible to continue in the degree program.
- The second attempt at the preliminary exam shall occur no sooner than six (6) full class weeks after the results of the first attempt are shared with the student.
  - For the purpose of this policy, a “full class week” is defined as a week with five (5) days during which classes are held at FSU.
- Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

<table>
<thead>
<tr>
<th>PLEASE COMPLETE THE INFORMATION BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name: ________________________ EMPLID: ___________ FSU Email: <a href="mailto:_________@my.fsu.edu">_________@my.fsu.edu</a></td>
</tr>
</tbody>
</table>

Current PhD Committee Composition:
- Major Professor: ____________________ University Representative: ____________________
- Committee Member: __________________ Committee Member: ____________________
- Committee Member: __________________ Committee Member: ____________________

Date of Preliminary Examination Attempt #1: ________________ Pass ☐ Fail ☐
Date of Preliminary Examination Attempt #2: ________________ Pass ☐ Fail ☐

By signing, I acknowledge that I understand the conditions set forth in this document. I understand that from the semester in which I am admitted to candidacy, I have five (5) years to complete all University and major PhD requirements. Failure to complete my PhD requirements within five (5) years will require an Extension of Time request from the FSU Graduate School.

Student Signature: ______________________ Date: ____________________

Major Professor Signature: ______________________ Date: ____________________

For COSSPP office use only.
Processed by: ______________________ Date: ______________ Revised 2/2021
APPENDIX G: Exception Request

Exception Request Form
*Other than Extension of Time (EOT) Requests

Use this form to request an exception to a regular graduate education policy. This can be in regard to a variety of items, including but not limited to: transfer credit policy, supervisory committee conflict of interest policy, graduate GPA resets, continuous enrollment in minimum dissertation, research or thesis hours, dual enrollment after completing 12 graduate hours in the second degree program, or other student-related issues.

Graduate Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Middle Name</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>EMPL ID #</th>
<th>Degree Program Name</th>
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</table>

<table>
<thead>
<tr>
<th>Department/Unit Name</th>
<th>College/School Name</th>
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</table>

Type of Exception Requested

Date this form was completed

JUSTIFICATION FOR EXCEPTION:
The student and/or unit must provide a detailed justification for this request (attach additional pages if necessary).
APPROVAL OF EXCEPTION REQUEST:

The student’s major professor/advisor and co-major professor (if applicable), unit head and Academic Dean (or designee) must first approve the exception request. Final approval rests with the Dean of the Graduate School (or designee).

<table>
<thead>
<tr>
<th>Major Professor/Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Major Professor (if applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Department Chair/Unit Head</td>
<td>Date</td>
</tr>
<tr>
<td>Academic Dean (or designee)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Please email the Exception Request Form (PDF) to James Beck (jbeck@fsu.edu) in The Graduate School.

Graduate School Decision: Approved [ ] Not Supported/Denied [ ]

Graduate School Comments:

Dean of The Graduate School (or designee) Date
# Extension of Time for Clearing Incomplete Grade

Revised 3/7/2014

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>FSID</th>
<th>Date</th>
</tr>
</thead>
</table>

## Course to be Extended

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Prefix and Number</th>
<th>Year</th>
<th>Term</th>
</tr>
</thead>
</table>

Term Grade Would Expire:  
Year Term

Term Grade Expiration Extended To:  
Year Term

## Approved by:

Signature: Instructor of course  
Date

Signature: Dean of College offering course  
Date
APPENDIX I: Graduate Assistantship Contract (Rev FA18)

Sociology Graduate Assistantship Contract

Graduate Assistant: ____________________________
Professor/Instructor: ____________________________
Semester: □ Fall □ Spring □ Summer Year: 2022

Assignment:
□ Teaching assistant for ____________________________ (course number and name)
□ Online mentor for ____________________________ (course number and name)
□ Research or administrative assistant

Graduate assistant responsibilities as teaching assistant for face-to-face class:
□ Attending class
  Desired, but student cannot attend class due to conflict with graduate course schedule
□ Taking attendance
□ Maintaining gradebook
□ Holding weekly office hours
□ Proctoring in-class exams
□ Other (describe): ____________________________
□ Grading short assignments
□ Grading papers
□ Monitoring/grading discussion boards
□ Lecture once or twice
□ Reading assigned readings, completing and/or proofing assignments
□ Writing exam and/or assignment questions

Graduate assistant responsible as mentor for online course:
□ Taking attendance
□ Maintaining gradebook
□ Responding promptly to student e-mails (check them every day)
□ Grading short assignments
□ Other (describe): ____________________________
□ Grading papers
□ Monitoring/grading discussion boards
□ Reading assigned readings, completing and/or proofing assignments
□ Writing exam and/or assignment questions

Graduate assistant responsibilities as research or administrative assistant (describe):

□ By checking here, you verify that this document has been reviewed by both the student and faculty/instructor and that the items checked or described constitute the assignment duties. Students need to alert faculty/instructors when such duties exceed their assigned hours/week.

Graduate Student ____________________________ Supervisor ____________________________
APPENDIX J: Incomplete Grade Agreement

FLORIDA STATE UNIVERSITY

Incomplete Grade Agreement
(Revised 4/28/2015)

Department: Sociology

(A copy of this form must be completed for each “I” grade given)

Note: Incomplete (“I”) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond his or her control.

Student Information

First Name          Middle Name          Last Name

FSU Email Address

Class Information

Instructor Name: ____________________ Phone: ____________________
Instructor Email: ____________________

Full Course Number and Section: ____________________ Semester/Year Taken: Fall ______/____ Year

Work to be completed by the end of: Semester ______/(Semester) ______ Year ______/(Year)

Default grade to be assigned if student does not complete academic work: Default Grade

Specific work to be completed:

The “I” grade will be changed to the default grade if the work listed above is not satisfactorily completed by the semester indicated by instructor. Incomplete grades cannot be changed once a degree is posted.

By signing below, the student has agreed to complete the work by the time specified, without further prompting from the instructor. If the work is not submitted by the due date, the grade will be changed to the default grade listed above.

Student Signature: ____________________ Date: ____________________

(Invoices to student if student not available)

Instructor Signature: ____________________ Date: ____________________

cc: Instructor – Original
Student
Student’s Academic Dean
Department Chair (offering the course)

Office of Admissions and Records | Room A3900 UCA | (850) 644-1050 (Phone) | (850) 644-1597 (Fax)
APPENDIX K: Qualifying Paper Approval

EVALUATION OF QUALIFYING PAPER
Department of Sociology
Florida State University

Student’s Name: ___________________________ Date: ___________________________
Student’s E-mail: __________________________ Term Approved: Term

Title of Paper:

☐ Paper submitted to Turnitin and approved by major professor or graduate coordinator.

COMMITTEE EVALUATION:
☐ Qualified
☐ Conditional (please explain):

Date Conditions Satisfied:

☐ Not Qualified

Committee Signatures:

Committee Chair

_____________ __________________________
Committee Chair Date

Committee Member

_____________ __________________________
Committee Member Date

Committee Member

_____________ __________________________
Committee Member Date
APPENDIX L: Request to Study or Work Remotely

Request to Study or Work Remotely
Department of Sociology
Florida State University

Student’s Name: ___________________________ Date: __________
Student’s E-mail: __________________________ Term Requested: __________

Per the Department’s Guide to Graduate Studies, “[i]t is important to be able to be in person for classes, working groups, meetings with research and teaching mentors, graduate student events and meetings, departmental meetings, trainings, and other events. If students need to spend more than two weeks collecting data or attending training, or have extenuating circumstances that require them to move, they must meet with their advisor and submit a form to the graduate director for approval.”

Reason for request and duration of time away:

__________________________________________________________
Student’s Signature: ______________________________________

Faculty Advisor Recommendation: _____ Approve _____ Deny
Faculty Comments: _______________________________________

Faculty Advisor Name / Signature: ____________________________

Graduate Advisor Recommendation: _____ Approve _____ Deny
Graduate Advisor Comments: _______________________________

Graduate Advisor Name / Signature: ____________________________

Note: If students move out of the area during the academic year, even if it is approved by their advisors and graduate director, students are not guaranteed online assignments and risk losing assistantship positions, stipends, and tuition waivers.