

WAYNE STATE  
UNIVERSITY

---

COLLEGE OF LIBERAL ARTS  
AND SCIENCES

**DEPARTMENT OF SOCIOLOGY**

**PhD in Sociology Program**

**GRADUATE STUDENT HANDBOOK**

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The Doctor of Philosophy Handbook is available online at:

<http://www.clas.wayne.edu/Sociology/Graduate-Student-Handbook>

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## **I. Introduction**

In 1933, the University emerged from a set of unrelated colleges and schools. Under control of the Detroit Board of Education, the schools coalesced into a single institution named Wayne University. In 1956, Wayne University became Wayne State University (WSU). WSU is a nationally ranked, Carnegie I Research University with a diverse student body and a variety of graduate programs. The main campus of the university is located in Detroit's Cultural Center which also is home to the main branch of the Detroit Public Library, the Detroit Institute of the Arts, the Detroit Historical Museum, the Detroit Museum of Science, the College for Creative Studies, and the Museum of African American History.

The Department of Sociology is part of the College of Liberal Arts and Sciences (CLAS) ([clas.wayne.edu](http://clas.wayne.edu)). The Department offers programs leading to Master of Arts and Doctor of Philosophy degrees. At the Masters level, the Department offers both a Masters in Sociology and a Masters in Applied Sociological Research Methodology. The Department has 15 faculty with strong backgrounds in scholarly approaches to the study of sociology. The Department has about 200 undergraduates and 60 graduate students. Our offices are located in the Faculty Administration Building, located at Kirby and Anthony Wayne. Additional information about the Department of Sociology is available on the Department's website at [www.clas.wayne.edu/sociology](http://www.clas.wayne.edu/sociology).

### **A. Overview of the Doctor of Philosophy in Sociology Program**

The mission of the PhD program is to prepare students for the academic job market or other professional careers through a challenging, comprehensive, and integrated curriculum that trains PhD students to 1) theorize from a variety of sociological perspectives and 2) analyze using a variety of methodologies. The PhD program requires course work in the general areas of sociological theory and sociological research methods, including qualitative and quantitative methodologies. In addition to core classes, students have flexibility in pursuing specialized coursework designed to concentrate on specific areas. Graduate students can choose to specialize in areas including: Sociology of Health and Illness (SOHI); Race, Ethnicity, and Gender (REG); and Global, Transnational and Comparative (GTC).

The research interests and methodological approaches of the faculty are diverse. Faculty have studied and written about a wide range of sociological topics including: aging and life course, development, disabilities, environment, fetal alcohol syndrome, gender and work, immigration, international political economy, mental health, menopause and midlife, precarity and informal employment, military, racial politics, religion, racial discrimination in the consumer markets, race disparities in education, racialization of American Indians, sustainability, welfare state, and work-family policy. Faculty research addresses these issues in local, national, and international (e.g., Canada, China, Japan, and Mexico) contexts. Our faculty directory can be found online at [www.clas.wayne.edu/Sociology/Faculty-Research](http://www.clas.wayne.edu/Sociology/Faculty-Research). Information about current faculty research can be found on our website at [www.clas.wayne.edu/Sociology/Faculty-Research](http://www.clas.wayne.edu/Sociology/Faculty-Research).

### **B. Contact Information**

#### **Department of Sociology**

Wayne State University  
2228 Faculty Administration Building  
656 W. Kirby Ave.  
Detroit, MI 48202

**Website:** [www.clas.wayne.edu/Sociology](http://www.clas.wayne.edu/Sociology)

**Faculty Directory:** <https://clasprofiles.wayne.edu/department/sociology>

**Facebook Page:** <https://www.facebook.com/groups/297089120322037/>  
**Graduate Director:** [socgraddirector@wayne.edu](mailto:socgraddirector@wayne.edu)

### **Graduate School**

Graduate Admissions

5057 Woodward, Suite 6304

Detroit, MI 48202

Phone: (313) 577-2170

Fax: (313) 577-0131

Email: [gradadmissions@wayne.edu](mailto:gradadmissions@wayne.edu)

Website: <http://www.gradadmissions.wayne.edu>

Students should contact the Graduate Admissions office with any admissions-related questions.

### **PhD Office**

5057 Woodward, Ste. 6305.5

Detroit, MI 48202

Phone: (313) 577-2170

Email: [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu)

Website: <http://gradschool.wayne.edu/>

The PhD Office handles routine activities associated with PhD degrees (approvals of plans of work, advancement to PhD candidacy, dissertation registration overrides, time extension requests, transfer credit forms, graduate applications, PhD fellowships and scholarships, etc.).

*The following guidelines were originally codified by the Sociology Graduate Committee in 2013, and approved by the full faculty in the Department of Sociology and the Graduate School of Wayne State University in May 2014. All students must adhere to the policies and procedures outlined in this Handbook. Students are bound to the coursework requirements for the PhD program in place at the time they are admitted.*

## **II. Admission**

All PhD admission decisions are made by the Graduate Committee, chaired by the Director of Graduate Studies, in close consultation with the faculty members who hold Graduate Faculty status. Admission decisions are informed by the alignment of applicants' and faculty members' research interest.

### **A. Requirements**

Admission to the PhD in Sociology is contingent upon admission to the Graduate School of Wayne State University. Admission is competitive and is based on an applicant's entire academic profile. *The stated requirements are minimum standards for consideration and do not guarantee admission.*

*Admission is only applicable for the semester admitted.* If a student is not able to register for classes for the admitted semester, they will be withdrawn from the program and will have to reapply. Applicants must be officially admitted to the program before enrolling in coursework.

Students are admitted to the doctoral program only for the fall term. There are no exceptions. **The application deadline for the PhD program is January 15th of each year.** All application materials must be uploaded by this deadline. If a student's application is incomplete, they will not be considered for admission.

## B. Application

All applications to the PhD program must include the following to be considered:

1. **Graduate Application.** All students must apply via the online application (demographic and educational profile) and pay the Application Fee (currently \$50). To start the application process, visit <http://www.gradadmissions.wayne.edu>.
2. **Official transcripts from past universities attended.** Students must have an overall grade point average of at least a 3.5 or higher in their MA coursework. Applicants seeking admission into the PhD program who are currently enrolled in a MA program should identify an expected graduation date. Once the MA degree has been granted the student will need to provide the Director of Graduate Studies (DGS) documentation verifying that the degree has been conferred. A MA degree in sociology is not an absolute requirement for admission, but applicants should have a background in a closely related field. In instances where an applicant holds a MA graduate degree in an area of study other than sociology, the applicant, if admitted, must typically complete MA coursework on theory, statistics, and methods courses. The DGS will review the applicant's previous coursework to determine which credits may transfer to WSU. Students can transfer up to 30 credit hours from their MA coursework. Students are required to have written an MA thesis.
3. **Three (3) letters of recommendation.** Letters should be from individuals who can comment on academic abilities and accomplishments (at least 2 letters should be from faculty members at Wayne State or another university).
4. **Statement of Interest.** The statement (2-3 pages, approximately 500-750 words) should describe the reasons for pursuing a PhD in Sociology, proposed areas of study, and career goals. The Graduate Committee carefully considers these statements when making their admission decisions to ensure student's scholarly interests are compatible with those of the faculty.
5. **Writing Sample.** Preferably students submit their MA thesis as an exemplar of their writing sample. Alternatively, students may submit a course paper or report.
6. **Graduate Record Examination (G.R.E.):** Students are required to submit G.R.E. scores within the past 3 years. The Graduate program uses the G.R.E. scores to evaluate student readiness for graduate-level work. The G.R.E. General Test measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills that are not related to any specific field of study. Unofficial scores should be uploaded before they are officially sent to Graduate Admissions (institution code 1898).

The Department recognizes that scores on standardized tests are greatly influenced by social and cultural factors, and may not be accurate indicators of performance ability. Consequently, G.R.E. scores are considered, but are not be a binding criterion for admission. However, most students accepted into the PhD program have an overall G.R.E. scores in at least the 50<sup>th</sup> percentile. In the event that a student's G.R.E. score falls considerably short of the 50<sup>th</sup> percentile the graduate committee looks for evidence of excellence in the other criteria (e.g., GPA, letters of recommendation, writing sample) used to make their admission decisions. Students with G.R.E. scores below the 50<sup>th</sup> percentile are encouraged to explain the reasons for lower scores in their statement of interest. A combination of GPA, G.R.E., transcripts, letters of recommendation, and statement of interest will be used to make all

admission decisions.

7. **TOEFL Scores (international students only):** We are currently asking for paper-based TOEFL scores of 600 or above (or internet-based TOEFL scores of 100 or above) for entry into our PhD program.

Wayne State students filing a change of status from another degree program within the university, including those enrolled in the MA Sociology program, are required to submit everything except the graduate application and application fee.

### **C. Change of Status Requirements for Students in WSU MA in Sociology Program**

Students completing their MA degree in the Department of Sociology at Wayne State or those taking prerequisite courses at the Masters level can apply for admission into the PhD program by submitting to the DGS a **Change of Status** form. The granting of a change of status request will signify that the student has been accepted into the PhD program. Requests for change of status are not automatically granted. Change of status requests will be granted only to those students who satisfy all PhD admission requirements. That is, students must have completed their MA with a grade point average of at least a 3.5 GPA based solely on required coursework (classical theory (6050), statistics (6280), and methods (7200)), and have written and defended an MA thesis prior to submitting the change of status request for the PhD program. *Electives and directed studies are not included in the GPA threshold.* Students are expected to complete all MA coursework and thesis within three years to be considered for the PhD program. Students requesting entrance to the PhD program should submit the change of status form, along with three letters of recommendation from three Wayne State faculty, one of which must be from their MA thesis adviser, a personal statement, and a writing sample (e.g., MA thesis; journal manuscript). For form, see: <http://clas.wayne.edu/Sociology/FormsDocuments>.

### **III. Financial Support**

Financial support for tuition and other academic expenses for PhD students is *limited* both at the University and Department levels, and is awarded annually. All applicants accepted into the PhD program are automatically considered for funding; however, new applicants must apply separately for the Graduate Professional Scholarship (see below). All current students must reapply each year for all funding positions using the **Department Request for Financial Assistance** form. Current students are notified early in the Winter semester about the application process for the next academic year's funding (applications are usually due by February 1<sup>st</sup> of each year).

Funded positions for students in the doctoral program are renewable for up to two years after the initial one-year appointment for a total of three years, dependent on availability of funds, and good academic standing as indicated by satisfactory progress in the program (e.g., GPA, timely completion of coursework, taking prelims within one year of finishing coursework), career preparation (submission of manuscript to peer-reviewed journal, conference presentations), competent fulfillment of assistantship responsibilities (e.g., effective teaching), service and citizenship (e.g., visibility and active participation in department activities).

Additional years of funding for students in their fourth year may be possible contingent on availability of funding positions and good academic standing in the program, and departmental needs. **The maximum number of years of funding for students is four years, inclusive of all degrees earned at Wayne State University.** Rarely are students funded once they are on dissertation maintenance credits (SOC 9995).

Given funding allocations are limited and very competitive, making satisfactory progress alone is not sufficient to secure funding. Rather, to be competitive for these positions students should strive to maintain a GPA of 3.7 or higher in their graduate course work, present papers at regional and national conferences, work towards submitting research to be reviewed for possible publication in scholarly outlets, and actively engage in all Department events and activities. Students who fall short of these expectations may not be funded. Please contact the DGS for more information.

#### **A. Graduate Teaching Assistantships**

The Sociology Department is allotted a limited number of Graduate Teaching Assistantships (GTAs) by the university each year. GTAs are typically awarded to students in the doctoral program, and are based on academic performance and departmental needs. *Occasionally, a Master's student is given a GTA position.* Assistantships include a monthly stipend, tuition scholarship for up to 10 hours of graduate credits per term, and subsidized health insurance. GTAs are expected to assist a faculty member or teach their own course (depending on amount of prior teaching experience), which includes activities such as developing syllabi and assignments, grading, proctoring exams, lecturing, leading student discussions, and performing other pedagogical activities. GTAs must be enrolled for a minimum of six credits of graduate work each term to receive the stipend. The Sociology Department requires GTAs to take 3 courses (9 credits) each semester, or be enrolled in dissertation credits.

GTA decisions for an academic year (August-May) are generally made by March 15, but no later than May 1. However, vacancies may occur throughout the year.

All GTA appointments are made by the Graduate Committee, chaired by the Director of Graduate Studies, in consultation with the Department Chair. The Department Chair makes the final decision on all GTA appointments.

All GTAs must adhere to the **Department Graduate Assistant Work Rules and Policies**, **Department Graduate Teaching and Training Policies**, and the University Graduate Employee Organizing Committee (GEOC) Agreement (see: <https://gradschool.wayne.edu/funding/assistantships-geoc>).

Recipients of a GTA may hold employment within the University up to 10 hours per week with prior written permission using the [Request for Approval of an Additional Service Assignment form](#).

***IMPORTANT: Please note that the GEOC contract limits GTAs work outside of WSU. See below:***

**ARTICLE XXII: OUTSIDE EMPLOYMENT:** The parties recognize and agree that while an Employee's primary responsibilities are to Wayne State University and the overarching concern of both parties is the successful completion of the Employee's academic program, the Employee may engage in such additional employment outside of Wayne State University as is permitted by this Article. Any outside employment must be undertaken with the understanding that the first obligation and commitment is to Wayne State University, and such outside employment shall not interfere with the responsibilities assigned or inherent in the Employee's position or academic program at Wayne State University.

An employee may not teach more than one course at another institution of higher learning or be otherwise employed outside of the University for greater than 20 hours per week without consulting with his or her departmentally-recognized academic advisor and receiving a signed confirmation of such consultation from said advisor in advance. An Employee may not use Wayne State University course materials, curricula, or other materials in any outside employment.



Upon the request of her/his department chair or graduate advisor, the Employee shall submit a report, on a form provided by the Employer, to her/his department chair or graduate advisor, as appropriate, detailing all outside employment. The report (if requested) shall be submitted once per semester, and shall be due on the seventh week of each semester. The report must be requested prior to the sixth week of the semester. (Page 33 of contract).

### **B. Graduate Research Assistantships**

Faculty members may receive awards to employ Graduate Research Assistants (GRA) for a single 9- or 12-month appointment; these are sometimes renewed for additional years depending on funding. A GRA will receive monthly stipends (amounts vary), tuition scholarships, and subsidized health insurance. A GRA assists one or more faculty members with research, while enrolling in a minimum of six credits of graduate work each term. Some GRA positions that do not include tuition assistant may also be available from time to time. GRA positions are not allocated by the graduate committee. Rather, GRAs are chosen by individual faculty responsible for funding the position.

### **C. Thomas C. Rumble Fellowships**

Wayne State University's Graduate School provides funding for The Thomas C. Rumble Fellowship which aims to optimize PhD. students' performance by providing support for and establishing expected outcomes at particular stages of their training process. Fellowship allocations to departments are determined based primarily on PhD. productivity. Generally, the Department of Sociology is allowed to award two to three Rumble Fellowships to students each year. A Rumble fellowship includes a stipend, housing allowance, tuition scholarship and subsidized health benefits. Students cannot be awarded a Rumble for more than two years. Criteria for awarding Rumble Fellowships are the same as criteria used to award Department GTAs. Rumble appointments are made by the Graduate Committee, chaired by the DGS, in consultation with the Department Chair.

#### ***Please note that this award is made with the following provisions:***

1. The recipient must be admitted to a Wayne State University Ph.D. degree program prior to the beginning of the fellowship tenure;
2. The recipient must be enrolled full time for a minimum of eight graduate credits per semester. The fellowship will cover only graduate level courses for which the recipient will receive degree credit. It will not cover undergraduate, audited or dropped credits;
3. The recipient may not hold any other fellowship, graduate assistantship or internship concurrently;
4. The recipient may not hold salaried or full-time employment either within or outside the University;
5. The recipient may hold employment within the University up to 10 hours per week with prior written permission using the [Request for Approval of an Additional Service Assignment form](#).

In the Department of Sociology, students awarded the Rumble Fellowship are required to submit a report documenting their scholarly accomplishments during their fellowship year. Tangible accomplishments (e.g., articles, data, dissertation proposal, etc.) are expected. Reports are to be submitted to the Director of Graduate Studies (DGS) by May 21<sup>st</sup> of each year. Rumble Fellows who fail to submit the report or who do not produce any tangible accomplishments during their fellowship year will not have their fellowship renewed for a second year.

Rumble Fellows must submit an annual report to the Graduate School, usually due by June 30<sup>th</sup>.

#### **D. Dean's Diversity Fellowship**

The Dean's Diversity Fellowship is designed to attract new doctoral students to Wayne State University. The fellowship covers two academic years during which fellows have no service requirements. The fellowship includes a living allowance of \$27,500, tuition up to 10 graduate credits per term at the effective in-state Graduate School tuition rate, as well as subsidized medical, dental and vision care insurance for 12 months per year. Dean's Diversity Fellowships are for new doctoral students only—it cannot be awarded to continuing students. Eligibility is restricted to U.S. citizens or permanent residents. Fellows must register for a minimum of eight credit hours fall and winter semesters, maintain at least a 3.0 grade point average each semester, and otherwise make satisfactory progress towards the degree. Fellows may not hold graduate assistantships, other fellowships, internships, traineeships, scholarships, or any other employment during the fellowship period. As stated by [university policy](#), Wayne State employees, i.e. persons providing a service to the university, are not eligible to receive fellowships.

Nominations must be made by program graduate directors, and nominations are encouraged for minorities, women, persons with disabilities or individuals from cultural, linguistic, geographic and socioeconomic backgrounds who otherwise would not be adequately represented in the doctoral program. Graduate programs must accept responsibility for supporting the student at the graduate assistant minimum compensation rate in the third and fourth year of study. Decisions are typically announced by March 31<sup>st</sup>.

#### **E. Graduate Professional Scholarship**

The Graduate School offers a Graduate Professional Scholarship competition for tuition awards each academic year. The GPS provides payment for resident tuition assessments only—a minimum of 6 graduate credits and maximum of 10 credits can be covered in each of the fall and winter semesters. Covered courses must count towards degree requirements (undergraduate, audited or dropped courses are not covered by GPS). Graduate teaching and research assistants, students holding other fellowships, internships or scholarships, and salaried or full-time employees or trainees of WSU may not hold this award concurrently. Applications open in the winter term, and are due by April 1 of each year. Applicants must reapply to be considered for subsequent years. See the Graduate School website: <https://gradschool.wayne.edu/funding/grad-prof-scholarship> for the online application process. Sociology students interested in applying for a GPS *must* also submit the **Department Request for Financial Assistance**. The Graduate Committee, chaired by the DGS, reviews GPS applications; the committee nominates students for the award. The final decision is made by the Graduate School. Competition results are announced in early June of each year.

#### **F. King-Chavez-Parks Future Faculty Fellowships**

The Graduate School sponsors one competition annually for King-Chavez-Parks Future Faculty Fellowships. The purpose of the fellowship is to assist students who intend to pursue a full-time teaching position in a post-secondary institution within one year of receiving their doctoral degree in a Wayne State University PhD program. The Fellowship may be used to supplement other awards. To be considered for this program a student must be pursuing a master's or doctorate in a Michigan post-secondary educational institution. This fellowship provides qualified students with a stipend, tuition scholarship, and subsidized health insurance. Additional information is available from the Scholarships and Fellowships Office of the Graduate School.

#### **G. Dissertation Research Funding**

The Graduate Thesis/Dissertation Research Support Program is a grant program for WSU graduate students who are engaged in approved dissertation research. These grants are intended to help defray expenses essential to the performance of dissertation research. Costs associated with

preparation of the dissertation manuscript itself are not allowable under this program. Awards are limited to a maximum of \$1,000 for dissertation research. Matching support from the student's department is required. The Department of Sociology will match up to \$500 for this award for a limited number of doctoral students each academic year, contingent on available funds.

#### **H. Summer Dissertation Fellowship**

The Graduate School provides summer support (June-August) to recipients while they work full-time on their dissertations. The fellowship is competitive, and is awarded to Ph.D. candidates who anticipate defending their dissertations within the academic year following the fellowship period.

#### **I. The Humanities Center Doctoral Dissertation Fellowship**

This fellowship is awarded to doctoral students doing work in the humanities and the arts. Although the designation of humanities is broadly defined, students should contact the Humanities Center prior to submitting an application to confirm the eligibility of their dissertation project ([research2.wayne.edu/hum/studentfunding/dotoraldissertation/guidelines.html](https://research2.wayne.edu/hum/studentfunding/dotoraldissertation/guidelines.html)).

*Please check the Graduate School website for the most up-to-date information on funding sources:* <https://gradschool.wayne.edu/funding>.

#### **J. Conference Travel Support**

The Sociology Department provides some travel funds for the professional and scholarly activities of graduate students. These funds are handled by the Department through the **Graduate Student Travel Fund Award**. Support is available only to students to present work that has been accepted after peer-review by conference organizers. Contact the DGS for more information.

**The Humanities Center** also offers travel support for graduate students doing work in the humanities and the arts. For more information, see the Center's website: [research2.wayne.edu/hum/studentfunding/graduatetravel/guidelines.html](https://research2.wayne.edu/hum/studentfunding/graduatetravel/guidelines.html).

#### **K. External Sources of Financial Support**

Doctoral students are encouraged to seek funding from sources external to Wayne State University such as private foundations and government funding agencies. A list of resources for identifying such funding sources is available on the Graduate School website: (<https://gradschool.wayne.edu/funding/external>).

The Graduate School also provides financial incentives (\$1000) for competing for externally funded fellowships (<https://gradschool.wayne.edu/awards/incentives>). The Department will provide guidance and mentorship to doctoral students who plan to apply to external funding sources. For more information contact the DGS.

#### **L. Financial Aid for Graduate Students**

Graduate students may also be eligible for federal aid and should contact the Office of Student Financial Aid to review their options.

#### **Office of Student Financial Aid**

The Welcome Center  
42 W. Warren Avenue  
P. O. Box 2340  
Detroit, MI 48202-0340  
313-577-2100

[studentservice@wayne.edu](mailto:studentservice@wayne.edu) Fax 313-577-6648 <http://www.financialaid.wayne.edu>

Graduate students may also be eligible for loans or the Federal College Work Study Program. The Office of Student Financial Aid ([wayne.edu/financial-aid](http://wayne.edu/financial-aid)) located in the University Welcome Center assists students seeking financial assistance to attend Wayne State University.

#### **M. International Students**

International students are responsible for ascertaining that all necessary documents that allow them to legally work on the Wayne State University campus, such as F-1 student visa and Employment Authorization Document (EAD), are valid and current. International students should meet with the appropriate staff of the Office of International Students and Scholars (OISS; [oiss.wayne.edu](http://oiss.wayne.edu)) when they first arrive at the university and then periodically as needed to ensure their eligibility.

#### **IV. Elements of PhD Program**

The general responsibility for supervising all graduate programs within the department falls upon its Graduate Committee, and the Director of Graduate Studies (DGS). The DGS administers the programs with the authority to enforce degree/program requirements of the department, the college and the university, and to approve satisfactory completion of those requirements. For general information about admissions, financial assistance, and requirements, students should confer with the DGS. However, each student will be responsible for observing all requirements established by the department, the college, and the Graduate School of Wayne State University.

#### **A. Advising**

All incoming doctoral students are assigned a faculty adviser at the time of admission based on their research interests, preferences of doctoral advisers mentioned in their application materials, and faculty member acceptance of such role; the adviser's name appears on the letter of admission issued by the Department. Once admitted students begin the program, they must fill out the **Declaration of Adviser** form and submit it to the DGS for their signature.

Advisers assist with filing a plan of work and the annual program report (see below). *Students must not begin any graduate coursework until they have consulted with their adviser.* If classes are begun without seeking advice, students may find later that the classes may not be required in their program. *In addition, not every class is offered each term, or every year.* Advisers will be able to help plan ahead for the coursework required for the program. Advisers also guide the progress of the advisee in the program and the successful completion of the doctoral qualifying examination, dissertation prospectus, and dissertation project.

Students should seek advice at the beginning of their program and as needed or requested by their adviser. Students are expected to keep in touch with their adviser on a regular basis. The adviser should be the student's first contact and it is important that the student go to their adviser first for any questions, concerns, or related issues. The adviser is there to provide support, guidance, and to help the student progress through the graduate program. Students are encouraged to meet and discuss your work with multiple faculty members, not only your advisor. Student interactions with other faculty will be helpful in selecting a dissertation committee.

**Change of Adviser:** Graduate students may change faculty advisers. The adviser may be changed by asking a member of the full-time faculty to serve as the new adviser, informing the current adviser, and completing the **Change of Adviser** form. Students desiring an adviser change should first consult with the DGS who will discuss the request with the current adviser and the proposed

adviser. The final decision to approve the adviser change is contingent on the outcome of this discussion. The DGS advises the Graduate School of the change in adviser.

## **B. PhD Program Requirements**

The PhD degree requires a minimum of ninety (90) credits beyond the baccalaureate degree. Thirty (30) credits may be earned via a MA degree, thirty (30) credits are earned at WSU as part of the program of study in the PhD program and thirty (30) credits are earned by enrolling in dissertation credits. The thirty credit dissertation registration requirement is fulfilled by registering for the courses SOC 9991, 9992, 9993, and 9994 (Doctoral Dissertation Research and Direction I, II, III, and IV, respectively), in consecutive academic year semesters.

A student wishing to transfer graduate credit toward the PhD degree must obtain a Transfer of Credit form from the Graduate School website and discuss their plans with the Director of Graduate Studies. This form, along with a transcript from the former institution, is submitted at the time the Plan of Work is filed. Students must fill out a separate form for every previous institution you wish to transfer credit from.

### **Effective Fall 2018, PhD students must take the following required coursework:**

**Prerequisites – prior to PhD coursework, students must take the following courses, earned during their MA program at WSU or another university; otherwise PhD students must take these at the start of the doctoral program at WSU:**

- SOC 6050 Sociological Theory I (3 cr.)
- SOC 6280 Social Statistics (3 cr.)
- SOC 7200 Advanced Survey of Approaches and Techniques of Social Research (3 cr.)

### **Required courses at the PhD level include:**

- SOC 6060 Sociological Theory II (3 cr.)
- SOC 6290 Advanced Social Statistics (3 cr.)
- SOC 7260 Qualitative Methods (3 cr.)
- A third course in methods, either qualitative or quantitative (3 cr.)
- Twelve elective credits in sociology (4 courses)
- Six credits in a cognate field (2 courses) (can be from a secondary area in sociology)
- Additional coursework of the student's choice, as needed to reach 30 credits at the PhD level.

***\*See below for PhD course sequencing, and list of sociology courses.***

Students will choose a set of four electives that best fits their area(s) of expertise. Students will be encouraged to use their two cognate courses to build a secondary area of expertise. Below is a description of our Department areas of focus.

**Race, Ethnicity, and Gender** (REG) focuses on how race, ethnicity, and gender serve as principles of social organization that shape individual experiences and reproduce social inequalities. Faculty in these areas examine how structural and individual sexism and racism impact both objective (e.g., educational attainment, earnings, career advancement) and subjective (e.g., racial identity, political attitudes, work-family conflict) outcomes. Recent student projects in this area have explored a broad range of substantive topics such as race and gender disparities in health and school discipline, the experiences of women and racial and ethnic minorities in the workplace, and the role of sexuality in shaping experiences of criminal victimization.

**Global, Transnational, and Comparative Sociology** (GTC) prepares students to conduct theoretically grounded, methodologically sound, empirically rigorous research from a comparative perspective that addresses global and transnational social, political, economic, and cultural phenomena. GTC focuses on how fundamental macro-level structures and processes shape individual and group experiences, as well as relationships among nation-states. GTC research also evaluates micro- and meso-level processes across subnational and national units of analysis. Our GTC faculty conduct quantitative and qualitative research on a wide variety of topics such as international development, health disparities, migration, international political economy, and work and labor. Many of these substantive areas overlap with the department's two other core areas, the Sociology of Health and Illness and Race, Ethnicity, and Gender. Students are encouraged to undertake research that engages two or more areas.

**Sociology of Health and Illness** (SOHI) The sociology of health and illness examines the interaction between society and health. In particular, sociologists within this specialty area examine how social factors impact health and illness and how health and illness impact society. This specialty also looks at health and illness in relation to social institutions such as the family, work, school, politics, and religion as well as the fundamental causes of disease and illness, the organization and operation of the health care system, behaviors of health care providers and patients, provider-patient relationships, access to care, etc. In all of these analyses, sociologists in this specialty area explore health disparities by race/ethnicity, gender, class, sexuality, age, ability, and nationality.

**PhD Course Sequencing for Students with a Masters in Sociology<sup>1</sup>**

<b>Semester I</b>	<b>Semester II</b>
Statistics I (6280) (3) (prerequisite not waived)	Statistics II (6290) (3)
Social Theory II (6060) <sup>2</sup> (3)	Elective II (3)
Elective I (3)	Cognate I (3)
<b>Semester III</b>	<b>Semester IV</b>
Qualitative methods (7260) <sup>3</sup> (3)	Third methods course (7270, 7280, 7500, 7510, 7520, 8200, or 8250) <sup>4</sup> (3)
Cognate II (3)	Elective IV (3)
Elective III (3)	
<b>Semester V</b>	<b>Semester VI</b>
Prelims	9992 (7.5)
9991 (7.5)	
<b>Semester VII</b>	<b>Semester VIII</b>
9993 (7.5)	9994 (7.5)
<b>Any semesters beyond 8</b>	
9995 – maintenance credits; must be enrolled consecutively	

<sup>1</sup> On a case-by-case basis, two additional prerequisite classes (Social Theory I and Research Methods) may be waived; if not waived, see sequencing below.

<sup>2</sup> Course may be offered every other year, or third semester, depending on student needs.

<sup>3</sup> Course offered every Fall semester, or occasionally every third semester.

<sup>4</sup> Course varies based on student needs; rounds out the third course in the methods sequence.

**PhD Course Sequencing for Students with Masters in a related discipline**

<b>Semester I</b>	<b>Semester II</b>
Methods (7200) (3) (prerequisite not waived)	Social Theory I (6050) (3) (prerequisite not waived)
Statistics I (6280) (3) (prerequisite not waived)	Statistics II (6290) (3)
Elective I (3)	Elective II (3)
<b>Semester III</b>	<b>Semester IV</b>
Qualitative methods (7260) <sup>5</sup> (3)	Third methods course (7270, 7280, 7500, 7510, 7520, 8200, or 8250) <sup>6</sup> (3)
Social Theory II (6060) <sup>7</sup> (3)	Elective III (3)
Cognate I (3)	
<b>Semester V</b>	<b>Semester VI</b>
Elective IV (3)	Prelims
Cognate II (3)	9991 (7.5)
<b>Semester VII</b>	<b>Semester VIII</b>
9992 (7.5)	9993 (7.5)
<b>Semester IX</b>	<b>Any semesters beyond 9</b>
9994 (7.5)	9995 – maintenance credits; must be enrolled consecutively

**List of Sociology Graduate Courses**

<b><i>Theory</i></b>
Sociological theory I (6050)
Sociological theory II (6060)
Sociological Analysis (6070)
<b><i>Methods</i></b>
Social Statistics (6280)
Advanced Survey of Approaches and Techniques of Social Research (7200)
Introduction to Graduate Studies (7030)
Advanced Social Statistics (6290)
Qualitative Sociology (7260)
Analysis of Evaluation Data (7270)
Analysis of Complex Sample Survey Data (7280)
Advanced Qualitative Methods (7500)
Advanced Statistics II (7510)
Advanced Field Research (7520)
Seminar in Survey Research Methods (7220)
Mixed Methods (8200)
Longitudinal Data Analysis (8250)

<sup>5</sup> Course may be offered every other term or, occasionally every third term.

<sup>6</sup> Course offered varies based on student needs; rounds out the third course in the methods sequence.

<sup>7</sup> Course may be offered every other year, or third semester, depending on student needs.



<b><i>Sociology Electives</i></b>
Sociology of Urban Health (6750)
Women and Health (7100)
Health and Life Course (7760/5760)
Seminar in Medical Sociology (7770/5360)
Topics in the Sociology of Health and Illness (7780)
Topics in the Sociology of Sex/Gender (7800/5800)
Race Relations in Urban Society (7810/5570)
International Migration (7820)
Seminar in Sociology of the Family (8400/5400)
Seminar in Social Inequality (8700/5700)
Advanced Seminar in Race/Ethnicity (8710)
Advanced Seminar in Sex/Gender (8720)
Topics in the Sociology of Labor (8801)
Topics in Urban Sociology (8802)
Globalization, Gender, and Work Transformation (8803)
Sociology of Urban and Labor Studies (8805)

***\*Courses are not necessarily offered each year; the course rotation rubric lists the two-year schedule.***

**Doctoral students *admitted prior to Fall 2018*, must choose a specialization area and take one mandatory course, plus eight other credits of a student's choice (see list below).** Students in the Race/Ethnicity and Gender Inequality specializations must take Advanced Social Inequality, SOC 8700 (3 cr.). Students in the Sociology of Health and Illness specialization must take Seminar in Medical Sociology, SOC 7770 (3 cr.). Students in the Urban/Labor Studies specialization must take Seminar in the Sociology of Urban and Labor Studies, SOC 8805 (3 cr.).

***The following courses count towards the Race/Ethnicity and Gender Inequality specialization:***

- SOC 6750 Urban Health (3 cr.)
- SOC 7100 Women and Health (3 cr.) (More relevant for gender)
- SOC 7330 Class, Race, and Politics in America (3 cr.) (More relevant for race/ethnicity)
- SOC 7350 Urban Poverty and Racial Segregation (3 cr.) (More relevant for race/ethnicity)
- SOC 8400 Seminar in Sociology of Families (3 cr.) (More relevant for gender)
- SOC 8710 Advanced Seminar in Race/Ethnicity (3 cr.) (Strongly recommended for race/ethnicity prelim)
- SOC 8720 Advanced Seminar in Sex/Gender (3 cr.) (Strongly recommended for gender prelim)
- SOC 8801 Topics in the Sociology of Labor (3 cr.)
- SOC 8802 Topics in Urban Sociology (3 cr.)

***The following courses count towards the Sociology of Health and Illness specialization:***

- SOC 5760 Society and Aging (3 cr.)
- SOC 6750 Urban Health (3 cr.)
- SOC 7020 End-of-Life Issues (3 cr.)
- SOC 7100 Women and Health (3 cr.)

***The following courses count towards the Urban/Labor Studies specialization:***

- SOC 6750 Urban Health (3 cr.)
- SOC 7330 Class, Race, and Politics in America (3 cr.)
- SOC 7350 Urban Poverty and Racial Segregation (3 cr.)
- SOC 8710 Advanced Seminar in Race/Ethnicity (3 cr.)
- SOC 8801 Topics in the Sociology of Labor (3 cr.) (Strongly recommended for labor studies prelim)
- SOC 8802 Topics in Urban Sociology (3 cr.) (Strongly recommended for urban studies prelim)

***Other courses as approved by the Graduate Director.***



**Directed Study:** Graduate students are not permitted to enroll in directed studies (individual courses) to meet program's required courses. In addition, students may not take an independent study course which duplicates a seminar offered at least once every two years. Students interested in pursuing an in-depth study of a specific research topic may wish to arrange for a directed study by taking SOC 8990: Directed Study-PhD with a fulltime faculty member. Students must obtain the consent of the adviser and ensure that the Directed Study is noted on the Plan of Work or added to the coursework through a Change to Plan of Work form. Students are limited to no more than six (6) credit hours during their PhD coursework.

To register for a Directed Study course, *prior to the registration deadline for a semester*, students must submit the following to the DGS for approval and set up of the PhD Directed Study course (SOC 8990): **Petition and Authorization for Directed Study** form to which should be attached: course description, objectives, and learning outcomes; course assessments; course reading list; and course semester schedule.

### **C. Plan of Work**

The approved **Plan of Work** is a contractual agreement of coursework. This "contract" protects students against changes in requirements and policies as they move through the graduate program.

PhD students must file a Plan of Work by the time 12-16 credits have been earned (that is, no later than the equivalent of one year of full-time coursework, and preferably at the beginning of the winter term of the first year). Students who have not completed the Plan of Work after 12-16 credits as required will not be making satisfactory academic progress.

Prompt filing of the Plan of Work helps to ensure that students take required courses when they are available and that they enroll in courses that will satisfy the degree requirements. *Students who do not file a Plan of Work by the end of their first academic year will have their registration blocked until a plan is filed.*

The Plan of Work must be completed in consultation with the faculty adviser. Students may also consult with the DGS. Students must select the appropriate PhD coursework requirements (see requirements described above). To find out the scheduling of courses, students should refer to the **Graduate Courses Rotation**, which provides a tentative schedule of graduate courses to be taught in the upcoming semesters.

The completed and signed Plan of Work *must be submitted to the DGS for review and approval*. The DGS files the Plan of Work with the Graduate School who reviews and approves the plan. The Plan of Work can be changed with the approval of the adviser and the DGS. If the plan of work is significantly revised, a **Change of Plan of Work**, approved by the adviser and the DGS must be filed with the Graduate School.

### **Transfer of Credits**

A student wishing to transfer graduate credit toward the PhD degree must file a **Transfer of Credit** form along with the doctoral Plan of Work with the Graduate School, approved by his/her adviser and Departmental Graduate Committee Chairperson, requesting such transfer. This form, along with a transcript from the former institution, is submitted at the time the Plan of Work is filed. You must fill out a separate form for every previous institution you wish to transfer credit from. The Transfer of Credit form must be supported by an official transcript showing a minimum grade of 'B' for the courses to be transferred; B- credits and credits graded "P" or "S" (Pass or Satisfactory) are not transferable. Thesis or dissertation credits from another university or college are also not

transferable. Transfer credits must be appropriate to the student's degree program and may not be used to reduce the minimum requirement of thirty credits in the PhD program, which must be completed at WSU. Wayne State University allows no more than 30 graduate credits earned elsewhere to be counted toward a PhD degree. The university requires that 60 graduate credits toward the PhD be earned at Wayne State. So, transferring more than 30 credits is unnecessary.

#### D. Registration and Grades

**Registering for Classes:** Students must register for classes using web registration available via Academica ([academica.wayne.edu](http://academica.wayne.edu)). Access ID and password are required. The online Schedule of Classes is available at [classschedule.wayne.edu](http://classschedule.wayne.edu). Detailed information regarding registration procedures is available in the Graduate Bulletin at [bulletins.wayne.edu](http://bulletins.wayne.edu).

Students should make a concerted effort to register in a timely manner. By doing so, an accurate enrollment figure is established that ensures students get the classes of their choice and protects classes from cancellation.

**Course Load:** The Department considers 3 courses (9 graduate credits) in a regular (fall, winter) semester to be a full-time load for graduate students. The Office of Student Financial Aid ([wayne.edu/financial-aid](http://wayne.edu/financial-aid)) may have a different policy concerning full-time status and students receiving financial aid must directly contact this office. Students devoting full time to graduate study, with no outside employment, are expected to take 2-3 courses per term; funded students must take a minimum of 9 credits unless enrolled in dissertation credits.

**Residence Requirements:** Doctoral applicants are required to have two successive semesters in residence as full-time students as defined by the Graduate School. The PhD requirement of one year of residence is met by completion of at least six graduate credits in course work, exclusive of dissertation, in each of two successive semesters. The Spring/Summer semester may be excluded from the definition of successive semesters.

**Grades:** Graduate students are required to maintain an overall "B" (3.0) average to satisfy degree requirements. Grades of "B-minus" and below, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating the ability to continue in the program; they are unsatisfactory for graduate level work. Students who earn a B- or below for any required course, must repeat the course. One grade of B- or lower in any class will result in a meeting with the adviser, and the Graduate Director. Students who earn lower than a B- are at risk of dismissal from the program. Students should consult the DGS for permission to retake a course. *Should a student receive a B- or lower grade in two courses, a hold is placed on all future registration and the student will be dismissed from the program and denied admission to any other programs in the Department.*

<b>A</b>	4.00
<b>A-</b>	3.67
<b>B+</b>	3.33
<b>B</b>	3.00
<b>B-</b>	2.67
<b>C+</b>	2.33
<b>C</b>	2.00
<b>F</b>	0.00

**Grade Scale**

**I - Incomplete:** The mark of “I” (Incomplete) is given when a graduate student has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of “I” is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student. The mark of “I” will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chair of the department or other instructional unit. Work must be completed within one calendar year. There will be NO extensions. Any unchanged mark of “I” will automatically be replaced with a grade of “F” after one year.

**Y - Deferred:** The mark of “Y” is given for the essay, thesis, and dissertation credits, when the work is planned to continue beyond the semester. The Y is changed after successful defense of the work.

**W - Withdrawal:** Withdrawals are granted when a student requests a withdrawal and the instructor grants it, in accordance with University policy. Please check the Schedule of Classes for specific dates. These grades are issued as follows:

WP: Withdrawal with a passing grade earned to date.

WF: Withdrawal with a failing grade earned to date.

WN: Withdrawal given to students who did not attend any classes and/or did not complete any assignments and/or did not participate in credit-earning activities by the withdrawal date.

Grades of WP, WF, and WN are not used in calculations of grade point averages, but WF grades **do** count as a failed course for of continuation in the program.

**Retaking Courses and GPA:** A graduate department or equivalent academic administrative unit may, if it wishes, allow a student to petition to retake a graduate course in which a grade of ‘B-minus’ or lower is received. The grade received in repetition of a course will be shown on the student’s transcript and used in the computation of the student’s grade point average for the degree program. The original grade will appear on the student’s transcript as well, even though it is not counted in the GPA calculation after the repeat. Students will not receive University financial aid for courses that are retaken. Graduate students must request permission to repeat courses. Students should consult the DGS for permission.

**Registration Overrides:** For some courses for which there is a prerequisite, or for which enrollment is full, you may request a course override to allow you to register. The normal procedure for requesting an override is to email the DGS as well as the course instructor for which you want permission to register. In some cases, the DGS may require written permission of the instructor in order to grant the override. If the course you want to register in is in a different department, permission from that department may be necessary. In all cases, you should make sure to inform your primary adviser what courses you are hoping to take in any given semester.

**Course Substitutions:** Substitutions are rarely possible for required courses within the PhD programs. Contact the DGS if you have specific questions.

## **E. Plagiarism and Academic Dishonesty**

Students are held to the Code of Student Conduct and Academic Misconduct as outlined in the University Student Code of Conduct and Academic Integrity documents

(<https://doso.wayne.edu/conduct/academic-misconduct>). Plagiarism and academic dishonesty are

examples of student misconduct, which can result from, among other things: stealing or using someone else's work or ideas and presenting them as your own; using part or all of another student's work and presenting it as your own; submitting a paper or other work that someone else has written; using information from the World Wide Web/Internet without citing the source or sources; having someone else do your work for you; having your work edited to the point that it is no longer your work; buying a paper or other assigned work from any source; submitting anything that is not your own work; and submitting the same work for more than one class without the express permission of the instructors involved.

All students are expected to display the highest level of honesty and integrity in regard to academic life and as such every student must: abstain from cheating, avoid appearance of cheating, and desist from assisting or otherwise making it possible for others to cheat -- any intentional act of dishonesty in the fulfillment of academic course or program requirements is academic cheating; and give credit for ideas or materials that have been taken from another source -- to copy and submit intentionally or unintentionally the ideas of others, without acknowledging the author/creator, is regarded as plagiarism.

*The following information is on the webpage provided by the Office for Teaching and Learning on the WSU website: [http://otl.wayne.edu/wsu\\_integrity.php](http://otl.wayne.edu/wsu_integrity.php)*

**Cheating:** Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

*Examples:*

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Using unauthorized material such as a "cheat sheet" during an exam.

**Fabrication:** Intentional and unauthorized falsification of any information or citation.

*Examples:*

- Citation of information not taken from the source indicated.
- Listing sources in a bibliography not used in a research paper.

**Plagiarism:** To take and use another's words or ideas, intentionally or unintentionally, and represent them as one's own.

*Examples:*

- Failure to use appropriate referencing when using the words or ideas of other persons.
- Altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- Copy part or all of a paper from the internet.
- For more information on Plagiarism, please see the following website: [http://otl.wayne.edu/wsu\\_integrity.php](http://otl.wayne.edu/wsu_integrity.php)

**Other:** Other forms of academic misbehavior include, but are not limited to, the following acts:

- Unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users. Enlisting the assistance of a substitute in the taking of examinations;
- Violating course rules as defined in the course syllabus or other written information provided to the student;

- Selling, buying or stealing all or part of an un-administered test or answers to the test.
- Changing or altering a grade on a test or other academic grade records.

Students found to have committed an act, or acts of misconduct may be subject to one or more sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in the code of conduct (article 10.1). More than one sanction may be imposed for any single violation. A student who does not know or is not aware of the rules and requirements is no excuse for ignoring or violating them.

## **F. Preliminary Exams**

Upon completion of all doctoral coursework, students take a written qualifying examination (“prelim”). The purpose of the preliminary examination is to certify that doctoral students have acquired the necessary expertise in an area of study and can integrate, apply, and discuss what has been learned to contribute to the knowledge in the field. Students should begin preparing for the preliminary examination well in advance (e.g., 6 months) of the examination.

Students are allowed two attempts to pass the Preliminary Examination. The second attempt is final and students who fail this attempt are dismissed from the program. The examination committee must remain the same for both attempts. Students should consult their advisers, the chair of their specialization area, and the Graduate Director before taking the prelim to ensure that they are ready to take the prelim.

Students are expected to take their prelim in the cycle after they have completed their required PhD coursework, but no later than one year after completion of the coursework. Students who do not take the prelims within this time frame are at risk of being dismissed from the program. To apply to take prelims students fill out the **Preliminary Examination Application** Form at least sixty (60) days prior to the scheduled exam. Final approval is granted by the DGS. Form is available here: <http://clas.wayne.edu/Sociology/FormsDocuments>. If students are not successful on the first attempt of the preliminary examination, they must retake the exam within six months of the failed attempt, otherwise they may be dismissed from the program.

**Effective Fall 2017, there is a new format for the preliminary examination.** Students who began the doctoral program in Fall 2016 or earlier may take the preliminary examination under the old format up until August 2019; thereafter, students must take the current format. Students may also opt to take the preliminary examination under the new format. Students enrolled in the doctoral program beginning Fall 2017 must take the new format.

### ***Old Preliminary Examination Format (students admitted for Fall 2016 or earlier):***

The PhD prelim is given in January and August of each year, typically the week before classes resume (students should pay special attention to announcements about prelim dates for each semester). See **Preliminary Examination Procedures, format prior to 2017**. The PhD prelim corresponds to students' areas of specialization; students elect to take one of the following prelims: health/illness, race/ethnicity, gender, labor, or urban. PhD students must have the endorsement of their faculty adviser, and the specialization area chairperson indicating they have completed all required coursework as well as the three specialization area courses, before they are permitted to take prelims. All PhD prelims consist of 3 parts, taken over a 2 day period. The format is as follows:

**Day One, Morning:** Examination on sociological theory as applied to the student's area of specialization.

**Day One, Afternoon:** Examination on research methods, as applied to the student's area of specialization.

**Day Two, Morning:** Examination on the content of the individual student's research interest as related to the dissertation.

***Students admitted as of Fall 2017 must take their preliminary examination as follows:*** See **Preliminary Examinations Procedures** for complete details.

### **1. Scheduling the Preliminary Examination**

The Preliminary Examination is offered twice in the academic year. Students who complete coursework in May should take the prelim on or about August 5<sup>th</sup>; students who complete coursework in December should take the prelim on or about March 22<sup>nd</sup>. PhD students must have the endorsement of their faculty adviser, and the area exam chairperson indicating they have completed all required coursework before they are permitted to take prelims.

### **2. Parts of the Preliminary Examination**

The written preliminary examination consists of two one-week take home sessions, each consisting of two questions. Typically, students receive the questions by 5:00 PM on one day of the week and submit the responses by 5:00 pm on the same day of the following week. The two sessions of the examination must be completed within 18 consecutive calendar days.

**The first exam** (area exam) is a broad evaluation in the student's declared focus in one of the department's areas of emphasis. The examination covers theory, methods, and substantive research in the students' chosen broad area of specialization. This format will be offered in five areas – sociology of health/illness sociology; race/ethnicity; gender; urban; and labor.

All students taking exams in that particular area work from a common reading list developed by the faculty to represent a core corpus of prerequisite understanding for students working in that area. Students will be able to participate in preparing the final reading list, which is subject to change each year. The grading committee consists of three faculty members from that area of specialization.

**The second exam** (specialty exam), given one week after completion of the first, evaluates student's knowledge of the empirical and theoretical literature in a substantive area within which the student intends to conduct her/his dissertation research. Each student will form a specialty examination committee, work with the committee to develop a more specialized reading list, and be evaluated by that committee. It is anticipated, but not required, that this committee would form the nucleus of the student's final dissertation committee. The student and their adviser should jointly select the student's preliminary specialty examination committee. The committee must consist of at least three full-time faculty, all from the Department of Sociology, including the adviser.

Normally, the answer to each question should be between 12-20 pages, excluding references (all double-spaced, 11 or 12 point font size, 1-inch page margins). Students are expected to provide in-text citations and a complete reference list or bibliography. Students should keep in mind that longer answers may not necessarily reflect higher quality. The document should be in a format approved by the examination committee (e.g., ASA).

Students should consult the chair of the specialization area for information about the exam (i.e., courses that satisfy the PhD specialization requirement, if taking format one, reading lists to help



prepare for the prelims, upcoming dates for the prelim, grading committee members, etc.). Prelims are prepared, evaluated, and graded by the respective specialization faculty. Blackboard sites have been constructed to help students prepare for examinations in their respective areas. Specialization faculty have developed required readings lists in each specialization area, to help guide students' preparation; reading lists are on the Blackboard sites for each specialization. Students should contact the DGS to find out which faculty member is chairing each specialization and to gain entry to these Blackboard sites, and for any other questions on prelims.

***Students must pass prelims in full before they can file for PhD candidacy and begin their dissertation.***

If students are done with their required PhD coursework but have not passed their prelims, they can enroll in SOC 9990 (pre-dissertation credits) in order to maintain active student status. Students are sometimes allowed to enroll early in SOC 9991 (the first set of dissertation credits) if they are taking those credits during the semester that they are taking prelims. Students should contact the DGS to discuss this possibility.

### **G. PhD Candidacy**

Following successful completion of the written preliminary examination, students must file for Candidacy by submitting the **Recommendation for Doctoral of Philosophy Candidacy Status** form. This establishes the Dissertation Committee which is composed of four faculty members. The Dissertation Committee oversees student's work on a dissertation prospectus and oral defense, as well as student's work on the final dissertation and final defense. The dissertation adviser and committee should be identified as early as possible, and by the time coursework is completed and students are preparing for prelims, at the latest.

At least two committee members must hold regular Graduate Faculty appointments. Graduate Faculty Appointment forms and guidelines are available online: <https://gradschool.wayne.edu/faculty/graduate-roster>. The rules of the Graduate School also require that one of the four members of the dissertation committee be a graduate faculty member from a department other than Sociology. This rule normally produces a committee of three Sociology faculty and one outside member. When such member is difficult or impossible to find, the student's adviser and the Graduate Director can request that a fourth faculty member from outside the university serve instead. If a faculty member from outside of the university serves on a student's committee, we must have their current CV on file in our department and be able to confirm that they have graduate faculty status at their own university. In the case of co-advisers from the same department, the number of major departmental members shall be increased to four. In cases where the students' topic warrants more than one expert in the field from outside of the department or university, the number of committee members may also be increased. At a minimum, however, there must be three committee members from inside of the Sociology Department. In exceptional circumstances, the third member may be from outside the Sociology Department; this configuration requires approval from the Graduate Committee.

Candidacy paperwork must be signed by (1) the adviser, (2) three additional members of the dissertation committee, (3) Graduate Director, and (4) Dean of the Graduate School.

### **H. PhD Candidate Status Registration**

Once a PhD Candidate, the student **must** complete four consecutive semesters of Doctoral Dissertation Research (SOC 9991-9994). Each course is 7.5 credits, for a total of 30 credits of Doctoral Dissertation Research. The Candidacy form must be submitted to the Graduate School

before a student can obtain permission to register for the second, third and fourth blocks of dissertation credits (9992, 9993, and 9994). Students may enroll in the first set of dissertation credits (9991) before the written preliminary examinations are completed and before a Candidacy form is filed, if the adviser and Graduate Director determine that Candidacy will be achieved in the near future.

If a student fails to register for any one of the four consecutive semesters, the student is not in compliance with program requirements and will be considered withdrawn from the Ph.D. program. To return to the program after withdrawal for non-registration, the student must seek reinstatement and pay all Candidate Status fees for semesters missed up to a maximum of four.

If a student has completed all 30 dissertation credits, but still needs to work on the dissertation, they **must** register for SOC 9995 (doctoral maintenance credits in Sociology) every semester, until all degree requirements are met. SOC 9995 is zero credits and students pay a set fee (typically a few hundred dollars) to be registered in SOC 9995, but the student will be considered full-time if registered in this course number. Please note: the student must be registered for the semester during which he or she will defend the final dissertation.

An override to register for dissertation or dissertation maintenance credits must be provided by the Graduate School each semester. Students should contact the DGS to ask for these overrides.

### **I. Changing the Dissertation Committee**

Changes to the Dissertation Committee membership are allowed at the option of the student and adviser. Students should first discuss the proposed changes with the adviser and then with the Director of Graduate Studies to ensure that the changed committee will meet all requirements. After this meeting, students can formally request the changes by completing the **Change in Dissertation Committee Request** form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)). This form must be submitted for approval by the DGS, and then it will be sent to the Graduate School for final approval. If it is the external committee that will change, students must also submit that faculty member's CV, along with the form.

Students should note that changes to the dissertation committee are not common. Normally, committee change reflects a change in the dissertation project's use of a research tool or theoretical perspective, or the availability of a committee member.

### **J. Dissertation**

#### **Dissertation Prospectus ("Dissertation Proposal")**

Prior to initiating doctoral research, PhD Candidates must prepare a prospectus of the proposed dissertation research. The Graduate School requires PhD students to complete an oral qualifying examination as part of their degree requirements. In Sociology, the oral qualifying examination is the Dissertation Prospectus Defense. It shall be conducted by the doctoral committee after a defensible draft of the dissertation prospectus has been completed. Students receive only one chance to complete their oral qualifying examination (dissertation proposal defense). Students who fail their oral qualifying examination may be terminated from the graduate program.

Dissertation proposals include a short introductory chapter, a chapter of literature review, a chapter detailing students' theoretical or conceptual framework (although sometimes this is combined with the literature review), and a methods chapter that proposes how they will engage in their dissertation research.



Students should work with their dissertation adviser to finalize the proposal. Once the adviser approves the draft, the proposal is sent to the entire dissertation committee for review. Faculty are given at least 3-4 weeks to read the document and give feedback to the student, preferably in writing. The committee should meet following this time period to discuss the proposal, and then decide whether it is defensible. Only after all committee members agree that the proposal is defensible, can an oral defense of the dissertation proposal be scheduled.

Students should consult with their advisers to prepare for this oral defense. If students pass the oral defense of their proposal, committee members sign the **Dissertation Prospectus and Record of Approval** form. Once the student defends the dissertation proposal successfully, the student works with their adviser to gain IRB approval (if necessary) for the dissertation research project and begin data collection. That is, if human subjects are involved in the research, students must receive approval from the Institutional Review Board (IRB) of Wayne State University prior to starting the dissertation. Dissertation proposals range in length, depending on the project. On average, students work on their dissertation proposals for two semesters before they defend them successfully.

Submission of the Dissertation Prospectus and Record of Approval form entails outlining the dissertation's major characteristics:

1. Statement of the problem, its scope, and rationale
2. Source of the materials, subjects, etc.
3. Method and design (statistical analysis where applicable)
4. Hypothesized results (where applicable)

The form is signed by 1) the student, 2) the adviser, 3) all members of the dissertation advisory committee, 4) the Director of Graduate Studies, and 5) the Dean of the Graduate School. A copy of the student's IRB approval must be submitted to the Graduate School with the Dissertation Prospectus and Record of Approval form and the copy of the finalized dissertation prospectus. Please visit the following link for more information on IRB approval: <http://irb.wayne.edu/>.

The Dissertation Prospectus and Record of Approval form is more than just a formal candidacy requirement. It is an agreement between the student and his/her dissertation advisory committee. By filing this form, the committee agrees 1) to the contents of the dissertation prospectus; 2) that when the student reaches the appropriate stages in his/her research that they will participate in the process as needed; and 3) that when the student completes his/her dissertation, the committee will read it and then participate in the public lecture and final oral examination.

PhD candidates are also required to submit a **Conflict of Interest** form in concurrence with the Dissertation Prospectus and Record of Approval Form. The candidate and each member of the dissertation committee must disclose any potential conflicts and sign the form. Given the length of time required in the dissertation process, students will be required to resubmit the Conflict of Interest Form prior to the dissertation defense.

**Institutional Review Board Approval:** Research conducted for a dissertation that entails the participation of or collection of data from human participants or animals requires the approval of the University Institutional Review Board (IRB) that oversees all human subjects and animal research conducted at the university ([wayne.edu/gradschool/policies/guidelines-research](http://wayne.edu/gradschool/policies/guidelines-research)). The student, in consultation with the adviser, should identify the appropriate review category for the proposed dissertation project and obtain the corresponding IRB application form from the IRB website ([irb.wayne.edu](http://irb.wayne.edu)).

The student should fill the IRB form in consultation with the adviser. Completion of the IRB paperwork requires taking an online research ethics training program. The completed paperwork should be submitted to the Department Chair for review and approval. The Chair must approve the completed form prior to its submission to the IRB by the student. Students should be aware that the entire process can take six to eight weeks, or longer, depending on the review and revisions asked by the Chair and the IRB.

This letter of approval from the IRB along with the Ph.D. Prospectus and Record of Approval and Conflict of Interest forms, and a copy of the approved prospectus must be submitted to the Graduate Secretary for Department approval by the DGS and final approval by the Graduate School (see Dissertation Prospectus above).

***Students must remain aware that no data can be collected until the letter of approval from the IRB is received and the prospectus approval from the Graduate School is obtained.***

**Please also see University Guidelines on data Access, retention, and ownership:**

<https://gradschool.wayne.edu/policies/data-ownership>.

### **Dissertation**

Advisers have primary responsibility for the dissertation, but members of a doctoral committee must read, approve, and sign the dissertation. Such approval includes all academic and professional evaluations and judgments as to originality, adequacy, accuracy, significance, methodology, justification or conclusions and correctness of style. Approval shall not be recorded until the work and manuscripts are fully verified and accepted. The PhD office staff in the Graduate School is available to assist advisers and students who have format questions or problems. For more information on requirements, visit the Graduate School website.

The dissertation should be selected and planned with care and must be an original work, in or related to the student's major field or specialization. The dissertation is a major work which represents the student's demonstration of his/her ability to use the tools learned in their PhD programs in an original sociological research project. The dissertation topic should be selected with care, in or related to the student's major field or specialization. The dissertation is an empirical project which includes a comprehensive analysis of data (primary or secondary). This dissertation should demonstrate students' knowledge of the relationship between theory and methods, and make a solid and direct contribution to sociological knowledge. While the dissertation can sometimes be an extension of a Master's thesis topic, the dissertation research must be an original project based on new data collection and analysis. Work submitted for credit in other courses cannot be used in fulfilling thesis or dissertation requirements. If proper standards of quality, objectivity, originality and independence are maintained, the candidate may use data derived from other research he/she has conducted at the University. Neither the results of the research nor the publication of findings may be restricted by any non-University agency. The results of the research may be published prior to submission and acceptance of the dissertation, in which case Graduate School notification is required.

The dissertation should be publishable in its final form (either as one full-length manuscript or in several article-length pieces), and should lead the student to numerous professional presentations as well. On average, the dissertation process can take four to six semesters to complete (although we have seen students move both more quickly and more slowly, depending on their topic and methods). After the dissertation proposal is defended and approved (see above), the student will embark on data collection and analysis. Data collection and analysis can often take students one to

two semesters by itself, and students will work with their advisers to complete these steps. After data collection and analysis are complete, students will write up the results of their dissertation research, with guidance from their adviser. In our department, students typically write two to three chapters of results for their dissertation, as well as a concluding chapter that summarizes findings and contributions to the literature. Eventually the findings chapters and concluding chapter are combined with the chapters written for the dissertation proposal, so that the full dissertation holds the following chapters: Introduction, Literature Review, Theoretical Framework (sometimes combined with the Literature Review), Methods, Findings (typically two or three separate yet related chapters), and Conclusions.

The student will work with their adviser to draft and revise the entire dissertation before the rest of the committee reviews it. Once the adviser approves the draft, the student will submit the proposal draft to the entire dissertation committee for review.

Committee members receive at least three to four weeks to read the document and give feedback to the student, preferably in writing. The committee should meet following this time period to discuss the proposal, and then decide whether it is defensible. Faculty members on a committee can delay the dissertation defense if this requirement is not met, or if they feel that the dissertation draft is not yet defensible.

Once all committee members agree that the proposal is defensible, an oral defense of the dissertation will be scheduled. Two weeks before the defense all faculty on the dissertation committee must sign off on the top half of the **Dissertation Final Defense Report** form, indicating that they have read the dissertation and agree that it is suitable for defense. Once all members have signed the form, agreeing that the document is ready for the defense, a public announcement of the oral defense and public lecture can be made and the student should submit their draft to the Graduate School for a format check. Students must also fill out a new **Conflict of Interest** form. The Dissertation Final Defense Report, the Conflict of Interest, and the public announcement must be submitted to the DGS for their signature. The DGS forwards the documentation to the Graduate School. The Graduate School will review the form and send the approved document back to the DGS and the student's adviser. This document must be taken to the oral defense for final signatures. The student is responsible for publicizing the announcement of their oral defense in and around the department. Students should consult with their advisers to prepare for this oral defense.

### **Public Lecture Presentation – Dissertation Defense**

The final oral examination is conducted by the dissertation committee and presided over by the graduate examiner. The role of the graduate examiner is usually filled by the dissertation adviser. In the PhD program the final defense actually consists of three parts: (1) a public lecture on the dissertation, (2) a final dissertation defense (during which committee members ask the student questions about their work), and (3) evaluation of the student's performance by the committee.

The academic community is invited (an announcement of the Public Lecture, including time, place, topic, and speaker, must be posted in Sociology and be circulated *via* email, throughout the university at least two weeks prior to the lecture date) and encouraged both to attend and to ask questions about the lecture topic and the dissertation research. The Public Lecture is a 20-30 minute presentation during which the student formally presents the rationale, background, methodology, and results of the dissertation. When the lecture is completed and the questions asked and answered, the public lecture ends. In the dissertation lecture, the candidate formally presents the methodology, research, and results of the investigation. In the discussion following the lecture presentation, other matters, which the committee deems relevant, may be introduced. The

audience members who are not part of the dissertation advisory committee are excused, and the Final Examination is begun. At this point, the committee members will continue with their questioning and further examine the student on the dissertation.

When the examination is completed, the dissertation committee evaluates the student's performance and decides whether the student passed or failed the Public Lecture-Defense. If the student fails, the committee will consult with the DGS and the student to decide upon further action. If the student passed, the committee members and the Graduate Examiner (dissertation adviser) sign the Dissertation Final Report Form.

The signing of the dissertation paperwork, typically takes place at the same time but can be handled later, if necessary. All committee members sign the **Dissertation Final Defense Report Form** (signatures are for the bottom half of the form the student, adviser, committee members, and DGS signed off on two weeks prior) if the student satisfactorily defends their dissertation; this form must be submitted to the Graduate School within 48 hours of a successful defense. Committee members also sign the title page of the dissertation. If major changes are required on the student's dissertation, typically the dissertation adviser holds back his/her signature on the title page until designated changes are made.

At least three members of the dissertation advisory committee, one of which must be the adviser, must sign the dissertation title page and Final Defense Form for it to be accepted by the Graduate School. The final copy must be submitted electronically through the online submission followed for the format check, to the Graduate School. The original signed title page must be delivered separately to the Graduate School after it is signed by all parties.

These requirements must be completed in order to receive your degree, a certified transcript, or a letter certifying the degree. For purposes of employment, a student who has completed all the degree requirements may request a document from the Graduate School certifying completion of degree requirements and the date of formal awarding of the degree.

Students should periodically check the graduate school website for updated information on the final defense: <https://gradschool.wayne.edu/phd/defense>.

***Defending the dissertation and graduating in the same semester:*** If students wish to graduate the same term they defend their dissertation, students must deliver a full draft of the written work to all committee members at least six weeks before the last day to defend in the semester in which they graduate. Failing to do will not give committee members adequate time to read, comment, and approve moving forward with the dissertation defense. Keep in mind that students often have some revisions following the oral defense.

**Dissertation Formatting:** The presentation of a dissertation generally brings to a close the pursuit of the doctoral degree. In essence such manuscripts represent a tangible summation of the many hours spent in study and research to acquire a higher education. For this reason such scholarly documents must evidence only the highest standards of research and writing. They must show consistency in punctuation, style and format. To review the Format Guidelines for Dissertations, go to: <https://gradschool.wayne.edu/phd/format>. The final dissertation must be certified through Safe Assign.

## K. Time to degree, time limitations, and time extensions

**Time to Degree and Limitations:** Students have a seven-year (7) time limit to complete all requirements for the PhD degree in Sociology. The seven-year period begins with the end of the first semester the student has enrolled for coursework meeting the requirements of the degree. For example, if admitted for Fall 2018, a student's time clock expires on 12/31/2025.

**Time Extension:** When a student has exceeded the time limits for their PhD degree in Sociology (7 years), they must apply for an extension. Applications for extensions should begin with a discussion with the student's adviser. ***PhD students whose clock has expired must submit a written request for a time extension, along with all other documentation to the DGS within six (6) months.*** Failure to do so may result in immediate dismissal from the program.

### Extension requests must include:

- Completed **Request for Time Extension** form. The form can be found on the following link: <http://gradschool.wayne.edu/current/forms.php>.
- Letter from student indicating the reason for the delay, as well as plans to complete the degree. Students should provide evidence that they have maintained currency in the field of sociology, by showing evidence of continued reading, writing, teaching, or employment in the field.
- Statement of support from adviser, indicating why they believe the student is now capable of pursuing his/her studies successfully, how the student has remained current in their field, and how their completed graduate curriculum is still relevant. The statement should note whether courses older than six years on students' records should be counted towards the degree.
- Copy of the student's most recent annual review.
- Statement of support from the Director of Graduate Studies.
- If the extension is needed due to a prolonged absence for medical reasons, a statement from the student's physician, stating the nature of the illness, as well as the physician's opinion as to the student's ability to resume academic work.
- PhD students may be required to retake classes if more than 6 years have passed since first being taken.
- PhD students may also be required to retake preliminary exams, if it has been more than 5 years since prelims were taken.
- Students must also show substantial recent progress in their programs if they are to be granted an extension (e.g., successful defense of the prospectus, completion of data collection, draft of some findings' chapters).
- If students have not successfully defended their dissertation proposal before their seven-year time clock expires, the department will not support the extension request until a proposal defense has been successfully completed.

The extension request should be submitted to the DGS. The DGS, in consultation with the Graduate Committee will decide whether or not to support the extension request. An extension on a student's doctoral program may be granted only with the approval of the Dean of the Graduate School. The

maximum allowable years to finish a graduate program is 12 years if students are granted extensions; after 12 years a student will be discontinued from their program. Students should not assume that extension requests will be automatically approved.

**Re-Admittance:** Graduate students who have not taken classes or dissertation credits for two consecutive semesters must contact their adviser and the DGS to determine if they are in good standing with the University, and their eligibility to remain in the program. PhD students who wish to resume their studies must submit in writing their request for re-admittance to the DGS. Re-admittance must be approved by the DGS, in consultation with the Graduate Committee. **Re-admittance is not guaranteed, and is only granted under exceptional circumstances.** Please note that if a student has exceeded their time limitations in the program, they are not eligible for re-admittance, and have been dismissed from the program. See, also maintaining satisfactory progress and the Annual Review process.

#### **L. Annual Student Review**

Review of student progress is an important cornerstone of quality training of PhD students. All doctoral students receive a written annual review of their progress toward completing the requirements for their degree and career preparation. Reviews are conducted on an annual basis at the end of each academic year (i.e., May of each year). The DGS notifies all students when it is time to submit the **Annual Progress Report** form (usually due around May 5<sup>th</sup>).

The review has three parts: Student self-assessment (annual progress review form); adviser review; and review by the DGS and Graduate Committee. The purpose of this review is to provide students with feedback to help them achieve their academic and professional goals. In addition, these reviews enable the Department, College, and University to make decisions about awards, fellowships, scholarships, and GTA/RA appointments.

The review has three evaluation categories: satisfactory; satisfactory with concerns; and unsatisfactory. The criteria for evaluation include three broad categories: (1) **progress in the program** (e.g., progression of coursework; taking qualifying examination within one year of finishing coursework; passing prelims on the first attempt, scheduling a dissertation prospectus defense within one year of passing preliminary exams; maintaining a cumulative GPA of at least 3.5); (2) **career preparation** (e.g., presentation of at least one sole- or co-authored paper at a regional or national conference; submission of manuscript to a peer-reviewed journal for review; student evaluation scores for teaching, if applicable); and (3) **service and citizenship** (e.g., visibility and active participation in department activities like workshops, colloquia, job talks and meetings with job candidates, Sociology Graduation and Award Ceremony, and other special events; volunteering as a reviewer for conference submissions; professional behavior with students, colleagues, staff, and faculty).

A satisfactory evaluation is given to students who maintain the above expectations of progress in the program, have at least one conference presentation and/or journal submission during the evaluation period, and participate actively in department and professional activities.

A satisfactory with concerns, or unsatisfactory progress is earned by students who fail to fulfill one or more items in the evaluation categories described above. Areas of concern, along with recommendations for improving performance, should be clearly articulated. Goals for the following year are also described and then used to evaluate performance at the end of the next year. **See the next section on Making Satisfactory Progress for more details on program expectations.**

The annual review is signed by both the student and adviser. The student's signature indicates only that the student has seen the review and does not imply that they agree with its contents. One copy of the review will be given to the student and another copy is sent to the DGS. The DGS files the APR in the department files. Annual Progress Reports must be submitted electronically. Students should consult with their adviser in-person to discuss their progress.

The DGS presents the information on student progress to the graduate committee each May. The graduate committee reviews all annual reports for consistency and enforcement of policies. Following the committee meeting, annual review letters are sent to the students indicating their progress, with a copy to their adviser. The decision of the graduate committee is final; faculty advisers may appeal a graduate committee decision. Once the graduate committee determines student progress, the DGS submits an annual report to all faculty on overall student progress.

Failure to submit an Annual Progress Report will result in a letter of unsatisfactory progress from the graduate committee. If students have any questions about this process, they should contact the DGS and their adviser.

**Mid-year review:** The DGS conducts a mid-year assessment of students who have time clocks set to expire within 12 months of the annual review in May, students who earned an unsatisfactory annual review in May, and students completing their first semester in the doctoral program. This review takes place in December. The DGS presents this information to the graduate committee. Advisers are invited to attend the meeting. Following the meeting, students receive written notification of their mid-year progress.

**Important:** *If students receive an unsatisfactory annual review in May, the Graduate Committee will conduct a mid-year review of a student's performance at the end of the following Fall semester. See the Department's Guidelines for Satisfactory Academic Progress for more information.*

#### **M. Satisfactory Progress Guidelines**

All PhD students are expected to make satisfactory academic progress. Making satisfactory academic progress means that you are maintaining "good academic standing." Maintaining good academic standing will mean that you are eligible for jobs after graduation as well as entry into PhD programs, and potential funding opportunities later on, so it is important to remain in good academic standing in our graduate programs. It is expected that students will make every effort to abide by these guidelines:

- Maintain a minimum of a 3.5 average GPA (an A- average).
- Have a PhD Plan of Work on file after the completion of 12-16 credits hours, or no later than the end of the first academic year.
- Receive a final grade of B or better in all PhD coursework. A B- or below will result in earning unsatisfactory progress for that year's annual review unless the B- is offset by exceptional achievements in other areas of the students professional development. If a B- grade or lower is received in a course, a student may ask for permission to repeat the course. If this is the case, a student should repeat this course within one year's time. See, also the section on grades.
- Students should avoid "Y" or "I" grades. However, in the event that a "Y" or "I" grade is given they must be resolved within the subsequent 12 months. (At the time that the "Y" or "I" grade is given, students should work out a written plan with the instructor of these courses for how these grades will be resolved. A copy of this plan should be in the student's departmental file.)
- Students with more than one unfinished regular course (with a grade of "Y" or "I") on their records at any given time will be considered to be making unsatisfactory progress and will be at

- risk of being dismissed from the program.
- Complete all prerequisite courses required for the PhD programs within one academic year. If students cannot complete their prerequisite courses within one academic years (two semesters), they may be dismissed from their graduate programs.
- Make regular and consistent progress through required coursework so that they are making steady progress towards the PhD degrees. Students should not leave the university and remain unregistered for courses (i.e., "stop out") or thesis credits. If students are out for more than one academic year (two semesters) while they are completing their required coursework, they are at risk of dismissal from the program.
- PhD students are expected to complete coursework in no more than three years, preferably two years.
- Students should take preliminary examinations within the first six months after completing their coursework.
- There should be no more than one academic year (two semesters) between completion of preliminary exams and the defense of a dissertation proposal.
- Students must complete coursework, prelims, and the dissertation within seven years, per university guidelines.
- Students who are taking courses part-time (i.e., one course per semester) should remember that they are given the same time clock as full-time students, and must finish within 7 years.
- Pass oral defenses of dissertation prospectus on the first try. Students should work with their advisers to ensure that they are prepared for their first oral defense. If students cannot pass an oral defense they are dismissed from the PhD program. Only in rare circumstances are students given a second chance to pass an oral defense.
- Students are expected to meet at least once a semester with their adviser to ensure they are making satisfactory academic progress.

**Unsatisfactory Progress:** If PhD students do not maintain good academic standing as specified by the above criteria, they are making "unsatisfactory progress" in the program. Students will not be considered for departmental funding opportunities. Students who are making unsatisfactory progress are at risk of not completing the degree programs within their allotted times (7 years); extensions on time clocks are difficult to acquire. Students who are making unsatisfactory progress are at risk dismissal from the PhD program. The following outlines the process:

- If students earn an "unsatisfactory progress" evaluation, they have 18 months to resolve academic issues related to poor academic performance before dismissal from the program.
- The 18 month clock begins upon students' first unsatisfactory evaluation following the annual review conducted in May of each academic year. Students will receive notification of their risk for dismissal from the program outlining the steps needed to resolve the issues.
- Students with an unsatisfactory evaluation are re-evaluated in December of the same year.
- If students resolve the issues by their mid-year assessment, but no later than their review the following year, the risk of dismissal is retracted and students receive notification they are in good standing.
- If the issues indicated in the previous year's annual review go unresolved resulting in a second unsatisfactory evaluation, students remain at risk for dismissal from the program and will be given until December of the same year to resolve the issue.
- If students resolve the academic issues between the second unsatisfactory review and December of the same year, advisers must notify the graduate committee that students are now in good standing. Otherwise, students will receive a dismissal letter in December (18 months after the first unsatisfactory evaluation).
- The appeal process requires students to submit their appeal in writing to the graduate



committee within 60 days of receiving their dismissal letter. The appeal requires the endorsement of their faculty adviser and will be decided by vote of the graduate committee.

- Given that students will not be dismissed from the program until they have failed to make satisfactory progress towards their degree for 30 consecutive months (includes 12 months of academic year preceding notification of making unsatisfactory progress), appeals will only be granted if extraordinary extenuating circumstances can be demonstrated.

In defining these guidelines for satisfactory academic progress, we hope that graduate students will take responsibility for their academic work and set high standards for themselves. We believe that graduate students who maintain good academic standing will be more likely to complete their degrees in a timely fashion and maximize their time within our program. If students have any questions about these guidelines for satisfactory academic progress or about the Doctoral program as a whole, they should contact the Director of Graduate Studies in the Department of Sociology.

#### **N. Individual Development Plan**

The Graduate School requires all doctoral students to submit an annual Individual Development Plan (IDP; [wayne.edu/gradschool/phd/idp](http://wayne.edu/gradschool/phd/idp)) to assist development of their career plans and trajectories. The plan is submitted online, normally in April toward the end of the academic year, and is approved by the adviser and Director of Graduate Studies.

#### **O. Student Contact Information and Email**

The Department of Sociology maintains contact information based upon initial admission information. Students are responsible for notifying the department of any mailing address, telephone, and email address changes. In addition, students are expected to use their Wayne State University email account. All official email correspondence will be sent to students' Wayne State University email address. The Computing & Information Technology department ([computing.wayne.edu](http://computing.wayne.edu)) has instructions on how to forward Wayne State email to other accounts.

All PhD students who register for courses in their semester of admission are automatically added to the Department's PhD email listserv with their Wayne State University email address. This listserv is used by the Department for announcements, news, work opportunities, and other similar notifications. Students are expected to regularly check their Wayne State University email.

#### **P. Important Dates**

It is the responsibility of the student to make sure to file and submit paperwork and forms on time and to the right location. If there are any questions or concerns, please check the graduate school website, [www.gradschool/wayne.edu](http://www.gradschool/wayne.edu), or the sociology department website, [www.clas.wayne.edu/Sociology](http://www.clas.wayne.edu/Sociology), or contact your adviser and the DGS in Sociology for help. Please also make sure to check the Academic Calendar for important dates and changes at <http://reg.wayne.edu/students/calendar.php>.

#### **Q. Paperwork**

Students are encouraged to keep records of any and all paperwork turned into the Sociology Department and/or Graduate Department. Should any paperwork become misplaced, lost, or damaged, the student should be able to provide a copy.

#### **R. Academic Calendar**

The current academic calendar dates can be found on the University's Registration webpage, <http://reg.wayne.edu/students/calendar.php>. Classes always begin the Wednesday *before* Labor Day; classes do not meet the Wednesday before Thanksgiving. Please make sure to check for

changes to important academic calendar dates.

### **S. Withdrawal from Program and University**

Students withdrawing from the PhD program must send an email to the DGS. The email should note if the withdrawal is only from the PhD program in the Department of Sociology, or from both the PhD program and the University as well. The email should also note the semester in which the withdrawal will take effect. The Director will notify the College, who after approval will notify Student Records.

### **T. Graduation Deadlines**

The deadlines for submission of the dissertation and other documents, filing applications for diploma, etc. can be found in the WSU Academic Calendar, the Graduate School's website, or by consulting with the Graduate Director or your faculty adviser.

Each candidate for a degree or certificate should file a Graduate Application for Degree no later than the first day of classes for the semester in which he/she expects to complete the requirements for the degree. Consult the academic calendar.

Degree application deadlines are always the 4th Friday of any given semester in which a student applies for graduation. The College of Liberal Arts and Sciences does NOT accept late applications. Please be aware that the university requires a degree application governed by strict deadlines. For more information, please visit their website: <https://wayne.edu/commencement/apply-for-graduation/>.

**Commencement:** In order to participate in the Commencement ceremony, a student must be considered a graduate of that semester by meeting the deadline to complete all requirements. Any student who has not completed degree requirements by that semester's deadline will not be allowed to walk in graduation that semester. Information concerning commencement announcements, caps and gowns, invitations, tickets, time and place, assembling and other relevant items will be mailed to the graduates by the Commencement Office (313) 577-2414, prior to the event. Students should make sure that their current address appears in their Academia profile so that commencement information and final diplomas are mailed to the correct address.

## **V. Department Activities and Resources**

### **A. Graduate Student Orientation**

The Department of Sociology hosts an annual new graduate student orientation. The event takes place at the end of August, right before the beginning of the semester. At orientation, we review course schedules, program information, policies and procedures, and answer any questions students may have about the department, the university, etc. See this link for a campus map: <http://maps.wayne.edu/>

### **B. Department Events**

Graduate students are strongly encouraged to participate in Department activities, and other professional events. To be successful after graduation, it is not enough to excel at coursework; rather, students should be ready to do the "extra" things that will make them competitive on the job market. Such activities can include but are not limited to the following: attending workshops, job talks and meetings with job candidates, the Sociology Graduation and Awards Ceremony, or other department activities, department or university colloquia, presenting at conferences, assisting a professor in the department with their research projects, engaging in internships during summer

months, submitting scholarly papers for publication, and networking. Keep your ears and eyes open for ways in which the CV can be improved.

These activities can help a student continue to develop and hone research and writing skills, remain knowledgeable with current issues in sociology, place the scholarly work on the student's CV, and give students entry into appropriate community and research networks, which will be beneficial for future employment positions. Students should consult both their individual advisers and the DGS to discuss the activities that they should be engaging in from year to year.

### **C. Sociology Graduate Student Organization (SGSO) at Wayne State University**

The Sociology Graduate Student Organization (SGSO) is an organization in the Wayne State University Sociology department. It is an organization for graduate students, and is also operated and managed by the graduate students in the department. The SGSO acts as a "voice" for graduates in the department of Sociology. Graduate students in the department elect a representative to the faculty meetings and to the graduate committee. The SGSO brings any concerns or interests that graduate students may have to the department. In addition, the SGSO acts as an organization where incoming graduate students may come to for questions and concerns with anything they may have. All graduate students are encouraged to become involved in this organization.

Please contact the Sociology Graduate Student Organization (SOCGSO) at [socgso@wayne.edu](mailto:socgso@wayne.edu), or ask the DGS about how to get more involved. More information can be found on the departmental website: <http://www.clas.wayne.edu/Sociology/SocGSO-and-The-Detroit-Sociologist>

### **D. Graduate Student Scholarships and Awards**

The Department has several annual awards and funding competitions for graduate students. Students should always be thinking about these awards and funding opportunities and should plan on applying regularly. Please see the description of Award and Funding Opportunities below:

**Frank Hartung Award:** Frank E. Hartung was a professor in the Department of Sociology from 1942-1978. He promoted the sociological approach to crime and deviance. He was a great proponent of the notion that crime was a freely chosen behavioral pattern and was not the result of psychological abnormalities. In 1965, he published *Crime, Law, and Society* with Wayne State University Press. His published articles covered a variety of topics including: "White-Collar Offenses in the Wholesale Meat Industry in Detroit" in *American Journal of Sociology*; "Problems in the Sociology of Knowledge," "Cultural Relativity and Moral Judgments" and "Social Function of Positivism" in *Philosophy of Science*; and "Trends in the Use of Capital Punishment" in *Annals of the American Academy of Political and Social Science*. After Dr. Hartung died in 1985, Professor Mary Cay Sengstock wrote, "Frank's writings were not only scholarly explications, they were also delivered in a witty and incisive style which delighted those who agreed with him and infuriated his opponents" (*ASA Footnotes*, May 1986, page 11). While Vice President of the Society for the Study of Social Problems, Professor Hartung testified before the House Special Committee on Education, urging "more highly qualified personnel (e.g., teachers) to staff prisons" (Sengstock, 1986). After Professor Hartung's death, his family, colleagues, and students established the Frank Hartung Memorial Award to recognize students who wrote outstanding papers, theses, or dissertations in sociology. An award in his memory is given once a year to either undergraduate or graduate students. Students applying for the award must write a paper in the area of sociology. This paper could be a course paper, a Master's essay, Master's thesis, or dissertation. The recipient of a Hartung award receives a \$1000 monetary award and plaque. The Hartung Award is given out every year at our annual Student Research and Award Day, and a member of the Hartung family always comes to this event to help us present students with this award. Sociology graduate

students can apply for this award by submitting a paper of no more than 10,000 words (e.g., papers may be part of a Master's essay or thesis, PhD dissertation, or course paper) written during the previous academic year.

**Shirley Falconer Slayman Memorial Scholarship:** Shirley Falconer Slayman enjoyed her life to the fullest. She was an individual, wife, mother, grandmother, social worker and student enriched by Wayne State University. The purpose of this scholarship is to fulfill her wish to enable others to be equally enriched. Her husband, William Slayman, established the Shirley Falconer Slayman Memorial Scholarship for Sociology students in her memory in 1993 to recognize scholastic achievement, encourage continued progress and provide economic assistance to female students majoring or co-majoring in Sociology at Wayne State University. Applications are accepted from female students at Wayne State University who are specializing in sociology at either the undergraduate or graduate level. Recipients are selected on the basis of financial need, scholastic achievement, qualities of leadership, and commitment to contribute to community improvement, with financial need being the primary consideration. Selected recipients receive the award for two academic years. The award alternates between undergraduate and graduate students every two years.

**Mary Cay Sengstock Diversity Scholarship:** In view of the fact that sociologists must be keenly sensitive to the diversity of groups and cultures in modern society, this scholarship was established to provide financial assistance to full-time or part-time graduate students who are contributing to the knowledge and promotion of social and cultural diversity. The contribution should be demonstrated through educational vehicles. The scholarship was endowed by Dr. Mary Cay Sengstock, a former faculty member in the Department of Sociology, and provides \$1,000 to 1-2 graduate students each year, to be used towards tuition and/or other academic fees. Dr. Sengstock funded this scholarship anonymously for many years before her death in May 2014, and it has now been renamed in her legacy.

**Aaron Irving Geselis Memorial Endowed Scholarship:** Mr. Geselis was an undergraduate sociology major at Wayne State University who graduated in 1952. His family has endowed a scholarship to honor his memory. The \$1,000 scholarship is established to recognize scholastic achievement, to encourage continued progress, and to provide assistance to undergraduate and graduate students in financing their education in the Department of Sociology at Wayne State University. Candidates for this award are undergraduate or graduate students majoring in Sociology with an overall GPA of 3.0 and a GPA in Sociology of 3.3. This award is pending approval of the Memorandum of Agreement between the donor and Wayne State University. Recipients may use the award for tuition and other educational expenses.

**Allen Goodman/Janet Hankin Scholarship in Health Economics/Health Sociology:** Allen Goodman and Janet Hankin came to Wayne State University in 1986. They have taught courses and conducted research on health economics and health sociology. Both have written successful major grants to the National Institutes of Health and other funders. They have mentored and supported numerous graduate students. This \$1000 fellowship will continue their strong interest in health and health care by supporting PhD students who have begun to conduct health-related research in economics or sociology. Full-time or part-time graduate students who have completed at least one year of PhD study in Sociology, with an interest in health sociology. The scholarship is awarded to sociology students in odd years. Students can apply for this award by submitting their curriculum vita, transcript, statement of interest, and sample of written work (no more than 10,000 words). Students must have a minimum 3.0 GPA.

**Graduate Award for Excellence in Teaching:** This award is in memory of Kaleema Sumareh, who was a doctoral student in the Department of Sociology at Wayne State University from 2012 to 2016. Dr. Sumareh was passionate about promoting social justice and instilling the sociological imagination in the classroom and beyond. Her research on social activism in Detroit reflected her commitment to public sociology. This \$500 award is in honor of her legacy as a teacher, scholar, mentor, and poet. The award provides recognition for graduate students who have made outstanding contributions to teaching. Sociology graduate students who have at least two years of teaching experience at Wayne State University. Students can apply for this award by submitting a teaching portfolio. The portfolio must be no more than 10 pages and include a statement of teaching philosophy (e.g., pedagogy, goals, objectives, evaluation methods), summary table of SET scores from all courses taught at WSU (use template provided), sample syllabi, sample course assignments that reflect the teaching philosophy, and curriculum vita.

### **E. On the Job Market**

Knowledge of employment possibilities early on in graduate school is key to professional success. Students should begin to be familiar with employment possibilities after graduation as soon as they embark on a PhD program. Being aware of the job paths you are eligible for early on will allow you to maximize your time at Wayne State and secure the “extras” that you need to follow those job paths in the long run. Students should be continually reading, talking, and independently researching their desired career trajectories.

A PhD degree prepares students for a career as a professor at the collegiate level, or for research jobs in government agencies, private research institutions, private corporations, and health care systems. A PhD in sociology could also provide other employment possibilities like conducting market research, public opinion surveys, and impact assessments, and working as a community planner, market researcher, pollster, human resource managers, and labor relations specialists. Our graduate program provides sufficient flexibility to serve the needs of students with a range of career goals where an understanding of sociology is crucial (e.g., business, counseling, law, journalism, medicine, social work), or those whose interest in the discipline is avocational. For more information and assistance, please visit the following sites in addition to doing your own independent research on sociology jobs:

- The SocioWeb is an independent guide to Sociological Resources that holds information about sociology jobs: <http://www.socioweb.com/sociology-jobs>
- The American Sociological Association also publishes data on the numbers of academic jobs available to new PhD graduates each year. Recent reports can be found here: [http://asanet.org/research/briefs\\_and\\_articles.cfm#careers\\_and\\_salaries](http://asanet.org/research/briefs_and_articles.cfm#careers_and_salaries)

### **F. Sociological Organizations**

The organizations listed below are important organizations for graduate students to be aware of. Listed are brief descriptions along with web page links to find out more information. Students are highly encouraged to visit the websites and become involved in any or all of the organizations.

#### **AMERICAN SOCIOLOGICAL ASSOCIATION (ASA)**

As the national organization for sociologists, the American Sociological Association, through its Executive Office, provides a unique set of services to its members and promotes the vitality, visibility, and diversity of the discipline. Working at the national and international levels, ASA aims to articulate policy and implement programs likely to have the broadest possible impact for sociology now and in the future. The American Sociological Association is a non-profit membership

association based in Washington, DC; dedicated to advancing sociology as a scientific discipline and profession serving the public good; 100 years old in 2005 (founded in 1905); an association of over 14,000 members; home to 44 special interest sections with more than 21,000 members; host of an annual meeting with more than 6,000 participants; and publisher of 10 professional journals and magazines. Members include: college and university faculty, researchers, students, and practitioners. About 20 percent of the members work in government, business, or non-profit organizations. Please visit the following website for more information: <http://www.asanet.org/>

### **SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS (SSSP)**

Founded in 1951, the Society for the Study of Social Problems (SSSP) is a non-profit corporation that promotes research on and serious examination of problems of social life. The SSSP works to solve these problems and to develop informed social policy. The SSSP works to encourage the work of young sociologists; to stimulate the application of scientific method and theory to the study of vital social problems; to encourage problem-centered social research; to foster cooperative relations among persons and organizations engaged in the application of scientific sociological findings to the formulation of social policies; to foster higher quality of life, social welfare, and positive social relations in society and the global community and to undertake any activity related thereto or necessary or desirable for the accomplishment of the foregoing purposes. Please visit the following website for more information: <http://www.sssp1.org/>

### **SOCIOLOGISTS FOR WOMEN IN SOCIETY (SWS)**

Sociologists for Women in Society (SWS) is an international organization of sociologists and social scientists who work together to improve the position of women in sociology, and in society. SWS is a non-profit scientific and educational organization dedicated to maximizing the effectiveness of and professional opportunities for women in sociology; exploring the contributions which sociology can, does and should make to the investigation of and humanization of current gender arrangements; and improving women's lives and creating feminist social change. Our members include women and men who work in academia, the private sector, government, and other settings. Please visit the following website for more information: <http://www.socwomen.org/>

### **ASSOCIATION OF BLACK SOCIOLOGISTS (ABS)**

The Association of Black Sociologists (ABS) is a national, professional organization of sociologists and social scientists, founded by women and men of African descent. The organization's mission is to build a tradition of scholarship that will serve Black people in perpetuity. The objectives of the ABS are as follows: to enhance the transmission of sociological knowledge to Black communities for their utilization in development and survival; to provide perspectives for the analysis of Black experiences as well as knowledge for understanding and resolving the varied problems confronted by Black people; to stimulate and improve the quality of research and the teaching of Sociology; to promote a substantial increase in the numbers of professionally trained Black Sociologists and to encourage their active participation in all areas of Sociology; to promote the individual and collective interests of Black Sociologists; and to protect the professional rights and safeguard the civil rights of Black Sociologists against any and all repressive measures which may stem from their values, ideologies, and/or activities related to the aforementioned objectives. Please visit the following website for more information: <http://www.blacksociologists.org/>

### **NORTH CENTRAL SOCIOLOGICAL ASSOCIATION (NCSA)**

The North Central Sociological Association (NCSA) was established in 1925. The NCSA is a regional sociology association including the following areas: Eastern Illinois, Indiana, Michigan, Ohio, Kentucky, Western Pennsylvania, West Virginia, and Ontario, Canada. Membership in the NCSA shall be open to all persons and students interested in and subscribing to its objectives and who

have been awarded a graduate degree in Sociology or in closely related fields from accredited institutions. The objectives of the NCSA are to further the development of sociology as a scientific and scholarly discipline through stimulation and promotion of: scientific research in its defined subject matter area; the widest possible and feasible utilization of the knowledge and skills of sociologists and the findings of scientific sociological research by public and private agencies in all relevant social policy issues; effective teaching of the subject matter at all levels of educational endeavor; interchange and cooperative relations among persons and organizations engaged in the scientific study of society; any and all such other acts as may be deemed conducive to these ends. Please visit the following website for more information: <http://www.ncsanet.org/>

#### **MIDWEST SOCIOLOGICAL SOCIETY (MSS)**

The Midwest Sociological Society (MSS) was founded in 1936. It is a professional membership organization of academic and applied sociologists as well as students of the discipline. Nearly 1200 scholars, students and practicing sociologists in universities, government and business belong to the organization. Known for its accessible but rigorous annual meetings, the MSS encompasses nine states: Illinois, Missouri, Wisconsin, Iowa, Nebraska, Minnesota, Kansas, South Dakota and North Dakota. Membership is open to anyone; and more than one-third of the members are from other parts of the nation and the world. Please visit the following website for more information: <http://www.themss.org/>. Information about these and other sociology organizations can be found here: <http://clasweb.clas.wayne.edu/Sociology/SociologyLinks>



**Acknowledgement of Ph.D. Degree Handbook Policies and Procedures**

**DEPARTMENT OF SOCIOLOGY**

I hereby acknowledge that I have received the Department of Sociology Graduate Student Handbook (approved version, May 2014, updated, August 2018). I also understand that I am responsible for knowing all the policies and procedures pertaining to graduate study at Wayne State University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Banner ID: \_\_\_\_\_

Access ID: \_\_\_\_\_

Preferred Mailing Address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City Zip Code

Preferred Telephone Contact: \_\_\_\_\_

Other: \_\_\_\_\_