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JOINT DOCTORAL PROGRAM IN SOCIOLOGY
Kent State University
The University of Akron

Introduction
The joint doctoral program in Sociology has been in operation since September 1973. In March of 1973 preliminary accreditation was awarded by the North Central Association of Colleges and Secondary Schools. Final or full accreditation was awarded in April 1977. This unique concept in graduate education allows the student to enroll through either Kent State University or The University of Akron and function as a student at both schools. Students take course work and interact with faculty members from both schools and have access to the facilities located in both departments.

The joint program in Sociology leads to the Ph.D. degree. Although the M.A. is awarded in the course of working toward the Ph.D., students are not admitted who are only interested in pursuing a terminal M.A. degree. Students with an M.A. or other advanced degrees are welcome to apply. Admitted students, regardless of degree are expected to complete all required coursework. Applications are considered once a year, during the spring semester, for admission to the program starting the following fall semester. The program is generally intended for students enrolled full-time (i.e., 9-10 credit hours per semester).

Students enter into the program through either Kent State University or The University of Akron. Administratively a student is located in one of the departments but he or she does have certain privileges in both departments. The program is structured in such a way that the major requirements at both campuses are identical.

The daily operations of the program are handled by the Graduate Directors/Coordinators of the respective departments. When students have questions or concerns, they should see the Graduate Director of the department in which they are administratively based. Admission, assistantships, registration, record keeping, and degree clearance are handled by each respective administrative department. Full details on the graduate program are outlined below.
**PROGRAM REQUIREMENTS**

The joint program in Sociology begins with regularly scheduled courses and seminars. To maximize progression and success in the program, it is important that students follow the prescribed sequencing of courses. This foundation, which includes two courses to prepare students for professional careers in Sociology, is supplemented by: faculty advising and supervision of research projects; departmental colloquia; teacher training; and a supportive peer environment. Development of research expertise is fostered through required course offerings in theory, research design, qualitative and quantitative methodologies and statistics as well as elective offerings in a variety of substantive areas.

**Coursework**

Enrollment requirements for the degree are 90 semester credit hours. These include 28 credit hours of required courses, 32 hours of elective courses, (which can include up to 6 MA thesis hours), and 30 dissertation hours (see below for breakdown). Please note that no more than 3 credits of individual investigation or research hours may be applied toward the degree as elective credits. Further, no more than 3 credits of 500-level (UA) or 50000-level (KSU) coursework may be applied toward the degree as elective credits. These 500- or 50000-level credits may only be taken at the home institution. Finally, no more than 6 credits of graduate-level classes taken outside the joint program may be applied toward the degree as elective credits.

Students who desire to take any graduate-level electives outside the joint program must submit a written request to the graduate education committee in their home department and receive formal written approval prior to enrolling in the class. In the request the student must indicate (1) the course name and number, (2) the department in which the course is being offered, (3) the instructor’s name, (4) the official graduate catalog description of the course (or equivalent if the course is not listed in the graduate catalog), and (5) a brief explanation detailing how the course (a) contributes to the student’s program of study/interests and (b) supplements joint program course offerings. If available, the student should also include a copy of the course syllabus along with the request. Finally, first-year students who wish to take an outside course must explain why they perceive a need to take the outside course in their first year of study instead of waiting to take the course at a later time.

The schedule below reflects normal progress in the joint doctoral program for full-time students. Required courses may be completed earlier than recommended (i.e., in an “elective” course slot) but should be completed no later than in the sequencing below. More specific information about completing each facet of the program is located in later sections of the handbook.

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1 In addition to the recommended sequencing of courses, students should refine and develop their course plans in regular consultation with their advisors.
Program Schedule

Year 1: Fall
3850:628 Professional and Ethical Issues in Sociology (3 credit hours)
3850:560 Early Sociological Theory (3 credit hours)
3850:604 Quantitative Methods in Sociology (4 credit hours)

Year 1: Spring
3850:706 Multivariate Techniques in Sociology (4 credit hours)
Elective Courses (6 credit hours)

Year 2: Fall
3850:709 Advanced Data Analysis (4 credit hours)
Elective Course (3 credit hours)
Elective Course (3 credit hours)
or
3850:699 Thesis hours (3 credit hours)

Year 2: Spring
3850:723 Contemporary Sociological Thought (3 credit hours)
3850:700 College Teaching of Sociology (3 credit hours)
Elective Course (3 credit hours)
or
3850:699 Thesis Hours (3 credit hours)

(For those entering program without a thesis-based Master’s degree in Sociology, adequate progress requires thesis research to be completed and defended by the end of this semester; Master’s degree in Sociology awarded at the completion of these requirements)

Year 3: Fall
Elective Courses (9 credit hours)

Year 3: Spring
3850:714 Qualitative Research Methods (4 credit hours)
Elective Courses (6 credit hours)
(For adequate progress, Advancement to Candidacy paper and oral exam completed by end of this semester)

Year 4: Fall
Elective courses (3 credit hours)
3850:899 Dissertation Hours (6 credit hours)

Year 4: Spring
3850:899 Dissertation Hours (9 credit hours)
(For adequate progress, dissertation proposal defended by end of this semester)
Year 5: Fall and Spring
3850:899 Dissertation Hours (9 credit hours)
*(For adequate progress, dissertation proposal defended by end of this semester)*

**Required credit summary**

Requirements for M.A.: (35 credits total)
  Required Courses (14 credits)
    1 course in Professional Development
    1 course in Sociological Theory
    3 courses in Methods and Statistics
  Thesis (6 credits)
  Elective Classes (15 credits)

Requirements for Ph.D.: (90 credits total)
  Required Courses (28 credits)
    2 courses for Professional Development
    2 courses on Sociological Theory
    4 courses on Methods and Statistics
  Dissertation (30 credits)
  Elective Classes (32 credits)
Graduate School Requirements

Graduation Application

In order to graduate, all graduate students must complete an online graduation application via My Akron by the due dates listed below to be considered for graduation or a certificate. The purpose of the application is to notify the Registrar of the student's intent to graduate. A student cannot graduate without having completed this form. The graduation application only needs to be completed one time. Should the student need to postpone and/or reinstate a graduation, he/she simply must notify the Graduate School.

All students should review their degree requirements with the use of their DARS report via My Akron. Any questions pertaining to the DARS report should be directed to the student's advisor. Students must be fully admitted and in good standing to apply for graduation.

Check the Graduate School website for the application deadlines.

Dissertations/Theses

Students required to complete a thesis or dissertation must meet the Graduate School's formatting guidelines and deadlines. One final copy of the thesis or dissertation must be submitted electronically to OhioLINK by the final deadline. The following web links show the deadlines and formatting guidelines. There will be NO extensions to the deadline.


This link also includes frequently asked formatting questions, common formatting mistakes and dissertation submission checklists.

Graduate School Requirements for Doctoral Students:
In addition to the academic requirements, the Graduate School has three requirements for all doctoral students: continuous enrollment, residency and foreign language proficiency. Below is a summary of these requirements. All of these can be found in the Graduate Bulletin.

Graduate Bulletin
http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf

Continuous Enrollment
All doctoral students must be enrolled at least 1 credit every Fall and Spring semester of doctoral study until graduation. Grades of NCR (no credit), PI (permanent incomplete) or AUD (audit) do not apply toward the continuous enrollment requirement.

Residency Requirement
All doctoral students must have two consecutive semesters of fulltime enrollment at some point in the doctoral study.
This may be fulfilled in the following options:
Fall-9 credits and following Spring-9 credits Spring-9 credits and following Fall-9 credits Spring-9 credits and following Summer-6 credits Summer-6 credits and following Fall-9 credits

**Foreign Language Requirement**
There are three options to fulfill the foreign language requirement.

**Plan A:** Reading knowledge, with the aid of a dictionary, of two approved foreign languages. At the discretion of the major department an average of "B" in the second year of college-level courses in a language will be accepted as evidence of proficiency in reading knowledge for that language. English may be considered as one of the approved foreign languages for a student whose first language is not English; and demonstrated competence in research technique (e.g., statistics and/or computers) may be substituted for one of the two foreign languages. Under the last option, each department should define competence and publicize.

**Plan B:** Comprehensive knowledge of one approved foreign language, including reading without the aid of a dictionary and such additional requirements as the department may impose.

**Plan C:** In certain doctoral programs (counseling and guidance, elementary education, engineering, psychology, secondary education, urban studies and public affairs) the demonstration of competence in appropriate research skills may serve as a substitute for the foreign language requirements.

*For the Sociology Program, the Plan C has been approved. Therefore, once you complete the statistics sequence, this requirement is fulfilled.*
COMPLETING THE MASTER’S DEGREE

The Master’s Thesis
Completing a Master’s thesis is the final M.A. requirement for students who are making adequate progress toward the doctoral degree. The aim of this requirement is to produce a journal-length empirical paper (i.e., a thesis) that can be revised and sent out for review soon after completion of the final defense. In completing this requirement the student may conduct original empirical research, replication research, or secondary analysis. **Care should be taken to select a topic and question that allows for the thesis to be completed by the end of the spring semester of the student’s second year in the program.**

**NOTE:** All research projects must be submitted to the appropriate Institutional Review Board. **No data collection and/or analysis should proceed on any empirical project until the IRB has given formal approval (or exemption) of the project.**

Thesis Advisor
Each student should select a member of the graduate faculty whose areas of specialization correspond to the student’s own research interests. Students may select a graduate faculty member from either campus to serve as their thesis advisor. The selection of a thesis advisor may occur at any point in time prior to the completion of the first year of study (i.e., 20 hours of completed course work), but no later than end of the spring semester of the first year.

When a faculty member agrees to serve as advisor, the student should complete the appropriate form and submit it to the Graduate Studies Coordinator/Director of the student’s home campus (see the forms page on departmental website). The graduate director will then sign the form, make copies for the student and advisor, and place the original document in the student’s file.

Thesis Committee
The student, in connection with his or her thesis advisor, shall select two additional graduate faculty members within the joint program in sociology to serve on the thesis committee. The thesis committee should consist of graduate faculty members from the joint program who are best suited to provide advice and guidance regarding the proposed topic under investigation.

At UA, once the three-person committee has been formed, the student is responsible for completing the necessary form(s) constituting the committee and submitting it to the Graduate Studies Coordinator/Director.

Thesis Proposal
A written thesis proposal is to be developed by the student in consultation with her or his advisor. The proposal shall include a statement of the problem, theory and hypotheses, intended methodology, data source and data analytic techniques. Appendices may be included.

The student is to submit the written thesis proposal to all members of the thesis committee no less than 10 days (but preferably two weeks) in advance of a proposal meeting date. The full committee must then meet with the student to discuss and approve/disapprove of the written proposal.
Approval of the proposal will be indicated by the signature of each member of the committee and kept on file in the student’s home department office (see Appendix C). The proposal meeting should occur no later than the semester prior to the thesis defense. Further, the approval form must be signed and IRB approval must be obtained before the student begins data collection.

**Final Thesis Defense**
When the thesis is believed to be in completed, defensible form, it is left to the discretion of the thesis advisor whether to call a formal pre-defense meeting of the committee or to poll committee members as to the likelihood of a successful oral defense of the document. At least 10 days prior to conducting the pre-defense meeting or poll, a copy of the thesis must be distributed to each committee member. When the pre-defense meeting is held or the poll is conducted, the committee may reject the thesis, require major or minor revisions, or accept it for oral examination. A thesis may be reconsidered for defense as soon as recommended revisions (if any) have been made.

The thesis advisor will schedule the oral defense no sooner than 10 days after the (revised) thesis document has been accepted for oral examination by the committee. A notice of the time and place of the defense will be circulated among the joint program’s faculty and graduate students at least 10 days prior. Any interested departmental members may attend the meeting.

At the conclusion of the thesis defense, the committee will vote to accept the thesis as is, accept the document once specific conditions have been met, or to reject the thesis. The thesis advisor, and any committee members who wish to do so, will examine the final thesis document to ensure compliance with the committee’s recommendations. For the thesis to be formally accepted, all committee members must sign the signature page of the thesis. Be sure to see departmental website for all necessary forms related to thesis and degree completion.

**Final Requirements and Submission of Thesis to the Graduate School**
Students should consult the appropriate graduate school website for required formatting instructions, submission guidelines, due dates, and thesis binding. It is the responsibility of the student to be aware of the deadlines set by their Graduate School for graduation. Be sure that your thesis advisor receives a final electronic copy of the completed document that is accepted by the Graduate School.

**M.A. Thesis Proposal: Suggested Outline and Guidelines**
This suggested outline is intended as an aid for the student and his or her thesis advisor in preparing the thesis proposal. The nature of the problem to be investigated and the procedure to be used in the investigation will result in differential emphases and details on the various outline sections. These should be worked out in consultation with your advisor.

1. **Introduction and Statement of problem**
   A. State the general problem/question to be investigated.
   B. Introduce the reader to the main goals and contributions of your proposed project.
II. **Literature Review**

Review theoretical and substantive literature related to your topic. This section should be guided by your general research question(s) and cover the literature relevant to answer that/those questions. In this section, most authors introduce a “guiding” theoretical framework, which may also help to better specification of your final research questions, hypotheses, and analytic approach.

III. **Research Questions and hypotheses**

State your specific research questions/hypotheses that emerge from the preceding literature review.

IV. **Methods**

Identify and explain the data and measures that you will use to investigate your research questions/hypotheses. The particular research methods employed depends on the nature of the problem and/or the state of knowledge in the area. This should be worked out in consultation with your advisor.

V. **Data Analysis**

Indicate your analytic strategy – i.e., how you will evaluate your data in relation to your research questions/hypotheses.

VI. **Conclusion**

Restate the importance of your proposed project and the contributions that completing the project will make to the relevant literature(s).

** If it is determined by the graduate faculty that completing a doctoral degree is no longer possible or desirable, the M.A. degree may be completed through the “non-thesis option.” Please see Appendix B for the non-thesis process. **
ADVANCEMENT TO CANDIDACY

Prior to beginning the dissertation, students must complete the advancement to candidacy process. This is intended to ensure that students have both adequate breadth of understanding within the field of sociology as well as sufficient depth of knowledge in their areas of expertise to engage in independent scholarship.

Advancement to candidacy is accomplished when the student has written and successfully defended a 25-35 page Candidacy Paper and passed an oral examination. To be considered to be making adequate progress in the program, it is ideal for students to complete this process in their third year; this is expected for students who enter the program with an MA degree, although students who enter with a BA might start in the spring of the third year and finish in the fall of the fourth year. The details of this process are provided below.

Course Work: Breadth Requirement

The Joint Ph.D. Program offers courses in four areas of concentration:

1. Criminology and Deviance
2. Inequality (Race, Class, and Gender)
3. Medical and Mental Health
4. Social Psychology

Students are required to identify two areas from the department’s areas of concentration and take nine (9) hours of coursework in each area. The remaining elective hours for the degree can be distributed in any of the four areas. In order to determine which courses count toward specific areas, students should consult with their advisor and the Graduate Director/Coordinator.

The Coursework Approval Form (see Appendix D) must be submitted to the Graduate Director/Coordinator early in the semester in which the student is finishing up their coursework. The Graduate Director/Coordinator determines whether the course requirements have been fulfilled, in consultation with the area committees if needed. A list of courses taught will be posted on the Graduate Program website for each Department and will updated as needed. The list will indicate the area(s) designation for each course.

A student who enters the program having taken a graduate course that they wish to count toward their two areas must petition the Graduate Coordinator who, in consultation with the graduate committee, will decide if the course meets an area requirement. Appeals regarding the decisions of the Graduate Coordinator / Director may be made to the Department Chair.

The designation of independent investigations is made by the instructor of record. Only 3 hours of independent investigation or research hours may count toward fulfillment of degree requirements.
Advancement to Candidacy Process

Advancement to candidacy is a 4-step process.

1. Identify Focus/Topic and Committee Membership: Doctoral students should identify one primary area of study from their two chosen program areas. This program area, should in turn, be narrowed to a specific substantive focus. Examples include the stress process (medical sociology/mental health), mass incarceration (deviance/criminology), group processes (social psychology), and the impact of intergenerational migration (inequality). Once this focus has been identified a Candidacy Committee Request Form must be submitted to the Graduate Director as specified in the Advancement to Candidacy Timeline. On this form, the student will identify the candidacy committee chair and one other faculty member and obtain their signatures, indicating they have agreed to serve on the committee. Both of these faculty members will have self-identified as a specialist in the student’s primary area. The JEC will appoint the two remaining committee members from the relevant joint program area. The JEC will work to ensure that the appointment of at least one member is from the non-home institution.

2. Write Candidacy Proposal: Following the Advancement to Candidacy Timeline, the student will submit a 5-10 page Candidacy Proposal to her or his committee. As a candidacy examination, it is expected that the student will develop this document in limited consultation with the committee chair and other committee members. The proposal is a description of the research agenda and the projects that will be developed in the longer 25-35 page research proposal. Each committee member will send a short, journal-style critical evaluation of the candidate’s general plan to the committee chair. The chair will collate all of the reviews and pass them on to the student. The collated reviews will be provided to the student following the Advancement to Candidacy Timeline. It is expected that the student will work independently to incorporate the suggestions of the committee members into their final document, but she/he may meet with individual committee members to seek clarification on specific points. The student is expected to address the committee’s feedback in the form of a supplementary response memo in which the student explains how the committee members’ critiques have been addressed. The response memo should be submitted to the chair and the committee as a separate document along with the final Candidacy Paper.

3. Write Candidacy Paper: The student completes the Candidacy Paper as specified in the Advancement to Candidacy Timeline. The required length of 25-35 pages is exclusive of bibliography, tables, or appendices. The purpose of the paper is to provide the student with the opportunity to develop their expertise in a sub-field of one of the department’s program areas. The topic should be narrower than an entire program area but broader than a specific dissertation topic. The research proposal should include a review of the literature of the student’s substantive focus as well as a description of at least two research projects that represent the student’s
research agenda. The paper should demonstrate how the projects will address a gap in the existing literature by identifying clear research questions, discussing the significance of their proposed projects, and outline a research plan using appropriate methods. In addition, the student should also discuss dissemination plans for their projects. Ideally, this paper could be modified into independent papers for publication or chapters within the eventual dissertation.

4. **Take Candidacy Oral Examination**: The final requirement of the candidacy process is the oral examination lasting approximately two hours and conducted by the committee. The candidate must complete the oral examination according the Advancement to Candidacy Timeline. The research proposal must be distributed to the committee at least two weeks before the date of the oral examination.

The oral examination is divided into two parts. In the first part, the candidate’s general knowledge in their specialty area is assessed. This includes the major theoretical contributions, empirical findings, debates, and methodological issues of her or his area, including but not limited to relevant coursework (i.e., coursework taken as part of the student's primary area of specialization). In the second part of the exam the candidate will be asked to discuss their candidacy paper. This will include discussion of the research questions, the theoretical frameworks, the significance of the projects, the research designs, and the dissemination plans.

At the end of the exam, the committee will confer and vote as to whether the exam is to receive a pass with distinction, a pass, or a fail. In order to pass, the student must receive at least 3/4 pass votes from the committee members. In order to receive a pass with distinction, the vote for distinction must be unanimous. Candidates who do not pass will receive in writing a summary of the committee’s concerns from the committee chair no later than two weeks after the exam. Candidates who fail the exam will have one additional opportunity to pass. The form that this takes will be determined by the committee but must involve the student successfully addressing the committee’s concerns. This may involve resubmitting a revision of the research agenda paper and/or another oral examination by the end of the fifteenth week of the following semester. A second failure will result in a JEC recommendation of dismissal from the program to the Graduate Coordinator.

**In order to assist the student in preparing a paper that will be acceptable, the grading rubric used by the committee is included in Appendix D.**
Advancement to Candidacy Timeline
Throughout the first three years of the program, the student should work with their advisor to identify appropriate courses that are in the students’ areas of interest. As the student completes these courses, they should be noted on the “Coursework Approval Form.” As soon as the student has completed the coursework in both their areas, they should submit this form to their graduate director / coordinator.

The following provides the expected two-semester timeline for those who start the Advancement to Candidacy process in the fall or spring of the academic year. The timelines assume that the student is engaging in this process in Year 3, although for those who start in the spring the process will continue into Year 4. Students are always welcome to complete any of these requirements earlier, on the advice of their advisor.

End of the Third Week of the First Semester:
Complete the Candidacy Committee Request Form – Submit to Graduate Coordinator/Director of home campus

End of the Fifth Week of the First Semester:
Submit 5-10 page Candidacy Proposal to committee.

End of the Ninth Week of the First Semester:
Chair will distribute committee reviews to student

End of the Ninth Week of the Second Semester:
Candidacy Paper and response memo due to committee.

End of the Fifteenth Week of the Second Semester:
Last date to complete Oral Exam

Responsibilities and Expectations
Since this process is viewed an exam, the expectations for each participant in the process are spelled out below.

For the Student:
1. You will identify your timeline and communicate to the Graduate Coordinator of your intention and timeline for completing your Advancement to Candidacy.
2. You will identify your Candidacy Chair and one additional faculty member.
3. You will ensure that you have taken three substantive courses in the primary area in which you intend to write your Candidacy paper.
4. You will consult with your Candidacy Chair on the scope and focus of your Candidacy Paper.
5. You will turn keep the proposed timeline.
6. You will work independently on all aspect of the process. While you may seek advice and consultation regarding decision points or areas of concern regarding your paper from
Candidacy Chair, you should not expect the Chair to read and provide comments on drafts.

For the Candidacy Chair:
1. You are responsible to assist the student with respect to the scope and focus of their paper. This includes advising the student on the initial 5-10 page paper.
2. You are responsible to advise the student throughout the process, as it is expected that the student will have questions regarding the development of both the 5-10 page paper and the final document. This advice includes helping the student resolve issues regarding the direction, breadth and depth of the paper.
3. Since this is an exam, you are not expected to read and comment on drafts of the paper.
4. You will coordinate the Candidacy process with the other members of the committee.
5. You will convene the Candidacy Committee for the Oral Defense.

For the Candidacy Committee Members:
1. You are responsible to reading and commenting on the 5-10 page paper and the final document in a timely manner.
2. You are not expected to advise or consult with the student on the paper.
3. You are not expected to read or comment on drafts of the document.
**COMPLETING THE DISSERTATION**

Each doctoral candidate must complete a dissertation demonstrating his or her ability to conduct scholarly research. This dissertation should be an original contribution to the field of sociology. The dissertation work is formally begun upon completion of all course work and the advancements to candidacy.

**Dissertation Director**

Upon completion of course work and the comprehensive examinations, the student will select a faculty member to be their dissertation director and chairperson of the dissertation committee. The dissertation director may be either department of the joint program and does not have to be the same person who advised the student previously. The only restrictions are that the dissertation director must be a full-time faculty member of the joint program in Sociology, and either have graduate faculty status in Category II at The University of Akron or be approved for dissertation direction at Kent State University with an F-4 graduate faculty status.

**If a student chooses to select a dissertation advisor who is from the other university, then a member of the committee from the student’s home university will be responsible for the administrative details associated with completion of the dissertation.**

The dissertation process will follow the guidelines of the university at which the student is administratively based in regard to formatting and completion deadlines. Once the dissertation director has agreed to serve, written notification of this decision to the Graduate Coordinator or Director is required (see the forms page on departmental website).

**Dissertation Committee**

The selection of the dissertation committee members is made jointly by the student and dissertation director. The members of this committee approve the dissertation proposal, work closely with the student as the dissertation progresses, and serve on the final oral defense examining committee.

All dissertation committees shall have at least 5 committee members, including a member from outside the joint sociology program. A majority of the committee membership must have a status on the graduate faculty that allows them to direct doctoral dissertations (i.e., Category II or F-4). In addition, a majority of the committee members (including the director) must be from the joint program in Sociology.

One member of the committee must be from a department other than Sociology at the student’s home university – this member must also hold Category II (UA) or F-4 (KSU) graduate faculty status. This member ought to be selected so as to be maximally beneficial to the student in the design and conduct of the research, providing a perspective from a related discipline.

Dissertation committees may include other graduate faculty members but these minimum requirements must be met. The dissertation committee should be formed as soon as possible after the dissertation director is selected. The intent is that the committee will have full input into the dissertation project as it is being planned and initiated, not after it has been
substantially completed. At the University of Akron, once the committee is formed (including the outside member) the student must submit the names and signatures of the committee members and the title of the dissertation proposal to the Graduate School (Dissertation Committee Form, see Appendix D). At The University of Akron, this committee notification must be submitted and approved no later than 3 months prior to the dissertation defense. **In other words, the dissertation defense may not take place until at least three months after the form is filed. Failure to file the form three months prior will result in a delay of a student’s defense and, potentially, commencement.**

Furthermore, at the University of Akron, if there are any changes to the committee membership after initial approval by the Graduate School, the dissertation director shall send revised committee membership lists to the Graduate School for ratification and approval of any changes. Requests for changes in committee membership should include a reason for such change.

At both UA and KSU, the outside member of the committee shall function as a regular member of the committee, attending all meetings and receiving preliminary drafts or chapters as do other committee members. The outside member of the committee is usually someone who may provide additional expertise to the dissertation research from a related field and is also someone who assures that the dissertation process is conducted fairly and that quality standards are maintained.

The schedules of all committee members, including the outside member, shall be considered when selecting a time for all committee meetings, including the final dissertation defense.

**Dissertation Proposal**

A dissertation proposal is to be prepared by the student and approved by the dissertation committee. The proposal meeting should occur no later than the semester prior to the thesis defense. Further, the research proposal must be approved by the Institutional Review Board of the student’s home university prior to the initiation of data collection or analysis.

The details of the proposal are to be determined by the dissertation director and committee but would typically include:

1. Identification and explanation of the general problem or issue to be investigated.
2. A brief review of the literature.
3. A listing of the research questions or hypotheses to be investigated.
4. A brief explanation of the major concepts and/or variables involved and their operationalization.
5. The design, methodology and analytic techniques to be used.

A meeting will be held with all committee members and the student to approve or disapprove of the proposal. This meeting must take place within no less than 10 days, and no more than three weeks of the committee receiving the completed document. The proposal can be approved or returned to the student for further revision.
Approval of the proposal will be indicated by the signature of each member of the committee on the appropriate form and kept on file in the department office (see Appendix D). All committee members reserve the right to withhold their signatory approval until all changes to the proposal have been made and are deemed satisfactory.

**Examination and Oral Defense of the Dissertation**

When the dissertation is completed, the student must submit a printed copy in final form to each committee member and the external Graduate Faculty Representative for their evaluation. The dissertation director should schedule a preliminary meeting of the committee, known as the pre-oral, to decide if the dissertation is ready for defense. If the dissertation committee and the Graduate Faculty Representative judge the dissertation ready for defense, a date and time for the defense will be established. The oral defense date must be no less than 10 days (but preferably two weeks) after the pre-oral meeting. The dissertation director must inform the student of the result of the pre-oral and any changes that may have been requested to be made to the document prior to the oral defense. The director will also inform the student of whether a new written version of the dissertation (or just the modified sections, if any) is to be submitted to the committee prior to the oral defense. If so, such written work should be given to the committee at least 10 days prior to the oral defense date so that the committee members have a chance to review the document.

Notification of the dissertation defense must be sent to all members of the joint program in Sociology. This notification must include dissertation title, date, time, place and an invitation to attend (but not vote). This notification should occur at least 10 days prior to the scheduled defense. At the oral defense, the committee and outside Graduate Faculty Representative will examine the student on all relevant and pertinent aspects of the dissertation.

The committee may reject the dissertation document, require major or minor changes, or accept the dissertation.

At the end of the oral defense, all committee members will be polled for their vote on the oral defense (pass or fail). A maximum of one “fail” vote is allowed for the student to pass. More than one “fail” vote constitutes failure for the student. A failed dissertation defense may not be repeated. If further changes to the dissertation document are necessary, they should be made as quickly as possible. All committee members reserve the right to withhold their signatory approval until all changes have been made and are deemed satisfactory.

All committee members will affix their signatures to a single form signifying their vote (see Appendix D). The completed form will be sent to the Graduate School indicating that the defense has been held, and that the student has passed or failed. All appropriate forms must be on file in the Graduate School at the appropriate times.

**It is the responsibility of the student to know which forms must be completed and filed, and at what times.**
**Dissertation Credits**  
Students must complete at least 30 semester hours of dissertation credit. More than 30 hours may be taken but only that amount will count toward the degree. These credits will be assigned to the dissertation director.

**Final Requirements and Submission of Dissertation to the Graduate School**  
Guidelines for preparing a dissertation can be found on the home university’s graduate school website. These requirements will specify the final details of submission, including binding fees, submission fees, and other administrative details for final submission. **It is the responsibility of the student to be aware of requirements and deadlines set by the Graduate School of their home university.**

**Awarding of the Doctoral Degree**  
The Ph.D. degree will be awarded from the school at which the student is administratively based. The fact that either the dissertation director may be from the other campus does not affect where the degree is awarded. It is usually possible for a director from the other campus to attend the home university’s graduation ceremonies and to “hood” the student receiving the doctoral degree.
DEPARTMENT OF SOCIOLOGY GENERAL INFORMATION

Advisor
At The University of Akron, students will be assigned an advisor when they are admitted. This is intended as a temporary advisor who will help the student acclimate to graduate school and be a source for information and advice. Within the first year, it is expected that students will choose an advisor. The process of selecting an advisor will be discussed in the Professional and Ethical Issues in Sociology course. The student must formally notify the Director of Graduate Studies of their advisor choice by completing a Notification of Advisor form (see Appendix A).

Registration Procedures
All students should register during their enrollment period. This will help the department know what the status of our courses is at an early point. It will also help avoid late fees. Students receiving financial aid will be given an individualized enrollment schedule to follow.

Independent Study
Independent study should be used only to go beyond existing course work or if no course work exists (especially in areas focusing on statistics or methodology). The purpose of independent study is scholarly pursuit, not to make a student's schedule lighter or more flexible. An independent study is approved to meet a very specific need for the student which goes above and beyond any course that will be offered in the program. It is suggested that students do not opt for an independent study until their M.A. is completed. Students must fill out the Petition for Independent Study form (see Appendix A). The form must be signed by the sponsoring professor, the student’s advisor, and the department chair. Failure to have the form completed and approved will result in the being dropped from the independent study.

Waiving of Course Work
Required course work (but not credits, unless transferred) may be waived if the student can demonstrate that he or she has already completed the work. The student is responsible for providing documentation including syllabus, requirements, books, etc. These materials are to be submitted to the Director of Graduate Studies who in turn will ask the appropriate faculty to make an evaluation. Please see the necessary “transfer of credit” or “request for waiver” forms under the appropriate degree on the Department of Sociology website.

Advancement to Candidacy
Under the MyAkron area of the University webpage, you will find the place to apply for graduation. You will also find DARS. Please check your DARS (Degree Audit Requirements System) to make sure all your credits are counting toward your degree. If you see a problem, contact the graduate coordinator right away. This system takes all your credits (those earned here and any transfer credits) and applies them toward your degree requirements. It will display all the fulfilled requirements and those yet to be done. It is the degree clearance, so it needs to be accurate and up to date. We will periodically check everyone’s DARS, however, it is the student’s responsibility to make sure it is up to date and accurate.

For the current deadline date, check the graduate school web page at:
http://www.uakron.edu/gradsch/docs/Graduation.pdf
FINANCIAL AID

The university has a large list of fellowships, scholarships, grants, loans and other forms of financial aid. The student should check The University of Akron General Bulletin for details or contact the Financial Aid office.

The department has the following types of Graduate Assistantships available:

Rogler Merit Assistantship: A 12-month Ph.D. assistantship, named "The Rogler Merit Assistantship" may be awarded yearly on a competitive basis by the Department Chair in consultation with the Graduate Studies Committee. Students who have successfully completed their comprehensive exams and have started work on their dissertation proposal or the dissertation itself are the most appropriate applicants for this award. The assistantship recognizes students who have excelled in their course work, exams, and departmental and disciplinary activities. This assistantship is a signal honor that also assures summer funding for teaching and student-directed research. It is awarded depending on the committee’s decision about the availability of a worthy recipient. Decisions regarding funding and type of assignment are made by the Department Chair in consultation with the Graduate Studies Committee and appropriate faculty.

Benjamin Rose Institute Research Award: This is available to be awarded yearly to a qualified applicant. Students with an interest in gerontology, family, health and life course issues have the opportunity to fulfill their research assistantship at Benjamin Rose Institute, an internationally known gerontology research center in Cleveland, Ohio. This award is generally most appropriate for a Ph.D. student, but a qualified second year MA may be considered.

Stipends and Benefits: All assistantships and fellowships are awarded on a one- or two-semester basis. The award includes a full waiver of tuition and fees for the period. Additional benefits include special extended library privileges and possible travel money to professional meetings (apply to Department Chair).

Renewal of Assistantships and Fellowships: M.A. assistantships can be awarded for a maximum of two years. Ph.D. assistantships can be awarded for a maximum of three years. Assistantship assignment and performance are regularly evaluated by the supervisor, Graduate Committee, and the Graduate Faculty. Renewal of assistantships and fellowships is not automatic. Within the limits mentioned above, and assuming continuation of current budgetary allocations, one can normally expect to be renewed providing that the following conditions are met:

1. Satisfactory progress is being made on the degree requirements
2. Satisfactory academic performance
3. Satisfactory performance of assistantship duties
4. Professional conduct is maintained2

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2 This refers to Board of Trustees Resolutions 14-69 “Regulations Concerning Campus Conduct” 15-69 “Student Disciplinary Procedures”; 10-71 “Assembly Procedures”; 11-71 “Trespass Regulations,” “Settlement on Student Rights and Responsibilities” and “Professional Responsibilities” as detailed on pp. 35-38 of the Faculty Manual. Also see American Sociological Association Code of Ethics in this handbook.
**Research Grants**

Students who are preparing for the Ph.D. dissertation should seriously consider applying for a research grant to support their research. Frequently grants include not only the cost of the research but also financial support for the student. The department posts information on some grants. However, the University has a Research Coordinator whose job it is to provide information about grants and assist in application. The Research Coordinator can be found in the Office of Research Services and Sponsored Programs.

**Responsibilities**

Every assistantship or fellowship award carries with it certain expectations. The major expectations are detailed in the annual contract. Others include:

1. An average of 20 hours per week devoted to assigned duties: up to 2 hours a week are allocated for the student to attend all department brown bags, other speakers, and department committee meetings.
2. A minimum credit load (specified on contract - usually 9 hours).
3. Professional conduct in role of student and employee.
4. Working with a Department master teacher (only students who are or will be teaching their own course).
5. Committee assignments and other professional duties as may from time to time be arranged by the department Chair.

**Faculty Evaluation of Students**

The graduate committee evaluates the progress and quality of each student’s work in courses, his/her assistantship performance, and other departmental involvement at the end of the Fall and Spring semester.

Students must submit a short narrative about their accomplishments/progress during the semester, a checklist of progress M.A. or Ph.D., as applicable, and a CV (curriculum vita). Forms are available online at: [http://www3.uakron.edu/sociology/EvalgradF02.pdf](http://www3.uakron.edu/sociology/EvalgradF02.pdf)

The committee evaluates graduate students on the basis of the above, student grades, and faculty evaluations of both coursework and assistantship duties. A summary student evaluation with open-ended comments is then sent to each student’s advisor. Advisors then meet with each student, go over the evaluation, and sign it. If a student disagrees with information on the summary evaluation, this should be discussed with the student’s advisor at the time of the meeting.

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3 This refers to Board of Trustees Resolutions 14-69 “Regulations Concerning Campus Conduct” 15-69 “Student Disciplinary Procedures”; 10-71 “Assembly Procedures”; 11-71 “Trespass Regulations,” “Settlement on Student Rights and Responsibilities” and “Professional Responsibilities” as detailed on pp. 35-38 of the Faculty Manual. Also see American Sociological Association Code of Ethics in this handbook.
PROFESSIONAL WORK ENVIRONMENT

As part of a professional work environment, students are expected to behave and speak with and about others in an appropriate manner. This includes no off-color language or derogatory or demeaning remarks/jokes about others based on their gender, age, nationality, race, religion, or sexual orientation. Such behavior/remarks will not be tolerated.

Ethical Conduct
Professionals are granted much autonomy in their work, but they are also held to high standards of conduct in their dealings with one another and with subjects and the general public. You are responsible for understanding and following the University’s guidelines for academic dishonesty and sexual harassment and the profession’s Code of Ethics (see Appendix A).

Plagiarism
Plagiarism is a serious breach of professional ethics. To ensure that students understand plagiarism, in all its forms, every student is required to complete the following in their first semester of the graduate program.

1. Students will complete an online CITI training which includes a section on ethics, and print the completion certificate.
2. Students will complete an online program on plagiarism, and print the documentation provided upon passing the program.

Both documents must be submitted to the graduate director of their home department for inclusion in their file.

A single act of plagiarism may result in dismissal from the graduate program.

Procedures for Plagiarism:

If a faculty member suspect a student has plagiarized an assignment, the faculty member will present the students paper and a copy of the original source to the Joint Executive Committee (JEC) by submitting the materials to either the Department Chair or Graduate Program Coordinator.

All cases of suspected plagiarism will be brought to the JEC. The JEC will assess the evidence and make the final decision as to the presence or absence of plagiarism.

The JEC will recommend appropriate disciplinary action to the Graduate Committee of the student’s campus. The Graduate Committee will then make a final recommendation as to disciplinary action. If the disciplinary action is dismissal from the graduate program, the graduate committee will notify the Graduate School and ask that the student be formally dismissed.
Federal Compliance Mandate (IRB)
Students performing human subjects research must conduct their projects in accordance with university policies and procedures. Students must read the Guidelines and Procedures for Human Subjects Research at The University of Akron, a copy of which may be viewed and downloaded from http://www.uakron.edu/orssp – see Compliance, Human Subjects, Procedures.

Students should also fill out the Institutional Review Board (IRB) application entitled Application for Review of Research Involving Human Subjects when seeking approval for a research project using human subjects, except for classroom-based projects, which fall under a different approval procedure (see below). The form may be obtained on line from http://www.uakron.edu/orssp – see Forms, Internal Forms, Research Involving Human Subjects. The form entitled Application for Continuing Review of Research Involving Human Subjects should be used when a change has been made to an approved human subjects research project, or on an annual basis, whichever occurs first.

If a student intends to utilize human subjects for a classroom-based project, the student’s instructor will submit a special classroom-based IRB application. In this case, the student will not have to fill out an IRB application.

Questions on IRB policies and procedures should be directed to the Associate Director, Research Services and Sponsored Programs, extension 8311.

Grades
A student admitted to graduate study under any status at the University is expected to maintain a minimum 3.00 grade point average (A = 4.00; B=3.0: C=2.0) at all times. A minimum 3.00 grade-point average is required for graduation. No more than six semester credits of "C+", "C", and "C-" may be counted toward a degree. Grades of "D+", "D", and "D-" are treated as "F" grades. No grades below "C-" may be counted toward a degree.

Probation and Dismissal
Any student whose grade point average falls below 3.00 is no longer in good standing in the Graduate School and will be placed on probation. In consultation with the college or department, as appropriate, the Dean of the Graduate School will dismiss full-time students who do not return to good academic standing within two consecutive semesters (excluding summers), and part-time students who do not return to good academic standing within the attempting of 15 additional credits.

For the purpose of administration of the full-time and part-time provisions of this policy, full-time and part-time status is determined by the semester in which the student goes on probation. Full-time enrollment constitutes 9 or more graduate hours; part-time is less than 9 graduate hours.

The Dean of the Graduate School, with the approval of the relevant department Chair may also dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of "C+" or below. The accumulation of six semester credits of "F" will result in mandatory dismissal.
A student dismissed from the Graduate School for academic reasons may not be readmitted for one calendar year, and then only if evidence for expecting satisfactory performance is submitted and found acceptable.

**Continuing Enrollment Requirement**
All students admitted to doctoral programs must register for a minimum of one graduate credit as approved by their advisors during each Fall and Spring semester. Individual departments may exceed this minimum requirement. Doctoral students should consult their advisors about additional requirements. As of 8/92 the Department of Sociology does not require continuing enrollment for Masters level students.

**Committee Responsibilities**
Each year the Chair of the department will make committee assignments either by appointment or by calling for an election - usually in conjunction with Alpha Kappa Delta (AKD). The committees include:

- Ph.D. Executive Committee --Elected Ph.D. student (one each from Akron and Kent)
- Joint Ph.D. Faculty Meetings --Elected Ph.D. student (one each from Akron and Kent)
- Graduate Committee – one elected M.A. and one elected Ph.D. student
- Recruitment Committee – one student, appointed by the Department Chair

In addition to the above committees, the department has a local chapter (Mu) of Alpha Kappa Delta. Each year a President, Vice-President, and Secretary-Treasurer are elected from among the members of the Mu Chapter of this National Sociology Honor Society. Their responsibilities include academic and social activities as well as fundraising and other activities associates with the annual induction banquet.
GRADUATE STUDENT AWARDS

Outstanding Graduate Student Award
Each year faculty nominates graduating M.A. and Ph.D. Sociology students for the "Outstanding Graduate Student Award." The selection of the recipient for this award is made by the Graduate Studies Committee. The outstanding student receives a $100.00 award (more if funds permit), an engraved plaque, and his/her name is etched on the plaque located in the front office listing past winners. Students who graduated in August of the preceding academic year, December of the current year, or are scheduled for graduation in June are eligible for consideration.

Outstanding Graduate Student Teaching Award
Each year students who have taught an undergraduate sociology class at The University of Akron can self-nominate for the "Outstanding Graduate Student Teaching Award." The selection of the recipient for this award is made by the Graduate Studies Committee. The outstanding student receives a $100.00 award (more if funds permit), an engraved plaque, and his/her name is etched on the plaque located in the front office listing past winners.

Outstanding Graduate Student Service Award
Consideration for the award will take place through student self-nomination or faculty nomination; the award is open to all masters and doctoral students in the department. The criterion for this award is exemplary and outstanding performance (above and beyond one would reasonably expect from a graduate student) in connection with activities in the department, on the University campus, or the wider local, regional, national or world community. The selection of the recipient for this award is made by the Graduate Studies Committee. The award will be announced at the annual Alpha Kappa Delta banquet in the spring. Recipients of the award will receive a monetary award of $100 and will have their name engraved on a permanent plaque in the department.

Outstanding Graduate Student Paper Award
Consideration for the award will take place through student self-nomination; the award is open to all masters and doctoral students in the department. Scholarly papers will be judged on the basis of excellence in expression, creativity and sociological relevance. The selection of the recipient for this award is made by the faculty Chair of the AKD committee, the Director of Graduate Studies, and the previous year’s recipient. The award will be announced at the annual Alpha Kappa Delta banquet in the spring. Recipients of the award will receive a monetary award of $100.
EMPLOYMENT

The Department will aid the student in securing employment but the responsibility rests with the student. Faculty solicit information on job opportunities and make an attempt to create job opportunities.

Students must be aggressive in seeking employment. There are professional job bulletins in all fields. The library can be helpful in this regard. Professional employment agencies exist and can be helpful, but cost. The student who is reaching the stage of seeking employment should contact a faculty member for assistance in preparing a curriculum vita.

You should let the faculty know that you are seeking employment. Often, a given faculty member may know of a possible position and might recommend you. Letters of recommendation should be freely sought from the faculty.
GRADUATE SCHOOL POLICIES AND PROCEDURES

It is the responsibility of the student to be aware of any and all changes to policies and procedures instituted by the Graduate School. All such policies and procedures of the Graduate School can be found in the following documents:

The University of Akron Graduate School Bulletin

The Graduate Assistant Handbook

and Guidelines for Preparing a Thesis or Dissertation
http://www.uakron.edu/gradsch/gdlnThesDiss.php

The student should be familiar with these documents. They may be viewed on the Web or obtained from the Graduate School.

All graduate students at the University are bound by the policies and procedures of the Graduate School. While departmental level policies and procedures (this handbook) may go beyond the Graduate School's, they cannot contradict the Graduate School's.

Professional Meetings
Students are expected to attend all Brown Bags and other department activities during regular business hours (Monday - Friday, 8am-5pm).

Students are strongly encouraged to attend professional meetings. The department often provides lodging for students at major regional or national meetings. Apply to the Department Chair for possible travel money and, when possible, some additional funds for those presenting at Professional meetings. Be they regional or national, serve many latent as well as manifest functions: knowledge, information, training sessions, gossip, job possibilities, meeting other sociologists, and identifying with a larger body of sociologists, etc. These things are important. Conventions are a great place to obtain them.

Publishing
Writing for purposes of publishing is highly encouraged and supported by the department. We believe that a sociologist should be doing sociology and telling others about it. Student publishing shows a serious commitment to the discipline as well as improving one's chances for preferred employment. Many faculty members are interested in and have co-authored published papers with students. Faculty is also willing to evaluate and critique those papers which students may wish to publish.
Appendix A:
General Information / Department Forms

ASA Code of Ethics
Advisor Notification Form
Petition for Graduate Independent Study
ASA Code of Ethics

Introduction American Sociological Association's Code of Ethics

The American Sociological Association's (ASA's) Code of Ethics sets forth the principles and ethical standards that underlie sociologists' professional responsibilities and conduct. These principles and standards should be used as guidelines when examining everyday professional activities. They constitute normative statements for sociologists and provide guidance on issues that sociologists may encounter in their professional work.

ASA's Code of Ethics consists of an Introduction, a Preamble, five General Principles, and specific Ethical Standards. This Code is also accompanied by the Rules and Procedures of the ASA Committee on Professional Ethics which describe the procedures for filing, investigating, and resolving complaints of unethical conduct.

The Preamble and General Principles of the Code are aspirational goals to guide sociologists toward the highest ideals of sociology. Although the Preamble and General Principles are not enforceable rules, they should be considered by sociologists in arriving at an ethical course of action and may be considered by ethics bodies in interpreting the Ethical Standards.

The Ethical Standards set forth enforceable rules for conduct by sociologists. Most of the Ethical Standards are written broadly in order to apply to sociologists in varied roles, and the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. Any conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Membership in the ASA commits members to adhere to the ASA Code of Ethics and to the Policies and Procedures of the ASA Committee on Professional Ethics. Members are advised of this obligation upon joining the Association and that violations of the Code may lead to the imposition of sanctions, including termination of membership. ASA members subject to the Code of Ethics may be reviewed under these Ethical Standards only if the activity is part of or affects their work-related functions, or if the activity is sociological in nature. Personal activities having no connection to or effect on sociologists' performance of their professional roles are not subject to the Code of Ethics.

PREAMBLE

This Code of Ethics articulates a common set of values upon which sociologists build their professional and scientific work. The Code is intended to provide both the general principles and the rules to cover professional situations encountered by sociologists. It has as its primary goal the welfare and protection of the individuals and groups with whom sociologists work. It is the individual responsibility of each sociologist to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

The development of a dynamic set of ethical standards for a sociologist's work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior
by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each sociologist supplements, but does not violate, the values and rules specified in the Code of Ethics based on guidance drawn from personal values, culture, and experience.

GENERAL PRINCIPLES

The following General Principles are aspirational and serve as a guide for sociologists in determining ethical courses of action in various contexts. They exemplify the highest ideals of professional conduct.

Principle A: Professional Competence

Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

Principle B: Integrity

Sociologists are honest, fair, and respectful of others in their professional activities—in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others' professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional and Scientific Responsibility

Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities. Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

Principle D: Respect for People's Rights, Dignity, and Diversity

Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In
all of their work-related activities, sociologists acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility

Sociologists are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

Last Updated on August 01, 1999  For more information email executive.office@asanet.org
THE UNIVERSITY OF AKRON
THE DEPARTMENT OF SOCIOLOGY

Advisor Notification Form
Sign for Initial or Change in Advisor

This form should be completed prior to the end of the student's first full year of study and at any point when a change of advisor is made.

Student Name (please print) ____________________________

Signature of Student __________________________________ Date ____________

Signature of Advisor (Current) __________________________ Date ____________

Specialty Area ________________________________________

Director of Graduate Studies____________________________ Date___________

Signature of Advisor (New) _____________________________ Date ____________

Copy: Student's file
Student
Advisor
PETITION FOR GRADUATE INDEPENDENT STUDY
DEPARTMENT OF SOCIOLOGY

Relates to following:

1. 3850:697 Readings in Contemporary Sociological Literature, 1-3 credits (M.A.)
2. 3850:698 Directed Research, 1-3 credits (M.A.)
3. 3850:797 Individual Investigation, 1-3 credits (Ph.D.)

Any student who desires to take the above must complete this petition, have it approved and signed by the sponsoring faculty member, advisor and chairman of the department. Failure to do so will result in revoking the credits.

These courses exist as a vehicle for going beyond existing course work. Therefore, it is assumed that only students who are toward the end of their M.A. or Doctoral work would need such a course.

Student Department __________________________________________________________

Student Name_________________________ ID# __________________________

Date __________________________

Course # _______________ No. of Hours ____________

Semester/Year (circle one): Fall/___ Spring/___ Summer ___

Sponsoring Professor ________________________________

Purpose of Independent Study (be specific):

Approval Signatures:

Sponsoring Professor ________________________ Date _____________

Advisor ________________________________ Date _____________

Department Chair __________________________ Date _____________
Appendix B: Non-Thesis Option for Terminal M.A. Degree

**Description**

If it is determined by the graduate faculty that completing a doctoral degree is no longer possible or desirable, the M.A. degree may be completed through the “non-thesis option.” This terminal degree will be completed through a non-thesis process. Nonetheless it is expected that a student who follows this option will be able to competently evaluate and understand research.

**Contracted Substantive Area and Advisor**

In lieu of a thesis, students finishing under this option are required to complete 12-15 hours of coursework within a coherent, integrated program of study. The student and her or his advisor will jointly label and define the contracted substantive area. The contracted course work (See *Forms* on departmental website) must meaningfully contribute to the development of expertise in the substantive area. (See below for recommended course schedule.)

The student should select a substantive advisor from among the joint sociology program’s graduate faculty. The Graduate Studies Coordinator/Director must be informed of the selection (see *Forms* on departmental website). If the faculty member agrees to serve as substantive advisor, then the student and faculty member will complete the non-thesis contract (see the forms page on departmental website). The completed form must be submitted to the graduate studies committee for approval.

**Reading List and Substantive Examination Committee**

The student and advisor will collaborate to form the examination committee. The function of this committee is to conduct an oral examination of the student's knowledge in the contracted substantive area.

This committee will be composed of three graduate faculty members from the joint sociology program, with the advisor serving as Chair of the examination committee. Selection of committee members should be guided by the contracted substantive area. Committees must be constituted at least two months prior to the final examination date. The names of these people must be put on the Non-Thesis Option Contract.

Once the committee is constituted, a reading list commensurate with the contracted substantive area will be initially compiled by the student with input from his or her advisor. This initial reading list will then be distributed to the other committee members for their input. The length and content of the reading list is the responsibility of the student and her or his three-person committee. This list is to serve as the basis for a non-thesis oral examination in the contracted substantive area.

**Substantive Examination**

All joint sociology program graduate faculty must be informed at least one week in advance of the date, time, place and substantive area of the oral examination. Any graduate faculty member may attend and ask questions but only the committee members may vote.
The examination will be at least one hour in duration, but should not last for more than two hours. The oral exam will cover all aspects of the substantive area covered on the approved reading list and not just the substance of the contracted course work. Evaluation should be restricted to knowledge directly relevant to the substantive area. The details of the examining process will be decided by the committee members.

The examination may have three outcomes: (1) Pass; (2) Fail; (3) Postpone decision. An evaluation of pass means that overall the study has a mastery of the substantive area. An evaluation of fail means that overall the student lacks sufficient mastery of the substantive area. An outcome of postpone decision means that the student has a mastery of most areas but there are one or two important areas in which the student is inadequate. In this case the committee would require the student to study in the weak areas and be examined again in the weak areas only. This reexamination must take place within six months of the original exam. The outcome of this reexamination must be either pass or fail for the entire examination. A failed exam may be taken again, but not more than twice. The option of postpone decision is not available once the student has failed it the first time.

The examining committee has the responsibility of informing the student fully regarding the details of the examination outcome. This will be done through the advisor.

**Recommended Program Schedule - for Non-Thesis MA – Year 2 only**

**Year 2: Fall**
Qualitative Techniques in Sociology or Advanced Data Analysis (4 credit hours)
Elective Course (3 credit hours)
Elective Course (3 credit hours)
*(Student expected to finalize exam committee and exam reading list by end of this semester)*

**Year 2: Spring**
Elective Courses (9 credit hours)
*(Student expected to complete oral exam in substantive area by end of this semester)*

**Summary: Non-thesis option**
One required theory course (3 credits)
Three required methods/statistics courses (12 hours)
Professional and ethical issues course (3 hours)
Elective credits; 12-15 within identified substantive area (21 hours total)

Total credit hours for non-thesis MA - 39 hours
M.A. Specialty Area Contract

The specialty area must consist of at least fifteen (15) semester credits of course work.

List below the courses to be used to fulfill the specialty requirement.

Title of Specialty Area ________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Crs.</th>
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</table>

Signature of Student ____________________________ Date __________

SPECIALTY EXAMINATION COMMITTEE NAMES:

__________________________________________

__________________________________________

__________________________________________

Signature of Specialty Advisor ____________________________ Date __________

Approved by Graduate Committee

Copy: Student's file
Student
Specialty advisor
Appendix C:

M.A. Thesis Paperwork

Thesis Selection Committee Form
Thesis Proposal Approval Form
DATE:

TO: Director of Graduate Studies

FROM: [Name]

Graduate Student

SUBJECT: Thesis Committee Selection

The following professors have been selected to serve as my thesis/paper committee:

________________________________________
Thesis Advisor

________________________________________
Committee Member

________________________________________
Committee Member
DATE:

TO: Director of Graduate Studies

FROM: Graduate Student

SUBJECT: Thesis Proposal Committee Approval

My thesis proposal has been approved by the committee.

The members of the thesis committee hereby record and attest to the above:

_____________________________________________ __________________________
Thesis Advisor Signature Date

_____________________________________________ __________________________
Committee Member Signature Date

_____________________________________________ __________________________
Committee Member Signature Date
Appendix D:

Ph.D. Forms

Advancement to Candidacy
Dissertation

Coursework Approval Form

Advancement to Candidacy Committee Request

UA-KSU Joint Doctoral Program Candidacy Paper Grading Rubric

Dissertation Prospectus Proposal Committee Approval Form

Doctoral Dissertation Defense Report
THE UNIVERSITY OF AKRON

DEPARTMENT OF SOCIOLOGY

Coursework Approval Form

Prior to advancing to candidacy, students must complete coursework in three of the four substantive areas offered by the joint graduate program (Criminology/Deviance, Inequality, Medical Sociology/Mental Health, or Social Psychology). Students are required to take 9 hours of electives (three courses) in a first/primary area, and 9 hours of electives (three courses) in a second area.

Complete the following form at the completion of these requirements and submit to the graduate coordinator / director at your home campus.

Student Name: __________________________________________ / Date ________

1. Primary Area of Specialization __________________________________________

   Course 1: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

   Course 2: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

   Course 3: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

2. Second Area of Specialization __________________________________________

   Course 1: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

   Course 2: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

   Course 3: _____________________________ (Course Number and Title) 
   Completed______________ (Semester / Year)

Approval: __________________________________________ / ______________
   (Graduate coordinator / director) (Date approved)
THE UNIVERSITY OF AKRON
DEPARTMENT OF SOCIOLOGY

Advancement to Candidacy Committee Request

Please fill out the first four sections and submit to the graduate director / coordinator at your home campus by the end of the third week of the semester in which you propose to begin this process. After the appointment of the full committee, you will receive a copy of this form so you can contact your committee members.

Name_______________________________ Date__________________

1. Area of Specialization ____________________________________________
   (Criminology/Deviance, Inequality, Medical Sociology/Mental Health, or Social Psychology)

2. Specific Substantive Focus__________________________________________

3. Courses within primary substantive area (must complete at least two courses in primary area prior to advancement to candidacy)

   Course 1:____________________________ Completed______________ (Semester / Year)
   Course 2: ______________________________  Completed______________ (Semester / Year)

4. Student Committee Selections

   Chair: __________________________        ______________________________ / _______
          (print / type name)                Signature of faculty              Date
   Member: __________________________    ________________________________ / _______
          (print / type name)                Signature of faculty              Date

5. Appointed Members:

   Member: __________________________
   Member: __________________________
UA-KSU Joint Doctoral Program Candidacy Paper Grading Rubric

Student’s Name: _________________  Faculty Name: _________________

The candidacy paper should include a literature review in the student’s substantive focus and description of at least two research projects that represent the student’s research agenda. The paper needs to identify clear research questions, discuss the significance of the proposed projects, and outline a research plan using appropriate methods. In addition, the student should also discuss dissemination plans for their projects.

In evaluating the candidacy paper, committee members are to assess the organization, depth, completeness, and clarity of writing (see below for operationalization of these criteria). Each category should be assessed as Exceptional, Good, Adequate, or Poor

<table>
<thead>
<tr>
<th>Organization</th>
<th>The paper has a logical order and arrangement of paragraphs, with a logical arrangement of material within paragraphs and a smooth transition between them. The organization of the answer enhances the reader’s understanding of the topic and how the proposed research would address significant questions in the field.</th>
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</thead>
<tbody>
<tr>
<td>Exceptional</td>
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<tr>
<td>Good</td>
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<td>Adequate</td>
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<td>Poor</td>
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<tr>
<td>Depth of Answer</td>
<td>The paper clearly demonstrates the student’s mastery of the extant literature. The student develops important research questions that will fill an existing gap in the literature. The student discusses appropriate research plans and methods.</td>
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<tr>
<td>Exceptional</td>
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<td>Good</td>
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<td>Adequate</td>
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<tr>
<td>Poor</td>
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<tr>
<td>Completeness</td>
<td>The paper includes all parts of the required paper, including a clear literature review, identification of clear research questions, a discussion of the significance of the projects, a research plan, and dissemination plans.</td>
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<tr>
<td>Exceptional</td>
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<tr>
<td>Good</td>
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<td>Adequate</td>
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<tr>
<td>Poor</td>
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<tr>
<td>Clarity of Writing</td>
<td>The paper has been proofread and corrected, thus containing no errors in spelling, grammar, sentence structure, or punctuation. The use of vocabulary and terminology are appropriate to the answer. The writing style is effective, and the writer’s voice demonstrates professionalism and an engagement with the content of the answer.</td>
</tr>
<tr>
<td>Exceptional</td>
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<tr>
<td>Good</td>
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<tr>
<td>Adequate</td>
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<td>Poor</td>
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<tr>
<td>Overall Grade</td>
<td>To obtain a PASS grade the paper needs to be judged as at least “adequate” on its overall quality, while a grade of FAIL indicates a less than satisfactory performance. (Graders may add summary comments in the text box below).</td>
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<tr>
<td>(Pass or Fail)</td>
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</table>

___  Pass
___  Fail

Rubric adapted from B.E. Walvrood and V.J. Anderson, *Effective Grading*. Jossey-Bass, 1998; Kathryn Feltey; and Marquette University
THE UNIVERSITY OF AKRON
DEPARTMENT OF SOCIOLOGY

DATE:

TO: Director of Graduate Studies

FROM: Student Advisor

SUBJECT: Dissertation Prospectus Proposal Committee Approval for

________________________________________________________

Student

My dissertation prospectus entitled:

________________________________________________________

has been approved by the committee.

The members of the dissertation committee hereby record and attest to the above:

_________________________________________    __________________
Dissertation Advisor Signature                  Date

_________________________________________    __________________
Committee Member Signature                     Date

_________________________________________    __________________
Committee Member Signature                     Date

_________________________________________    __________________
Committee Member Signature                     Date

_________________________________________    __________________
Committee Member Signature                     Date

_________________________________________    __________________
Committee Member Signature                     Date

_________________________________________    __________________
Outside Committee Member Signature             Date
# Doctoral Dissertation Defense Report

DATE: __________________________

TO: Dean Graduate School

FROM: ______________________________ Dissertation Advisor

SUBJECT: Doctoral Dissertation Defense Results

The doctoral dissertation of ______________________________ (student's full name) was successfully* un successfully** defended on ____________________________ (date)

The members of the doctoral dissertation committee hereby record and attest to the above:

<table>
<thead>
<tr>
<th>Pass</th>
<th>Fail</th>
<th>Doctoral Dissertation Committee signatures</th>
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<td>Committee Advisor</td>
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<td>Committee Member</td>
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</table>

*successfully = no more than one "fail" vote recorded.  **un successfully = more than one "fail" vote recorded.