

Guide to Graduate Studies
Department of Sociology, FSU
Effective May 31, 2007

Welcome to the Sociology Graduate Program at Florida State University. This document describes our requirements, procedures, and programs (For updates, see our web-site at www.sociology.fsu.edu). Continuing a tradition of distinguished scholarship and teaching, our faculty is recognized by the National Academy of Sciences as among the best in the nation. Several department members hold leadership positions in national and international organizations, and all of us regularly publish books, articles in academic journals, and chapters in books. Several faculty members hold university-wide awards for teaching excellence, and we all enjoy working and publishing with graduate students.

Sociology offers graduate degree programs leading to the Master of Science in Sociology, Master of Science in Applied Social Research, and the Doctor of Philosophy degrees. Our primary objective is to enable our students to become scholars capable of producing high-quality, innovative research, whether that research is independent or collaborative. Our emphasis on research helps students gain the skills needed to work at top-level research institutes and organizations. Students also obtain the experience and proficiency to teach at institutions of higher learning, including liberal arts colleges, regional universities, and research universities. Numerous graduates also have filled positions in business corporations and government agencies.

Facilities and Location

The Department of Sociology is located on the fourth, fifth, and sixth floors of the Bellamy Building, in the center of the FSU campus. The fifth floor houses the departmental office, the Meyer Nimkoff Conference Room (Rm. 526), the Sociology Library (Rm. 517), the departmental computer laboratory for graduate students (Rm. 522), and student workspaces (Rms. 504, 506, and 509). Faculty associated with the [*Center for Demography and Population Health*](#) are on the sixth floor, as are a library with extensive demographic materials and computer facilities available to students. Graduate students also have access to computers and other facilities at the [*Pepper Institute on Aging and Public Policy*](#), where several faculty members have offices.

The library and reading rooms are maintained by the Sociology Graduate Student Union (see Part VI), in cooperation with the Academic Coordinator. In addition to its regular holdings of books and periodicals, the library includes a separate section and file cabinet for “reserve readings” assigned by course instructors. All graduate students are encouraged to use the facilities of the library and study rooms and to aid in their maintenance. The Graduate Office also maintains bulletin boards for the posting of announcements, including departmental memoranda, SGSU meetings, colloquia, job opportunities, and funding opportunities (grants, post-doctoral fellowships, etc.). Students should check the bulletin boards and their mailboxes located in 520 Bellamy, along with the Department's web site, for current information.

PART I: GENERAL INFORMATION

The Academic Coordinator is responsible for graduate student matters and is located in 523 Bellamy. The Academic Coordinator maintains graduate student records and provides practical advice.

Admission Requirements

Minimum admission requirements are established by the State of Florida and enforced by the Office of Graduate Studies. Entry into the MS in Sociology and Ph.D. degrees requires a minimum G.R.E. score (combined verbal + quantitative) of 1000 **and** a 3.0 grade-point-average for the last two years of undergraduate study. For the MS in Applied Social Research, students need a combined GRE score of 1000 **and** a 3.0 GPA for the last two years of undergraduate study. If a student fails to meet admission requirements, admission may be possible on a provisional basis, in which the student will be required to correct deficiencies within an established period of time and according to stipulations of the Department. If not admitted, the student may discuss the matter with the Chair of the Department and with officials in the University Admissions Office.

Date of Entry Rule

Graduate students are governed by the requirements in effect for the semester in which s/he enters that degree program, as indicated by the University [Graduate Bulletin](#) and the Department's statement of Graduate Program requirements (Part II, below). Since a student who enters the Master's program in Sociology is not automatically admitted into the doctoral program, this rule means that the rules in effect at the time of admission to the doctoral program apply.

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

Fees and Course Loads

For a detailed official description of student costs, fees, out-of-state tuition, and regulations, consult the FSU [Graduate Bulletin](#) or go to www.sfs.fsu.edu/tuitrates.html.

A **full-time course load** for graduate students is 12 credit hours per semester. Fellowship-holders with no work responsibilities must register for 12 credit hours. Graduate students appointed as departmental assistants on a regular quarter-time or half-time basis (10 or 20 hours of work commitment per week) are eligible for matriculation waivers for their tuition fees provided they are full-time students (12 semester hours). Exceptions to the 12-hour rule may be requested of the Director of Graduate Studies and the Department Chair, but waivers will not be given to students registered for under 9 credit hours.

Out-of-state graduate students with a half-time assistantship (or a fellowship equivalent to a half-time assistantship) may apply through the Director of Graduate Studies for a waiver of a portion or all out-of-state tuition fees. Out-of-state waivers are limited in number and are awarded on the basis of academic progress only during a student's first year of course work. After that, **students must apply for Florida**

residency status (and obtain residency in time for fall registration in their second year of study). Students will not be awarded an out-of-state tuition waiver after being in Florida for a full year. The Academic Coordinator will inform students at the beginning of their course of study about requirements for establishing Florida residency.¹

Conference Travel

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

All students planning on conference travel must file a Travel Authorization Request (TAR) with the department's Office Manager no less than two weeks in advance of the departure date. Students are encouraged to apply for travel support from the FSU Congress of Graduate Students (COGS) office, which has separate funds for presenting and participating. Forms for applying for both departmental and COGS support are available on the Sociology website. After the conference, students who have been approved for stipends must provide receipts and a reimbursement request to the department's Office Assistant within two weeks of the meeting.

PART II: MASTER'S PROGRAMS

Sociology has two degree programs at the masters level: the **Master of Science in Sociology** and the **Master of Applied Social Research**. (A Master of Arts degree is possible also for students who fulfill certain language requirements. See the *Graduate Bulletin* for details.) The Master of Science in Sociology degree is designed to prepare students who plan to continue on for a doctoral degree and the Applied Social Research degree is designed to prepare students for employment in the public or private sector.

A. Master of Science in Sociology Degree

A minimum of 36 semester hours is required for this degree, with a minimum of 21 hours on a letter-grade basis in graduate level courses in the Department of Sociology. Students must satisfactorily complete a number of core courses and write a Master's research paper that is approved by their supervisory committee.

¹ A residency form (from the Office of the Registrar) and required documents (driver's license, voter registration, vehicle registration, or other evidence related to permanent domiciliary status) must be presented at the Leon County Courthouse, to the Clerk of Courts, Public Records Office, where you will fill out a Declaration of Domicile to the State of Florida and Leon County. The form will be notarized and you will be charged a fee. Take your Declaration of Domicile to the residency officer in the FSU Office of the Registrar, who will write an approval letter and update your enrollment files. Also give a copy of this letter to the Department, to be included in your permanent file.

It is possible to take courses that will simultaneously fulfill the Master's requirements and constitute normal progress toward the Ph.D. The Master of Science in Sociology degree is usually a way-station on the journey to a Ph.D., although some students stop with the M.S. degree.

Students must take two theory courses (SYA 5108 and SYA 5126) for a letter grade, three courses in research methodology (SYA 5305, SYA 5455 and SYA 5406) for a letter grade, and several substantive courses. Students must pass all theory and methodology courses with a minimum grade of B (not B-). Students may not advance to the next course in the methods sequence until they have earned a letter grade of B or higher in each preceding methods course, and they may not formally enter the Ph.D. program until they earn a letter grade of B or higher in the two theory courses.

Entry into the Ph.D. program is not automatic and requires a separate request for admission and letter of acceptance from the Graduate Admissions and Financial Aid Committee (see Section III).

Master's Paper

Students in their second year must complete a research practicum and writing course. The practicum is organized and coordinated through class meetings with a central instructor along with work with the student's faculty supervisor on a topic and data of substantive interest. The writing course will result in a professional-style paper, in journal format, reporting the results of the research practicum or an analogous research project. In short, the Master's paper is a research project leading to an article-length manuscript (about 25 pages).

Students must form a faculty committee to supervise their Master's Paper. The committee will consist of three sociology faculty members with at least "Master's directive status" (see FSU [Graduate Bulletin](http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm) or registrar.fsu.edu/bulletin/grad/info/grad_degree.htm). Students should first select a major professor and consult with that person about the other two sociology faculty members. The student will have satisfactorily completed the Master's paper when all members of the supervisory committee sign to indicate approval. Students must turn in to the Sociology Graduate Program Office an approved (signed and dated) copy of the Master's paper for inclusion in their official file.

Requirements: Master of Science in Sociology

SYA 5018	Classical Social Theory (3 hours)
SYA 5126	Contemporary Sociological Theory (3 hours)
SYA 5305	Introduction to Research Methods (3 hours)
SYA 5455	Social Statistics and Data Analysis (3 hours)
SYA 5406	Multivariate Analysis (3 hours)
SYA 5515	Sociological Research Practicum (1 hour)
SYA 5971r	Master's Paper Research (2 hours)
SYA 5516	Reporting Sociological Research (3 hours)
SYA 5625r	Proseminar (6)
Electives:	A minimum of 9 credit hours of approved graduate coursework

B. Master of Science in Applied Social Research

This degree requires 33 semester hours of graduate coursework, a minimum of 21 of which must be in the Sociology Department. Additional hours can be in Sociology or other departments (with approval from the Director of Graduate Studies).

15 hours of research methods and statistics are required, including the following (or approved substitutes). All courses must be passed with a letter grade of B- or higher:

SYA 5305 Introduction to Research Methods
SYA 5406 Multivariate Analysis
SYA 5455 Social Statistics and Data Analysis

Also required is **one** of the following research methods courses, which must be passed with a letter grade of B- or higher:

SYA 5315 (Qualitative Methods)
SYA 5355 (Comparative Historical Methods)
SYD 5135 (Techniques of Population Analysis)
SYD 5137 (Fundamentals of Epidemiology)
or an approved comparable course from another department.

Remaining hours should be taken in a substantive area that fits the student's academic interests and needs. Students will be provided with internship opportunities during the summer term to gain practical experience. Substitutions for any of these requirements may be made with approval of the Director of Graduate Studies.

PART III: DOCTORAL PROGRAM

Formal admission to the doctoral program requires the approval of the Sociology Graduate Admissions and Financial Aid Committee and of the Director of Graduate Studies, with action normally taken in the spring of the student's second year, depending on their preferences and their progress to that point. Students typically enter the doctoral program after they have completed the departmental core requirements. Students officially become candidates for the Ph.D. degree upon successfully passing the major area preliminary exam.

Program Areas

The Department offers four major substantive areas. Students will pick one major area and one minor area from among the following:

- **Demography.** This program area addresses issues related to birth (fertility, fecundity), marriage, health (morbidity), death (mortality), and migration (internal to the U. S. and globally), including study of the vital processes, as well as a focus on how social institutions and processes affect and are affected by demographic events.

- **Health and Aging.** This program allows concentration in one of two related areas or a program that draws significantly from both.

Sociology of Mental Health and Substance Abuse Problems considers the social distributions of psychological distress and disorder, substance abuse, and deviant behavior. Much of the training falls within the domain of social epidemiology.

Aging, Health and Social Policy considers the relationship between such issues as health and labor force participation, health and family relationships, public insurance programs for the elderly, and the causes and consequences of inequality in health care access over the life course.

- **Inequality and Social Justice.** This area involves the study of race, gender and class inequality, the social movements mobilized to effect social change, and the political processes that affect inequality. Students may specialize in general inequality (race, gender, sexuality, class) or in social movements/political economy for their preliminary exam.
- **Social Psychology.** This concentration enables students to gain expertise in classical and cutting-edge approaches to understanding the relation between selves and society. Students are trained to understand and critically evaluate theory and research on social psychological processes.

Students in the doctoral program must complete the following:

- 1) 5 courses in their major area (which can include all such courses completed for the Masters Degree) and 3 courses in their minor area (which can include all such courses completed for the Masters Degree)
- 2) Passing a written examination in their major area
- 3) Successful teaching of a face-to-face undergraduate course
- 4) Doctoral dissertation
- 5) Required courses (in addition to those required for the MS degree) are as follows:
 SYA 5407 (Advanced Quantitative Methods), which must be passed with a grade of B or higher
 SYA 6660 (Teaching at the College Level in Sociology), passed with a grade of B or higher
 A qualitative methods course offered in the sociology department, such as SYA5313 (Qualitative Research in Sociology), or SYA5355 (Comparative Historical Methods), or other qualitative course in Sociology or outside Sociology, if approved by the Director of Graduate Studies, which must be passed with a grade of B or higher.
- 6) Other hours, such as preliminary examination preparation and 24 hours of dissertation research.

NOTES:

- See Appendix A for an example of progression through the program.
- Courses counted for the major area cannot also be counted for the minor area.
- Students in any major area may choose *Research Methods and Statistics* as a minor area if they complete 3 Methods/Statistics courses beyond the standard requirements and receive permission from the Director of Graduate Studies.
- Students whose interests (e.g., in social theory) fall outside one of the above areas can petition the Director of Graduate Studies to be examined in that area. The petition will be granted, premised on faculty expertise in the area.

- A list of courses appears in [Sociology Graduate Course Descriptions](#)
- Students entering with a Master's degree in Sociology from another institution may be eligible to exempt the first methods course and a statistics course. See *Policy and Procedures on Exemption*, below.

Major Area Preliminary Examination

When students have completed their coursework, they take a Major Area Preliminary Examination in their major area of study (i.e. Demography, Health & Aging, Inequalities & Social Justice, or Social Psychology). Exams are offered **only twice a year**--in the first two weeks of the fall semester and in the first two weeks of the spring semester, the exact date is determined by the Director of Graduate Studies.

The Examination will be prepared and evaluated by at least 3 faculty members in the student's major area. Each member of the examining committee is responsible for submitting a pair of questions and the committee chair will decide on the final organization of the questions. Questions are designed to allow students to demonstrate an integrative, critical, and comprehensive understanding of empirical and theoretical work in the student's area. All students sitting for an examination in an area will receive identical examinations. Except under the most unusual extenuating circumstances, a student will be considered to have taken an examination once s/he has received the examination questions. For any examination the student shall be allowed a maximum of 8 hours, from 8:00 a.m. to 4:00 p.m. (or 4:30, if a lunch break is taken), in which to write answers to the examination questions. Examinations will be in locations provided by the department. No consultation with another person or with on-line or hard-copy material is permissible during the 8-hour period. Failure to observe this rule on consultation or failure to return the examination to the department office at the end of the 8-hour period will result in a "not qualified" decision.

To assure comparability across the four areas, the following principles will be respected: (a) At least three sets of questions (a minimum of two questions per set) will be administered to assure that students have structurally comparable exams and a degree of choice; and (b) after conducting an independent and blind evaluation of each exam based on uniformly applied criteria, the examination committee will determine by majority vote the level of performance on each examination and render one of three decisions: "qualified," "not qualified," or "conditionally qualified." The Area Committee chair will report its decision via an official memorandum to the Director of Graduate Studies no later than 14 days from the date of the exam and the Director of Graduate Studies will inform the student of the results. In no case should the Area Committee Chair inform the student directly.

Exceptionally strong exams may be acknowledged by a designation of "with honors." A decision of "conditionally qualified" is granted in cases where the performance is at a qualifying level for all but one question. In such cases, the committee decides on a course of action to remove the conditional grade. The student will turn in the work product stipulated by the condition within one month of the date the student learned of her/his exam results, and the committee will decide by majority vote if the condition is met. Students who do not turn in the work constituting their condition within the one-month period will be considered "not qualified." To be judged "not qualified," the student must fail at least two questions. The committee will report reasons for their decision for each question. Students may request re-examination and such re-examination must be accomplished no later than the end of the 12th calendar

month following the initial examination. No student may take an examination more than twice. The re-examination, like the original, is written, not oral.

Doctoral Candidacy

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

Doctoral Dissertation and Prospectus

The doctoral dissertation is a project entailing original research that the student completes under the supervision of her/his major professor and supervisory committee. Graduate students must register for and receive a grade of S in at least 24 hours of dissertation credit for graduation in two consecutive semesters.

Students must form a faculty committee to supervise their prospectus and dissertation research. The committee consists of a minimum of three faculty members in the sociology graduate program, all of whom must have doctoral directive status, and one faculty member from another academic unit who holds doctoral directive status (see the back of the [FSU Graduate Bulletin](#) for faculty members' doctoral directive status). The outside member represents the Florida State University Graduate School and assures that proper standards are met and procedures followed. Additional committee members, with or without doctoral directive status, can be added if the student so desires and the faculty members are willing.

Prior to writing a dissertation, students must complete a dissertation prospectus. The prospectus must be approved by the student's supervisory committee at a Prospectus Hearing. The prospectus is a plan for the dissertation research that contains supporting materials such as a review of literature, theories, framing of the research question, details of proposed data collection and analysis, and a timetable for completion of the dissertation. Students should provide a copy of the prospectus, signed and dated by each committee member, to the Academic Coordinator for the student's official file.

Upon completion of the dissertation project, the student defends the dissertation before the same committee. All dissertations are submitted electronically to Office of Graduate Studies of Florida State University. The title and signature pages of the dissertation require exact formatting; see the Academic Coordinator for examples.

PART IV: RESPONSIBILITIES, EVALUATION, AND PROCEDURES

Graduate Assistantships

Graduate assistants are normally appointed for 20 hours a week and are assigned to work as Teaching Assistants (TA), Research Assistants (RA), or a combination. Research assistants help a faculty member with research projects. Teaching assistants assist faculty members with large classes or with statistics or research methods courses, although students holding Master's degrees may be assigned an undergraduate course to teach on their own. In recent years, first and second year students lacking Masters degrees have been assigned to 10 hours as a TA and 10 as a RA. Space and equipment sufficient to carry out assignments are made available to graduate assistants. Students normally have a desk and chair, shelf space, a mailbox, and office supplies, and they have access to computers, duplicating equipment, and a telephone. Teaching assistants are normally assigned space that allows them to meet with their students during office hours. Notice of appointments for graduate assistantships are given by the Director of Graduate Studies at the start of each academic term.

Teaching Assistants. Teaching assistants are supervised by a faculty member who serves as the Departmental Teaching Coordinator. Students should consult with this person on a regular basis, particularly if they teach a course on their own. The Teaching Coordinator may make classroom visitations as part of the Department's program of peer review of teaching process; if so, s/he will give the TA advance notice of the visitation. Teaching assistants also are *required* to administer teaching FSU teaching evaluations, as instructed by the University.

Teaching assistants in their first year must attend the 2-day teaching conference offered by the FSU Program in Instructional Excellence (PIE) early in the fall term and obtain the PIE certificate. In each of their second and third years, students must attend 4 teaching-related workshops sponsored by PIE, the Sociology Department, or other campus organization. They submit proof of attendance to the Department's PIE coordinator, who compiles the information annually for the Graduate Admissions and Aid Committee to consider.

TAs have access to the services available to faculty in support of instructional duties, and they are encouraged to use materials in the Teaching Resources program of the American Sociological Association (housed in the Graduate Student Teaching Resource Office) and, where appropriate, use other teaching resources and evaluation services of FSU's Program for Instructional Excellence.

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

Agreement with faculty on duties and evaluation. In the first week of the assignment period, graduate assistants and their faculty supervisors must agree on the duties, obligations, time commitments, and "products" (if any) of the student for the term. A signed and dated copy of the agreement must be turned in to the Director of Graduate Studies for the student's official file. Students will be evaluated against the tasks and standards specified in the agreement, and so they should take an active role in defining the job. For example, they should express their goals early in the term and work with the

supervisor to achieve them. The assistant is responsible for making the most of the assistantship experience and, in consultation with faculty supervisor, should assess the work experience on a continuing basis.

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

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

Reappointment Procedures

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

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

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

- (1) cumulative G.P.A. and G.P.A. for the current academic year
- (2) evaluation by faculty members who supervised the work of the assistant
- (3) evaluations by other faculty of progress and performance

- (4) length of time in assistantship
- (5) length of time in degree program
- (6) satisfying requirements for the Master's degree/core by the end of Spring term of the second year
- (7) passing preliminary exam and required courses on schedule
- (8) earning grades of B or higher in theory and methods/statistics
- (9) existence of incomplete grades received and length of time incompletes are outstanding

Reappointment is not automatic. Rather, final decisions are based on departmental needs, financial resources, and an effort to provide as many students with assistantship opportunities as possible. Students who were not funded in one year are nonetheless eligible for funding in a succeeding year.

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

Procedures for Dismissal from the Graduate Program

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

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

Grievance Procedures

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

The student should be notified of any complaints received by a faculty supervisor, or, in the case of a teaching assistant, any students in his/her classes, concerning the performance of duties. The graduate student has the right to respond to such complaints and present evidence in defense, if appropriate. The burden of proof rests with the person making the complaint.

University policies regarding issues such as sexual harassment are strictly followed.

Policy & Procedures on Exemption

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

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

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

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

Transferring courses. Some courses may be transferred. Transfer of courses not counted toward a previous degree is limited to 6 semester hours. No courses counted toward a previous degree can be transferred.

PART V: FINAL-TERM ACTIVITIES FOR DOCTORAL AND MASTER'S STUDENTS

The outline below is from a document entitled "Guidelines and Requirements," prepared by the Office of Graduate Studies and Research (www.fsu.edu/gradstudies/GuidelinesETD.pdf). Before you begin writing your Masters paper or your dissertation, you should read this document carefully. Responsibility for meeting the final clearance requirements rests solely with you. Early in the writing stage, each student should obtain from the Manuscript and Final Clearance Advisor in 408 Westcott Building:

1. Manuscript and clearance information, including deadlines for applying for the degree and submitting required materials.
2. Survey of Earned Doctorates questionnaire (doctoral students only).
3. Placement information card (doctoral students only).
4. Microfilm Agreement form (dissertation writers only).
5. Dissertation Defense Publication form.

Before the defense:

A. At the FSU Office of Records and Registration:

1. Consult the [Bulletin](#) or the Academic Coordinator about how to register for the defense.
2. Apply for your degree at the graduate desk in the Registrar's Office DURING THE FIRST TWO WEEKS OF THE SEMESTER and receive a Final Term Degree Clearance form. If the graduation is postponed, the *student must reapply* during the appropriate period of the following semester (or the semester of graduation) and pay a diploma fee.

B. At FSU Cashier's Office:

1. Obtain clearance stamp (after third week of classes when records have been transmitted to Cashier, or else bring proof of fee payment for earlier clearance).
2. Pay ETD fees
3. Pay microfilming fees (dissertation writers only).
4. Pay copyright fee (dissertation writers only; optional).

After the defense:

Please refer to the [Final Term Clearance Checklist](#) created by the Office of Graduate Studies.

PART VI: SOCIOLOGY GRADUATE STUDENT UNION (SGSU)

The graduate students in sociology at Florida State University have an organization, the Sociology Graduate Student Union (SGSU), which promotes students' welfare and helps them work with faculty on departmental governance issues. In addition to its representational function, SGSU facilitates the introduction and integration of graduate students into the daily life of the Department. New students are encouraged to take advantage of SGSU assistance in becoming established residentially and as a new member of the University, College, and department. More information is available on the [SGSU web page](#). All full-time sociology graduate students are eligible for nomination to appropriate departmental committees and meetings as stipulated in the [By-laws](#) of the department.

Appendix A: Program Requirement Worksheet

	Fall	Spring	Summer
Year 1	<p>SYA 5305 Intro to Res. Methods (3) SYA 5455 Stat & Data Analysis (3)</p> <p>SYA 5625 Proseminar (3) 1 Elective (3)</p>	<p>SYA 5406 Multivariate (3)</p> <p>SYA 5625 Proseminar (3) Classical (SYO 5018) or Contemp. Theory (SYA5126) (3) 1 Elective (3) Choose an advisor</p>	<p>SYA 6600 Teaching Sociology at College Level</p>
Year 2	<p>SYA 5407 Advan. Quant (3) SYA 5515 Soc. Res. Prac (1) SYA 5971 Master Paper Res. (2, w/advisor)</p> <p>SYA 5315 or SYA 5355 Qual Methods (3) 1 Elective (3)</p>	<p>Classical (SYO 5018) or Contemp. Theory (SYA5126) (3)</p> <p>SYA 5516 Reporting Soc Res (3) 2 Electives: 1 could be SYA 5971 Master's Paper Res.</p> <p>A solid first draft of your master's paper should be completed.</p>	<p>SYA 8967, Prelim Prep (study for Preliminary exam) Teach an undergraduate course (possibly).</p> <p>Master's paper should be Completed</p>
Year 3	<p>4 electives working toward completing: 5 courses in major area & 3 courses in minor area.</p> <p>SYA 5315 or SYA 5355 Qual Methods (3) if haven't yet taken. Prep hours.</p> <p>Recommended: Submit master's paper to a professional journal.</p>	<p>Choose major professor for Dissertation</p> <p>Could take Major Area Prelim exam Take additional electives as needed to complete major & minor area requirements</p> <p>Masters paper must be completed for future funding.</p> <p>Teach an undergraduate course (possibly).</p>	<p>Could take Major Area Preliminary Exam</p> <p>Work on prospectus.</p>
Year 4	<p>Major Area Prelim exam should completed Work on prospectus.</p>	<p>SYA 6980 Dissertation Defend dissertation prospectus before your committee in a prospectus hearing. Begin dissertation research.</p>	<p>Work on dissertation.</p>
Year 5	<p>SYA 6980 Dissertation</p> <p>Write dissertation Recommended: Submit a paper from dissertation to a professional journal. Look for a job.</p>	<p>SYA 6980 Dissertation</p> <p>SYA 8985 Dissertation Defense</p> <p>Finish writing & defend dissertation. Complete at least 24 hours of dissertation credit (in order to graduate).</p>	<p>Defend dissertation Submit dissertation to University Grad Office</p>

