

**GRADUATE HANDBOOK FOR THE DEPARTMENT OF
SOCIOLOGY AND ANTHROPOLOGY**

	page
i. Table of Contents	1
ii. Introduction	3
I. Admissions Standards and Procedures	4
A. Admission to the Graduate School	4
B. Admission to the Department	4
II. Registration and Enrollment	5
A. Permanent Record	5
B. Student Course Load	
C. Leave of Absence for Exceptional Circumstances	5
III. Grades and Course Credit	5
A. Grade of C	5
B. Grades of D and F	6
C. Incomplete Grades	6
IV. Graduate School Requirements for Degrees	6
V. Departmental Requirements and Responsibilities	6
A. Advising for Graduate Students	6
1. Academic Advisor	
2. Thesis/ Dissertation Advisor	6
B. Graduate Faculty	6
C. Director of Graduate Studies	7
D. The Program of Study/ Academic Scheme	7
VI. The Master of Arts Degree Program	7
A. Residency Requirement	7
B. Credit Requirements	7
C. Candidacy	7
D. Course Requirements	8
1. Length of Time for Completion of the M.A.	8
2. Course Viability	8
3. Enrollment in the Semester of Degree	8
4. Academic Requirements for the M.A.	8
5. Suggested M.A. Schedule	9
E. The Thesis	9
1. Enrollment in Thesis Writing Courses	9
2. Assignment of Grades for Thesis Writing	10
3. Thesis Proposal	10
4. Thesis Committee	10
5. Scheduling the Master's Oral Examination	10
6. Final Oral Examination for the M.A. Degree	10

7. Documents for the Graduate School	11
VII. The Doctorate of Philosophy Degree	11
A. Specialized Areas of Study	11
B. Graduate School Requirements	11
1. Residency Requirement	11
2. Minimum Course Requirements	11
3. Transfer of Credits	12
4. Length of Time for Completion of the Ph.D. Degree	12
5. Course Viability	12
6. Enrollment in the Terminal Semester	12
7. Grades and Academic Status	12
C. Candidacy	12
D. Examinations for Doctoral Students	13
1. Qualifying Examinations	13
2. Comprehensive Examinations	13
3. Applying to Take the Examinations	14
4. The Grading Process	14
E. Foreign Language Requirement	14
F. Course Distribution	15
G. Suggested Ph.D. Schedule	15
H. The Dissertation	16
1. Dissertation Writing Courses	16
2. Grades for Dissertation Writing Courses	16
3. Dissertation Committee	17
a. Dissertation Advisors	17
b. Dissertation Committee	17
c. External Examiner	17
4. Dissertation Proposal	17
5. Dissertation Document	18
6. Final Oral Examination and Defense of the Dissertation	18
VIII. Award of Graduate/ Teaching Assistantships	19
IX. Academic Code of Conduct	20
X. Academic Grievance Procedures	20
Appendix A: Memorandum of Agreement between Graduate Assistants and Faculty Supervisors	21
Appendix B: Thesis/ Dissertation Contract Letter	22

The Department of Sociology and Anthropology is a vibrant and diverse Department offering both the M.A. and Ph.D. degrees in sociology and criminology. We offer a variety of courses that give students comprehensive training in sociological theory, research methodology, and social statistics; these are the basic tools for any sociologist. In addition to these core courses, the Department has four areas of concentrations [Medical Sociology, Criminology, Urban Sociology, and Social Inequality: Race/ Ethnicity, Class, and Gender/ Sexuality].

The M.A. and Ph.D. degree programs were initiated in 1934 and 1974, respectively. Since 1934 several nationally known figures in sociology have contributed to the development of the Department and its programs of study. Professors E. Franklin Frazier, Hyland Lewis, G. Franklin Edwards, Robert Staples, and Joyce Ladner are among the outstanding scholars who have held tenure in the Department. The Department is housed in Douglass Hall, one of the oldest buildings on campus.

The Department offers an atmosphere of collaboration and cooperation; students are encouraged to work with faculty members and other students to develop ideas for research. These research topics can lead to papers suitable for presentation at professional meetings and/or for publication.

Our location in Washington, D.C. provides unique opportunities for graduate students working in the field of sociology and criminology. These include easy access for gathering data or for internship or fellowship opportunities. For example, in the past our faculty and students have been involved with the following institutions:

- Library of Congress
- Census Bureau
- Bureau of Labor Statistics
- National Institute of Justice
- National Institutes of Health
 - National Institute of Mental Health
 - National Institute of Aging
- Research organizations such as the Urban Institute and the Joint Center for Political and Economic Studies
- Civil Rights organizations such as the NAACP, NAACP Legal Defense and Education Fund, the National Urban League, and the Leadership Conference for Civil Rights
- American Sociological Association
- Nongovernmental organizations (NGOs) such as Human Rights Watch, Project South, and Women for Women International

The University is also a member of a consortium of local colleges and universities. Students and faculty are able to use certain facilities of the member schools and take courses not offered at Howard. Consortium members include American University, Catholic University, Gallaudet University, Georgetown University, Southeastern University, Trinity College, University of the District of Columbia, and University of Maryland, College Park. See the Graduate School for more information (www.howard.edu/enrollment/exchange/cuwma.htm).

On campus, graduate students have full access to Founders Library, the Undergraduate Library, and other campus collections such as the School of Social Work the Law Library, and the Louis Stokes Health Sciences Library. The library system maintains a full array of electronic resources and databases. Graduate students also may use the facilities of the Howard University Information Systems and Services (ISAS) and the Social Science Computer Lab in the basement of Douglass Hall. In addition, students have access to data from the Inter-University Consortium for

Political and Social Research (ICPSR) and other data bases for writing research papers, theses, and dissertations.

The Department follows the Rules and Regulations of the Graduate School of Arts and Sciences. This *Handbook* is a summary of those Rules and Regulations and presents unique requirements and contingencies relevant to the Department.

I. Admissions Standards and Procedures

A. Admission to the Graduate School

All students must apply through the Graduate School of Arts and Sciences. Applications for admission are obtained from the Office of Admissions of the Graduate School web-site at www.gs.howard.edu. See this site for complete instructions for the application process.

Applications considered further at the Departmental level must include:

- Official application for Graduate Admission
- Graduate application fee (non-refundable) payable to Howard University
- Official transcripts from all previous institutions sent directly from those institutions to the GSAS.
- Graduate Record Exam (GRE) scores
- Resume
- Statement of interests and goals relevant to the focus of the Department.
- Three letters of recommendation—at least two of these must be from faculty familiar with your academic skills and abilities
- Test of English as a Foreign Language (TOEFL) for international students

See the Rules and Regulations of the Graduate School for further information on categories of admissions and readmission to the Graduate School.

B. Admission to the Department

Completed applications are forwarded to the Departmental Graduate Admissions Committee for review. This committee reviews applications and considers each application.

Specific requirements for admission into the M.A. program include:

- A bachelor's degree from an accredited college or university
- A cumulative minimum grade point average of 3.0 on a 4 point scale
- A minimum of 12 credit hours in sociology that include:
 - A course in sociological theory
 - A course in research methods
 - A course in social statistics

Students with fewer credits may be admitted provisionally but must remove the deficiency within the first year of graduate study.

Specific requirements for admission into the Ph.D. program include:

- a cumulative minimum grade point average of 3.5 on a 4.0 scale
- a minimum of 15 credit hours in sociology (at the undergraduate and/ or graduate levels) that include:
 - a course in sociological theory
 - a course in research methods

- a course in social statistics

Students with fewer credits may be admitted provisionally but must remove the deficiency within the first year of graduate study.

Students who are accepted into the Department are asked to notify the Director of Graduate Studies of their decisions to accept or decline their slots as soon as possible after hearing of the decision.

II. Registration and Enrollment

It is the responsibility of the student to register for the appropriate classes during the registration period and to follow the procedures for registering in the *Student Reference Manuel* and *Directory of Classes* (www.howard.edu). Failure to adhere to proper procedures may result in the inability to register for the semester.

A. Permanent Record

The official permanent record of a student's enrollment in the university, registration for classes, grades earned, and other qualifications are maintained in the Office of the Registrar.

B. Student Course Load

Nine credit hours are considered full-time for students prior to admission to candidacy (discussed below). After admission to candidacy, enrollment for at least one credit hour of thesis or dissertation research is considered full-time.

The maximum load for a graduate student is fifteen hours.

C. Leave of Absence for Exceptional Circumstances

The Graduate School allows students to take a leave of absence for special circumstances. See the *Rules and Regulations of the Graduate School* for further information about leaves of absence.

III. Grades and Course Credit

Faculty members assign grades based on the quality of students' work in the course. It is the students' responsibility to monitor their progress in each class and to maintain a 3.0 grade point average in their academic programs.

All graduate students must earn a grade of B in each course designated as a core course (discussed below) and must maintain an average of 3.0 in all course work. If the grade point average falls below 3.0, it is the responsibility of the student to raise the average to at least 3.0 in the next two semesters in residence. Students who fail to meet this requirement will be dropped from the program. Only grades earned at Howard University are used for computing the GPA; undergraduate courses taken to fulfill entrance deficiencies are not calculated into the GPA.

A. Grade of C

Graduate students are expected to maintain a B average at all times. If a student earns three grades of C, they are dismissed by the Graduate School. It is the responsibility of the student to supply the academic advisor and the Director of Graduate Studies with up to date transcripts.

B. Grades of D and F

No degree credit may be earned for D and F grades received in graduate level courses. Such courses must be repeated with a grade of B- or better. All grades remain part of the permanent record, however, and are used in the calculation of the cumulative grade point average.

C. Incomplete Grades

Students, except in thesis or dissertation hours, are allowed to receive an incomplete in courses only under exceptional and documentable circumstances. It is the responsibility of the student to arrange a timeline for completion of the course and a clear description of outstanding work with the professor. See the *Rules and Regulations of the Graduate School* for further explanation of this process.

IV. Graduate School Requirements for Degrees

The following are requirements of the Graduate School. Further information for each is available at www.gs.howard.edu.

1. Students must pay all required university and degree fees.
2. Students must pass the English Proficiency Examination. Proof of success must be in the students' Program of Study (discussed below)
3. Students must complete the required training sessions and successfully complete a learning exercise of the Responsible Conduct of Research (RCR) workshop. Proof of success must be in the students' Program of Study and permanent file.

V. Departmental Requirements and Responsibilities

A. Advising for Graduate Students

Each graduate student will have two advisors over the course of their studies: the academic advisor and the thesis/ dissertation advisor. Both advisors must be a member of the Graduate Faculty (discussed below).

1. Academic Advisor

The Director of Graduate Studies assigns each student an academic advisor during the first semester of study. Students can request certain advisors. The role of the academic advisor is to oversee students' academic progress and to assist with the Program of Study. It is the responsibility of the student to meet with the academic advisor every semester and to monitor their own academic progress in collaboration with the academic advisor.

2. Thesis/ Dissertation Advisor

Students will also have an advisor for the thesis/ dissertation. Students choose the advisor that they want to work with as they develop their research question, write their proposals, and complete their thesis/ dissertation. Thesis/ dissertation advisors are responsible for: It is the responsibility of the student to provide the faculty member a brief concept paper when asking that professor to consider advising the thesis or dissertation. The appendix provides a sample letter of agreement between advisor and student that must be in the student's file. Generally speaking, the thesis/ dissertation advisor approves a draft of the project before the document is forwarded to other members of the committee (discussed below).

B. Graduate Faculty

Members of the faculty who are involved in published research and who are approved by the Graduate School are considered members of the Graduate Faculty. A list of Graduate Faculty is on-line at

www.gs.howard.edu and posted outside the Departmental office in Douglass 207. These individuals are eligible to be academic and thesis/ dissertation advisors and committee members.

The Graduate Faculty constitutes the Committee on Graduate Studies. This is the body that reviews the academic progress of students as their advisors and that recommends to the Dean of the Graduate School the external examiners for oral defense committees (discussed below).

The Committee on Graduate Studies is chaired by the Director of Graduate Studies.

C. Director of Graduate Studies

The Director of Graduate Studies is the liaison between the Department and the Graduate School. The Director is responsible for overseeing academic advising and student progress towards degrees, and coordinating with the Graduate Admission Committee. This office also monitors transcripts, grades, and requirements for the Graduate School.

D. The Program of Study/ Academic Scheme

Each student must complete a Program of Study (this is also called the scheme) form that is available from the Director of Graduate Studies or on-line at. An approved Program of Study for each student must be filed with the Office for Retention, Mentoring and Support Programs in the Graduate School no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension from enrollment privileges at the university. This document should be completed with the assistance of the academic advisor. The Program of Study must be redone if there are major changes to academic progress and refiled with the Graduate School.

The Program of Study (scheme) is necessary for applying for candidacy (see below) and for graduate assistantships.

VI. The Masters of Arts Degree Program

Our M.A. program emphasizes the basic skills needed for a career in social sciences career or for pursuit of the doctorate degree. It requires 30 credit hours (excluding thesis hours) beyond the B.A. degree and an approved thesis.

A. Residency

A minimum of six credit hours per semester constitutes residency. A student must be in residency in the Department (a minimum of six credit hours) for at least one semester to fulfill the residency requirement. Transfer credit may not be used to fulfill the residency requirement.

B. Credit Requirements

The M.A. program requires a minimum of 30 credit hours of graduate course work in sociology beyond the B.A. This does not count thesis hours; a student must register for at least 3 credit hours and a maximum of 6 credit hours of thesis.

C. Candidacy

Students are admitted into candidacy for the M.A. degree in Sociology after satisfying the following requirements:

- 1) passed the required courses in sociological theory, general sociology, research methods and statistics with a grade of B or better in each course,
- 2) submitted a thesis proposal acceptable to the student's advisory committee,

- 3) received approval from IRB for the thesis proposal
- 4) certified to the graduate school competency in English by passing the Expository Writing Examination,
- 5) taken the Graduate Record Examination,
- 6) taken and successfully completed the Responsible Conduct of Research Workshop, and
- 7) received the recommendation of the Department for admission into candidacy for the M.A. degree.

Candidacy is not valid for more than three (3) years.

D. Course Requirements

1. Length of Time for Completion of the M.A.

Students are expected to complete the M.A. degree within a maximum of 5 years from the date of initial registration in the program. A student who exceeds the 5 year period will be dismissed and may petition for readmission. Readmission is the decision of the Committee of Graduate Studies and subject to the approval of the Executive Committee of the Graduate School.

2. Course Viability

The Department follows the Graduate School's policy on course viability. Any course that was taken more than five and less than seven years prior to proposed completion of degree must be restored. Restoration is possible only with the permission of the Chair of the Department and the Director of Graduate Studies.

Students may not receive any credit for courses more than seven years old. These courses cannot be restored.

3. Enrollment in the Semester of Degree

A student must be enrolled during the semester in which the degree is conferred.

4. Academic Requirements for the M.A.

Core Requirements: All students must complete 18 credit hours of required core courses with at least a B; otherwise, the course must be repeated.

1. Six credit hours in theory. Courses used to fulfill this requirement are SOCI-300, *Sociological Theory I*, and SOCI-301, *Sociological Theory II*.

[Students who are admitted to the program provisionally may be required to enroll in *Sociological Theory and Society* before they enroll in *Theory I* and *Theory II*.]

2. Six credit hours in Research Methods. Courses used to fulfill this requirement are SOCI-310, *Sociological Research I*, and SOCI-311, *Sociological Research II*.

3. Three credit hours of Statistics. The course used to fulfill this requirement is SOCI-219, *Advanced Statistics I*.

[*Elementary Statistics* is a pre-requisite for *Advanced Statistics I*.]

4. Three credit hours of General Sociology. The course used to satisfy this requirement is SOCI-392, *Perspectives in Sociology*. This team-taught course is offered once a year and is designed to provide examples and directions to students on how to design a sociological research problem, conduct a review of the literature on the problem, and design appropriate methodology for investigating a research problem. This course is unique in that it allows students to access multiple professors at one time who have specialized topic knowledge in several substantive areas.

Elective Requirements: Students are required to take 12 graduate credit hours of electives in sociology.

Examinations: Students working toward the Master's degree are not required to take either qualifying or comprehensive examinations.

M.A. Degree

Core Course Requirement	Credit Hours
Sociological Theory I and II	6
Sociological Research I and II	6
Advanced Statistics I	3
General Sociology	3
Electives	
Sociology Electives	12

5. Suggested M.A. Schedule

First Year

Fall Semester

220-330 Sociology Theory I
220-310 Sociological Research I
220-219 Advanced Statistics I

Spring Semester

220-331 Sociology Theory II
220-311 Sociological Research II
220-392 Perspectives in Sociology

Second Year

Fall Semester

Sociology Electives (3 credit hours)
Electives (3 credit hours)
Sociology Electives (3 credit hours)
Admission to Candidacy

Spring Semester

Sociology Electives (3 credit hours) Sociology
M.A. Thesis (3 credit hours)
Final Oral Defense of M.A. Thesis

F. The Thesis

M.A. students must write a thesis, an exercise that demonstrates the students' ability to integrate theoretical insights, statistical abilities, and methodological skills in the formulation and investigation of a sociological research problem. Students work closely with their chosen advisors to formulate their research questions and to complete the research.

The M.A. thesis carries a maximum of six (6) credit hours which are not be counted towards the 30 credit hour course requirement. (See Appendix B for the M.A. Thesis Contract).

1. Enrollment in Thesis Writing Courses

Students who are using University facilities or conferring with a thesis advisor must enroll in a thesis course. Students can audit thesis courses if they have already reached the six hour maximum.

2. Grades for Thesis Writing

Thesis courses receive the grade of “Incomplete” until successful completion of the thesis defense. After students complete the thesis, they must contact each professor with whom they registered for a thesis credit to insure that the professor changes the “Incomplete” grade to a letter grade.

3. Thesis Proposal

M.A. students must submit a proposal for original sociological research that consists of an introduction, literature review, theoretical framework, and methodology to their thesis advisors and other members of the chosen M.A. Thesis Advisory / Examination Committee.

Students are strongly recommended to defend their proposals to their committees before beginning the actual research. The proposal defense is scheduled by the student and the advisor. The proposal defense involves the student making a formal presentation to the committee of the proposed research; this includes a short introduction to the problem, the review of related literature, the theoretical framework, and the proposed methodology. Thesis advisors will guide students in the expectations of the committee.

After students receive the signatures of the committee for their proposals, they then complete the forms required for submission to the Institutional Review Board (IRB), for which signatures from your M.A. thesis advisor, the Director of Graduate Studies, Department Chairperson, and Dean of the Graduate School of Arts and Sciences are required. Once students have received written approval from the IRB, then and only then, can they begin to actually conduct their primary or secondary investigations.

4. Thesis Committee

The Thesis Committee consists of at least three graduate faculty members; one of these is the thesis advisor. The committee, especially the thesis advisor, guides and reviews the student’s thesis work (from the proposal stage through the final oral examination), verifies the completion of course requirements, certifies to the Department completion of the student’s thesis research, and arranges for the final oral examination. One of the committee members conducts the oral defense; this is not the thesis advisor, but is the Committee Chair.

5. Scheduling the Master’s Oral Examination

The thesis advisor is responsible to scheduling the oral examination of the thesis. The student must notify the Dean of the Graduate School at least one week prior to the scheduled defense and provide the Graduate School with a copy of form GS-3, thesis abstract, and letter of time and place of proposed defense at that time. The notification must include the full name and department of each proposed committee member and the designation of the committee advisor.

The thesis examination should only be scheduled when the thesis is complete and satisfactory. Only cosmetic changes should occur after the defense of the thesis. Minor modifications at the suggestion of the committee are allowed; the final document must be turned into the Graduate School within ten working days of the oral examination.

6. Final Oral Examination for the M.A. Degree

All M.A. students in Sociology must take and pass the Final Oral Examination which is the defense of the thesis. The examination covers the student’s completed M.A. thesis and demonstrates the student’s ability to discuss broad theoretical, methodological, and substantive issues in sociology.

The Final Oral Examination is conducted by the student's M.A. Thesis Committee. Students present an overview of their research to the committee and to visitors. The overview consists of an introduction to the problem, a short review of relevant literature, a theoretical framework,

Any candidate who fails the examination for the first time will be allowed to sit for a second examination, provided the second examination does not come earlier than two (2) months from the date of the previous examination, and provided that the application for the second examination bears the approval of the M.A. Thesis Advisory Committee. Failure on the second examination is final and the student will be dropped from the program. Additional information concerning deadlines, format, and other technical details prescribed by the Graduate School office for submission of a thesis is available from the office of the Dean of the Graduate School of Arts and Sciences.

Two additional forms must be completed during the final review: GS-EA-5 (this certifies that the candidate has successfully defended the thesis and that the document is complete and acceptable. This form must be signed by all members of the thesis committee) and GS-EA-6 (this certifies that the candidate has fulfilled all departmental requirements. This form must be signed by the Chair of the Department.)

7. Documents for the Graduate School

Beginning Fall of 2008, students must process their theses through "Turn It In" to check for plagiarism. Theses will then be submitted electronically to the Graduate School. The Graduate School has information on this process.

VII. The Doctorate of Philosophy Degree

The focus of the Ph.D. program in the Department of Sociology and Anthropology at Howard University is on developing professional skills within specialized areas of sociology. These areas of study and examination for doctoral students represent distinct substantive concentrations that contain their own bodies of literature, reflect different theoretical perspectives, and may require different substantive and methodological knowledge. Students in the Ph.D. program must identify 2 areas in which they will pursue course work and take the appropriate written Comprehensive Examinations (discussed below).

A. Specialized Areas of Study

The four concentrations of the Department are:

- Social Inequality: Race/ Ethnicity, Class, and Gender/ Sexuality
- Medical Sociology
- Criminology
- Urban Sociology

B. Graduate School Requirements

1. Residency Requirement

A minimum of six credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least four semesters in order to be recommended for a degree. Credits transferred from another institution may not be used to meet the residency requirement.

2. Minimum Course Requirements

Students must complete a minimum of 72 graduate credit hours beyond the BA degree, or a minimum of 42 graduate credit hours beyond the MA degree. A minimum of 6 credit hours (but not more than 12) for the doctoral dissertation is also required.

3. Transfer of Credit

Students with an approved Master's Degree may transfer 24 credit hours with a grade of B or better into their Ph.D. program; credits can only be transferred from a completed graduate program. Students wishing to transfer credits must bring a copy of their transcript with those courses to the Director of Graduate Studies as soon as possible upon entering the program. The DGS will determine the eligibility of the courses and provide the necessary documentation for the student to deliver to the Graduate School to the Department of Mentoring and Retention [check that this is correct]/. The accepted transfer courses are noted on the program of study, and a letter of transfer credit goes in the student file.

4. Length of Time for Completion of the Ph.D. Degree

Students are expected to complete the PhD within a maximum of 7 years from the date of initial registration in the Department. A student who exceeds the 7 year period will be dismissed and may petition for readmission. Readmission is the decision of the Committee of Graduate Studies and subject to the approval of the Executive Committee of the Graduate School.

5. Course Viability

The Department follows the Graduate School's policy on course viability. Any course that was taken more than 7 and less than 10 years prior to proposed completion of degree must be restored. Restoration is possible only with the permission of the Chair of the Department and the Director of Graduate Studies.

6. Enrollment in the Terminal Semester

A degree candidate must be registered for at least one graduate credit hour during the semester in which the degree is conferred.

7. Grades and Academic Status

A cumulative grade point average of 3.0 is required for graduation. The Department follows the Graduate School policy on grades: A PhD student is permitted only two grades below B- during the PhD coursework at Howard University and will be dismissed after the third grade below B-.

C. Candidacy

Admission to the Ph.D. program does not automatically admit a student to candidacy for the Ph.D. degree. Admission to candidacy means that a student has fulfilled all requirements for the Ph.D. degree, except the dissertation.

Student can be admitted to candidacy upon meeting the following requirements:

1. Submit a complete admission to candidacy form to the Graduate School. It must include a list of graduate courses completed, those in process, and those courses in the field yet to be completed (the program of study).
2. Pass all of the required core courses.
3. Pass the qualifying and comprehensive examination administered by the Department.
4. Demonstrate proficiency in expository writing in addition to satisfying the RCR requirement as described in Article IV above.
5. Complete the foreign language requirement.
6. Secure the approval of the Institutional Review Board (IRB).
7. Receive approval of a dissertation proposal. A copy of the approved dissertation proposal must accompany the request for the admission to candidacy.

7. Receive the endorsement of the Committee on Graduate Studies. Approval may be obtained through either the Director of Graduate Studies or the Chair of the Graduate Faculty Committee.
8. Receive the approval of the Graduate School.

Admission to candidacy must be achieved at least one semester *prior to* that in which the student expects to receive the degree. Candidacy is valid for no more than five academic years. Any student seeking renewal of candidacy must apply to the Graduate School through the Department for readmission. The Department will determine the conditions under which the student may be reinstated, subject to approval of the Graduate School.

The responsibility for fulfilling these requirements is that of the student. Students should consult the Director of Graduate Studies if in doubt as to requirements.

D. Examinations for Doctoral Students

All Ph.D. students are required to sit for two sets of written examinations: the qualifying exams and the comprehensive exams. These exams are designed to allow students to demonstrate their mastery of basic sociological theories and methods and of their chosen specializations, respectively. The subject of these exams is not professor or course-specific but is based on scholarly knowledge that any graduate student in the discipline should have.

The process for applying to sit the exams and for grading is the same for both sets of exams. Both the Qualifying and Comprehensive Examinations are given in the Fall and Spring semesters, on the last Monday and succeeding Wednesday of October and March. They are administered by the Chair of the Graduate Examination Committee.

1. Qualifying Examinations

The Qualifying Examination is a two-part written exam that covers two areas: 1) Sociological Theory and General Sociology, and 2) Research Methods and Statistics.

Students are expected to sit for this exam before, or at the end of, the second year of doctoral study (roughly within the first 48 hours), but students must have completed *Sociological Theory I and II*, *Sociological Research I and II*, *Advanced Statistics I and II*, and six credit hours of electives in research methods. All these courses must be completed with a grade of B or better. Students may petition to take the exam while they are finishing the last three hours of electives in research methods or *Theory II*; these decisions will be made by the Chair of the Graduate Examination Committee, based on performance in required courses.

Both parts of the two-day exam must be taken during the same semester.

2. Comprehensive Examinations

Doctoral students are also required to take written Comprehensive Examinations in their two chosen concentrations offered by the Department. These exams test students' knowledge of 1) recent publications in the area of specialization, 2) classic research and theoretical works, and 3) application of this information.

Before taking a Comprehensive Examination in a specialized area, a students must: 1) have completed at least 15 credit hours of course work in the area covered by the examination with a grade of B or better (or be completing their last three hours during that semester) and 2) have secured the approval of the academic advisor and the recommendation of the Director of Graduate Studies.

Students are allowed to take these exams in two different semesters.

3. Applying to Take the Examinations

It is the responsibility of the student to request in writing, through their academic advisors, permission to take the examination at least 30 days before it is given. Form letters of intent are available from either the Director of Graduate Studies, the Chair of the Graduate Examination Committee, or the Administrative Assistant of the Department. Then (1) students take these letters to their academic advisors who ascertain students' eligibility for taking the examination (see above) by checking the Program of Study, (2) receive the signature of the Director of Graduate Studies, and (3) take the letter to the Chair of the Graduate Examination Committee.

4. The Grading Process

Both the qualifying and the comprehensive exams are written by committees of faculty members who teach the relevant courses. Each exam is also read by two of those graduate faculty members, and grades are expressed as Pass, Fail, or Conditional Pass. Exams that receive a grade of 80% from both readers are considered passing. If there is a discrepancy of over ten points and the average is below 80%, a third reader is assigned.

Students who earn fewer than 80% of points fail the exam; these students may resit the examination when it is next given. If students fail the exam the second time, they are dismissed from the graduate program.

On rare occasions, students may receive a Conditional Pass on their exams. This usually occurs when a student has answered all questions satisfactorily except one. In these instances, the graduate faculty member who gave the student the lower grade provides a means of completing the exam. The usual activity for clearing a Conditional Pass is writing a paper on the topic; this must be done before the end of the following semester or the grade becomes a Fail.

If a grievance occurs over a grade, the exam is sent to an outside reader in the academic area of contention. This outside reader receives the exam without knowledge of the controversy and provides an objective reading of the material.

E. Foreign Language Requirement

All doctoral students must fulfill a foreign language requirement or an equivalent competency. The options for fulfilling this requirement are:

1. Students may show documentation proving that they have passed the Princeton Standardized Examination in a foreign language. Documentation must be part of the students' Program of Study.

OR

2. Students may pass the graduate reading examination administered and evaluated by the Department of Modern Languages. Students should register to take the exam in the Department of Modern Languages and Literatures (348 Locke Hall). This is a translation exercise from the target language into English. Documentation must be part of the students' Program of Study.

OR

3. Students may earn at least a B in one of the graduate level reading and composition courses offered in the Department of Modern Languages. Documentation must be part of the students' Program of Study.

OR

4. Students may take the graduate reading skills course (FREN 200, SPAN 200, GERM 200). These are "0 credit" courses and are graded on a pass/ fail basis. If students pass the

examination while in the course, they automatically pass and do not need to complete the course.

OR

5. Students may earn at least a B in two additional graduate level courses in statistics in this Department or another Department. For example, both Political Science and Psychology have such graduate statistics courses. A letter documenting the request to use graduate statistics courses as the foreign language requirement and a copy of the grades for these courses must be part of the students' Program of Study.

OR

6. Students for whom English is a second language may petition to use it to satisfy the foreign language requirement. The student must submit a letter for approval to the Director of Graduate Studies.

F. Course Distribution

- 1) **Core Course Requirement:** 1.) Sociological Theory I and II; 2.) Sociological Research I and II; 3.) Advanced Statistics I and II; and 4.) General Sociology
- 2) **Research Method Elective Requirement:** six (6) additional credit hours in research methods offered by the Department, other than those included in the Core Course Requirement
- 3) **Specialized Area of Concentration A:** Fifteen (15) credit hours in this specialized area of sociology
- 4) **Specialized Area of Concentration B:** Fifteen (15) credit hours in this specialized area of sociology
- 5) **Cognate Minor Requirements:** Nine (9) credit hours in an academic discipline related to sociology [students may use these courses to fulfill the requirements for one of the Graduate Certificates offered by the Graduate School]
- 6) **Sociology Electives:** and six (6) credit hours of other electives in sociology.

A listing of the above requirements is as follows

Ph.D. Degree

Core Course Requirements	Credit Hours
Sociological Theory I and II	6
Sociological Research I and II	6
Advanced Statistics I and II	6
General Sociology	3
Electives	
Research Methods	6
Foreign Language Electives	6
Sociology Electives	6
Cognate Minor Requirement	
Courses in related discipline	9
Specialization Areas of Concentration	
Specialized Area #1	15
Specialized Area #2	15

G. Suggested Ph.D. Schedule

This is an ideal pattern which assumes full time study and the absence of academic deficiencies on the part of the student.

First Year

Fall Semester

220-330 Sociology Theory I
220-310 Sociological Research I
220-219 Advanced Statistics I

Spring Semester

220-331 Sociology Theory II
220-311 Sociological Research II
220-319 Advanced Statistics II

Second Year

Fall Semester

Elective in research methods (3 credit hours)
Special Area Course (3 credit hours)
Special Area Course (3 credit hours)

Spring Semester

Elective in research methods (3)
220-392 Perspectives in Sociology
Special Area Course (3 credit hours)
Qualifying Examination

Third Year

Fall Semester

Special Area Course (3 credit hours)
Special Area Course (3 credit hours)
Special Area Course (3 credit hours)
Foreign Language Requirement

Spring Semester

Special Area Course (3 credit hours)
Special Area Course (3 credit hours)
Special Area Course (3 credit hours)

Fourth Year

Fall Semester

Special Area Course (3 credit hours)
Cognate Minor course (3 credit hours)
Cognate Minor course (3 credit hours)

Spring Semester

Cognate Minor course (3 credit hours)
Sociology Elective (3 credit hours)
Sociology Elective (3 credit hours)
Comprehensive Examinations

Fifth Year

Fall Semester

220-998 Ph.D. Dissertation (3 credit hours)
Admission to Candidacy

Spring Semester

220-999 Ph.D. Dissertation (3 credit hours)
Final Oral Defense of Ph.D. Dissertation

H. The Dissertation

It is the dissertation that marks the unique scholarship of the doctoral student. This piece of original research is usually a student's first major contribution to the field and often the basis for further scholarly publications. It is accomplished by carefully reading the relevant literature and designing a study that fills an important gap in the existing research.

Under no circumstances can a student remove the dissertation advisor or the advisor drop the student without formal petition to the Graduate Faculty. Failure to follow these procedures may result in delays in progress toward the degree.

1. Dissertation Writing Courses

Students are not permitted to register for dissertation hours until they have been admitted to candidacy (see below), but students must register for dissertation hours if they are using University facilities or consulting with professors. Students may audit if they have already accumulated the 12 hour maximum allowed for dissertation credit hours.

2. Grades for Dissertation Writing Courses

Dissertation hours are assigned the grade of "Incomplete" until the student successfully defends the dissertation. It is the student's responsibility to contact professors with whom they have registered to clear the "Incomplete."

3. Dissertation Committee

The dissertation committee consists of the dissertation advisor, at least three other members of the Graduate Faculty, and an external member of comparable stature. Students choose their committees based on their topic of research, faculty interest, and faculty membership on the Graduate Faculty. The Graduate School has final authority over the composition of the dissertation committee.

a. Dissertation Advisors

Students work closely with their dissertation advisors throughout the dissertation writing process. Students are encouraged to talk to faculty members about their interests before making a decision concerning a dissertation advisor. Any member of the graduate faculty may serve as an advisor, but students are encouraged to choose an advisor familiar with their field of study.

Students arrange formal approval from their chosen dissertation advisor by presenting the potential advisor with a three page (exclusive of references) concept paper that overviews the research questions to be asked and puts them in the context of a preliminary review of the literature. After approval by the faculty member, both advisor and student must sign the letter of intent (see Appendix /). This letter and the concept paper must go to the Director of Graduate Studies for signature and placement in the student file.

b. Dissertation Committee

Three other members of the Graduate Faculty serve on the Dissertation Committee. Each member of the committee is responsible for fully reviewing and approving both the process and the final dissertation document. Final approval of the dissertation, in all aspects, is the responsibility of the full dissertation committee acting on behalf of the Graduate School. One member of the Dissertation Committee serves as the Chair of the Dissertation Examination Committee.

c. External Examiner

The external examiner is an academically qualified professional from outside the university with extensive knowledge of the student's research topic, but without a personal or professional relationship to the student. The external examiner is chosen by the dissertation advisor who forwards the CV to the Associate Dean for Education and Research Affairs in the Graduate School for approval before the proposed defense date.

4. The Dissertation Proposal

The dissertation proposal is a research document written by the student under the guidance of the dissertation advisor and approved by the dissertation committee. The proposal:

- Specifies the research topic from a sociological perspective
- Specifies the scope and significance of the study
- Places it in the context of a relevant and comprehensive literature review
- Specifies and justifies the sociological theory that guides the research
- Specifies and justifies the research methods to be used

In other word, the proposal contains the Introductory chapter that explains the relevance of the topic and puts forward the research questions, a Review of the Literature chapter that discusses all relevant literature to explore the exact gap in the field that is being explored, a Theory chapter that thoroughly explains the theory, reviews relevant literature to the theory, and discusses the application of the theory to the topic, and a Methods chapter that outlines how and with what data the study will be conducted.

The proposal must be approved by the advisor and the other three committee members. Students and their dissertation advisors arrange a time for the dissertation proposal meeting. During the proposal meeting, students present their proposed research to their chosen committee (the outside examiner is not present). The committee makes recommendations for strengthening the study and, if the document is acceptably complete, sign the required forms. The approved proposal is then ready for submission to IRB.

5. Dissertation Document

The candidate for the Doctor of Philosophy degree is required to present a dissertation, which is the result of significant and sustained research in the field. Students must demonstrate the ability to organize and present effectively the findings and results of their research. When completed, it is expected that such research will make a meritorious contribution to the field of knowledge.

The document must be prepared in accordance with the conventions of the discipline and conform to the requirements of the Graduate School as specified by the Graduate School. Before the final oral examination is scheduled, the dissertation must be deposited with the Graduate School in the office of the Associate Dean for Education and Research Affairs according to a schedule established by the Graduate School.

The dissertation shall also be deposited in the Department where the student is seeking the Ph.D. degree not later than three weeks *before* the date of the final examination for the degree. The candidate shall prepare three copies of the dissertation and four copies of the dissertation abstract in accordance with the prevailing Graduate School guidelines on preparing such documents.

6. Final Oral Examination and Defense of the Dissertation

Doctoral candidates present their completed research at the oral defense to their committees and any guests. They give a 15 to 20 minute overview of their work; the committee asks two rounds of questions about the research. When the student has clearly and successfully answered the questions of the committee, guests may ask questions. The candidate then leaves the room while the committee deliberates on (1) the quality of the oral presentation and (2) the quality of the written document. The committee specifies any changes that must be made to the written document before final approval is given. The candidate must pass the final oral examination in defense of the dissertation.

The process for the conduct of the final oral examination shall be as follows:

1. The Committee on Graduate Studies in the major Department shall request permission from the Graduate School to conduct an oral examination, adhering to the published deadlines. A copy of the approved candidacy form and the Program of Study indicating course viability, grades, and completion must accompany the request.
2. The Committee on Graduate Studies in the Department submits the committee list and the name and CV of the external examiner to the Dean.
3. The Dean or his designee formally appoints the examination committee and notifies each member of the committee of the date, time, and place of the examination arranged through the dissertation advisor and the student based on availability of the committee and the graduate school administration.
4. The Dean and Associate/Assistant Deans of the Graduate School are ex-officio members of all oral examination committees.

The final oral examination is open to members of the faculty of the University, fellow students, and to other persons whom the candidate's major Department or the candidate may invite.

Final approval of the dissertation in all aspects is the responsibility of the full dissertation committee acting on behalf of the Graduate School.

A candidate who fails the oral examination on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School. A student dismissed for this reason will not be readmitted to the Graduate School. The Department can recommend dismissal of a student who, after failing the dissertation oral defense the first time, does not resubmit the dissertation and present himself/herself for reexamination within a six-month period.

VII. Award of Graduate/Teaching Assistantships

The Department provides a limited amount of financial support for the training of full-time graduate students in sociology. Such support most often takes the form of Graduate/Teaching Assistantships. Generally, Graduate/Teaching Assistantships carry remission of tuition and stipends of \$13,000 for the M.A. degree and \$16,000 for the Ph.D. degree.

Students must obtain applications for Graduate/Teaching Assistantships from the Department of Sociology and Anthropology and must submit their completed applications by February 1st to the Department of Sociology and Anthropology, Admissions and Scholarship Committee, Howard University, Washington, D.C. 20059. The Graduate/Teaching Assistantship application must include the application form, a copy of the student's current resume, a copy of the student's unofficial transcripts, and a letter of recommendation from the Graduate Director or from some other member of graduate faculty and endorsed by the Graduate Director. The Department Admissions and Scholarship Committee will evaluate applications and conduct interviews.

The assignment of financial assistance will be governed by the student's academic ability and professional commitment. Academic ability will be judged from both the applicant's academic record and the recommendation supporting the application. Professional commitment will be indicated by the applicant's stated goals and objectives in pursuing a career in sociology, and past professional activities.

Students receiving rewards must be in full-time residence (nine credit hours) and may not have any incomplete grades unless they are in candidacy (and registered for thesis or dissertation writing hours). During the period of the award the student must not hold any employment outside of the Department. Assistants are expected to devote a minimum of fifteen (15) hours per week to their duties in instructional, research, or administrative duties, under the supervision of a faculty member in the Department.

Duration of Graduate/ Teaching Assistantships

Degree Program	Maximum Number of Semesters/ Years
Beginning MA in the Department	4 semesters/ 2 academic years
Beginning PhD in the Department (MA received in this Department)	8 semesters/ 4 academic years
Beginning PhD in this Department (MA received from another institution And/ or a field other than sociology)	6 semesters/ 3 academic years

IX. Academic Code of Conduct

All students and faculty are expected to display honesty and integrity in all aspects of their work. The Department adheres to the University policies regarding academic cheating and plagiarism. Any evidence of these will be cause for possible dismissal from the program.

X. Academic Grievance Procedures

Students who feel that they have been aggrieved should first attempt to discuss the problem with the party involved in an informal discussion. If this discussion does not resolve the dispute satisfactorily, students are advised to seek the intervention of the Chair of the Department. Disputes that are not resolved at the Departmental level are taken to the Dean's Office where there will be meeting to reach an agreement. If mediation at the Dean's level fails, the grievance is referred to the Student Grievance Committee of the College.

Formal appeals are governed by the *Rules and Regulations of the Graduate School*.

Appendix A
Memorandum of Agreement between Graduate Assistants and Faculty Supervisors

Academic Year: _____

Faculty Supervisor: _____

Graduate Assistant: _____

Students with assistantships are required to spend 12 hours per week with faculty supervisors and 3 hours in the Social Science lab. Outline the specifics of your working agreement below. (Students who work for more than one professor should complete two forms.)

This agreement will be used to insure the quality of the assistantship experience, to evaluate the success of the faculty/ assistant relationship, to evaluate the student adherence to guidelines, and to apply for future funding in the Department.

What are the days and hours for the fall/ spring semester?

Where will the student complete these hours? (for example, in the lab, in the faculty office, in the library) Student office hours should be posted on faculty office door.

What are the responsibilities of the student?

What are the faculty responsibilities to the student?

One signed completed copy should reside with the student, with the faculty member, and with the Director of Graduate Studies.

Graduate Assistant

Date

Faculty Supervisor

Date

****Graduate assistants are not allowed to hold other paid employment. When students sign this form, they agree to that stipulation.**

Appendix B
Thesis/ Dissertation Contract Letter

We have discussed and are willing to follow the accepted procedures of the Department:

- 1. the student has developed a three page (exclusive of references) concept paper that is consistent with the intellectual rigor of the field and based on a thorough review of the scientific research literature.**
- 2. the student agrees to follow all instructions of the advisor and the committee.**
- 3. the student agrees to follow all guidelines from the graduate school for format and submission of the thesis/ dissertation.**
- 4. the student is responsible for all literature review, data acquisition, and data analysis under the guidance of the advisor and the committee.**
- 5. the advisor agrees to review the written material on agreed upon schedule and respond to the student.**

We declare that this agreement is in effect unless there is a formal petition to the Graduate Faculty of the Department.

Signed _____ Date _____
Student

Signed _____ Date _____
Advisor