

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

**Howard University
Washington, DC 20059**

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GRADUATE HANDBOOK OF THE DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

1. Introduction

The Department of Sociology and Anthropology is a vibrant and diverse department offering both M.A. and Ph.D. degrees. We offer a variety of core 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 three areas of concentration: criminology, medical sociology, and social inequality.

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 fields 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
- Urban Institute
- Joint Center for Political and Economic Studies
- NAACP
- NAACP Legal Defense and Education Fund
- National Urban League
- Leadership Conference for Civil Rights
- American Sociological Association
- Human Rights Watch
- Project South
- 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, George Washington University, Trinity College, University of the District of Columbia, and University of Maryland, College Park. See the Graduate School website for more information at (www.howard.edu/enrollment/exchange/cuwma.htm).

On campus, graduate students have full access to Founders Library, Undergraduate Library, and other campus collections such as School of Social Work Library, Law School Library, School of Divinity Library, Louis Stokes Health Sciences Library and other libraries throughout the University. The library system maintains a full array of electronic resources and databases. Graduate students also may use the facilities of the Howard University Education Technology Services (ETS), Center for Excellence in Teaching, Learning and Assessment (CETLA), 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), Roper Index, and other data bases for writing research papers, theses, and dissertations.

2. Admissions Standards and Procedures

2.1. Admission to the Graduate School

All students must apply through the Graduate School. 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 Graduate School
- Official 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. The Department follows the *Rules and Regulations of the Graduate School*. This handbook is a summary of those rules and regulations and presents unique requirements and contingencies relevant to the Department.

2.2. Admission to the Department

Completed applications are forwarded to the Departmental Graduate Admissions Committee. 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 in sociology 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 bachelor's degree from an accredited college or university
- A cumulative minimum grade point average of 3.5 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 in sociology 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 the Graduate Program of their decisions to accept or decline their slots as soon as possible after hearing of the decision.

3. 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 Manual* and *Directory of Classes* (www.howard.edu). Failure to adhere to proper procedures may result in the inability to register for the semester.

3.1. Permanent Record

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

3.2. Student Course Load

The Graduate School considers nine (9) credit hours to be a full-time load. After admission to candidacy, enrollment for at least one credit hour of thesis or dissertation research may be considered to be full-time. The maximum load for a graduate student is fifteen hours.

3.3. 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.

4. 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 minimum grade of B in each course designated as a core course 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. No undergraduate course may be used to fulfill a graduate program requirement.

Graduate students are expected to maintain a minimum B average at all times. A student may earn no more than two grades below B, or they will be dismissed from the graduate school. It is the responsibility of the student to supply the academic advisor and the Director of the Graduate Program with up to date transcripts.

No degree credit may be earned for D and F grades received in graduate level courses. All grades remain part of the permanent record, and are used in the calculation of the cumulative grade point average.

Students are allowed to receive an incomplete in courses only under exceptional and documentable circumstances. An exception is made in the case of thesis or dissertation hours. 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. ALL INCOMPLETE GRADES (other than grades for Master's Thesis and Ph.D. Dissertation courses in progress) must be completed no later than the last day of the semester in which the student is in residence. See the *Rules and Regulations of the Graduate School* for further explanation of this process.

5. Graduate School Requirements for Degrees

The following are requirements of the Graduate School:

- Students must pay all required university and degree fees.
- Students must pass the English Proficiency Examination. Documentation of success must be in the students' Program of Study.
- Students must complete the required training sessions and successfully complete a learning exercise of the Responsible Conduct of Research (RCR) workshop and any other training workshop(s) required by the Graduate School. Documentation of success must be in the students' Program of Study and permanent file.

Further information for each is available at www.gs.howard.edu.

6. Departmental Requirements and Responsibilities

6.1. Advising for Graduate Students

Each graduate student will have two (2) advisors over the course of her or his studies: the academic advisor and the thesis/ dissertation advisor. Both advisors must be a member of the Graduate Faculty .

6.1.1. Academic Advisor

The Director of the Graduate Program assigns each student an academic advisor during the first semester of study. Students may 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 her or his own academic progress in collaboration with the academic advisor.

6.1.2. 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. It is the responsibility of the student to provide the faculty member with a brief concept paper when asking that professor to consider advising the thesis or dissertation. Appendix A 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.

6.2. Graduate Faculty

Only members of the Graduate Faculty are permitted to serve as thesis/dissertation advisors and members of thesis/dissertation committees. A list of Graduate Faculty is available on-line at www.gs.howard.edu and posted outside the Departmental office in Douglass 207. The Graduate Faculty constitutes the Graduate Program Committee on graduate Studies. This body reviews students' academic progress and related teaching and learning issues.

The Graduate Program Committee is chaired by the Director of the Graduate Program.

6.3. Director of the Graduate Program

The Director of the Graduate Program 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, qualifying and comprehensive examinations, and requirements for the Graduate School.

6.4. The Program of Study

Each student must complete a Program of Study Form. It is available at <http://www.coas.howard.edu/sociologyanthropology/programofstudylongreviere.doc>. It can also be received from the Director of the Graduate Program. 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 for 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. It is mandatory that the Program of Study be updated at the beginning of each academic year and re-filed with the Graduate School.

7. The Masters of Arts Degree Program

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

7.1. 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.

7.2. 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 include thesis hours; a student must register for at least three credit hours of thesis and not more than six hours of thesis.

All courses required for the master's degree must be taken at Howard University. The Department may recommend to the Executive Committee of the Graduate School course work taken at another accredited graduate school and request that it be approved up to a maximum of six (6) credits. No correspondence courses may be accepted for graduate credit.

7.3. Course Requirements

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

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

7.3.2. Course Viability

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

Students may not receive credit for courses more than seven (7) years old. These courses cannot be restored.

7.3.3. Enrollment in the Graduation Semester

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

7.3.4. 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.

Required courses:

- 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 SOCI-200, Sociological Theory and Society before they enroll in Sociological Theory I and Sociological Theory II.

- Six credit hours in research methods. Courses used to fulfill this requirement are SOCI-310, Sociological Research I, and SOCI-311, Sociological Research II
- Three credit hours of statistics. The course used to fulfill this requirement is SOCI-219, Advanced Statistics I. A course in elementary statistics is a pre-requisite for Advanced Statistics I.
- Three credit hours of general sociology. The course used to satisfy this requirement is SOCI-392, Perspectives in Sociology.

Elective Requirement:

- 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 Course Requirements

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

7.3.5. Suggested M.A. Schedule

Suggested M.A. Schedule

First Year

Fall Semester

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

Spring Semester

331 Sociology Theory II
 311 Sociological Research II
 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)
 M.A. thesis (3 credit hours)
 Final oral defense of M.A. thesis

7.4. 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 thesis committee
3. Received approval from the Institutional Review Board (IRB) and the Graduate School for the thesis proposal
4. Certified by the Graduate School to be competent in English by passing the Expository Writing Examination
5. Taken the Graduate Record Examination
6. Taken and successfully completed the Responsible Conduct of Research (RCR) Workshop
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.

7.5. The M.A. Thesis

M.A. students must write a thesis, an exercise that demonstrates ability to conduct competent sociological research. Students should work closely with their chosen advisors to formulate their research questions and to complete the research.

A student must register for at least three credit hours of thesis and not more than six hours of thesis. These credit hours are not counted towards the 30 credit hour course requirement. (See Appendix B for the M.A. Thesis Contract).

7.5.1. Enrollment in Thesis Writing Courses

Students that have completed all coursework must enroll in a thesis course if they are using University facilities. Students can audit thesis courses, if they have already reached the six-hour maximum.

7.5.2. 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.

7.5.3. M.A. 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 their 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 thesis 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 thesis committee for their proposals, they then complete the forms required for submission to the IRB, for which signatures from the M.A. thesis advisor, Director of the Graduate Program, Department Chairperson, and Dean of the Graduate School 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.

7.5.4. M.A. Thesis Committee

The M.A. thesis committee, including the thesis advisor, consists of at least three graduate faculty members of the Department (unless otherwise approved by the Director of the Graduate Program and the Chair of the Department). 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 who is not the thesis advisor conducts the oral defense. In order for a change in the membership of the thesis committee to occur, there must be mutual consent of the faculty member and the student and approval by the Director of the Graduate Program and the Chair of the Department.

A Thesis/Dissertation Contract Letter must be completed and submitted to the Graduate Program Director (see Appendix B).

7.5.5. Scheduling the Master's Oral Examination

The thesis advisor is responsible for scheduling the thesis oral examination. The Department will notify the Dean of the Graduate School at least one week prior to the scheduled defense and provide the Graduate School with the Notification of defense, form GS-3, Turnitin.com Originality Report, and final copy of the thesis. The Notification must include a memo listing the student's name, names of committee members, and the date, time, and place of the final oral examination.

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.

7.5.6. 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, research design, methodology, findings (results), conclusion, and discussion of the findings.

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 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.)

7.5.7. Documents for the Graduate School

Beginning fall 2008 semester, students must process their theses through Turnitin.com to check for plagiarism. The Turnitin.com Originality Report is submitted along with the Notification of defense. The Graduate School has information on this process.

8. The Doctorate of Philosophy Degree Program

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.

The three (3) concentrations of the Department are:

- Criminology
- Medical Sociology
- Social Inequality

8.1. Residency Requirements

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. Students must be enrolled during the semester he/she plans to graduate.

8.2. Credit Requirements

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

Students with an approved master's degree may transfer up to 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 the Graduate Program as soon as possible upon entering the program. The Director of the Graduate Program will determine the eligibility of the courses and provide the necessary documentation for the student to deliver to the Graduate School Office of Mentoring and Retention. The accepted transfer courses are noted on the program of study, and a letter of transfer credit goes in the student's file.

8.3. Course Requirements

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

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

8.3.2. Course Viability

The Department follows the Graduate School's policy on course viability. Any course that was taken more than seven and less than 10 years prior to the time the student presents her/himself for the final oral examination must be restored. Restoration is possible only with the permission of the Chair of the Department and Director of the Graduate Program. Courses older than 10 years cannot be restored.

8.3.3. Enrollment in the Graduation Semester

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

8.3.4. Academic Requirements for the Ph.D.

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-.

Students must take 72 credit hours of courses to complete the course requirements for the Ph.D. Program. Students must take 21 credits hours of core course requirements listed below. A student entering the Ph.D. Program with a Master's degree in sociology is exempted from taking Soc. 392, Perspectives in Sociology. Moreover, students must take six (6) hours of research methods electives in any 300 level course in research methods and statistics. The research methods elective courses may be taken outside the Department with approval of both the student's advisor and the Director of the Graduate Program. However, students are encouraged to take the research methods electives inside the Department in order to properly prepare for the qualifying examination in methods and statistics.

Core course requirements:

- 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 SOCI-200, Sociological Theory and Society before they enroll in Theory I and Theory II.

- Six credit hours in research methods. Courses used to fulfill this requirement are SOCI-310, (Sociological Research I), and SOCI-311, (Sociological Research II)
- Six credit hours of statistics. The course used to fulfill this requirement is SOCI-219, (Advanced Statistics I), and SOCI-319, (Advanced Statistics II). A course in elementary statistics is a pre-requisite for Advanced Statistics I.
- Three credit hours of general sociology. The course used to satisfy this requirement is SOCI-392, (Perspectives in Sociology).

Research methods elective requirement:

- Six credit hours in research methods elective courses. These are research methods courses in addition to those listed in the Core Course Requirements.

Specialized areas of concentration requirement:

- Fifteen credit hours in both of two specialized areas of sociology. The areas of specialization offered by the Department are criminology, medical sociology, and social inequality

Cognate minor requirements:

Nine credit hours in academic disciplines outside the Department of Sociology and Anthropology.

Sociology electives:

- Six credit hours of electives in sociology.

Ph.D. Degree Course Requirements

Course Requirements	Credit Hours
Core Course Requirement	
Sociological Theory I and II	6
Sociological Research I and II	6
Advanced Statistics I and II	6
Sociological Perspectives	3
Electives	
Research Methods Electives	6
Sociology Electives	6
Cognate Minor Requirements	
Courses in related discipline	9
Specialization Areas of Concentration	
Specialized Area #1	15
Specialized Area #2	15
Total Credit Hours	72

8.3.5. 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.

Suggested Ph.D. Schedule

First Year

Fall Semester

300 Sociology Theory I
310 Sociological Research I
219 Advanced Statistics I

Spring Semester

301 Sociology Theory II
311 Sociological Research II
319 Advanced Statistics II

Second Year

Fall Semester

Elective in Research Methods
392 Perspectives in Sociology
Special Area Course

Spring Semester

Elective in Research Methods
Special Area Course
Special Area Course
Qualifying Examination

Third Year

Fall Semester

Special Area Course
Special Area Course
Special Area Course
Foreign Language Requirement

Spring Semester

Special Area Course
Special Area Course
Special Area Course

Fourth Year

Fall Semester

Special Area Course
Cognate Minor Course
Cognate Minor Course
Sociology Elective

Spring Semester

Cognate Minor Course
Sociology Elective
Sociology Elective
Sociology Elective
Comprehensive Examinations

Fifth Year

Fall Semester

Ph.D. Dissertation
Admission to candidacy

Spring Semester

Ph.D. Dissertation
Final oral defense of Ph.D. dissertation

8.4. Examinations for Doctoral Students

All Ph.D. students are required to sit for two sets of written examinations: the qualifying examinations and the comprehensive examinations. These examinations 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 examinations is not professor or course-specific but is based on scholarly knowledge that any graduate student in the discipline should have.

The process of applying to sit for the examinations 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.

8.4.1. Qualifying Examination

The Qualifying Examination is a two-part written examination that covers two areas: 1) sociological theory and general sociology, and 2) research methods and statistics. This examination tests students' knowledge of a) recent publications in the area of sociological theory, research methods, and statistics; b) classical and contemporary theories; c) conventional research techniques and statistical procedures; and d) long-standing and contemporary issues in theory, research methods, and statistics.

Students are expected to sit for this examination before, or at the end of, the second year of doctoral study, but students must have completed *Sociological Theory I* and *II*, *Sociological Research I* and *II*, *Advanced Statistics I* and *II*, *Sociological Perspectives*, and six (6) 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 examination 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 examinations must be taken during the same semester. If a student fails either the theory or methods/statistics part of the examination, he/she needs only to re-take the part failed.

8.4.2. Comprehensive Examinations

Doctoral students are also required to take written comprehensive examinations in their two chosen concentrations offered by the Department. These examinations test students' knowledge of 1) publications in the area of specialization, 2) classic research and theoretical works, research methods within the area of specialization, and 3) application of this information. Before taking a Comprehensive Examination in a specialized area, a student 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 the Graduate Program. Students are allowed to take these examinations in two different semesters.

8.4.3. Applying to Take the Examinations

It is the responsibility of the student to request in writing, through her or his academic advisor, permission to take the examination at least 30 days before it is given. Form letters of intent are available from either the Director of the Graduate Program, 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 their advisor and the Director of the Graduate Program, and (3) take the letter to the Chair of the Ph.D. Examination Committee.

8.4.4. The Grading Process

Both the qualifying and the comprehensive examinations are written by committees of faculty members who teach the relevant courses. Each examination will be read by two of those faculty members. Grades are expressed as pass or fail. All decisions of the evaluators are final.

Students who fail the examination must meet with the evaluators of the examination to review the results of the examination and to receive suggestive corrective actions indicated by the failed examination. This must be done before applying to retake the examination. If students fail either a part of the qualifying examination (either the theory/general sociology part or the methods/statistics part) or a comprehensive examination the second time, they are dismissed from the graduate program.

8.5. 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 World Languages and Culture. Students should register to take the exam in the Department of World Languages and Culture (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 World Languages and Culture. 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 "zero 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 300-level courses in statistics in this Department or another Department. For example, the Department of Political Science, School of Education, and the Department of 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. To do so, the student must submit a letter of request to the Director of the Graduate Program that includes TOEFL results or other documentation of English language study and proficiency.

8.6. 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 would have fulfilled all requirements of the Graduate School and the Department for the Ph.D. degree, except the dissertation, by the end of the semester in which he/she applies for candidacy.

Students can be admitted to candidacy upon meeting the following major requirements:

1. Submit a complete admission to candidacy form to the Graduate School.
2. Pass all course requirements.
3. Pass the qualifying and comprehensive examinations administered by the Department.
4. Demonstrate proficiency in expository writing in addition to satisfying the Responsible Conduct of Research (RCR) requirement.
5. Complete the foreign language requirement or its designated equivalent.
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.
8. Receive the endorsement of the Committee on Graduate Program. Approval may be obtained through the Director of Graduate Program.
9. 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 the Graduate Program if in doubt as to requirements.

8.7. 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 Director of the Graduate Program and the Chairperson of the Department. Failure to follow these procedures may delay progress towards the degree.

8.7.1. Dissertation Writing Courses

When the student has completed all coursework and been admitted to candidacy she or he must register for dissertation hours if they are using University facilities of consulting with professors. Prior to candidacy for the Ph.D. degree, students may work with dissertation advisors via the following courses: Ph.D. Research I (SOCI- 989) and Research II (SOCI 985). These courses cannot be substituted for the Ph.D. dissertation courses (997, 998, and 999) that must be taken after being admitted to candidacy.

8.7.2. 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."

8.7.3. 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. The outside reader must have the qualifications of a graduate faculty member. 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. Please see the rules and regulations of the Graduate School concerning dissertations.

8.7.3.1. 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 the Graduate Program for signature and placement in the student file.

8.7.3.2. Other Internal Dissertation Committee Members

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. Of the four internal committee members not more than one can be outside of the Department. 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.

8.7.3.3. 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 Educational and Research Affairs in the Graduate School for approval before the proposed defense date. Please see the rules and regulations of the Graduate School concerning dissertations.

8.7.4. 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 a research topic that reflects the expertise of the faculty members of the Department
- Specifies the scope and significance of the study
- Places the research problem 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
- Specifies a reasonable time frame in which to complete the dissertation should be discussed in the methods section.

The proposal contains:

- An introductory chapter that explains the relevance of the topic and puts forward the research questions,

- A review of the relevant literature chapter illustrating linkages among the proposal components,
- A theory chapter that discusses the application of the theory to the topic, and
- A methods chapter that outlines how the study will be conducted and a time line indicating the completion of the study.

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 acceptable, then the required forms must be signed. The approved proposal is then ready for submission to IRB.

8.7.5. 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. A draft of all chapters of the dissertation must have been submitted to the committee by the end of the semester prior to the semester of the defense. 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 no later than three weeks *before* the date of the dissertation defense. Furthermore, a copy of the abstract of the dissertation shall be submitted to the Department for dissemination to the faculty three weeks prior to the dissertation defense. All degree candidates who have successfully defended the dissertation or the thesis must upload the final document to UMI Dissertation Publishing – (ProQuest) <http://www.etdadmin.com/howard>.

8.7.6. Pre-Defense of the Dissertation

A pre-defense of the dissertation must be conducted and approved by the four internal members of the dissertation committee. This must be done prior to applying for the final oral defense of the dissertation. The pre-defense is open to all faculty members of the Department.

8.7.7. Final Oral Examination and Defense of the Dissertation

Doctoral candidates present their completed research at the oral defense to their committees and any guests. The process for the conduct of the oral examination shall be as follows:

1. The Graduate Program Committee shall request permission from the Graduate School to conduct an oral examination, adhering to the published deadlines.
2. The Graduate Program Committee in the Department submits the Request of Defense 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
5. Candidates are expected to 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 and guest then leave the room while the committee deliberates and votes on (1) the quality of the oral presentation and (2) the quality of the written document. The committee may specify changes that must be made to the written document before final approval is given. The candidate must pass the defense of the dissertation with at least a grade of "B."

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 is not 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.

The student will be recommended by the faculty of the Department for the Ph.D. degree when he/she fulfills all of the requirements of the Department and the Graduate School.

Following the final oral defense of the dissertation, the electronic version must be uploaded, as per the stipulated Rules and Regulations of the Graduate School. Additionally, a copy of the final dissertation must be placed in the Department at the time that the electronic copy is submitted to ProQuest.

9. 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 for the M.A. and Ph.D. degrees.

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.

The Graduate Assistantship is a nine (9) month salary appointment of a student enrolled fulltime. The appointment carries remission of tuition and requires performances by the student of specified duties of 12 – 15 hours each week. Students receiving graduate assistantships must reapply for the next academic year. Graduate assistantships are awarded on a competitive basis.

9.1. Reappointment of Graduate Assistantships

To be eligible for reappointment as a graduate assistant, the student must have:

1. a full-time status during the period of the assistantship (a minimum of nine hours of coursework or working full-time on thesis or dissertation) in the last year of her or his program of study
2. a cumulative grade point average of at least 3.2 for all graduate study
3. satisfied all incomplete grades except thesis or dissertation
4. a letter of support from his/her assigned professor

9.2. Termination of Graduate Assistantship

The graduate assistantship appointment may be terminated on or before expiration of the specified time under the following conditions:

1. incompetence or neglect of duty as determined by the assigned faculty member
2. misconduct that is job-related as determined by the assigned faculty member
3. delinquency in academic work as determined by the Department and the Graduate School
4. chronic physical or mental ailment or condition which impairs and undermines the graduate assistant's performance of required duties
5. resignation of the student
6. no longer satisfies the criteria for being eligible for appointment
7. other employment during the tenure of the graduate assistantship
8. exceeded the duration of the specific graduate assistantship

Duration of Graduate Assistantships

Degree Program	Maximum Number of Semesters/Years
Beginning MA in the Department	4 semesters/2 academic years
Beginning Ph.D. in the Department (M.A. received in the Department)	8 semesters/4 academic years

10. 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.

11. 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. If still not resolved, the dispute will then be submitted to the Department's Grievance Committee for review and

recommendation. Disputes that are not resolved at the Departmental level are taken to the Graduate School and will proceed per 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 the Graduate Program.

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 an agreed upon schedule and respond to the student within a reasonable time.

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