

Graduate Program and Handbook

Introduction

Department Goals

The Department of Sociology aims to prepare graduate students for research and service positions in the public and private sectors and for careers as scholar-teachers in universities and colleges. The doctoral program in sociology is designed to prepare graduate students for a career as a professor or for research and service positions in a broad range of public and private sectors such as law, business, medicine, social work, etc.

Role of the Graduate Committee

The Graduate Committee is comprised of the Graduate Director and four or five faculty members. The faculty committee members and the Graduate Director are designated by the department's Executive Committee.

The Graduate Committee is responsible for admitting students to the department's master's and doctoral programs. The evaluations and recommendations of the Department of Women's, Gender and Sexuality Studies are used in decisions for admissions to the joint M.A.-Ph.D. program in Sociology and Women's, Gender and Sexuality Studies. The Graduate Committee is responsible for evaluating each student's progress in the program and provides students with a written assessment at the end of each academic year. The committee awards assistantships within the guidelines set forth by the university; the Graduate Director assigns graduate assistants to faculty and coordinates the evaluation of assistants' performances. Except for individual advisement, the Graduate Committee is responsible for approving the substance and procedure by which a student meets degree requirements. Individual academic advisement is provided by the Graduate Director and also by professors or mentors for advanced students.

The Graduate Committee also selects the recipients of the Paul Meadows Awards for Excellence in Teaching and Research and the Allen E. Liska Award for Dissertation Research.

The Handbook

This handbook is designed as a reference manual for graduate students and faculty in the department. It outlines the requirements of the master's and doctoral programs. University rules

and regulations guide the procedures of the department. For details on University policies and procedures, as well as an overall description of its programs and regulations, see the [University at Albany Graduate Bulletin](#).

It is hoped that this handbook will serve as a reference guide for our graduate students and will answer most questions that may arise during their course of study. However, students should always feel free, at any time, to seek the assistance of the Director of Graduate Studies, faculty, and staff if necessary.

Masters Program

Master of Arts Program in Sociology

Degree Requirements

Coursework (30 credits minimum)

1. Sociology Courses (24 credits including required courses listed and thesis):
 - ASOC 509 Research Methods (3)
 - ASOC 510 Sociological Theories I (3)
 - ASOC 511 Sociological Theories II (3)
 - ASOC 522 Intermediate Statistics (3)
 - ASOC 590A Orientation to Sociology (0-1)*
 - ASOC 590B Orientation to Sociology (0-1)*
 - ASOC 699 Masters Thesis (2-6)
2. Supporting courses (0-6 credits): courses in fields other than sociology as approved.

*Credit for ASOC 590A and 590B is optional; registration is mandatory.

The required courses guide students toward expertise in the areas of methods and theory. In addition, students are expected to take courses which will help them develop their own area of specialization. All coursework, including the thesis and transferred credits, must be completed within the six year period prior to the awarding of the degree.

Resident Study: Each student is required to complete at least 9 credits of study in one semester of a regular academic year.

Procedures

Transfer Credit: Students may receive up to six transfer credits toward the 30 credits required for the MA degree. The procedure follows:

1. A student petitions the Graduate Committee to approve transfer credit for one or more courses (up to six semester credits). The petition must clearly state the catalog title and catalog number of the course, the name of the institution at which the course was taken, and whether the student seeks credit for a specific course in the Albany curriculum or general elective credit.
2. Supporting documentation should include the course syllabus, reading list, and other materials which would aid in the evaluation of the course.
3. The Graduate Director, in consultation with appropriate faculty, determines whether the course(s) will be recommended for transfer credit.
4. The student is notified of the Graduate Director's decision, and the Director's recommendation is forwarded to the Office of Graduate Education.
5. Credit for approved transferred courses appear on the student's permanent record (transcript).

Master's Thesis

1. The student chooses the general topic and the chair of their thesis committee. The chair of the committee must be a member of the sociology faculty.
2. The chair works with the student in selecting the specific topic and two committee members.
3. The topic (or title) of the thesis and committee composition must be submitted to the Graduate Director.
4. Upon approval, the student is notified and is asked to complete the Office of Graduate Education [Application for Approval of Subject of Thesis for the Master's Degree form](#), which must be signed by the Graduate Director and forwarded to the Office of Graduate Education for approval.
5. Before the form is forwarded to the Office of Graduate Education, copies are made for the student and the student file.
6. Upon the approval of the Vice Dean for Graduate Education, the student registers for ASOC 699. The student registers for the section for which the thesis chair is listed as instructor of record; the thesis chair provides the student with the required Permission Number. Information pertaining to the preparation of the formatted thesis and other relevant procedures pertaining to the submittal of the thesis to Graduate Education can be found [here](#).
7. A student may register for ASOC 699 in more than one semester, but the total number of credits of all registrations may not exceed the number approved for the thesis.
8. At the discretion of the thesis committee, an oral examination covering issues which bear directly on the thesis may be conducted. If an oral examination is required by the committee, it must be passed prior to the formal acceptance of the thesis.
9. The student submits a final approved, printed copy of the thesis and supporting documents to the Sociology Department Graduate Secretary.
10. The student also submits the approved thesis to the university in digital form in accordance with [instructions](#) provided by the Office of Graduate Education.
11. A grade of I ('Incomplete') remains on the student's transcript until the thesis is accepted by the Dean of Graduate Education, who then arranges for the grade of S ('Satisfactory') to be posted.
12. The student must apply for the awarding of the degree on MyUAlbany. The deadline date for application for the degree and the deadline date for completion of all requirements for the awarding of the degree in a given semester appear in the academic calendar for that semester, which can be found online.

Combined Bachelor/Master's Program

Degree Requirements

Coursework (138 credits minimum)

Program Description

If you major in Sociology and would like to complete both the BA and MA degrees in less time than usual, the Combined Bachelor's and Master's Degree Program may be right for you. The combined BA/MA program provides an opportunity for students of recognized academic ability and educational maturity to fulfill integrated requirements of the undergraduate and Master's degree programs from the beginning of their junior year. This means that students can complete both a Bachelor's and Master's Degree while saving a year of study. With a carefully designed program, it is possible to earn the BA and MA degrees in Sociology in as few as 10 semesters.

Requirements

The combined program requires a minimum of 138 credits, with at least 30 being graduate credits.

BA

In qualifying for the BA, students must meet all University and college requirements, including the:

- [major requirements](#)
- minor requirement
- general education requirements
- minimum 90-credit liberal arts and sciences requirement, and
- residency requirements.

MA

In qualifying for the MA, students must meet all University and college requirements as [outlined in the Graduate Bulletin](#), including:

- completion of a minimum of 30 graduate credits
- completion of thesis, and
- residency requirements.

Up to 12 graduate credits may be applied simultaneously to both the BA and MA programs.

When/How to Apply

Students may apply for admission to the combined degree program in Sociology before the beginning of their junior year or after the successful completion of 56 credits. A cumulative grade point average of 3.20 or higher and three supportive letters of recommendation from faculty are required for consideration. The GREs are NOT required. Applicants are strongly encouraged to submit a personal statement of no more than two pages indicating why they are applying to this program.

Students can apply for admission to the BA/MA program [here](#). Choose the Sociology MA as your program of study. Admissions counselors will automatically place the application in the BA/MA track when they check your status. The Graduate Admissions office may be contacted at graduate@albany.edu.

Ph.D. Program

Doctor of Philosophy in Sociology

Overview of Program Requirements

The doctoral program emphasizes sociological theory, research methodology, and the development of two specialization areas. The requirements for the Ph.D. include a minimum of 60 credits of formal coursework, satisfaction of a research methods requirement, a comprehensive examination in two specialization areas, a research tool and a teaching tool requirement, and a dissertation. The University also requires two semesters of full-time study and continuous registration until the degree is completed.

Requests for exceptions to University or department requirements and regulations are to be submitted in writing to the Graduate Committee through the Graduate Director.

Degree Requirements, Policies, and Procedures:

Course Requirements (60 credits minimum)

1. Required Sociology Courses (15 credits minimum)
 - ASOC 509 Research Methods (3)
 - ASOC 510 Sociological Theories 1 (3)
 - ASOC 511 Sociological Theories 11 (3)
 - ASOC 522 Intermediate Statistics (3)
 - ASOC 590A Orientation to Sociology (0-1)*

- ASOC 590B Orientation to Sociology (0-1)*
 - ASOC 609 Multivariate Analysis (3)
2. Supporting courses as advised (45 credits)

*Credit for ASOC 590A and 590B is optional; registration is mandatory. Students receiving a 9-credit tuition scholarship who opt for the one credit will be responsible for payment of one credit of tuition if registration results in their tuition exceeding the 9-credit tuition scholarship.

The required courses guide students toward expertise in the areas of methods and theory. In addition, students are expected to take courses which will help them develop their own areas of specialization. The first year of study includes the required sequence of courses: SOC 509, SOC 510, and SOC 590A are offered in the fall semester; SOC 511, SOC 522, and SOC 590B are offered each spring. Students generally take the remaining required course, Multivariate Analysis (SOC 609), in the third semester. The orientation course for first year students, taught by the Graduate Director, meets one hour a week. During the fall semester, the focus is on acquainting students with university and department resources that support graduate study, including library facilities and campus organizations. In the spring semester, students are introduced to many of the faculty and their respective areas of specialization.

Coursework is planned in consultation with the Director of Graduate Studies. Courses may be taken outside the department as long as they make a contribution to the student's program of study. No more than 6 credits in independent study and directed readings may count toward the 60 required credits without special permission of the Graduate Committee. Dissertation credits (ASOC 899) do not count toward the 60 required credits.

Advanced Standing and Course Waivers:

Of the 60 credits required for the degree, 30 credits must be completed at this university. Students who have completed graduate work elsewhere may apply for advanced standing credits. The term "advanced standing" is used to denote credits earned for graduate courses or programs taken elsewhere. A student who has completed a master's program in sociology elsewhere may receive up to 30 credits of advanced standing; this credit may or may not include credit for required courses. It is also possible for a student, with or without a master's in sociology, to receive advanced standing for one or more courses in a related discipline.

A waiver is granted for a required course when the Graduate Director, in consultation with faculty who teach in the area, deems that a student has satisfied requirements for that course by some means other than taking the required course, whether through past coursework or

other experience. A waiver for a course does not carry credit. For example, a student who receives a waiver from SOC 510 would be exempt from taking this course, but would still have to complete a total of 60 credits of coursework.

Evaluation of a student's application for advanced standing or waivers is conducted only after a student has accepted admission to the program. The following basic requirements must be met for advanced standing:

1. Courses must be graduate courses which have been earned at an accredited institution authorized to grant graduate degrees.
2. Courses presented for credit must be related to the program.
3. A grade of B or better is required.
4. Courses must be of comparable rigor and workload to graduate courses in the Sociology Department.
5. Courses of comparable rigor but a lighter workload (e.g. in some quarter systems) may be eligible for transfer at a reduced number of credits.
6. Independent studies and thesis credits are not typically eligible for transfer.
7. Program requirements such as theses and examinations may not be satisfied by courses taken at other institutions.
8. Courses accepted for credit do not transfer with a specific grade. That is, grades in courses from other universities do not count toward students' GPAs or any other grade requirements.
9. A course evaluated to be the equivalent of a required course will be recorded as such on the notification of advanced standing.

Waivers are granted and evaluated on a case-by-case basis; therefore, no specific requirements are noted here.

Procedures for petitioning for advanced standing credits:

1. Upon accepting admission to the doctoral program, the student submits a petition to the Director of Graduate Studies. The petition should include the following information and materials:
 1. The number of credits (maximum of 30) of advanced standing for which the student is applying.
 2. The course name, the institution where the course was completed, the semester in which the course was completed, and a course syllabus or similar document.
 3. The University's Application for Advanced Standing form, which can be found [here](#).
 4. If the student wishes to receive credit for a specific Albany course, the student should make reference to it. Courses which do not have exact equivalents at Albany may be awarded elective credit.
2. The student must arrange for official transcripts to be sent directly to the Office of Graduate Education, if transcripts were not submitted with the application for admission.
3. The Graduate Director reviews the petition in consultation with faculty who can assist in determining whether or not advanced standing should be awarded for a course.
4. The Office of Graduate Education is notified of the Graduate Director's decision.

5. The student is informed of the Graduate Director's decision in writing and receives a copy of the form forwarded to the Office of Graduate Education.
6. Once the official transcript and the form approving advanced standing have been received by the Office of Graduate Education, a notation of the number of hours awarded is made on the student's transcript.
7. Students seeking a waiver for a required course must also petition the Graduate Director and present all relevant documentation to justify the award of a waiver. The student and the Office of Graduate Education are notified of the Committee's decision.

Teaching Tool Requirement:

This departmental requirement is based on the recognition that teaching skills are useful and necessary for all Ph.D. students, whether they enter academic or research positions. To meet this requirement, students must register for ASOC 606, which will be taught as a graduate seminar each spring. Students are also required to complete a co-teaching internship by signing up with a particular faculty member to co-teach a specific course. The co-teaching can be accomplished in the same semester as the pedagogy course or in an earlier one. If the co-teaching is not completed before or concurrently with the course, the student will receive an incomplete in Soc 606 until the co-teaching is completed. It is expected that co-teaching be completed by the end of the third year. Successful completion of the teaching tool requirement is one of the criteria used for teaching appointment.

Procedures for petitioning for the co-teaching internship:

1. The student determines with whom and in what course they wish to meet this requirement.
2. Once a faculty member has agreed to sponsor the student, the student and faculty member determine the responsibilities each will have during the semester. Minimum faculty and student responsibilities are listed in the Co-teaching Contract. The contract form is available in the Sociology Department Main Office, AS-351.
3. The completed, signed contract is submitted to the Graduate Director for approval.
4. Upon approval, the student receives a letter of notification and instructions for registering for ASOC 606.
5. The faculty sponsor is required to formally provide the student with feedback at least three times per year.
6. A petition for a waiver of registration in ASOC 606 must be submitted to the Director of Graduate Studies for approval by the Graduate Committee and must be accompanied by supporting documents which attest to past teaching experience comparable to that provided by the co-teaching internship.
7. When a waiver of ASOC 606 is granted, the student is notified, and notification is forwarded to the Office of Graduate Education for placement in the student's record.

Research Tool Requirement:

The University requires all doctoral students to demonstrate through examination at this University a reading knowledge of at least one foreign language or the demonstration at this University of competence in another appropriate research tool. This requirement is to be completed as part of the 60 credits of coursework required in the sociology doctoral program. The research tool requirement may be fulfilled with reading knowledge of a language other than English or competence in one special methodological area. Foreign language skills are tested by appropriate examinations or certification. Research tool options not involving foreign languages are typically satisfied by passing appropriate courses with a grade of B or better. Native speakers of a language other than English may petition to use that language to meet this requirement.

The non-foreign language option for the research tool can be satisfied through an advanced or specialized methods course in or out of the department, as approved by the Graduate Committee. Courses in statistics, programming, qualitative or historical methods, biostatistics, or econometrics would be considered. Required courses ASOC 509, ASOC 522, and ASOC 609, or equivalent courses in other departments, will not be approved.

Courses commonly accepted to fulfill the research tool include, but are not restricted to:

- ASOC 535 Qualitative Research Techniques
- ASOC 552 Demographic Techniques
- ASOC 622 Selected Topics in Multivariate Analysis
- ASOC 708 Selected Topics in Methodology
- AWSS 590 Research Seminar in Women's, Gender and Sexuality Studies

Special topics methodology courses in psychology, criminal justice, or education may also be used to fulfill this requirement.

Procedures for petitioning for the research tool:

1. The student submits a petition to the Graduate Secretary. The petition should include the proposed research tool and the method of evaluation.
2. If the research tool is a student's native non-English language, or is one of the courses listed above, no additional approval is necessary. In other cases, the approval of the Graduate Committee is required.
3. Students whose first language is English, who wish to use a foreign language to fulfill their research tool requirement, must be specific as to the manner in which their reading proficiency in a foreign language will be demonstrated: e.g., ETS Graduate School Foreign Language Test, University at Albany language department exam, coursework, etc.
4. When formal coursework is involved, the student should seek approval prior to registering for the course.

5. For cases in which additional approval is required, the student receives notification of the Committee's decision.
6. Once competency is demonstrated in the research tool (completion of the tool demonstrated by a grade of B or better on the transcript or reports of an examination committee, etc.), the Office of the Registrar is notified by the department that this requirement has been satisfied and the relevant notation is entered on the student's transcript.

Comprehensive Examination in Research Methods Requirement:

Students can fulfill the research methods requirement if their combined grades in the first two required methods courses (ASOC 509 and ASOC 522) averages 3.5 or better.

Students who do not have the required average of 3.5 must take a written examination in methods by October 1st of their third semester. Students required to take the examination are notified by the Director of Graduate Studies after the end of their second semester when the Graduate Committee conducts its end of the year review. The Graduate Director sets the date of the examination and students must confirm their availability for the date of the examination with the Graduate Secretary.

The methods comprehensive exam is a closed book exam lasting no more than four hours. Students who are non-native speakers of English may request one extra hour on the exam. The methods comprehensive examination committee is selected by the Graduate Director and consists of three sociology faculty members, with one person serving as chair. This committee writes the exam, grades it, and notifies the Graduate Director of the exam results. The Graduate Director then notifies the student by letter. Appeals of grades on the methods comp follow the procedures for appealing grades on specialty exams (see number 9 below in the section on "Procedures for taking a specialty comprehensive exam").

Students must satisfy the research methods requirement (including a second attempt if needed) no later than the beginning of their fourth semester. Those who fail to pass the methods comprehensive exam on their second attempt will not be allowed to continue in the Ph.D. program. The student will remain eligible to complete the Master's degree.

Preparing for the comprehensive examinations:

All Ph.D. students are required to take two specialty area comprehensive examinations. These are take-home open-book exams to be completed within a seventy-two hour period. The first must be taken no later than the start of a student's sixth semester and the second no later than the start of a student's seventh semester. A student who fails a comprehensive examination can

retake it once in the semester following the first attempt. Thus re-examinations, if needed, would have to be taken no later than the start of the seventh or eighth semester. A student who fails to take the comprehensive examinations by the deadlines, or to pass them on their second attempt, will not be allowed to continue in the Ph.D. program. The student will remain eligible to complete the Master's degree.

Students must pick a substantive area for each of their comprehensive examinations, ask three faculty (one of whom needs to be designated as the committee chair) to serve on the committee for each exam, and formulate a reading list which is to be approved by all three committee members.

Students may register for ASOC 693 and 793 (both variable credit courses) in the semester immediately before or during the one in which they intend to take each comprehensive examination. These two courses do not meet formally; rather, they provide credit for students' independent study for the comprehensive examinations. Students receive a passing grade for those courses when they pass the exam.

Areas for comprehensive examinations:

Areas must be chosen from the list of sociological area specialties listed in the American Sociological Association's Guide to Graduate Departments.

The following are areas in which three or more department faculty list an area of specialization. If a student petitions for one of these areas and their committee is made up of three of the faculty listed under this area, the Graduate Director will give automatic approval to the student's request:

Aging/Social Gerontology: Gubernskaya, Loscocco, Deane

Children and Youth: Averett, Brandon, Dreby, Kaufman, Trent

Collective Behavior/Social Movements: Jacobs, Lachmann

Comparative/Historical Sociology: Jacobs, Lachmann, Major

Cultural Sociology: Gorman, Jacobs, Lachmann

Demography: Brandon, Deane, Friedman, Gubernskaya, Horton, Liang, South, Strully, Trent, Yang

Development/Globalization/World Systems: Gorman, Lachmann, Liang

Economic Sociology: Brandon, Lachmann, Loscocco, Major, Zetka

Family: Brandon, Dreby, Gubernskaya, South, Strully, Trent

Gender: Averett, Dreby, Loscocco

History of Sociology/Social Thought: Jacobs, Lachmann, Zetka

Migration and Immigration: Brandon, Chung, Dreby, Friedman, Gubernskaya, Horton, Liang, South

Occupations/Professions: Loscocco, Zetka

Organizations: Lachmann, Zetka

Political Sociology: Gorman, Jacobs, Lachmann, Major

Qualitative Methods: Averett, Chung, Dreby, Lachmann

Quantitative Methods: Brandon, Deane, Gubernskaya, Liang, South, Yang

Race/Ethnic/Minority Relations: Chung, Friedman, Horton, Jacobs, Loscocco, Vieyra, Rucks Ahidiana

Sexuality: Averett, Jacobs, Kaufman

Stratification/Mobility: Horton, Loscocco, Strully

Urban Sociology: Chung, Dreby, Friedman, Horton, Liang, South, Vieyra, Rucks Ahidiana

Work/Labor Markets: Brandon, Loscocco, Strully, Zetka

If a student wishes to select one of the above areas, but would like to choose a faculty member from this or another department who is not included on the above list, they must provide an explanation as to why that faculty member would be appropriate for their committee. All such requests will be considered by the Graduate Committee.

The following is a list of those areas from the Guide to Graduate Departments which only two members of the department faculty have listed as areas in which they are competent to examine students. If a student chooses to be examined in one of these areas, they must use both faculty members listed and select one additional faculty person from this or another department. In the student's letter requesting to be examined in this area they must attach an explanation as to why the non-listed faculty would be appropriate for their committee. All such requests will be considered by the Graduate Committee.

Criminology/Deviance: Kaufman, Messner

Medical Sociology/Mental Health: Strully, Yang

Sociological Theory: Jacobs, Lachmann

Rural Sociology: Horton, Yang

Students have the option of petitioning to take an exam in an area listed in the ASA Guide to Graduate Departments which is not included in the above lists. Among those areas are the following, which only one faculty member lists as a specialization. Students who want to take an exam in one of these areas must find two other faculty members willing to examine in this area, at least one of whom must be a member of the department. In a student's letter requesting to be examined in this area they must attach an explanation as to why the non-listed faculty would be appropriate for their committee. All such requests will be considered by the Graduate Committee.

Social Psychology: Kaufman

Science/Technology: Zetka

Religion: Lachmann

Social Networks: Lachmann

Procedures for taking a specialty comprehensive exam:

1. After the research methods requirement is satisfied, a student chooses specialty examination committees. The committee must consist of a minimum of three faculty members, two of whom

must be members of the Sociology Department. The chair of the committee must be a member of the Sociology Department.

2. The student submits a petition to the Director of Graduate Studies to accept the specialty area and the examining committee, specifying who will serve as chair. If the committee contains members not listed above for the specialty area, the Graduate Director circulates the petition to members of the Graduate Committee for approval.
3. The student is notified of the Graduate Committee's action on the petition.
4. The student consults with their committee members to develop an appropriate reading list. The reading list must be approved by all committee members. When the student and the chair of the specialty examination committee agree the student is ready to take the exam, the student selects an examination date from among those scheduled by the department. This date should be agreed upon by all committee members.
5. There are three examination periods scheduled throughout the year for the administration of specialty examinations: two weeks immediately prior to the beginning of the fall semester, two weeks during the intersession, and two weeks immediately following the spring semester. A student may take an examination, regardless of area, during any of these periods. Exams will not be offered on any date other than those in the official schedule.
6. In order to take the exam, the student must choose a seventy-two hour date within the two-week examination period and notify the Graduate Secretary of their intent by the specified deadline for that examination period.
7. The chair of the examination committee notifies the student, the Graduate Director, and the Graduate Secretary of the exam results.
8. Upon the successful completion of all examinations, the Office of the Registrar is notified, and the information is recorded on the student's transcript.
9. If a student wishes to appeal a grade given by the original examination committee, the following procedures must be followed:
 1. The student must specify, in writing, the reason(s) for appealing the grade. This statement should be addressed to the Director of Graduate Studies who, in turn, will send it to the members of the examination committee.
 2. The examination committee is then asked to reread the exam and either reaffirm or change the original grade.
 3. If the student is still dissatisfied with the outcome, they may again appeal to the Graduate Committee, specifying in detail the reasons for the appeal. The Graduate Committee will then appoint a new committee to read the exam.
 4. The determination of the Graduate Committee is final.

Full-time Study in Residence:

Each doctoral student must engage in full-time study beyond the Master's degree or equivalent at the University for at least one academic year after admission to the program. A year of full-time study is a requirement designed to ensure the student a sustained period of intensive intellectual growth. Students who enter with a Master's degree and have been awarded advanced standing should plan on beginning to meet this University requirement within their first year of study at Albany. Students admitted to the doctoral program with a bachelor's degree should plan on meeting this requirement after completing thirty credits.

A student will enroll in full-time study (9 credits) taken in each of two sessions, not necessarily consecutive, which must be completed satisfactorily. To request a waiver of the full-time study in residence requirement, a petition, with ample justification, should be submitted to the department's Graduate Committee, which will determine whether to forward the request to the Office of Graduate Education. The Office of Graduate Education's determination will be final.

Candidacy:

The department recommends a student be admitted to candidacy (ABD, all but dissertation) for the Doctor of Philosophy upon completion of the following:

1. Satisfactory completion of 60 credits and course requirements;
2. Satisfactory completion of the research tool and teaching tool requirements;
3. Completion of the University residence requirement;
4. Satisfactory completion of the comprehensive examination in methods or meeting the performance criterion in required methods courses;
5. Satisfactory completion of two specialty examinations.

The department nominates the student for candidacy. With the approval of the Dean of Graduate Education, a student is admitted to candidacy. Students must hold this status for at least one semester, exclusive of a summer session, before the acceptance of their dissertation.

The Doctoral Dissertation:

A dissertation based on independent research is required. The dissertation should constitute a significant and potentially publishable professional contribution to the field of sociology. The student must successfully propose and defend the dissertation in oral examinations before the department.

Procedures for completing the doctoral dissertation:

1. The candidate selects a dissertation committee of at least three full-time faculty members.
2. The majority of the committee must be faculty members of the Sociology Department. The chair of the committee is ordinarily a member of the sociology faculty, although in rare circumstances affiliates or adjuncts of the sociology department who are full-time faculty may serve as a dissertation committee chair when it is integral to the success of the project and has been approved by the graduate committee. A faculty member may continue as chair of a dissertation committee after leaving the University.
3. After faculty members have agreed to serve and a topic has been approved by the dissertation committee, the candidate is required to petition the Graduate Committee for final approval of the dissertation committee and topic. The candidate submits the petition to the Director of Graduate

Studies. The petition should include the names of the committee members with the committee chair identified, a tentative title, and a brief summary of the topic.

4. The candidate is notified of the Graduate Committee's action on the petition.
5. When the dissertation committee chair agrees, the candidate requests the Graduate Secretary to set a time and place for a public defense of the dissertation proposal. This must be done at least two weeks prior to the defense.
6. The candidate submits an abstract and full proposal for departmental reading to the Graduate Secretary at least one full week prior to the presentation. The Graduate Secretary publicizes the defense.
7. The proposal should include a detailed statement of the theoretical framework, the methodology, and importance of the topic.
8. The candidate presents the proposed research at an open meeting. The chair of the dissertation committee solicits comment and questions from the committee and others in attendance.
9. The dissertation committee either "approves," "approves pending revisions," or "rejects" the proposal, and notifies the candidate, in writing, the reason(s) for taking the latter two actions. A form is completed, signed by the committee members and the student, and returned to the Graduate Secretary.
 - If the dissertation committee "approves pending revisions" the candidate resubmits a redrafted proposal within a time period fixed by the dissertation committee. The dissertation committee may then:
 1. Approve
 2. Call for another public defense
 3. Reject.
 - If the dissertation committee "rejects" on the first or second attempt, the candidate must proceed as though preparing a first presentation (steps 1-9).
10. The student proceeds with the dissertation upon approval of the proposal by the dissertation committee. The student registers for the section of ASOC 899 for which the dissertation committee chair is instructor of record; the instructor provides the student with a Permission Number. ASOC 899 carries load (ungraded) credit. A student registers for the number of credits appropriate to the student's program during that semester. There is no specified number of dissertation load credits required. A set of guidelines for the preparation of the dissertation and other relevant policies for the submission of the dissertation is available [here](#).
11. Upon completion of the dissertation and with the agreement of the dissertation committee, the student sets the date and time of the oral defense. The candidate requests the Graduate Secretary to reserve the department conference room for the dissertation defense. This must be done at least two weeks before the date of the oral defense.
12. The candidate submits an abstract and full dissertation to the Graduate Secretary at least one full week prior to the dissertation defense. On behalf of the dissertation committee, the Graduate Secretary extends an invitation to others to attend the defense and makes the dissertation available for review.
13. The candidate presents the dissertation research and answers questions from the committee and others in attendance.
14. Three signatures, two of which must be those of the Sociology Department faculty, are required for the acceptance of a dissertation. The dissertation committee may accept the dissertation pending minor revisions. In that case, the student must complete those changes before the dissertation committee signs the transmittal form. When the dissertation is in final form, the

department chair signs the transmittal form and the dissertation can then be submitted to the University as the final requirement for the Ph.D. degree.

15. The final, approved version of the dissertation is submitted in accordance with [instructions](#) provided by the Office of Graduate Education.
16. The Recommendation for Conferral of Doctoral Degree is then prepared for the department chair's signature and delivered to the Dean of Graduate Education. Students receive a copy of all relevant forms.
17. The student must apply for the awarding of the degree on MyUAlbany. The deadline date for application for the degree (typically mid-October and mid-March) and the deadline date for completion of all requirements for the awarding of the degree (typically December 1 and May 1) appear in the academic calendar for that semester, which can be found online.

Continuous Registration:

Except for periods of official leaves of absence, all doctoral students must be continuously registered for a minimum of three credits for fall and spring semesters from admission to the program until all requirements prior to the dissertation are satisfied. During the time the student is registering for dissertation load credits (ASOC 899), they may be registered for one credit per semester. Summer session registration may not be substituted for fall or spring registration. A student who does not register for a fall or spring semester and who has not received approval for a leave of absence is subject to termination.

Statute of Limitations:

All requirements for the doctoral program must be completed within eight calendar years from the date of initial registration in the program. This policy applies equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission and study in the program. Extensions to the statute of limitations may be authorized by the Vice Dean of Graduate Education. Petitions for an extension to the statute of limitations should be submitted, along with evidence of support from the dissertation committee chair, to the Graduate Director. If the Graduate Director approves, the request will be forwarded to the Vice Dean of Graduate Education, whose decision is final.

Leaves of Absence:

A doctoral student may be granted an official leave of absence from the program for appropriate academic or personal reasons up until they reach candidacy. A leave of absence must be approved by the department, college, and the Dean of Graduate Education. Normally, a leave for up to one year is granted. However, a student may be granted up to four semesters, not necessarily consecutive, in leave of absence status. While on a leave of absence, a student is

not entitled to use University facilities and faculty resources exclusively afforded to students. Periods of authorized leave are not counted among those charged against the statute of limitations. Leaves of absences are not typically granted after doctoral candidacy is reached.

Model Timetable for Completion of the Ph.D. degree:

Students arriving with graduate credits and who receive advanced standing or waivers should see the Graduate Director to modify this timetable:

First Semester

ASOC 509, 510, 590A, one elective = 9 credits

Second Semester

ASOC 522, 511, 590B, one elective = 9 credits

Third Semester

[Take Methods Comprehensive Exam, if needed]

ASOC 609 and two electives = 9 credits

Fourth Semester

ASOC 693, two electives = 9 credits

Fifth Semester

SOC 793, two electives = 9 credits

Sixth Semester

Take first specialty exam

SOC 606 and co-teaching internship

Plus two electives = 9 credits

Seventh Semester

Take second specialty exam

Two electives = 6 credits (60 credits Ph.D. requirement met)

Include course to meet research tool requirement, if still needed

Eighth Semester

Student is admitted to candidacy (is now at the ABD "All But Dissertation" stage)

Submit and defend Dissertation Proposal

Special Programs

Combined M.A. Women's, Gender and Sexuality Studies/Ph.D. Sociology Joint Degree Program

The combined M.A Women's Studies /PhD Sociology program is the outcome of longstanding cooperation and overlapping strengths between the Departments of Sociology and Women's, Gender and Sexuality Studies. It allows students with interests in both areas to combine their work in these two programs. This is facilitated by the number of joint and affiliated faculty shared between the two departments, as well as by graduate-level cross-listed coursework. It is also facilitated by the willingness of both departments to allow requirements for one program to be included as a portion of the coursework for the other program.

Students in the joint program will fulfill requirements for both degrees. The Women's, Gender and Sexuality Studies M.A. requires a total of 32 credits, including several core courses, a Master's project, and elective courses forming a cohesive cluster. The Sociology PhD program requires a total of 60 credits (plus the dissertation), including several core courses, a teaching tool, a research tool, and two comprehensive area exams. Cooperative agreements between the Departments allow the Sociology comprehensive exam in Gender to meet the Women's, Gender and Sexuality Studies Master's project requirement. The Women's, Gender and Sexuality Studies core courses are allowed to count as credit toward the Sociology PhD, and the Women's, Gender and Sexuality Studies Research Seminar (a core course) may count as the research tool for the Ph.D. Electives, including courses that are cross-listed, listed in either department, or in other departments, may count toward both degrees as approved by the Graduate Directors of each program.

Applicants will be reviewed by the Graduate Directors and Committees of both departments. In order to be considered for financial assistance, applications must be received by January 15. Applications for the joint program can also be considered after entry into either program. For more information on the requirements of the M.A. portion of the program, see the Women's, Gender and Sexuality Studies M.A. [student handbook](#).

Certificate Program in Demography

The Certificate Program in Demography is a graduate-level program designed both for students already enrolled in graduate programs in social science and for members of the community, such as state employees. It will prepare students with theoretical, substantive, and

methodological knowledge of how population processes operate in societies and how they interrelate with other social processes. The program is administered by the Graduate Committee in sociology.

The program consists of 18 credits of coursework as follows:

1. Required Courses - 6 credits
 - ASOC 551 Introduction to Demography
 - ASOC 552 Demographic Techniques
2. Demography Topics/Internship - 6 credits
 - ASOC 665 Special Topics in Demography (6 credits), or
 - ASOC 665 Special Topics in Demography (3 credits), and
 - ASOC 607 Demography Internships (3 credits)
3. Demography Related Courses - 6 credits; suggested courses include:
 - ASOC 560 Families
 - ASOC 575 Ethnicity and Race
 - ASOC 627 Urbanization
 - ASOC 640 Gender Inequality
 - ASOC 662 Sociology of Aging
 - AANT 511 Human Population Biology
 - AANT 512 Human Population Genetics
 - APLN 502 Urban and Metropolitan Structure and Functions

Additionally, students must have taken one graduate-level statistics course in sociology or a related field.

Students who complete the program requirements for the Demography Certificate while pursuing the M.A. or Ph.D. degree in sociology may apply for the award of the certificate without formally applying for admission to the program.

Student Support

Graduate Student Support

Assistantships

Each year the University prepares a bulletin titled [University at Albany Graduate Assistantships, Fellowships, and Tuition Scholarships: Guidelines for Students](#). This publication provides

detailed information on the University's policies and procedures, and is sent to each assistant or fellow with a copy of the appointment form.

What follows are the policies and procedures specific to the Department of Sociology which fall within the guidelines set by the University.

Sources and Types

Funded Ph.D. students in Sociology are initially supported through state-funded graduate assistantships.. Research assistantships are also available through grant-supported research projects. All graduate assistants funded on state lines at the University are represented for purposes of collective negotiations by the Graduate Student Employees Union/Communications Workers of America, Local 1188 (GSEU/CWA). All assistants funded through the Research Foundation of New York or other agencies are not part of the GSEU/CWA bargaining unit. Graduate assistantships allocated to the Department of Sociology are awarded by the Graduate Committee. Research assistantships are awarded by the principal investigator of a sponsored research project.

There are also assistantships allocated to administrative offices on campus. These are awarded by the directors of the respective offices: e.g., Advisement Service Center, Office of the Registrar, Undergraduate Admissions, Institutional Research, etc. Calls for applications are generally held in the spring of each academic year. Departmental recommendations factor into a unit's decisions.

Selection and Renewal of Assistants

Each year the Graduate Committee, based on the department's allocation, sets aside a certain number of assistantships for incoming students. Awards to first year students are based on graduate application credentials.

A larger portion of the department's allocation is awarded to continuing students. Students completing a doctoral program may be supported for up to a total of three years in graduate status at the University if they arrive with an M.A. in Sociology, or four years if they do not. Students who arrive without an M.A. may also be considered for a fifth year of assistantship as funding permits. Support beyond the fifth year is normally through appointment as a part-time lecturer or as a research assistant on a grant.

Graduate assistantships may be terminated if the student is not making satisfactory progress in the program, or if assistantship performance is unsatisfactory. Individuals are informed in writing or in person if such action is taken by the Graduate Committee. In addition, assistants, as well as non-supported students, must demonstrate satisfactory academic progress. All students receive a written evaluation at the end of an academic year, along with a checklist on which is indicated the program requirements the student should plan on completing the next academic year. When making funding decisions, the Graduate Committee takes into account:

1. Progress toward completing required courses
2. Number and duration of a grade of incomplete in courses
3. Grade point average
4. Number of credits taken per year
5. Taking and passing required examinations on schedule
6. Paper presentations, publications, and indications of academic progress
7. Previous funding history.

Responsibilities and Duties

Graduate students who receive an assistantship award are assigned by the Graduate Committee to work with one or two faculty members. The expected work commitment for a full graduate assistantship is 20 hours per week. Responsibilities vary, depending on the needs of the faculty member to whom a student is assigned. Generally, graduate assistants perform teaching, research, administrative and/or professional duties which are meant to contribute to the academic development of the student.

Assistants are expected to perform their duties following the academic calendar and are expected to assist during final examination periods. Assistants may be expected to provide service over the entire period of appointment including intersessions and recesses, provided the arrangement is understood by the student at the time of appointment.

Assistants may not hold more than one full assistantship or engage in outside employment during the term of their appointment. Exceptions based on educational, not financial, need may be made by the Dean of Graduate Education. An assistant who wishes an exception to be made should ask the Department Administrative Manager for the appropriate application. Requests must be submitted and approved prior to the date extra service is to begin.

Course Load and Tuition Scholarships

Students who are on full assistantship are expected to register for 9 credits each semester. Those on a full assistantship are eligible for a tuition scholarship of up to 9 credits per semester.

The department makes every effort to award tuition scholarships to assistants commensurate with the registration requirements reviewed above. Continued progress in the program is the major considerations in the final tuition award level.

All assistants who are non-NYS residents and who have been at the University for a minimum of 12 months will have their tuition support provided for at the in-state tuition rate. Non-U.S. assistants who are not eligible for NYS residency will receive tuition support at the out-of-state rate.

Other Sources of Support

Part-time Lectureships

The Department is allocated part-time lines to cover scheduled courses each semester. The department has used these lines to support graduate students in their fifth and sixth years and, when possible, beyond. Students with appropriate experience have been appointed to a lectureship prior to the fifth year of study. Part-time lecturer appointments are made within the context of undergraduate program needs and with consideration of the qualifications and eligibility of graduate students not otherwise supported. Lecturers fall under the UUP bargaining unit; therefore, part-time lecturers are eligible for a UUP tuition voucher for one course, regardless of the number of credits assigned to the course, during the semester(s) of appointment.

Continuation of support is dependent on the University budget and part-time resources.

Tuition Scholarships

Graduate students appointed to department-supported assistantships have first priority for tuition scholarships. The Office of the Dean of the College of Arts and Sciences will consider applications for scholarships from students supported by research grants when tuition dollars are available. Academic performance and progress in the program are the main criteria applied.

Competitions

The Allen E. Liska Award for Dissertation Research

The Liska award commemorates the memory of Professor Liska, who passed away in 1999, and is awarded each spring to support dissertation research for a Ph.D. student who has defended their dissertation proposal. The deadline for the submission of materials is announced during the spring semester. The winner is selected by the Graduate Committee and the award is presented at the Standing Lecture.

The Paul Meadows Award for Excellence in Teaching or Research

The Meadows awards are given annually to sociology M.A. and Ph.D. students for excellence in either teaching or research. The deadline for the submission of materials is announced in the spring semester. Decisions are made by the Graduate Committee, and the awards are presented at the Standing Lecture.

A student wishing to be considered should submit the appropriate material to the committee. In its evaluation of teaching, the committee will review course evaluations, recommendations, syllabi, and any other relevant material that is submitted. In evaluating research, the committee will review a single written submission. A master's thesis, a term paper, or a paper submitted to a meeting or journal qualify. The paper may be co-authored with another student, but not a faculty member. Completed dissertations are excluded. Usually, one award is given in each area; however, two awards may be given in the same area or no awards in either area.

Graduate Student Travel Policy

To encourage graduate student participation in professional meetings, the department provides funds to support graduate student travel. The criteria listed below are used to allocate the funds. Generally, the student travel award is not sufficient to cover the entire cost of attending a conference and is intended to defray the total cost of the student's travel. The Department Administrative Manager can provide details about how to apply for student travel funds. Applications should be made at least two months prior to the intended travel. Reimbursement is made after the student attends the meeting. The amount of money available for student travel each year is contingent upon the department's budget allocation.

Award Criteria

1. Students may only receive support once each year.

2. The year is July 1st to June 30th
3. Students must be on the program: presenting a paper, roundtable or poster. Papers may be co-authored but the student must actually be the presenter. Other forms of participation are occasionally supported, but mere attendance (though arguably beneficial to students) does not warrant support.
4. Higher level meetings receive funding first. Though it has not happened, this means that all the money could be spent supporting travel to the ASA and there would be no student travel money for the rest of the year. Priority level of meetings is:
 - Level 1: ASA
 - Level 2: National Specialty Meetings (e.g. ASC, PAA, SSHA) and ESS
 - Level 3: Other regional sociology meetings, sub-regional sociology meetings and sub-national specialty meetings.
5. Location of meetings is also considered. For example, if the ASA is in NYC but all the National Specialty meetings are on the West Coast, then Level 2 recipients may receive as much or more money than Level 1 recipients.
6. Students of any year are eligible to apply for travel funds and in most years, all requests are honored.

GSA Grants

The Graduate Student Association, not to be confused with GSEU, offers grants of up to \$650 for funding research projects (research grants), travel, and other costs associated with conference/exhibition/participation (travel grants). Research grants may be used for travel to research facilities, purchase of equipment and supplies, remuneration of human subjects, costs associated with specialized training, and other research related expenses. Travel grants may be used to cover travel expenses and room and meals, and are available only to individuals presenting papers, posters, literary work, or art work or to individuals serving as a chair, panelist etc, for a symposium.

Separate funding pools for GSA research and travel grants are set up for each of the three funding periods: fall, spring, and summer. Full- and part-time students registered at the University who have paid the mandatory graduate student activity fee for the current semester are eligible to apply. Complete information and application forms are available from the [GSA website](#).

University at Albany Benevolent Association Research Grants

The University Benevolent Association offers grants of up to \$500 to assist advanced degree candidates pursuing research projects integral to the dissertation or master's thesis or for other projects related to more preliminary stages of advanced graduate research. Competitions are held each fall and spring semester: the spring competition is intended to support research

activity for the following summer and fall, and the fall competition is in support of research activity in the coming spring semester.

The Benevolent Association Research Grant can be used to support the direct costs of research, including travel to libraries, archives, laboratories and other research facilities and resources, costs of information access, remuneration of human subjects, purchase of supplies or rental of equipment, and other research- related expenses. More information on the criteria and application process can be found at the [Division for Research website](#).

GSEU Professional Development Awards

Graduate students who are members of the Graduate Student Employees Union are eligible for the Professional Development Awards Program. This provides for an award of up to \$1000 to support research expenses, conference travel, and other forms of professional development. Contact the GSEU for more information on deadlines and application guidelines.

Dissertation Research Fellowship Awards

Graduate students who have advanced to candidacy are eligible for the Dissertation Research Fellowship Awards Program, which provides up to \$1000 of support for research related to dissertation projects, including travel to conduct research, costs of information access, remuneration of human subjects, purchase of supplies or equipment rental, and other research expenses, not including the cost of manuscript production or travel to scholarly meetings. Applications are reviewed on a monthly basis; more information can be found at the [Office of Graduate Education website](#).