

# Department of Sociology | PhD Checklist of Requirements

## Year 1 (Post-Masters) or Years 1, 2 & 3 (Post-Bachelors)

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- ☐ Complete required courses, where there are options or electives, work with your advisor to create your plan of study. *Total of 8 seminars (including required courses) for post-M.A. Total of 16 seminars or 64 credits (including required courses) for post-B.A. Post-MA students must transfer their credits using a petition on Graduate School website. Maximum of 32 credits can be transferred.*
  - SO-701, Classical Theory
  - SO-708, Contemporary Theory
  - SO-702, Seminar in methods (research design)
  - SO-712, Qualitative Methods (or an equivalent GPC approved advanced qualitative methods course)
  - SO 724, Quantitative Methods in Sociological Analysis (or an equivalent GPC approved advanced quantitative methods course)
  - 11 Elective courses (total 44 credits, up to 36 credits may be transferred)  
*SO-701, 702, and 708 and 724 should be taken in the first year of graduate work.*
- ☐ Select 2 subfields and 2 primary readers and complete an exam or an essay or a research paper for each subfield. Submit **Examining Committee Petition**<sup>1</sup>. (Graduate Programs Committee will approve and appoint a 3rd reader)  
*Students should complete at least one qualifying requirement by or over the summer before their third year.*

## Year 2 (Post-Masters) or Year 3 (Post-Bachelors)

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- ☐ Work with advisors to assemble bibliographies. Prepare for and write Critical Essay(s) OR complete Qualifying Exams (approved essays/exams will be submitted to the Department Office for your file).
- ☐ Do your Oral Comprehensive Exam (time announced to department; results submitted on **Report of Examinations** to the Grad School)  

*NOW YOU ARE OFFICIALLY A "PHD CANDIDATE"*
- ☐ Select "first reader" for your prospectus and dissertation and consult with that person about 2 additional readers. This will be your working dissertation committee. Submit the **Dissertation Committee Petition Form** to the Department Office. Note that this committee may be the same as your examining committee, and this step may be done alongside preparing the Critical Essay.
- ☐ Write your prospectus and begin steps for IRB approval. Both the prospectus and the Human Subjects permissions will have to be approved before you can start your research (or apply for grants).
- ☐ Place a copy of the prospectus in the Department Office and officially schedule your Prospectus Defense (time and date will be announced to the department). When complete, submit the **Dissertation Prospectus Approval Page** to Grad School along with a copy of the approved prospectus.

*NOW YOU ARE OFFICIALLY "ABD" (all but the dissertation)*

## Years 3+ (Post-Masters) or Years 4+ (Post-Bachelors)

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- ☐ Research and write your dissertation
- ☐ Be aware of deadlines & submit all the Grad School paperwork for graduation, including your abstract.
- ☐ Submit written dissertation to 5 readers – initial committee of 3, plus 2 - and file the **Schedule of the Final Oral Examination** form with the Grad School
- ☐ Oral defense of dissertation (results will be reported to Grad School on the **Report of Examinations** )

**GRADUATION!!**

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<sup>1</sup> Highlighted items indicate forms to be filed either with the Department Graduate Programs Committee (GPC) or the University Graduate School.

***University Deadlines for completion: 5 years post-M.A. or 7 years post-B.A***