INTRODUCTORY NOTE

This booklet augments and clarifies the information about graduate studies in sociology given in the Graduate School Bulletin, available at http://www.bu.edu/grs/academics/index.html.

For answers to further questions please contact:

Prof. Emily Barman, Director of Graduate Programs
Ms. Kathleen Hennessy, Graduate Programs Administrator

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I. THE FACULTY and RESEARCH AREAS

Sociology faculty in 2010/11 include the following individuals (together with the names of the institutions from which they received their highest academic degrees).

FACULTY

Nancy Ammerman (Yale University)
Emily Barman (University of Chicago)
Ruha Benjamin (University of California at Berkeley)
Japonica Brown-Saracino (Northwestern University)
Cati Connell (University of Texas)
Jeff Coulter (Victoria University of Manchester, England)
Susan Eckstein (Columbia University)
Julian Go (University of Chicago)
Liah Greenfeld (Hebrew University of Jerusalem)
Alya Guseva (University of California, San Diego)
Stephen Kalberg (State University of New York at StonyBrook)
Nazli Kibria (University of Pennsylvania)
Daniel J. Monti (University of North Carolina, Chapel Hill)
Sigrun Olafsdottir (Indiana University)
Laurel Smith-Doerr (University of Arizona)
John Stone (Oxford University)
David Swartz (Boston University)
Peter Yeager (University of Wisconsin, Madison)

Affiliated Faculty
Patricia Rieker (University of Pittsburgh)
### Areas of Specialization & 2010-11 Seminars

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II. PROGRAMS & POLICIES

Each student is responsible for knowing the rules, regulations, procedures, and deadlines concerning his or her Graduate Program as they appear in this booklet and in the Graduate School Bulletin.

THE GRADUATE PROGRAMS COMMITTEE

The Graduate Programs Committee (GPC) is an important partner in guiding the student’s progress through the program. It is composed of three members of the faculty, with the Director of Graduate Programs as its chair. It supervises all graduate programs, and administers regulations that are established by the department faculty in accordance with standards set by the entire department and the Graduate School. The committee has the authority to waive regulations in special individual circumstances and, with approval of the Department Chair, may establish new rules and procedures. The limits of authority for the GPC are set by the Graduate School.

A student may appeal or challenge any rule to the GPC, presenting the appeal in writing to the Director of Graduate Programs. If, after appeal, the decision of the GPC is still not satisfactory to the student, an appeal may be made directly to the department by letter addressed to the Department Chair.

The Graduate Programs Committee is charged with establishing the student’s Examining Committee to oversee the Critical Essay and Comprehensive Oral Examination. The first two members of the Examining Committee are normally proposed to the GPC by the student, with the concurrence of the named faculty. This request is conveyed using the Critical Essay Form. These two members should represent the most relevant expertise for the fields to be covered in the Critical Essay. The third member of the committee will be appointed by the GPC from among other qualified Department faculty.

Similarly, the GPC works with the student and the student’s advisor to select two other members of the faculty to read and approve the dissertation prospectus, participate in an oral examination of it, and (with the advisor) be the official first three Readers of the dissertation. Before submitting a prospectus, the dissertation committee should be approved using the Dissertation Committee Petition Form.

The Committee is also charged with approving changes of advisor, approving the waiver of any program requirements, as well as generally monitoring each student’s progress through the program. Completion of each major program requirement is reported to this Committee.

ADVISORS

Upon arrival new students are assigned a temporary advisor to assist with Fall registration. During the first semester, a new student is required by Graduate School rule to have secured the agreement of a faculty member of his or her choice to serve as advisor, the choice to be reported in writing to the Director of Graduate Programs on the Advisor Form. This person may differ from the assigned temporary advisor. The advisor is available for consultation on all
phases of the student’s academic program, including approval of course programs and selection of areas of specialization.

Each student is expected to schedule an annual conversation with his or her advisor to assess progress toward the degree.

Normally advisors are selected in the student’s area of specialization and serve until completion of the M.A. program or the Ph.D. Qualifying Examinations. However, changes may be made at any point by mutual consent, with the approval of the GPC. Advisors may become dissertation First Readers, but the assignment is not automatic. After passing the Ph.D. Qualifying Examination, students are expected to develop dissertation topics in consultation with faculty qualified to help develop the prospectus and supervise the dissertation research. The agreement of a faculty member to serve as First Reader should be in writing, addressed to the Director of Graduate Programs.

REGULATIONS

Registration Status

a) Full-Time Status: A student enrolled in three to four-and-a-half courses (12 to 18 credits) will be considered full-time and will be charged full tuition plus a GSU fee of $97 per year, a health service fee of $104 per year and Basic Medical Insurance at approximately $1,676 per year (students may choose to opt out of university insurance if they possess another form of medical insurance). Each student must satisfy a residency requirement of a minimum of two consecutive regular semesters of full-time graduate study at Boston University. Students holding regular appointments as teaching fellows or research assistants are considered full-time if they are enrolled in two or more courses. Teaching fellows or research assistants taking fewer than two courses may, if appropriate, be designated as full-time.

b) Continuing Student Status: MA and PhD candidates who have completed all departmental course requirements must register each subsequent semester for continuing student status until all requirements for the degree have been completed. Payment of the Continuing Student Fee each semester entitles the student to appropriate access to and use of the libraries, research laboratories, academic staff, and other academic facilities of the University for the purpose of completing such requirements as examinations, research, and thesis or dissertation work. Continuing students who are PhD candidates are entitled to officially audit one course each semester without further tuition charge and may register for one 4-credit course. Language and physical education courses, studio courses, and lab courses may not be audited.

c) Part-Time Status: All part-time students who are candidates for degrees must register each semester for at least one course until all departmental course requirements are completed.

Cross-Registration

Graduate students are able to take a limited number of graduate courses at many other local universities, including Boston College, Brandeis University, and Tufts University. Students may also register for courses in the University’s other Schools and Colleges, in the University Professors Program, in the Boston University Marine Program, and at Woods Hole Oceanographic Institute. During a given academic year, a student is permitted to cross-register
only once. Students must receive advisor approval on the form, and receive approval from the Graduate School of Arts and Sciences Office and the graduate school registrar of the host institution. Further information is available from the Office of the University Registrar, 881 Commonwealth Avenue.

**Leave of Absence**

Normally, students must register for each regular semester until completion of all degree requirements. Upon written request to the Graduate School, a student is allowed up to two semesters of leave of absence. The period of authorized leave of absence is counted as a part of the time allowed for completion of degree requirements. Students may not complete any degree requirements in a semester for which they have been granted leave of absence. Students must be registered in the semester in which the degree requirements are completed, as well as in the preceding semester.

**Academic Misconduct**

All students are expected to comply with the Graduate School’s Academic Conduct Code. Academic misconduct, defined as a student’s own conduct which intentionally misrepresents his or her own academic accomplishments, or which jeopardizes the fair judging of another student’s academic work, will be penalized in accordance with the guidelines of the Graduate School Committee on Academic Standards. For further information, consult the Graduate School’s Academic Discipline Procedures at http://www.bu.edu/grs/academics/resources/adp.html.

**Sexual Harassment**

All students are expected to comply with Boston University’s Sexual Harassment Policy. BU is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment. For further information, consult http://www.bu.edu/lifebook/university-policies/policies-sexualharassment.html.

**Grades**

A grade of “I” for incomplete is given if the work of a course is not completed within the semester of registration. The Graduate School stipulates that this automatically becomes a permanent “I” unless the work is completed and the grade changed within the following calendar year; grades of “I” after 1 year and of C+ or lower are considered failures. Grade changes are permitted only within one year of the original recording of the grade at the end of the semester. The Graduate School enforces regulations concerning Incompletes.

**Termination of Studies**
If, because of failure to maintain satisfactory grades, the Graduate School recommends that a student be terminated from the program, the student may appeal to the Graduate Programs Committee before the Committee forwards an official notice of termination. Students in such jeopardy should immediately discuss the situation with their advisor and submit in writing to the GPC any relevant information before action is taken.

Post-bachelors PhD students are expected to complete all requirements for the degree within seven years of matriculation. Post-masters PhD students are expected to complete their work in five years. MA students must complete their work in three years. Students who anticipate exceeding these limits must petition for extension of their program.
III. DEGREE REQUIREMENTS

A. REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

The objective of the Master’s Program at Boston University is to prepare the student broadly in the basic skills used by a sociologist. Our goal is to provide training for work as an applied social scientist outside of academic life, as in government administrative jobs or research departments or community programs. There is also room for some specialization or areas of concentration. Usually 8 courses are required.

1. Basic Requirements - 5 courses

SO-701, Classical Theory
SO-708, Contemporary Theory
SO-702, Pro seminar in Methods (research design)
SO-709, SO-712, SO-713 (or equivalent approved qualitative methods course)
MA 614, Statistical Methods II, or MA 684, Multivariate Analysis

2. Elective Requirements - 3 courses

Chosen in consultation with the faculty advisor, at least one elective must be in Sociology at the 700-level or above. Two electives may be in other social science departments.

3. Masters Thesis

Students should work with their advisor and one other faculty member on a project of original research, resulting in a paper that demonstrates the student’s skills in sociological research and analysis. The student should secure the participation and approval of the faculty readers using the Masters Thesis Committee Petition Form. The Graduate Programs Committee must give approval if the second committee member is to be faculty from another department.

Thesis length, how much and what kind of research is included, its format, and content are decided by the student in consultation with the thesis committee. Upon reading the thesis, committee members meet with the student to discuss and evaluate it. The Graduate School must be notified of the outcome three weeks before graduation.

An application for the M.A. diploma should be filed with the Graduate School at the beginning of the semester in which the degree is expected to be awarded. For the degree to be awarded, a Certificate of Completion must be signed by the advisor and filed with the Graduate School.

Possible transfer from the M.A. to the Ph.D. Program

Students in the M.A. program may petition for admission to the Ph.D. Program before completing requirements for the M.A., after their first semester in the program. The petition is reviewed as part of the regular Ph.D. admissions review process.
B. PRE-DISSERTATION REQUIREMENT FOR THE POST-BACHELOR’S PH.D.

At Boston University, the goal of the Ph.D. program is to produce well-rounded sociologists capable of advancing knowledge in the field through research, teaching and practice. The program involves course work and writing, extensive private reading, and varied research experiences. Progress in the program is shown by passing through five stages: (1) satisfying course requirements, (2) writing a Critical Essay; (3) passing the Comprehensive Oral Exam; (4) writing and securing approval of the Dissertation Prospectus, and (5) writing and defending the dissertation at a Final Oral Examination.

1. Course Requirements

   a. Basic Requirements (6 courses)

      SO-701, Classical Theory
      SO-708, Contemporary Theory
      SO-702, Pro seminar in methods (research design)
      SO-709, SO-712, SO-713 (or equivalent approved qualitative methods course)
      MA 614, Statistical Methods (Math Department)
      MA 684 Multivariate Analysis (Math Department)

      SO-701, 702, and 708 should be taken in the first year of graduate work; so too should MA 614 and MA 684.

   b. Elective Courses (10 courses)

      When possible, students should specialize in two sub-fields and take at least two courses in each of the sub-fields. Directed Studies are encouraged as a way to do focused work in a specialty. Students should also explore widely the offerings in other departments and in Consortium schools.

2. Critical Essays

   Promptly after all courses are complete, students will complete a Critical Essay that demonstrates intellectual mastery of the ideas and existing research in two subfields within the discipline. The student should present the material in a way that demonstrates his or her facility with the social theories out of which questions in these subfields have emerged, as well as knowledge of the relevant research literature in the field and the ability to frame and critique that literature. While it is expected that these fields will be the relevant background fields for the dissertation, the Critical Essay should demonstrate the sort of broad knowledge of the subject and ability to frame the field that might, for instance, be necessary in later teaching a course in that area. The ideal Essay is the statement of a scholar who has mastered an area sufficiently to see where her or his own unique contribution might lie.

   Subfields and an Examining Committee will be identified in consultation with the student’s advisor and with the approval of the Graduate Programs Committee. Fields will generally be selected from among those listed in this Handbook. Where two subfields are closely related, the Essay may (but is not required to) be one integrated whole, covering both fields. For a field not listed and for which no member of the department is qualified to administer an
examination, the student may seek approval for the participation of a qualified examiner from outside the department for one of the areas the Essay will cover. After an Examining Committee and fields have been approved, the student will work with the Examining Committee to develop a basic bibliography the Essay will be expected to cover. Organization of the essay is the student’s responsibility. Advice and comments concerning the essay may be solicited from any faculty member as well as the student’s advisor.

The completed essay should provide 20-30 pages of text, plus bibliography, on each of the two areas (i.e., 40-60 pages total). Essays will be expected to be well written and to conform to standard academic criteria for form, clarity, and accuracy.

The student’s completed Essay is submitted for approval to the Examining Committee. Two of the three members of the Examining Committee must agree that the Essay is satisfactory. Completed and approved Essays should be filed with the Director of Graduate Programs.

A student whose Essay is deemed unsatisfactory may, with the approval of the Examining Committee, submit a revised Essay within six months of the original submission date.

3. Comprehensive Oral Examination

After the Examining Committee has approved the Essay, a date is set for the Comprehensive Oral Exam. A copy of the Critical Essay should be on file with the Graduate Programs Director at least two weeks prior to the scheduled Exam. The exam is open for the participation of all members of the Department’s graduate school faculty, but only the Examining Committee will vote on whether the student’s performance is satisfactory. A student may invite up to 5 personal guests to audit, but not participate, in the examination.

The Oral Examination will primarily cover the fields in the Critical Essay. It may, however, cover other substantive, methodological, or theoretical material from the student’s coursework. It should provide an opportunity to probe the degree to which a student has all the necessary foundations – theoretical, methodological, and specialized knowledge – for the work that lies ahead.

A student who fails the Oral Exam the first time may take it again no later than three months after the first attempt. If the student fails the Exam a second time, the GPC will review the total record of the student and decide whether to recommend to the Department Chair termination of the student’s program.

If more than five years elapse between passing the Oral Exam and submission (and approval of) the dissertation prospectus, the Critical Essay and Oral Exam must be repeated.
C. **PRE-DISSERTATION REQUIREMENTS FOR THE POST-MASTER’S PH.D.**

A minimum of 8 courses, with the basic requirements and the areas of concentration requirements described above for the Post-Bachelor’s Ph.D. program as a foundation. For students having already fulfilled all or some of that preparation by earning a Master’s Degree in Sociology, advanced theory and methods courses are recommended. Students should consult their advisors and petition for any desired exemption from departmental theory and methods requirements (submitting a copy of their transcript and course syllabi, using the *Course Waiver Form*).

For a student without graduate level preparation in sociology, requirements are established by the student’s advisor and Graduate Programs Committee on a case-by-case basis, guided by the nature and extent of the student’s prior formal study and degrees. Any exceptions must be recorded in writing and placed in the student’s file.

Requirements in addition to courses are the same as for the Post-Bachelor’s Ph.D. program.

D. **DISSERTATION REQUIREMENTS FOR ALL DOCTORAL STUDENTS**

It is recommended by the Graduate School that each student review his/her academic record with his/her major advisor to determine that all course and qualifying requirements have been completed before proceeding with dissertation work.

**Dissertation Committee**

Students should select a dissertation topic and secure the agreement of a faculty member who will serve as First Reader (primary dissertation advisor). The student and the advisor should work together to select two other members of the faculty to read and approve the prospectus and serve as second and third readers for the dissertation. The student should use the *Dissertation Committee Petition Form* to seek official approval of and for this Committee. Note that an expanded committee of five persons will read and approve the final dissertation.

The First Reader must be a CAS/GRS faculty member. Any other committee member (either at the Prospectus or Dissertation defense stage) who is not on the GRS faculty will need a *special service appointment* to the Graduate School in order to serve in this capacity. To arrange special service appointments, students should see the Graduate Programs Administrator.

**External Funding Sources**

Students are encouraged to seek out external sources of funding throughout the course of their graduate career. External sources of funding, in the form of grants and fellowships, are available for students based on their citizenship/residence status, their stage of progress through the degree program, and their focus of interest. Funding is available from federal agencies, foundations, corporations, and professional organizations. A number of search engines and websites provide lists of funding sources for graduate students. These include Community of Science, Grants in Graduate Studies, Cornell University Graduate School Fellowship Notebook, and UCLA’s Graduate & Postdoctoral Extramural Support Database.

**Institutional Review Board**
If a student’s dissertation research entails the study of human research subjects, the student’s research design must obtain approval from Boston University’s Charles River Institutional Review Board. The Charles River Campus (CRC) Institutional Review Board (IRB) was created to comply with federal regulations and state laws for the protection of the rights and welfare of human research subjects. The purpose of the CRC IRB is to protect the rights and welfare of human subjects of research and to assure that clinical research is conducted according to corresponding federal regulations, state law, and IRB policies. Students should work with their dissertation committee and with the Office of Sponsored Programs to secure approval of their research design by the CRC IRB.

1. The Prospectus.

In most cases, the proposed dissertation will draw on the conceptual work and relevant literature covered in the Critical Essay, but the prospectus will use material from the Critical Essay only insofar as it points to the particular question the dissertation will address.

The prospectus should briefly identify the question to be addressed and the relevant theoretical and research literature from which the dissertation will build. It should then outline the research methods and plan for the study (including an estimated timetable) and provide a focused bibliography. The Graduate School requires that this document (not including bibliography and appendices) be no more than 20 pages in length. It constitutes a working agreement (subject to on-going renegotiation) about the project to be undertaken.

Proposals should also deal with relevant questions of ethics and informed consent (see IRB section above). If human subjects are involved, the student should include with the prospectus a draft of her or his application to the Institutional Review Board.

A title page and a one-page abstract should also be included.

If revisions are required, the student will be expected to submit a revised dissertation prospectus within a time limit specified by the Committee.

For a January degree the prospectus is due in the Graduate School by April of the preceding academic year; for a May degree the prospectus is due in October of the preceding semester. These deadlines, however, do not reflect a realistic assessment of the usual time between proposal and dissertation completion.

Copies of the approved prospectus are placed in the Graduate Program Office in the Sociology Department and forwarded to the Graduate School.

2. Dissertation Research

With the prospectus approved, the student may engage fully upon the dissertation research. The dissertation is to be a scholarly and original contribution, written entirely by the student, and advancing knowledge in the field.

The Committee’s approval commits the student to the topic and plan of the prospectus, subject to changes made necessary by field situations, problems of data collection, subject
matter, and all other contingencies that develop during the actual research process. The Committee shall offer continuing advice and support during the dissertation research and writing. In the event that a Committee member is unable to continue to serve he/she may be replaced after review and approval by the Graduate Programs Committee.

After the prospectus is approved, the First Reader provides primary support for the student’s research, advises the student about writing the dissertation, and takes care of relevant administrative matters. It is the student’s responsibility to ascertain the extent of involvement each member of the committee wants to have during the preparation of the dissertation. The Committee, especially the first and second reader, should be available to advise the student throughout the dissertation research. The student has a responsibility to maintain appropriate contact with committee members and keep them informed of the work being done. The First Reader has the responsibility to assume leadership in guiding the student and maintaining standards of research performance and writing, in providing explicit and timely feedback, and in helping resolve substantive disagreements that may be reflected in comments from various committee members to the student.

3. Dissertation exam

After the dissertation has been completed, it is read by the three primary Readers. When they approve it, an expanded committee of five readers is then formed, and the Final Oral Examination is held.

Prior to defending the dissertation, the student must make an appointment to review the format of the dissertation with Martha Khan, Academic Records Officer in the Graduate School, Room 112, 705 Commonwealth Avenue. A Research Guide for writers of theses and dissertations is available in the GRS office. Before making the appointment, the student should make sure that the draft includes all required preliminary pages specified in the Research Guide.

In order to receive the degree at May Commencement, the Final Oral Examination must be held and the dissertation submitted to GRS by the middle of April. The student should consult the Graduate School for deadlines for completing requirements for graduation since these change annually. There are no exceptions to University deadlines.

The student must be registered in the University and must pay appropriate tuition and fees in the semester preceding the examination and the semester in which the examination is held and the degree requirements are completed.

A Ph.D. Dissertation Abstract form must be submitted to the Graduate School Records Office, Room 112, with one copy of the dissertation abstract (maximum 350 words), which has been approved by the major advisor, the Director of Graduate Programs, and the Department Chair. This must be received by the Graduate School at least three weeks in advance of the defense of the dissertation for review. The candidate will be notified when the abstract is approved and will be informed if revisions are required. Upon approval, the student files the Schedule of the Final Oral Examination and fourteen copies of the abstract with the Graduate Records Office.
Notification of the examination will be circulated to all faculty in the department. The student may invite up to five personal guests to audit, but not participate, in the final oral examination. The final oral examination is open to all BU faculty.

A member of the Sociology Department faculty other than the First Reader shall chair the examination. The examination report form will be forwarded by the Graduate School to the chair of the dissertation committee, who is responsible for completing the exam forms, obtaining all signatures, and returning the completed forms to the Director of Graduate Programs. These forms must be returned to the Graduate School prior to the time when the student submits the final copies of the dissertation to the Graduate School Office.

As noted in the Graduate School Bulletin, the student must “defend the Dissertation as a worthy contribution to knowledge in its field and demonstrate mastery of the field of specialization as it is related to the Dissertation.” As with a dissertation prospectus, a final defense can be disapproved; the examiners would then arrive at a recommendation and notify the Graduate Programs Committee and the department chair. Approval of the defense by the examining committee is followed by the committee’s recommendation to the officers and trustees of Boston University to award the Ph.D. degree.