

MA/PhD REQUIREMENTS FOR GRADUATE STUDENTS (Revised June, 2009)

This document attempts to summarize and clarify some of the requirements and steps to be taken in obtaining a graduate degree in the Sociology Department at UNM. The Sociology Department is required to conform to the general guidelines of the Office of Graduate Studies, which are presented in the UNM Catalog. Students should obtain a copy of the UNM Catalog from the Bookstore or (access it online: <http://www.unm.edu/~unmreg/catalog.htm>) and keep it handy. Students may continue to follow the requirements of the Catalog under which they entered, even if later editions vary, although they may choose to switch to the requirements of a later edition of the Catalog).

Although the current document should be fully compatible with the UNM Catalog, it would be in the student's interest to consult with the Department Graduate Advisor or Department Graduate Secretary should there appear to be contrasting information.

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I. RECOMMENDED PREREQUISITES

The Sociology Department recommends graduate students to have 12 hours of advanced undergraduate sociology courses, including the following statistics and methods courses (or the equivalents):

- Sociology 280: Introduction to Research Methods
- Sociology 381: Sociological Data Analysis (A general introduction to social statistics)
- Sociology 481: Research Methods in Sociology (Focus is on statistics and computer use. Goes up through multiple regression)
- Sociology 371: Classical Sociological Theory or Sociology (or)
- Sociology 471: Contemporary Sociological Theory

These prerequisites are not required for an application; however, they are recommended. Courses taken to satisfy prerequisites may NOT be counted toward the degree. Students who have earned a B.A. or B.S. may apply directly to the M.A. or Ph.D. Program.

II. ADVISORS AND THE COMMITTEE ON STUDIES

The Graduate Advisor advises students the first semester; one semester after admission to the graduate program students will choose a faculty advisor. The advisor should help the student plan and move through his or her graduate program, including advising the student on research courses that may help prepare and complete a thesis, professional paper, or dissertation. Students are free to change advisors, yet must submit a Change of Academic Advisor form with the Graduate Committee and the Graduate Secretary when a change has been made. Each student should maintain contact with his/her advisor, and meet with the advisor at least once each semester, and complete an annual review form in the Spring (available on the intranet).

As a general rule, students should assume that faculty will not be available during the summer for supervision of theses, professional papers, dissertations, or comprehensive examination work.

The Office of Graduate Studies (**OGS**) requires that each doctoral student form a Committee on Studies (**COS**) as soon as practicable. Since each student will have committees for his/her professional paper, master's thesis, comprehensive exam, and dissertation, a student's COS is usually synonymous with these committees. The COS must consist of at least three faculty members, one of whom serves as Chairperson. The Chair and the student must agree on the other two members. [At the dissertation stage, a fourth member must be from outside the department. The outside faculty member must be tenure-track. Check with the department's Graduate Secretary to verify that the outside member has OGS approval prior to submitting dissertation committee form.] Students may change the members of their committees and must notify the Department Graduate Committee and the Graduate Secretary of the membership of their COS; when the membership of the Committee changes, the Graduate Committee and Graduate Secretary must be notified. The COS will perform various functions as described in the UNM Catalog.

III. M.A. THESIS (PLAN I) REQUIREMENTS

A. COURSE WORK

The Sociology Department offers both Plan II and Plan I programs for the M.A. degree (see the UNM Catalog for specific requirements). Plan I requires 24 hours of coursework, 6 hours of thesis, and a written thesis. Prior to writing a thesis, students should choose a Thesis Committee (TC) consisting of a chairperson and at least two other faculty members. The TC may be the same as the COS. Required courses for the M.A. are:

Sociology 523, THEORY PROSEMINAR (All graduate students should take this course as soon as possible)

Sociology 500 (CLASSICAL SOCIAL THEORY)

Sociology 580, METHODS OF SOCIAL RESEARCH

Sociology 581, ADVANCED SOCIAL STATISTICS I

14 hours of graduate-level, substantive Sociology coursework or approved courses in other departments

Sociology 599 (6 hours) Master's Thesis

Note: Required courses are generally closed to non-degree students. The professor teaching the course will have discretion over enrollment decisions, prerequisites, etc.

B. M.A. PROGRAM OF STUDIES

According to regulations of the OGS, it is the responsibility of every student to file a Program of Study for the Master's Degree after completing 12 hours beyond the B.A. Although this is a transaction between the student and OGS (see the UNM Catalog) it also requires relevant departmental signatures as indicated on the form itself. This form is due to OGS no later than one year *prior* to the graduating semester.

C. M.A. THESIS PLAN AND PROSPECTUS

1. At the end of their first year, students are required to file a Plan for M.A. Thesis in which they specify a preliminary thesis topic and committee.
2. Students must develop a prospectus for their thesis and have it formally approved by their TC by filing a copy of the Thesis Prospectus form with the Graduate Secretary in the Sociology Department. The prospectus should be submitted to the TC within one year of completion of course work. A meeting, with all committee members present, must be held to approve the prospectus. After this meeting, the committee can either formally approve the prospectus (by signing the Prospectus Approval Form), or request revisions.
3. Minor changes in the proposed project are anticipated, and can be made in consultation with the Chair of the student's TC. Major changes in the proposed project must be approved by all

members of the TC. The student and the Chair of the TC are responsible for determining if other committee members would view a change as a major change. In the event there is a major change, the Chair of the student's TC must prepare a memo describing the change. Signatures from all committee members approving the change must be obtained. The memo, and the accompanying signatures, must be filed with the department Graduate Secretary.

D. M.A. EXAMINATION/DEFENSE OF THESIS

OGS requires M.A. students to take a Master's examination. In the Sociology Department this exam is the Plan I student's defense of his or her completed thesis. During the defense the student should be able to indicate the relevance of his or her research for the area of sociology that has been the focus of the student's graduate career. **The Announcement of Examination must be submitted to OGS at least 2 weeks before the exam.**

Upon successful completion and revision (if necessary) of the thesis, the student is required to file a bound copy with the department, in addition to filing the requisite copies with OGS. Special requirements for the bound copies are available from OGS.

Students must submit their names to the Graduate Secretary by the appropriate deadline the semester prior to the graduating semester. Check with the department Graduate Secretary for the deadline for each semester. **Students must be enrolled for thesis hours the semester that they graduate. Once a student enrolls for thesis hours, he/she must be continuously enrolled for *at least one hour of thesis through the graduating semester. Only 6 hours of thesis will count toward the degree requirements.***

IV. M.A. PROFESSIONAL PAPER (PLAN II) REQUIREMENTS

A. COURSE WORK

The Sociology Department offers both Plan II and Plan I programs for the M.A. degree (see the UNM Catalog for specific requirements). Plan II requires 26 hours of coursework, 6 hours of professional paper credit, and a written professional paper. Prior to writing a professional paper, students should choose a Professional Paper Committee (PPC) consisting of a chairperson and at least two other faculty members. The PPC may be the same as the COS. Required courses for the M.A. are:

Sociology 523, THEORY PROSEMINAR (All graduate students should take this course as soon as possible)

Sociology 500 (CLASSICAL SOCIAL THEORY)

Sociology 580, METHODS OF SOCIAL RESEARCH

Sociology 581, ADVANCED SOCIAL STATISTICS I

16 hours of graduate-level, substantive Sociology coursework or approved courses in other departments

Sociology 596 (6 hours) MASTER'S PROFESSIONAL PAPER

Note: Required courses are generally closed to non-degree students. The professor teaching the course will have discretion over enrollment decisions, prerequisites, etc.

Students must submit their names to the Graduate Secretary by the appropriate deadline the semester prior to the graduating semester. Check with the department Graduate Secretary for the deadline for each semester. **Students must be enrolled for thesis hours the semester that they graduate. Once a student enrolls for thesis hours, he/she must be continuously enrolled for *at least one hour of thesis through the graduating semester. Only 6 hours of thesis will count toward the degree requirements.***

B. PROGRAM OF STUDY FOR THE MASTER'S DEGREE

According to regulations of OGS, it is the responsibility of every student to file a Program of Study for the Master's Degree form with OGS after completing 12 hours beyond the B.A. Although this is a transaction between the student and OGS (see the UNM Catalog) it also requires relevant departmental signatures as indicated on the form itself. This form is due to OGS no later than the semester *prior* to the graduating semester.

C. M.A. PROFESSIONAL PAPER PLAN AND PROSPECTUS

1. At the end of their first year, students are required to file a Plan for M.A. Professional Paper in which they specify a preliminary professional paper topic and committee.
2. Students must develop a prospectus for their professional paper and have it formally approved by their PPC by filing a copy of the Professional Paper Dissertation Prospectus form with the Graduate Secretary in the Sociology Department. The prospectus should be submitted to the PPC within one year of completion of course work. A meeting with all committee members present must be held to approve the prospectus. After this meeting, the committee can either formally approve the prospectus (by signing the Prospectus Approval Form), or request revisions.
3. Minor changes in the proposed project are anticipated, and can be made in consultation with the Chair of the student's PPC. Major changes in the proposed project must be approved by all members of the PPC. The student and the Chair of the PPC are responsible for determining if other committee members would view a change as a major change. In the event there is a major change, the Chair of the student's PPC must prepare a memo describing the change. Signatures from all committee members approving the change must be obtained. The memo, and the accompanying signatures, must be filed with the department Graduate Secretary.

D. M.A. EXAMINATION

OGS requires M.A. students to take a Master's examination. In the Sociology Department this exam is the Plan II student's defense of his or her completed professional paper. During the defense the student should be able to indicate the relevance of his or her research for the area of sociology that

has been the focus of the student's graduate career. The "Announcement of Examination" must be submitted to OGS at least 2 weeks before the exam.

Upon successful completion and revision (if necessary) of the professional paper, the student is required to file a bound copy with the Sociology Department. Special requirements for the bound copies are available from OGS.

Students must submit their names to the Graduate Secretary by the appropriate deadline the semester prior to the graduating semester. Check with the department Graduate Secretary for the deadline for each semester. Students must be enrolled for thesis hours the semester that they graduate. Once a student enrolls for thesis hours, he/she must be continuously enrolled through the graduating semester.

V. ADMISSION TO PH.D. PROGRAM FROM WITHIN THE UNM DEPARTMENT OF SOCIOLOGY

Upon successful completion of the M.A. degree, a student may apply to the Ph.D. program. (It is expected that applicants to the Ph.D. program will have completed a Plan I degree.) Admission is not automatic. Applicants should submit a dossier consisting of a Request for Change or Addition of Degree or Graduate Unit (OGS form), an unofficial transcript of M.A. coursework, the completed thesis, and a one-page statement of intent concerning their plans and reasons for doctoral-level study. The student should also request confidential letters of recommendation from the thesis chair and one other member of the thesis committee. In considering the request to enter the Ph.D. program, the Graduate Committee will consider these materials as well as the student's overall record and departmental file (thesis evaluation forms, record of timely progress toward degree, and any other materials useful in assessing promise of high-quality doctoral level work). Grades should reflect doctoral-level ability, which means A - or better in the majority of courses. The thesis must receive an average score of "very good" or "excellent" on the overall evaluation of the thesis by the student's Thesis Committee in order for the student to be considered for the Ph.D. program.

VI. Ph.D. REQUIREMENTS

A. COURSE WORK

The Ph.D. degree requires a minimum of 48 hours of course work beyond the B.A., plus 18 hours of dissertation work. Thirty hours of course work for the M.A. (including 6 hours of thesis), may be applied toward the required 48 hours. All students must obtain a Master's degree before pursuing a Ph.D.

Required courses for the Ph.D. degree are:

Sociology 523, Theory Proseminar (All graduate students should take this course as soon as possible)

Sociology 500, Classical Social Theory

Sociology 513, Contemporary Theory 1 OR Sociology 514, Contemporary Theory 2

Sociology 580, Methods of Social Research I

Sociology 581, Advanced Social Statistics 1

Sociology 582, Advanced Social Statistics 2

A graduate level methods or statistics course in addition to 580, 581 and 582

Fifteen hours of graduate-level, substantive Sociology coursework (6 hours of substantive coursework can be transferred from an M.A. program.)

Sociology 699, Dissertation (18 hours)

*Note: Required courses are generally closed to non-degree students. The professor teaching the course will have discretion over enrollment decisions, prerequisites, etc.

B. Ph.D. COMPREHENSIVE EXAMINATIONS

All Ph.D. candidates must successfully complete comprehensive examinations in two areas in sociology. An area is defined as a recognized subdiscipline in sociology. At least one of the two exam areas must be from the following list: Deviance/Criminology/Law; Comparative/Latin America; Organizations/Work; Stratification/Race/Ethnicity; Political/Social Movements; Culture/Religion; Gender; Education; Medical Sociology. Although the department has faculty resources and course offerings in each of the above areas, the student should note that faculty resources and course offerings are subject to change, and not all areas may be covered at any given time. Any area not from this list must be approved by the department Graduate Committee and be within the limits of departmental resources. If a student wishes to take a comprehensive exam in methods and statistics, or in sociological theory, he/she must obtain permission from the appropriate theory or methods task force. The theory task force has formal guidelines for granting permission.

Comprehensive exams assess the ability of students to comprehend and evaluate key issues within a particular area of sociology. The exams are viewed as preliminary preparation toward becoming a scholar in a particular area, and toward doing independent research on a dissertation. The exams assess the student's ability to review the empirical and theoretical landmarks of a particular area and the student's ability to analyze, synthesize, and critique major theoretical and empirical materials.

Comprehensive examinations require substantial preparation. It is expected that students will prepare for them: at least two courses in each area (one core course in each comprehensive exam area must be in the Sociology Department), through regular coursework, independent study courses and involvement in research. All students will be expected to have a reading list in each area approved by the relevant members of their Comprehensive Exam Committee (CEC), no later than 4 months *before* the exam.

1. ESTABLISHING A COMPREHENSIVE EXAM COMMITTEE

Comprehensive exams require the participation of at least two Sociology Department faculty members in each area. Thus, most examination committees will have at least four members. In some cases it is possible that one faculty member may serve as an evaluator in two areas, leading to an examination committee of three persons.

The student should consult Appendix B: Faculty Expertise in Comprehensive Examination Areas for guidance in creating their committees. Dissertation committees are created by the mutual consent of the student and the faculty members the student asks to participate on his or her committee. While the Graduate Committee supports this practice, it reserves the right to suggest alternate committee members should the makeup of the committee not seem appropriate.

Students are strongly advised to be in regular contact with members of their CEC throughout preparation for taking comprehensive exams.

At least four months before the exam, the student must submit to the Graduate Secretary of the Sociology Department the document "Proposal to Take Ph.D. Comprehensive Exams" (along with the reading list). This document will indicate the faculty members that will be examining the student in each area. The document will also have signatures indicating approval of the student's reading list and preparation in each area.

2. READING LIST AND COURSE PREPARATION

The course preparation and reading list for comprehensive exams shall cover the core theoretical perspectives and empirical research in the designated area. Students are encouraged, in addition, to develop comprehensive mastery within a specialized sub-area. The comprehensive exam should help prepare a graduate student to: a. teach a graduate course in the area; b. publish articles in recognized academic journals that deal with the area.

In general, at least two graduate-level courses should be taken in each area of the comprehensive examination. At least one of these courses must be taken in the Sociology department. One of the courses may be an Independent Study course.

The reading list is created by the student in consultation with all members of his or her examination committee. The reading list and course preparation for comprehensive examinations must be approved by all examination committee members at least four months prior to the exam. The document "Proposal to Take Comprehensive Exams" records the above requirements.

All reading lists for comprehensive examinations will be filed with the department Graduate Secretary and be available for public review. Additionally, once the exam has been completed the questions for the exam will be filed with the department Graduate Secretary.

3. SCHEDULING THE COMPREHENSIVE EXAMINATION

All Ph.D. coursework must be completed before comprehensive exams can be taken, and the exams should be taken within one year of completion of course work. The student may petition the Graduate Committee for exceptions to this rule, but such petitions will only be approved if the Committee decides that the exception is clearly in the interest of both the student and the department. You must be enrolled during the semester that you take your comprehensive exam (excluding the summer semester). The oral examination (defense) must be taken within two weeks of completion of the written exams. Students should make clear and explicit arrangements with the

Chair of their CEC regarding the precise date of the exams. The Announcement of Examination” form is due to OGS no later than 2 weeks *prior* to the date of the first exam.

The Chair of the CEC will assist the student in arranging for dates and times of both written and oral exams, and to make sure that relevant paperwork and signatures are obtained, and filed in the proper manner.

The student must schedule the two parts of the written exam within a two-week period. Students will have two eight hour days (Mon. - Fri. between 8 am to 5 pm) to complete each area of the exam. The student may use the Department Reading Room computer or related means to write the exam (e.g. lap top computer), although books, articles, and notes may NOT be consulted during the exam. The student needs to start printing exam answers by 4:30 each day so that staff members may leave at 5 pm. Faculty in each area should meet within two weeks of the second exam to evaluate the performance on the written exam, and communicate their evaluation to the Chair of the CEC.

4. EVALUATION OF THE COMPREHENSIVE EXAMINATION

a. EVALUATION OF WRITTEN EXAM

Faculty in each area should meet within two weeks of the second exam to evaluate the performance on the written exam, and communicate their evaluation to the Chair of the CEC. The written portion of each area exam will be evaluated independently by each of the appropriate faculty members on the CEC. If two faculty evaluate an area, then both must agree the student has not failed the written exam for the student to proceed to take the oral exam in that area. If more than two faculty evaluate an area, then a majority of the faculty evaluating that area must agree the student has not failed the written exam for the student to proceed to take the oral exam in that area. Failure of the written portion of the exam in an area constitutes failure of the exam in that area.

b. ORAL EXAM AND FINAL EVALUATION OF THE COMPREHENSIVE EXAM

The oral exam provides the faculty and student with the opportunity to consider aspects of the written exam more closely, as well as related theoretical and methodological concerns in the area of specialization. The oral examination (defense) must be taken within two weeks of completion of the written exams.

To pass the comprehensive exam in an area, a majority of faculty members evaluating an area must agree to a passing evaluation. If two faculty evaluate an area, then both must agree to a passing evaluation. In the event a student fails one area, only that area becomes the subject of re-examination. To pass with distinction all members of both areas of the exam committee must agree.

Should a member of the CEC be unable to participate (e.g., for reasons of sabbatical leave), the Department Chair in consultation with other committee members will appoint a substitute.

The student to be examined should feel free to consult with the chair and committee members regarding the substitution.

C. Ph.D. CANDIDACY

According to the regulations of OGS, it is the responsibility of every student to file an Application for Candidacy for the Doctoral Degree after passing the comprehensive exams; this form is available on the OGS webpage (www.unm.edu/~grad). Although this is a transaction between the student and OGS (see the UNM Catalog) it also requires relevant departmental signatures as indicated on the form itself. This form should be submitted to OGS with the Report of Examination form of the comprehensive exams.

D. DISSERTATION COMMITTEE, PROSPECTUS, AND DEFENSE

The student nominates a Dissertation Committee (**DC**) by submitting an Appointment of Dissertation Committee to OGS. Please read carefully the criteria for your committee members. Check with the Graduate Secretary to see if prospective members are eligible. This form needs to be in no later than the first semester of enrollment in Sociology 699.

The dissertation prospectus form should be submitted within one year of completion of the comprehensive exam. A formal defense of the prospectus is to be made to the candidate's DC.

Formal approval of the dissertation prospectus is made by holding a meeting with all committee members present, and then filing the Prospectus Approval Form with the Graduate Secretary.

The dissertation defense shall be arranged at the convenience of the candidate and the DC. The pertinent procedures in the UNM Catalog apply here. An Announcement of Examination form must be submitted to OGS no later than two weeks before the defense.

Students should make clear and explicit arrangements with the Chair of their DC and the Graduate Secretary regarding the precise location, date, and time of the defense.

The Chair of the DC will assist the student in arranging for dates and times of the defense and to make sure that relevant paperwork and signatures are obtained and filed in the proper manner.

Upon successful completion and revision (if necessary) of the dissertation, the student is required to file a bound copy with the department, in addition to filing the requisite copies with OGS. [Note: In the UNM Catalog: "The third copy of the dissertation shall be deposited with the candidate's major graduate unit."] Specific requirements for the bound copies are available from OGS.

Students must submit their names to the Graduate Secretary by the appropriate deadline the semester prior to the graduating semester. Check with the department Graduate Secretary for the deadline for each semester. Students must be enrolled in dissertation hours the graduating semester. Once a student enrolls in dissertation hours, he/she must be continuously enrolled in dissertation hours through the graduating semester.

VII. TEACHING PREPARATION

Those students who enter the program Fall 2000 and thereafter who wish to be considered as possible instructors in the department are required to fulfill the following pedagogical training:

Prior to teaching, enroll in and successfully complete the TARC (UNM Teaching Assistants Resources Center) course on Classroom Teaching Skills (typically six Friday afternoons for two hours each week, offered twice each Fall and once each Spring, though schedule is subject to change). The course must be completed with a grade of B or better and successfully complete the online FERPA training.

The goals of the preparation are to help each student learn the basics of good pedagogy and contemporary learning theory, and develop his or her personal teaching style with the recognition that effective teaching is both an art and a science.

Students who enter the program with an M.A. and previous teaching experience may be exempted from this requirement at the discretion of the Chair of the Graduate Committee.

VIII. STANDARDS OF PERFORMANCE AND EVALUATION

Students in the Sociology Department are required to conform to the grade performance standards established in the UNM Catalog. All students should be familiar with these. In particular, students should be aware that all required courses must be passed with a grade of B- or better, or else retaken.

If a student violates Departmental policy, the student will receive a letter of warning from the Sociology Department Chair. Those continuing to violate the same policy will be subject to disciplinary review.

Each spring semester the faculty will meet in executive session to evaluate the progress of all graduate students. Students who are not progressing adequately will be notified. Failure to show improvement constitutes grounds for removal from the sociology program. A notice of inadequate progress will indicate the amount of time the student has to improve his or her performance.

As a matter of academic standards and integrity it is important to elaborate on the rules for participation in convocation and use of degree titles. Students who have had their dissertation approved by their committee may participate in graduation convocation. Students are welcome to participate in the next convocation following completion of degree requirements. Students who have not yet had their dissertation approved by their committee may not use the title Ph.D. after their name, as this practice constitutes a misrepresentation of the student's credentials. Students can identify themselves as a Ph.D. candidate on their curriculum vitae after the comprehensive examinations and the defense of the dissertation prospectus; however, the signing of letters or any professional correspondence in any way that implies the Ph.D. is completed or is imminent (e.g. "Ph.D. (candidate)", "ABD (all but dissertation)") among other

variations) is prohibited. Students may identify themselves as sociologists once the degree is conferred.

IX. FINANCIAL AID GUIDELINES

A. Types of Assistantships available from the Sociology Department

1. Teaching Assistant (TA): directly responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit. Tuition hours are included. (PhD students only) Note: depending on availability of GA/TA funds, TAspec may be the only teaching assistantship available during certain semesters.
2. Graduate Assistant (GA): one whose duties are related to assisting course instructors but who is not directly involved in teaching. Tuition hours are included. (MA and PhD students)
3. Teaching Special (TAspec): an advanced teaching assistant who holds the master's degree (or equivalent) and who is directly responsible for one or more classes. Tuition is NOT included. PhD students who are ABD (all but dissertation) are usually given this type of TAspec. The stipend is higher than that offered in regular TAspecs so that tuition can be paid. Depending on availability of GA/TA funds, TAspec may be the only teaching assistantship available during certain semesters.

B. Criteria for Granting Assistantships

Graduate Assistantships and Teaching Assistantships are awarded and evaluated each semester. Therefore, a GA/TA/TAspec should not be assumed to be ongoing, but rather contingent on performance and availability of funding. All students on assistantship are required to complete the online FERPA training.

GA/TA/TAspec awards are granted according to the following criteria:

1. Evidence of adequate progress towards the degree. Students are expected to complete their coursework and requirements in a timely fashion. Although the exact pace varies and each student's progress will be evaluated on a case-by-case basis, the following guidelines should be kept in mind: two years to complete the M.A., two additional years to complete comprehensive exams, and 2-3 additional years to complete the dissertation.
2. Academic progress in the program. Academic progress is assessed according to the student's grades and performance in courses, number and duration of incompletes, quality of professional paper, thesis, or dissertation, performance on comprehensive exams, colloquium presentation (for PhD students), and other relevant criteria.
3. Lingering incompletes are especially dangerous to student progress in the program. They can become a significant obstacle, and can result in a variety of problems with respect to OGS rules

on academic standing. To discourage longstanding incompletes, funding requests from students with an “extended” (more than one semester old) incomplete will be given lowest priority while that incomplete is pending. The Graduate Committee can, at its discretion, grant exceptions if warranted by extenuating circumstances.

4. Prior performance as a GA/TA/TA special (if relevant). Performance is assessed according to formal and informal evaluation by the supervising faculty member or instructor, and/or evaluations of teaching (ICES scores, faculty evaluations of teaching), if applicable.

C. GA/TA reappointments:

By definition, assistantships are term appointments. Students should not assume that they will be reappointed merely because no notification or termination at the end of the appointment period has been received. Reappointment is contingent upon the continuing availability of funds and the student’s academic and assistantship performance.

D. Termination Before End of Appointment Period

Notification of termination will be made by the graduate unit, and a copy of this notification forwarded to the Dean of Graduate Studies. In the case of students who are placed on academic probation, OGS will terminate the contract and notify the appropriate graduate unit. The stipend for assignments that are terminated before the end of the appointed period, either by voluntary resignation or dismissal will be prorated for the period during which the assistant was employed.

E. Medical Leave

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, upon written request to the head of the graduate unit, a two-week sick leave without loss of stipend. After this leave, the student will be paid only for the time the assistantship responsibilities were fulfilled. The graduate unit must notify the OGS whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

X. Course Waiver Policy

Under exceptional circumstances graduate students may be granted a waiver of a required class.

Graduate students may request a waiver by sending a memo to the graduate committee. The memo should include a detailed comparison of the syllabi for the courses. The student’s transcript (only grades of B+ or better will be considered) and copies of the syllabi should also be included. Past syllabi for required courses are archived in the sociology main office.

X1. Summary of Requirements and Forms

(Revised May 2009)

I. M.A. Requirements (Plan I [Thesis]; Plan II [Professional Paper])

A. Recommended Prerequisites (12 undergraduate credits, including 280, 381, 481, 371 (or) 471 or their equivalents) for both Plan I & Plan II

B1. Plan I Course Work (24 graduate credits: 14 elective hrs. substantive, 6 hours thesis; 10 required hrs. includes (500, 523, 580, 581)

B2. Plan II Course Work (26 graduate credits: 16 elective hrs. substantive, 6 hours professional paper; 10 required hrs. includes (500, 523, 580, 581)

*C. Program of Study for the Master's Degree (File with OGS after 12 graduate credits completed; this form must be filed at least one year before M.A. can be received) for both Plan I & Plan II

D1. M.A. Thesis

*1. Plan I (Departmental Plan for MA Thesis Form must be completed at end of first year of study)

*2. Prospectus (Departmental Prospectus Approval Form must be completed and filed) within 1 year of graduation.

*3. Defense (Announcement of Examination [defense of thesis] form to OGS at least two weeks before defense)

*4. Report of Examination and individual committee evaluation forms (Two separate OGS forms to be filled out by thesis committee and sent to OGS)

*5. Submission of Thesis (Two OGS forms: Information Cover Sheet, and Certification of Final Form of a Thesis)

6. File 1 bound copy of thesis with Graduate Secretary of Sociology Department.

D2. M.A. Professional Paper

*1. Plan II (Department Plan for Professional Paper Form must be completed at end of first year of study)

*2. Prospectus (Departmental Prospectus Approval Form must be completed and filed) within 1 year of graduation.

*3. Defense (Announcement of Examination (defense of professional paper) form to OGS at least two weeks before defense)

*4. Report of Examination (form to be filled out by PPC and sent to OGS)

5. File 1 bound copy of professional paper with Graduate Secretary of Department.
- *E. Graduation (place name on graduating list semester prior to graduation) for both Plan I & Plan II.
- *F1. Transfer to Ph.D. program (Request for Change of Degree Program must be submitted to Graduate Committee, along with completed Plan I dossier.)

III. Ph.D. Requirements

- A. Prerequisites (M.A. in Sociology or closely related field; 500, (513 or 514), 523, 580, 581)
- B. Course Work (48 graduate credits, 12 elective hrs. substantive, 18 credits of dissertation hours)
- *C. Ph.D. Candidacy (File with OGS after passing the comprehensive exams.)
- D. Comprehensive Exams
 - *1. Establishing a Committee (Proposal to take Ph.D. Exam form must be filled out at least 4 months prior to anticipated date of exam)
 - *2. Announcement of Examination (File form with OGS no later than two weeks prior to the exam)
 - *3. Report of Examination (OGS report form to be filled out by exam committee)
- E. Dissertation
 - *1. Establishing a Committee (Appointment of Committee form to OGS no later than first semester of enrollment in Soc. 699 -- dissertation hours)
 - *2. Prospectus (Departmental Prospectus Approval Form must be filled out and filed)
 - *3. Announcement of Examination (OGS form to be filled out by exam committee)
 - *4. Evaluation of dissertation (Two separate report forms on dissertation to be completed by committee)
 - *5. Submission of dissertation (Two Office of Graduate Studies forms: Information Cover Sheet, and Certification of Final Form of a Thesis or Dissertation)
6. File one bound copy of dissertation with Graduate Secretary of Sociology Department.
- F. Graduation (Place name on graduation list the semester prior to graduation)

*Designates a form which must be filled out. Please note that OGS forms, and any other paperwork submitted to OGS (such as petitions) should be submitted to the Office of Graduate Studies and a xerox copy should be filed with the Graduate Secretary of the Sociology Department.

XII. Faculty Expertise and Core Courses In Comprehensive Examination Areas.

(Revised June 2009)

Please note: students are only required to take the CORE course in a given area; the secondary course requirement can be completed via one of three ways: (1) Soc 551 Problems - an independent study with a professor with expertise in a given area; (2) a secondary course offered in this area; or (3) a relevant course in another UNM graduate department; you must present the syllabus and earn a grade of B- or better.

COMPARATIVE / LATIN AMERICA

Richard Coughlin*

Bob Fiala*

George Huaco

Andrew Schrank*

Susan Tiano*

Richard Wood

CORE COURSES

Soc 506 Comparing Nations

Soc 507 Gender and International Development

SECONDARY COURSES

Soc 595 Cuban Revolution

Soc 595 Rural Latin America

CRIMINOLOGY / DEVIANCE / LAW

Lisa Broidy*

Christopher Lyons*

Aki Roberts

Richard Wood*

Yvonne Zylan

María Vélez

CORE COURSES

Soc 507 Theories of Crime

Soc 507 Research on Crime and Delinquency

SECONDARY COURSES

Soc 595 Contemporary Issues in Criminology

Soc 595 Communities, Race and Crime

CULTURE / RELIGION

Beverly Burris*
George Huaco*
Richard Wood*
Sharon Nepstad

COURE COURSE:

Soc 532 Sociology of Religion
Soc 507 Sociology of Culture

EDUCATION

Nancy López*
Robert Fiala*
Roberto Ibarra*

CORE COURSE

Soc 521 Sociology of Education

SECONDARY

Soc 507 Race & Education
Soc 507 Equity and Division in Higher Education
Soc 507 Latinos & Higher Education

GENDER

Lisa Broidy*
Jane Hood*
Nancy López
Christopher Lyons
Susan Tiano*
Yvonne Zylan

CORE COURSE:

Soc 595 The Sex/Gender System

SECONDARY COURSES:

Soc 507 Gender and International Development
Soc 507 Race & Gender
Soc 595 Gender and Crime

MEDICAL

Richard Coughlin
Philip May*
Howard Waitzkin*

CORE COURSES

Soc 540 Medical Sociology and Health Policy
Soc 595 Sociology of Medical Practice

ORGANIZATIONS / WORK

Beverly Burris*
Richard Coughlin
Bob Fiala
Jane Hood
John Roberts*
Susan Tiano
Richard Wood

CORE COURSES:

Soc 530 Sociology of Work
Soc 505 Complex Organization

POLITICAL / SOCIAL MOVEMENTS

Richard Coughlin*
Bob Fiala*
Felipe Gonzales*
Christopher Lyons
Andrew Schrank
Richard Wood*
Wayne Santoro

CORE COURSE:

SOC 510 Social and Political Movements

RACE & ETHNICITY / STRATIFICATION

Felipe Gonzales*
George Huaco
Roberto Ibarra

UNM Department of Sociology

Nancy López*
Christopher Lyons
María Vélez
Wayne Santoro
Philip May

CORE COURSE:
Soc 520 Racial and Ethnic Relations

SECONDARY
Soc 528 Sociology of Mexican Americans
Soc 507 Race & Education
Soc 507 Race & Gender
Soc 595 Communities, Race & Crime

* Denotes where faculty member may serve as committee chair.