

Graduate Study in Sociology

*Department of Sociology, Anthropology, and Social Work
Kansas State University*

April 30, 2026

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1. Overview

The Department of Sociology offers work leading to the degrees of Master of Arts and Doctor of Philosophy. This handbook deals with all phases of the program, including admission, important departmental policies, and completion of degree requirements. It will familiarize graduate students with the general requirements of the Graduate School and the Sociology Graduate Program, and will assist in developing a plan of study. This document supplements, but does not supersede, regulations governing graduate work at Kansas State University as defined in the *Graduate Handbook* issued by the Graduate School:

http://www.k-state.edu/grad/graduate_handbook/index.html

The primary objective of the graduate program in sociology at Kansas State University is to provide the highest quality graduate training possible for students seeking to become teachers and scholars in the field of sociology or those seeking to enter careers in applied research in government or private industry.

The **master's program** offers three degree options and provides flexibility in designing a curriculum to meet a student's needs. The thesis option is designed primarily for students continuing on for a Ph.D. in sociology, or seeking a career in sociology. The non-thesis option is designed to provide general sociological knowledge for students seeking careers in government, business, or non-profit organizations. The Master's in Social Analysis option is designed to provide advanced research and analytical skills for students already employed, or those seeking careers in government, business, or non-profit organizations.

The **Ph.D. program** offers specialized training in four core areas: (1) Community, Agriculture, Food, and Environment; (2) Politics and Development; (3) Criminology; and (4) Structural Inequalities and Culture. All students take core courses in sociological theory and research methods. Graduates will be prepared for academic careers in teaching and research and careers in applied social research.

2. Admission to the Program

2.1 Application Procedures

Detailed information about the application process can be found here:

<http://www.ksu.edu/sasw/socio/graduate-program.html>

Applicants must have graduated with a bachelor's degree from an institution whose requirements are equivalent to those of Kansas State University. M.A. applicants must have earned an undergraduate grade point average equivalent to B or above. Ph.D. applicants must have completed a master's degree by the time of entry into the Ph.D. program, and must have earned a grade point average equivalent to B or above. A student's preparation should include courses in Sociological Theory, Methods of Research, and Statistical Methods. Students completing their master's degree in sociology at Kansas State University who desire admission to the Ph.D. program must: (a) have defended their M.A. thesis proposal before starting the Ph.D. program; and (b) formally apply.

All applications to the graduate program are evaluated by the graduate admissions committee consisting of three faculty members and the graduate director. Decisions concerning admission to the program and assistantship awards are made on a competitive basis by the graduate admissions committee.

Students are admitted to the graduate program in one of four categories: (1) regular status admission; (2) provisional admission; (3) probationary admission; and (4) special status admission. Graduate students in the first three classifications are working toward a graduate degree. However, admission does not guarantee that a student will earn a graduate degree. This will be based on successfully fulfilling program requirements. Students with special status admission take non-degree course work. Details of general admission procedures and categories are in the Graduate Handbook issued by the Graduate School.

Current M.A. students who wish to apply for admission to the Ph.D. program will need to provide the following to the graduate director: (1) letter of intent, (2) three current letters of recommendation, (3) transcripts, (4) current curriculum vitae, and (5) the Domestic or International Application for Admission to Doctoral Program for Currently Enrolled Master's Students form, which may be found on the Graduate School website. International students must also supply a financial affidavit for their application.

Admitted Ph.D. students who did not complete a thesis as part of their Master's studies will be required to complete a first year paper project. This sole authored paper must be of academic journal publication quality and needs to be submitted to the student's major professor for review. Once approved by the major professor, the paper must then be submitted to the Graduate Director who will then disseminate it to a committee of three faculty members with expertise in the subject area for review. This paper is due before the end of the student's first academic year.

2.2 Assistantships

Teaching and research assistantships are usually available each year on a competitive basis, however there are opportunities for multi-year commitments up to three years pending satisfactory progress. The program has a number of teaching assistantships for every semester. Research assistantships are contingent on external funding for faculty members and may or may not be available in a given year. Assistantships provide a stipend to cover student living expenses, and (in most cases) either a waiver, or funds, to cover tuition. Health insurance is also available at a moderate cost to the student (following Kansas regulations, international students must have health insurance coverage). Students on assistantships must be enrolled in a minimum of 6 credit hours per semester. Those who are on academic probation may be ineligible for an assistantship.

Teaching assistants at the M.A. level work under the supervision of a faculty member or instructor, and typically assist in the work load required to teach sociology courses. At the Ph.D. level, teaching assistants are typically assigned to teach introductory level courses. Advanced Ph.D. students who prove to be good teachers may be assigned to other courses, depending on departmental needs.

Research assistants at both the M.A. and Ph.D. levels are assigned to specific research projects and work directly under the supervision of the principal investigator responsible for the project. This provides valuable mentoring and experience in conducting social science research.

Consideration and possible renewal of an assistantship is contingent upon a student making normal degree progress and performing his/her work duties as a teaching or research assistant at a satisfactory level. It is expected that these duties will represent the primary work priority of the student receiving the assistantship. Unsatisfactory performance of these work duties or failure to make normal degree progress may result in the loss of the assistantship.

2.3 Orientation into the Program

Upon arrival at the university, all new sociology graduate students are required to attend the orientation session for the sociology program and those provided by the Graduate School. New international students are also required to attend a special orientation for international students. Students admitted in the Spring semester must participate in the program orientation in the following Fall semester.

Upon entering the graduate program, new graduate students will meet with the graduate director, who will review the student's interests and background, evaluate the course work taken in sociology, discuss the student's objectives, and assist in developing an initial program of study. The director will serve as the student's temporary advisor until a major professor is selected and a supervisory committee is formed (see below).

All entering graduate students are required to enroll in the departmental proseminar for one hour of credit during their first Fall semester on campus. The proseminar is conducted by the graduate director and consists of discussions designed to orient the graduate student to the discipline of

sociology as a profession and to the department. Throughout the semester each sociology graduate faculty member participates in the proseminar, thereby familiarizing graduate students with the teaching and research interests of the graduate faculty.

2.4 Annual Review of Graduate Student Progress

The department conducts an annual review of all graduate students. Students are required to fill out an annual report that describes their academic performance, teaching and/or research accomplishments for the year (if applicable), and the steps that they have completed toward their degree. Students must also submit a current curriculum vitae as part of the review process. Students on teaching assistantships who are teaching a course must have the course evaluated by their students using the TEVAL form approved by the department. A copy of the summary evaluation sheet from the TEVAL must be turned in as part of the annual report for all courses taught during the previous calendar year. Faculty are also required to comment on each student. This information is reviewed and discussed by the sociology faculty, and recommendations are made regarding each student's performance. A written summary of the review and the recommendations made by the faculty is provided to students by the graduate director. The annual review serves as the basis of assistantship decisions for the next academic year. Besides the annual review, the graduate director reserves the right to utilize other tools and procedures to review student progress.

2.5 Graduate Study Milestones

It is strongly recommended that graduate students follow the progress outlined below.

M.A. program

Year	Semester	Milestone
1	1	Major professor selected
1	2	Committee established, Program of Study form filed
2	3	Thesis proposal defended
2	4	Coursework completed, thesis defended / comprehensive exams completed

Ph.D. program

Year	Semester	Milestone
1	1	Major professor selected
1	2	Committee established, Program of Study form filed
3	5	Coursework completed, first preliminary exam passed
3	6	Second preliminary exam passed
4	7	Dissertation proposal completed and defended
5	10	Dissertation research hours completed, dissertation completed and defended

3. The Graduate Supervisory Committee

All graduate students should form a graduate supervisory committee by the end of their first year in the graduate program. The formation of the supervisory committee is formalized with the filing of a Program of Study form with the Graduate School. The purpose of the supervisory committee is to provide guidance to the student throughout the remainder of their graduate program.

3.1 The M.A. Supervisory Committee

The M.A. supervisory committee consists of three graduate faculty members. The first step in forming a supervisory committee is for the student to ask a sociology faculty member to serve as the major professor of their committee. The major professor is designated as the chair of the student's graduate committee and serves as the student's primary academic advisor for the remainder of the program. The two remaining faculty members required to complete the graduate committee are usually identified based on the advice of the major professor. The primary responsibility of the major professor is to provide guidance to the student in completing the remaining requirements for the M.A. degree. Other members of the supervisory committee should be consulted and kept informed of degree progress by the student. Only faculty who are designated as members of the "graduate faculty" by the university are eligible to serve as a major professor or member of an M.A. supervisory committee.

3.2 The Ph.D. Supervisory Committee

The Ph.D. supervisory committee consists of at least four members of the graduate faculty. The first step in forming a supervisory committee is for the student to ask a sociology faculty member to serve as the major professor of their committee. The major professor is designated as the chair of the student's graduate committee and serves as the student's primary academic advisor. The three remaining faculty members required to complete the Ph.D. supervisory committee are usually identified based on the advice of the major professor. One member of the Ph.D. supervisory committee must be from outside the department. The primary responsibility of the major professor is to provide guidance to the student in completing the remaining requirements needed to earn the Ph.D. degree. Other members of the supervisory committee should be consulted and kept informed of degree progress by the student. Only members of the graduate faculty who are certified to direct doctoral dissertations by the Graduate School are eligible to serve as major professor and chair of a Ph.D. supervisory committee. All other members of the supervisory committee must be designated as members of the graduate faculty.

3.3 The Program of Study

The formation of the graduate supervisory committee is formalized with the filing of a Program of Study form with the Graduate School. The Program of Study form lists all the courses for graduate credit that a student will take to fulfill the requirements for the graduate degree and lists the members of the student's supervisory committee. This form should be completed in consultation

with the major professor. The Program of Study form must be approved and signed by all members of the supervisory committee and the department head or the graduate director, then filed with the Graduate School. The Program of Study form should be filed at the end of the first year of study once a student's supervisory committee has been formed.

Once a Ph.D. student is in ABD status, the Graduate School will identify an "outside chair" to serve as an additional member of the Ph.D. supervisory committee. The role of the outside chair is to ensure that the standards of the Graduate School are being upheld in granting the Ph.D. degree; and, to ensure that the final defense of a student's doctoral dissertation is conducted in a fair manner.

4. The Master of Arts in Sociology

The Master of Arts degree normally requires two years of full-time work for completion. The master's degree is offered under three different options: (1) the thesis option, which is designed primarily for students continuing on for a Ph.D. in sociology, or seeking a career in sociology; (2) the non-thesis option, which is designed to provide general sociological knowledge for students seeking careers in government, business, or non-profit organizations; and (3) the Master's in Social Analysis option, which is designed to provide advanced research and analytical skills for students already employed, or those seeking careers in government, business, or non-profit organizations. Each of these options requires a minimum of 30 credit hours. M.A. students must decide by the end of their second semester which option they will pursue. The Graduate School requires that M.A. students must be enrolled for a minimum of one credit hour in the semester in which they complete the final examination and/or are awarded their degree.

4.1 The Thesis Option (30 hours)

4.1.1 Coursework requirements

1. Theory Requirement (6 hrs.):

SOCIO 809 Classical Social Theory

SOCIO 810 Contemporary Sociological Theory.

2. Methods Requirement (6 hrs.):

SOCIO 822 Introduction to Social Analysis

SOCIO 823 Intermediate Methods of Social Research.

3. Substantive Requirement (12 hrs.): Students must complete 12 hours of substantive course work at the 700 level or above.

4. SOCIO 801 Graduate Proseminar (1 hr.)

With the permission of a student's advisor, one 600 level sociology course (3 hrs.) may be substituted for one of the substantive sociology courses at the 700 level or above. Students must

enroll only in sociology courses during their first semester in the program, unless given explicit, prior permission by the graduate director to take other courses. Those interested in Criminology are strongly encouraged to take SOCIO 862 Criminological Theory as part of their substantive course work hours during their MA program.

4. Thesis (6 hrs): Students must enroll for a minimum of 6 hours of SOCIO 899 and successfully complete a Master's thesis under the direction of their major professor.

4.1.2 The M.A. thesis

The Master's thesis consists of a research report that must meet the standards of acceptance set forth by the M.A. student's supervisory committee. The research topic for the thesis is identified in consultation with the student's major professor, who will assume primary responsibility for supervising the thesis project. Other members of the student's supervisory committee should also be consulted for approval of the topic.

Once the topic has been determined, the student must write a research proposal that describes the research project that will be completed for the Master's thesis. This is done in consultation with the major professor and members of the supervisory committee. The thesis proposal is counted as equivalent to an M.A. written examination. Once the proposal is completed, the student must schedule an oral examination of the proposal. The supervisory committee will read and evaluate the proposal in terms of three criteria: adequate methods, theory, and subject area competence. At the oral examination, the student will be subject to questions by the committee. The oral exam will be graded on a pass/fail basis. A grade of pass indicates that the research project has been approved for completion by the supervisory committee. A grade of fail indicates that revisions to the proposed research project are required. The student must complete the internal "Proposal Defense Form" and after collecting the signatures of the supervisory committee return it to the graduate director.

Once the oral examination of the research proposal has been passed, the student must complete the research project described in the proposal and write the thesis. This is done in consultation with the major professor and members of the supervisory committee. It is the student's responsibility to keep committee members informed of his/her progress and to schedule meetings with them for consultation. Once the thesis is completed and the major professor has determined that it is ready for final defense, the student must distribute typewritten copies of the thesis to members of the supervisory committee. If the supervisory committee determines that the draft copy of a student's thesis has met their requirements for acceptance, several steps must be taken.

First, the student must complete an Approval to Schedule Final Examination form. This form must be signed by all members of the supervisory committee and the department head or graduate director, then filed with the Graduate School. This certifies that the supervisory committee approves the thesis as being ready for a final oral defense. Second, in consultation with members of the supervisory committee and the office manager in the department, the student must set a date, time, and place for the final examination to occur. The completed Approval to Schedule Final Examination form and the information on the date, time, and place of the final exam must be

provided to the Graduate School, which then sends a formal notification of the date, time, and place of the exam to the supervisory committee.

The final defense is an oral examination of the completed thesis, which is listed as a "Final Examination" in the Graduate School literature. The student is subject to questions about the research by members of the supervisory committee. This oral examination is graded on a pass/fail basis. A grade of pass indicates that the student has successfully completed the M.A. degree. A student who fails the oral examination for the final thesis must retake the exam. A student who fails the retake can take the exam a third time only by making a formal petition to take the exam again. This petition must be approved by the student's major professor, supervisory committee, and the department head. Failure on the third attempt of the exam will result in dismissal from the program.

The final requirement for obtaining the M.A. degree is the submission to the Graduate School of the final draft of the thesis as approved by the student's supervisory committee. The Graduate School requires that all theses be filed electronically. Information on guidelines and procedures used in writing and filing electronic theses can be found at the Graduate School website.

4.2 The Non-Thesis Option (30 hours)

4.2.1 Coursework requirements

1. Theory Requirement (6 hrs.):

SOCIO 809 Classical Social Theory

SOCIO 810 Contemporary Sociological Theory.

2. Methods Requirement (6 hrs.):

SOCIO 822 Introduction to Social Analysis

SOCIO 823 Intermediate Methods of Social Research.

3. Substantive Requirement (12 hrs.): Students must complete 12 hours of substantive course work at the 700 level or above. With the permission of a student's advisor, one 600 level sociology course (3 hrs.) may be substituted for one of the substantive sociology courses at the 700 level or above. Students must enroll only in sociology courses during their first semester in the program, unless given explicit, prior permission by the graduate director to take other courses.

4. Directed Study (6 hrs.): This requirement may be met through taking one independent study (SOCIO 701) and one additional elective at the 700 level or above.

5. SOCIO 801 Graduate Proseminar (1 hr.)

The student's supervisory committee must approve the student's program of study and advise the student on selecting course work in and outside the department that will meet the student's career objectives.

4.2.2 The M.A. Comprehensive Examination

Once required course work has been completed, M.A. students pursuing the non-thesis option must successfully pass the M.A. comprehensive examination. The M.A. Comprehensive Examination consists of three parts: (1) Theory; (2) Methods; and (3) one additional area of the student's choice. The area examination may be taken in one of the following specialty areas: Community, Agriculture, Food, and Environment (CAFÉ); Politics and Development; Criminology; Social Inequalities; or some other area approved by the student's major professor and supervisory committee. Exams are designed to be broadly integrative.

The general annual exam schedule is listed in the table below. The actual deadlines within this schedule are determined in the memorandum circulated among the graduate students.

Exam period	Memo sent out	Intention needs to be indicated	Reading list must be approved	Exam week
Fall	1st week of classes	3rd week of September	3rd week of October	3rd week of November
Spring	1st week of classes	3rd week of January	3rd week of February	1st week of April

Students should discuss the timing of exams with their major professor. Moreover, they should consult relevant examining faculty to identify readings that can be used to prepare for each component of the exam. Students are also allowed to review copies of previous exams from the exam file. Prior to taking the M.A. Comprehensive Exam, students must complete an Approval to Schedule a Final Examination form. This form must be signed by all members of the supervisory committee and the department head or the graduate director, and then filed with the Graduate School.

Students are allowed 3 hours to take each component of the comprehensive exam. Each component may be scheduled at a different time during the exam week if desired by the student. Each component is graded separately on a pass/fail basis by faculty members assigned to an exam committee by the graduate director. Members of the exam committee may request that students rewrite responses to specific questions in order to achieve a passing grade. Students are provided with only one rewrite opportunity. Failure to achieve a passing grade after the rewrite constitutes a fail. A successful grade of pass on all three components of the exam indicates that the student has completed all requirements for the M.A. degree.

A student who fails one or more components of the exam must retake the failed component(s) during the next exam period. A student who fails the retake can take the exam a third time only by making a formal petition to take the exam again. The petition must be approved by the student's major professor, supervisory committee, and the department head. Failure on any portion of the exam on the third attempt will result in dismissal from the program.

4.3 The Master's in Social Analysis (MSA) Option (30-33 hrs.)

The Master's in Social Analysis option is designed to enhance career opportunities for M.A. students who wish to go into applied professional fields, specialize in social analysis and program evaluation, and/or focus on organizational dynamics. The MSA option differs from the thesis and non-thesis options in two key ways: (a) the MSA option requires a greater number of credit hours in research methods (12 hours compared to 6); and (b) offers the option of a field practicum in social analysis which will allow students to earn credit hours while employed, or placed in an internship at an approved agency, organization, or firm. The objectives of the MSA option are to help the career advancement of employed professionals and to provide field experience to traditional M.A. students. The requirements for the MSA option are as follows:

1. Theory Requirement (6 hrs.)

SOCIO 809 Classical Theory

SOCIO 810 Contemporary Sociological Theory

2. Methods Requirement (12 hrs.)

SOCIO 822 Introduction to Social Analysis

SOCIO 823 Intermediate Methods of Social Research

SOCIO 824 Qualitative Methodology

SOCIO 825 Quantitative Methods

SOCIO 923 Methods of Social Policy Research

3. SOCIO 801 Graduate Proseminar (1 hr.)

4. Substantive Requirement (6-12 hrs.): Students must complete 6-12 hrs. of substantive course work. This must include two sociology courses (6 hrs.) at the 700 level or above. One 600 level sociology course (3hrs.) may be substituted for one sociology course at the 700 level or above with the permission of a student's advisor. In meeting the substantive requirement, students can select one of four options:

A) 12 hours of substantive courses plus the M.A. comprehensive exam. The 12 hours of substantive courses could include: (a) 9 hours of course work corresponding to an area of concentration and a 3 hour elective course (see areas of concentration listed under Ph.D. program below); or (b) 12 hours of elective courses. A student taking this option will take the M.A. comprehensive examination according to the guidelines described above under the non-thesis option.

B) 6 hours of elective courses plus an M.A. thesis (which requires a minimum of 6 hours of SOCIO 899). Students following this option will write an M.A. thesis according to the guidelines described above under the thesis option.

C) 6 hours of elective courses plus 6 hours of SOCIO 897 Practicum in Social Analysis.

D) 9 hours of course work corresponding to an area of concentration (see areas of concentration listed under Ph.D. program below), plus 6 hours of SOCIO 897 Practicum in Social Analysis.

Students enrolled in the MSA option who do not wish to fulfill the substantive requirement by writing an M.A. thesis, or taking the M.A. comprehensive examination (options A & B above), may complete the M.A. degree requirements by taking the Practicum in Social Analysis (option C or D). Students selecting either of these options must take 6 credit hours of SOCIO 897 Practicum in Social Analysis and must complete the Social Analysis Research Project. In taking the practicum, students must complete an on-site, learning experience in a professional organizational environment consisting of a minimum of 200 service hours. Students who are employed may substitute their work experience for the 200 hour practicum, pending approval from the student's major professor.

A pre-proposal agreement detailing the practicum arrangement with an organization must be approved by the student's major professor. A reading list must be developed as part of the pre-proposal agreement. Students must keep journals detailing their work experiences. The practicum includes a quarterly seminar where students can discuss their work experiences and gain an understanding of the application of research to practice. Students enrolled in the practicum are required to attend the seminars and to produce a practicum evaluation report.

The Social Analysis Research Project. Students taking the practicum in lieu of the M.A. thesis or M.A. comprehensive exam must complete a Social Analysis Research Project. The requirements for this research project will be developed in consultation with the student's major professor and must be approved by members of the student's advisory committee. The end product will be a research paper developed from the on-site learning experience. Once the paper is completed, it must be evaluated as satisfactory by the student's supervisory committee. This is counted as equivalent to the M.A. final examination.

If taking the Practicum and Social Analysis Research Project to fulfill the substantive requirement for the MSA option, students should complete an Approval to Schedule a Final Examination form approximately three weeks before the end of the last semester of study. This form can be obtained from the Graduate School or from the university web site (see <http://www.ksu.edu/grad/guidelines/masters.htm>). Once the research paper from the Social Analysis Research Project has received final approval, this form must be signed by all members of the supervisory committee and the department head, then filed with the Graduate School. This certifies the completion of all requirements for the M.A. degree.

Taking the Practicum for Elective Credit. Any student enrolled in the MSA option and writing an M.A. thesis or taking the M.A. comprehensive exam may also take SOCIO 897 Practicum in Social Analysis for 3 hours credit as an elective course. Students taking the SOCIO 897 for 3 hours credit must complete the requirements for the on-site learning experience (pre-proposal agreement, on-site hours, Practicum Evaluation Report, and seminar participation), but are not required to complete the Social Analysis Research Project.

4.4 Typical M.A. Program of Study

The recommended program of study for M.A. students is as follows:

first semester (10 hrs.):

1. SOCIO 809 Classical Theory
2. SOCIO 822 Introduction to Social Analysis
3. A 3 hour elective course
4. SOCIO 801 Graduate Proseminar (1 hr.)

second semester (9 hours):

1. SOCIO 810 Contemporary Sociological Theory
2. SOCIO 823 Intermediate Methods of Social Research
3. (a) A 3 hr. elective course; or
(b) SOCIO 825 Quantitative Methods if taking MSA option.

third semester (6-9 hrs.):

1. (a) A 3 hr. elective course; or
(b) SOCIO 923 Methods of Social Policy Research if taking MSA option
2. A 3 hr. elective course

optional:

3. A 3 hr. elective course if taking the non-thesis option

fourth semester (3-6 hrs.):

1. (a) 6 hours of SOCIO 899 Master's Thesis Research if taking thesis option;
(b) One or two 3 hr. elective courses if taking non-thesis option; or
(c) 6 hours of SOCIO 897 Practicum in Social Analysis if taking MSA option with practicum.

5. The Ph.D. in Sociology

5.1 Program Requirements

Students must complete a minimum of 60 credit hours of Ph.D. work beyond the master's degree: 30 hours of course work and 30 hours of dissertation research. For students applying their M.A. degree from another institution the Ph.D. program requires 33 hours of coursework and subsequently 63 credit hours beyond the master's degree. Students with a master's degree at another institution or in another field may have master's level courses evaluated to determine if they are equivalent to courses required in the Ph.D. curriculum. Students requesting a waiver from any requirement must supply course syllabi or other supporting information to the graduate director for evaluation by the appropriate faculty.

Students who have completed their M.A. in Sociology at K-State, and are moving on into the Ph.D. program, are still required to complete 30 hours of course work and 30 hours of dissertation research beyond the M.A. degree. Thus, even though they are not required to re-take theory and methods courses that were part of the M.A. program (e.g., 809, 810, 823), they are still required to complete 30 hours beyond the M.A. Any courses that were counted on the M.A.

program of study cannot also be counted on the Ph.D. program of study. Please see the Graduate School Handbook for more information.

All Ph.D. students must take preliminary examinations in two areas of concentration and may be required to take examinations in Theory and Methods. Student performance in the required core courses is defined as substandard if the student receives any grade below a B. If a student receives a grade lower than a B in any of the required core courses, the student must either (a) retake the course or (b) take a preliminary exam based on the content of the course in which they received their deficient grade. Students who choose to retake the course must receive a grade of at least a B; those who do not meet this minimum standard may only retake the course a third time by making a formal petition that must be approved by the graduate director and department head. Failure to achieve at least a B in the class on the third attempt will result in dismissal from the program. Students who choose the preliminary exam option must take this exam during the semester following the term in which the deficient grade was earned. The preliminary exam procedure is similar to process detailed in Section 5.4 (pg. 19). Per the Graduate School Handbook, students must also maintain a cumulative grade point average of 3.0 or higher.

Up to 6 hours of M.A. work may count toward each of the Ph.D. areas of concentration. The assignment to areas of concentration of any unprescribed hours will be determined by the student, the major professor, and the supervisory committee.

The Graduate School requires that Ph.D. students must be enrolled for a minimum of one credit hour in each semester following the completion of preliminary examinations, including the semester in which they complete the final examination and/or are awarded their degree.

5.2 Core Curriculum

All Ph.D. students must fulfill the 15 hour core curriculum requirement. The hours may be taken at either the Master's or Ph.D. level. Students are required to take:

a. Theory (6 hrs.)

SOCIO 809 Classical Social Theory

SOCIO 810 Contemporary Sociological Theory

b. Methods (9 hrs.)

SOCIO 823 Intermediate Methods of Social Research

SOCIO 825 Quantitative Methods

- One additional methods course must be taken from among the following:

SOCIO 822 Introduction to Social Analysis

SOCIO 824 Qualitative Methodology

SOCIO 923 Methods of Social Policy Research

SOCIO 925 Specialized Approaches to Sociological Research

SOCIO 931 Seminar in Demographic Methods

Students who did not complete their Master's degree at Kansas State University are also required

to take SOCIO 801 Graduate Proseminar (1 hr.)

5.3 Areas of Concentration

Areas of concentration are organized under the following four clusters that reflect the broader intellectual foundations and paradigms underpinning areas of concentration.

1. Community, Agriculture, Food, and Environment (CAFÉ)

- SOCIO 830 Social Demography
- SOCIO 831 Sociology of Agriculture
- SOCIO 832 Sociology of Community
- SOCIO 835 Environment and Society
- SOCIO 842 Technology and Social Development
- SOCIO 851 Sociology of Development
- SOCIO 853 International Development
- SOCIO 934 Sociology of Rural Development
- SOCIO 935 Seminar in Demography
- SOCIO 951 Political Sociology

2. Politics and Development

- SOCIO 633 Gender, Power, and Development
- SOCIO 635 Human Trafficking
- SOCIO 738 International Migration
- SOCIO 830 Social Demography
- SOCIO 850 Social Control
- SOCIO 851 Sociology of Development
- SOCIO 853 International Development
- SOCIO 880 Social Movements
- SOCIO 935 Seminar in Demography
- SOCIO 951 Political Sociology
- SOCIO 953 States and Civil Society

3. Criminology

- SOCIO 635 Human Trafficking
- SOCIO 665 Women & Crime
- SOCIO 850 Social Control
- SOCIO 861 Sociology of Deviance
- SOCIO 862 Criminological Theory (required)
- SOCIO 962 Topics in Criminology /Deviance

4. Social Inequalities

- SOCIO 633 Gender, Power, and Development
- SOCIO 635 Human Trafficking
- SOCIO 643 Sociology of Religion

SOCIO 640 Sociology of the Family
SOCIO 665 Women & Crime
SOCIO 833 Gender Differentiation and Inequality
SOCIO 838 Sociology of Culture
SOCIO 841 Social Stratification
SOCIO 933 Gender and Society

*We also plan to offer new courses on (1) Race and Ethnicity; (2) Culture; (3) Emotions. These courses would count towards the “Structural Inequalities and Culture” concentration area.

5.4 Ph.D. Preliminary Examinations

Upon completing the required course work beyond the M.A. degree and the core courses, all Ph.D. students must take two preliminary examinations. For the four substantive concentration areas there are core reading lists available. These reading lists are not negotiable. Students are required to develop a supplemental reading list in each area of concentration that will be used in studying for the comprehensive exams. This reading list, which is developed in consultation with their major professor, the chair of the examination committee, and the graduate director, must be approved by the relevant examining faculty in each area of concentration by at least a month before the exam period starts. The graduate director will administer the exam, and all questions related to the exam once the exam is in progress must be directed to the graduate director. Students will also be allowed to have copies of previous exams from the exam file. Students cannot take any preliminary examination with an outstanding incomplete in their coursework.

Prior to taking the second preliminary exam, students must have all coursework completed or in progress, with the exception of SOCIO 999 Ph.D. Dissertation Research hours. There are two options for the second exam:

1. A student may take a second exam in a different core concentration area (listed above) in the same format as the first exam. Three sociology courses within this concentration area are required prior to taking the second preliminary exam. These courses must be different from those counted towards the first preliminary exam.
2. In exceptional circumstances, a student may apply to take a specialized, in-depth exam for the second exam after taking at least two sociology graduate courses related to the topic, one of which may be an independent study, grounded in sociology, which addresses this area. To do so, the student must submit a written request to the graduate director, which includes (1) the specific area of inquiry the student would like to explore as part of the exam, (2) a proposed reading list, and (3) a list of the class(es) taken within this specialized exam area. The student must also include a justification and rationale for taking this specialized exam, which would also include linkages to other courses taken within sociology, with minimal or no overlap with the material covered in the first examination or other concentration areas. In consultation with the graduate director and their major professor, the student will also submit the names of at least three sociology faculty within the program who could serve as readers for this exam. The graduate

director and the proposed readers will review this request. If the exam area is deemed suitable, the graduate director and exam readers will select one of the following options for the format of the specialized exam:

- a. A three-question, take-home exam within this specialized area.
- b. An 8,000 word essay in response to one question that draws from the literature within this specialized area. Because there is only one question required for this exam, it will require an in-depth and focused engagement with the literature that will be held to very high standards. Students will have 72-hours to complete this exam.

If a student's proposal is denied, the student must take the second exam in one of the core concentration areas in accordance with the guidelines listed below.

5.4a Exam Procedures

In accordance with the exam schedule (listed below), the graduate director will send out a request during each semester to determine if Ph.D. students desire to schedule a preliminary exam. If so, the graduate director will appoint an examination committee consisting of three faculty members with expertise in the area. The examination committee will write the exam questions and grade a student's responses.

Preparing for Exams: Core reading lists for the four substantive concentration areas are available on the Graduate Program website on the Canvas system. These reading lists are not negotiable and, students will be responsible for knowing and understanding the material in all the core readings. Although the core reading lists are subject to change, Ph.D. students are encouraged to start learning the material on the core reading lists as soon as possible upon beginning the program. In addition to these core readings, students are required to develop a supplemental reading list for each exam that may include (a) readings from the nine hours of course work and (b) readings which may be used to answer a "specialty question" within the area of concentration. The supplemental reading list should be developed in consultation with the student's major professor, members of the examination committee, and the graduate director. The aggregate reading list must be approved by the members of the examination committee at least one month before the exam period starts. The examination committee chair must email the final approved reading list to the Graduate Director, the other members of the examination committee, and the student. Members of the examination committee reserve the right to add readings to the supplemental reading list when deemed necessary before signing off on the aggregate list. In addition to learning the material on the aggregate reading list, students will also be allowed to examine sample questions from previous exams which are available on the Sociology Graduate Program Canvas site.

During exam week, the graduate director will administer the exam over the 72 hour exam period. The exam will be sent by the graduate director via email to the student at an agreed upon start time. Once completed, responses to exam questions will then sent back by the student to the graduate director via email by the designated deadline. Once an exam is in progress, all questions related to the exam must be directed to the graduate director.

Grading Procedures: Each preliminary exam is graded by faculty members assigned to the examination committee by the graduate director. Exam committee members will assign the following grades to each exam question: high pass, pass, or fail. Students will also receive an overall exam grade based on the averages of the individual faculty scores on each question. Members of the exam committee may also request that students rewrite one response to a specific question in order to achieve a passing grade. At the request of the exam committee, a student may rewrite one question per exam. Receiving rewrite grades for two or more questions constitutes a failed exam as does a failure to submit a response to an exam question or failing any single question. Once the graduate director receives the faculty's request for a rewrite, the student will be asked to schedule a time to rewrite the exam within two weeks. The question remains the same, and the graduate director will provide faculty's feedback on that exam question at the beginning of the rewrite time period. Faculty will then evaluate the rewritten question and assign a grade of pass/fail. Students are provided with only one rewrite opportunity. Failure to sufficiently address faculty comments and achieve a passing grade after the rewrite constitutes a fail.

Retaking Exams: A student who fails the first attempt at a preliminary exam is allowed to retake the exam a second time and must retake the exam during the next exam period.¹ The graduate director forms a new examination committee, the aggregate reading list is examined and approved by the new committee, and new exam questions are written. Members of new exam committee reserve the right to require revisions to the supplemental reading list before approving it. A student who fails the second attempt is dismissed from the program. The student can make a formal petition to request a third attempt at the exam. The petition must include a description of the steps the student will take to improve their performance and achieve a passing grade. The petition must be approved by the student's major professor, supervisory committee, graduate director, and department head. If approved, the student is granted a third attempt at the exam following the identical procedures as the second attempt. Achieving a passing grade on the third attempt will result in the student being reinstated into the program with regular status. Failure on the third attempt of that exam will result in final dismissal from the program.

The first preliminary examination must reflect one of the four core concentration areas listed above and will consist of 3 questions drawn from this broader area of literature in a 72-hour take-home exam format. Students are eligible to take the first preliminary exam once they have successfully completed a minimum of 9 hours of course work in the concentration area. A student cannot take any preliminary examination with an outstanding incomplete. At least 6 of the hours in each area of concentration must be taken at KSU. A course can only count toward one area of concentration. One appropriate 3-hour course outside of the department or an independent study (SOCIO 901 Research Problems in Sociology) may be used in this concentration area.

Achieving ABD Status: Before the second preliminary exam is taken, it is the student's responsibility to complete a Request for Preliminary Examination Ballot form. It must be signed by the student's major professor and returned to the Graduate School. The ballot will then be sent to the major professor prior to taking the exam.

A successful grade of pass on both preliminary exams indicates that the student has completed all requirements for Ph.D. candidacy. The Preliminary Examination Ballot is then signed by

representatives of the examining faculty, the supervisory committee and the graduate director, and filed with the Graduate School. This certifies that a Ph.D. student has achieved ABD (all but dissertation) status.

Exam Schedule: The general annual exam schedule is listed in the table below. The actual deadlines within this schedule are determined in the memorandum circulated among the graduate students. Students may only take one preliminary exam during a single exam period.

Exam period	Memo sent out	Intention needs to be indicated	Reading list must be approved	Exam week
Fall	1st week of classes	3rd week of September	3rd week of October	3rd week of November
Spring	1st week of classes	3rd week of January	3rd week of February	1st week of April
Summer	The week after Spring Break	1st week of April	1st week of May	June* or August*

* The summer exam week varies according to the schedule of the graduate director who administers the exam. The exam week is set in the memo going out to the students. Please note that since faculty are on 9 month appointments, summer exams will not be graded before the 3rd week of September.

5.4.2 Preliminary Examination Option 2: Research Portfolio

In consultation with their major professor and dissertation committee as established by the Program of Study, once coursework has been completed, students in good standing may assemble a research portfolio to satisfy the preliminary examination requirement.

Research Portfolio Components and Requirements:

The Research Portfolio consists of two main components: 1). Scholarly Contribution 2). Scholarly Engagement.

(1) Scholarly Contribution = Publishable journal article or Professional report.

Students will author or co-author a *publishable* journal article or professional report following established academic convention. Co-authorship is permitted (with faculty advisor, mentor, etc.), however the student must be must first author.

All material submitted as part of the portfolio must be new work created specifically for the portfolio, while enrolled in the Sociology Ph.D. Program and created under the direction/guidance of the committee chair, general committee supervision. Students may develop a scholarly contribution from previously completed work, such as an MA thesis, so long this constitutes new unpublished work, undertaken with direction and guidance of the chair and/or committee.

The scholarly contribution is *deemed publishable* by a majority vote of the student's dissertation committee.

(2) Scholarly Engagement = Complete a professional presentation or demonstrate community engagement, social impact.

Students are required to present their project in an academic setting such as conference, or public setting to a community organization or stakeholder group. *This portion of the portfolio will be verified by the chair of the student's graduate committee.*

Portfolio process and timeline:

(1) Complete components; (2a/2b) Submit portfolio and Request for Preliminary Examination Ballot; and (3) Defense.

(1) The student will construct and submit a portfolio which must include (saved as a pdf):

- cover letter
- title page
- table of contents
- article or report
- documentation of community engagement (presentation)
- CV

(2a/2b) Submit portfolio and Request Preliminary Examination Ballot: At the time of portfolio submission the student must submit a Request for Preliminary Examination Ballot form signed by the student's major professor to the Graduate School.

(3) Defense: Oral defense = Formal defense of the article or report, held between student and committee.

Upon successful completion of these requirements, the student officially becomes a Ph.D. candidate.

5.5 The Doctoral Dissertation

The doctoral dissertation consists of a research report that must meet the standards of acceptance set forth by the Ph.D. student's supervisory committee. The research topic for the dissertation is identified in consultation with the student's major professor, who will assume primary responsibility for supervising the dissertation project. Other members of the student's supervisory committee should also be consulted for approval of the topic.

Once the topic has been determined, the student must write a research proposal that describes the research project that will be completed for the doctoral dissertation. This is done in consultation with the major professor and members of the supervisory committee. Once the proposal is

completed, the student must distribute copies in typewritten form to all members of the supervisory committee and schedule an oral examination of the proposal. In consultation with members of the supervisory committee and the office manager in the department, the student must set a date, time, and place for the oral examination to occur.

The supervisory committee will read and evaluate the proposal in terms of three criteria: adequate methods, theory, and subject area competence. At the oral examination, the student will be subject to questions by the committee. The oral exam will be graded on a pass/fail basis. A grade of pass indicates that the research project has been approved for completion by the supervisory committee. A grade of fail indicates that revisions to the proposed research project are required. The student must complete the internal "Proposal Defense Form" and after collecting the signatures of the supervisory committee return it to the graduate director.

Once the oral examination of the research proposal has been passed, the student must complete the research project described in the proposal and write the dissertation. This is done in consultation with the major professor and members of the supervisory committee. It is the student's responsibility to keep committee members informed of his/her progress on the dissertation, and to schedule meetings with them for consultation.

Once the dissertation is completed and the major professor and supervisory committee have determined that it is ready for final defense, the student must distribute typewritten copies of the dissertation to members of the supervisory committee and the outside chair of the committee that is assigned by the Graduate School. If the major professor, supervisory committee members, and the outside chair determine that the draft copy of a student's dissertation has met their requirements for acceptance, several steps must be taken.

First, the student must complete an Approval to Schedule Final Examination form. This form must be signed by all members of the supervisory committee, the outside chair, and the department head or graduate director, then filed with the Graduate School. This certifies that the supervisory committee approves the dissertation as being ready for a final oral defense. Second, in consultation with members of the supervisory committee and the office manager in the department, the student must set a date, time, and place for the final examination to occur. The completed Approval to Schedule Final Examination form and the information on the date, time, and place of the final exam must be provided to the Graduate School, which then sends a formal notification of the date, time, and place of the exam to the supervisory committee.

The final defense is an oral examination of the completed dissertation which is listed as a "Final Examination" in the Graduate School literature. The outside chair of the supervisory committee assigned by the Graduate School serves as the moderator of proceedings. As with the dissertation proposal, the student is subject to questions about the research by members of the supervisory committee. This oral examination is also graded on a pass/fail basis. A grade of pass indicates that the student has successfully completed the Ph.D. degree.

A student who fails the oral examination on either the dissertation proposal or the final dissertation must retake it. A student who fails the retake can take the exam a third time only by making a formal petition to take the exam again. The petition must be approved by the student's major

professor, supervisory committee, and the department head. Failure on the third attempt of the exam will result in dismissal from the program.

The final requirement for obtaining a degree is the submission to the Graduate School of the final draft of the dissertation as approved by the student's supervisory committee. The Graduate School requires that all dissertations be filed electronically. Information on guidelines and procedures used in writing and filing electronic dissertations can be found at the Graduate School website.

5.6 Typical Ph.D. Program of Study

The recommended program of study for Ph.D. students is as follows:

first semester (10 hrs.):

1. SOCIO 809 Classical Theory
2. A 3 hour course in an area of concentration
3. (a) A second 3 hour course in an area of concentration; or
(b) a 3 hr. methods course to meet methods requirement
4. SOCIO 801 Graduate Proseminar (1 hr.)

second semester (9 hours):

1. SOCIO 810 Contemporary Sociological Theory
2. SOCIO 823 Intermediate Methods of Social Research
3. (a) SOCIO 825 Quantitative Methods; or
(b) a 3 hr. course in an area of concentration

third semester (9 hrs.):

1. A 3 hr. course in an area of concentration
2. A 3 hr. course in an area of concentration;
3. (a) A 3 hr. course in an area of concentration; or
(b) a methods course to meet methods requirement

fourth semester (3-6 hrs.):

1. (a) A 3 hr. course in an area of concentration; or
(b) SOCIO 825 Quantitative Methods to complete methods requirements.
(c) 3 hrs. of SOCIO 999 Ph.D. Dissertation Research (Note: this may be necessary for students on assistantships who must be enrolled for a minimum of 6 hrs.)

fifth and subsequent semesters (1-12 hrs. per semester):

1. SOCIO 999 Ph.D. Dissertation Research

Students must take a total of 30 hrs. of SOCIO 999 while completing their dissertation research.

6. Program Policies and Procedures

Responsibility for Meeting Graduate School Requirements

In addition to fulfilling departmental requirements, students must also meet those set forth by the Graduate School. It is the student's responsibility to keep informed of all Graduate School requirements, to obtain all necessary forms, to initiate required actions, and to meet the filing dates listed by the Graduate School. Students should check with the Graduate School for current regulations, filing dates, and required forms.

Changing Courses in a Program of Study

If a student decides to change any of the courses that will be taken to meet degree requirements after the initial Program of Study form has been filed, the Graduate School must be notified. A Program/Committee Change Form listing the courses to be added and dropped must be completed by the student, approved and signed by all members of the supervisory committee, then filed with the Graduate School.

Changing Members of the Supervisory Committee

It is the department's policy that graduate students should be able to change the composition of their supervisory committee without fear of retribution or reprisal. In order to change the composition of a supervisory committee, a Program/Committee Change Form listing the faculty to be added and dropped from the committee must be completed by the student, approved and signed by all members of the supervisory committee, and filed with the Graduate School.

Incomplete Grades

The offer and renewal of an assistantship is contingent upon the removal of any incomplete grades from a student's academic record. Students have one term to complete the work needed to remove the incomplete grade. Incompletes received in the Fall semester must be removed by the end of the Spring semester; those received in the Spring semester must be removed by the end of the Summer term. If this condition is not met, the assistantship will be terminated. It is the student's responsibility to inform the graduate director in writing that all materials required to remove incomplete grades have been turned in.

Failure to Complete M.A. Degree by Students Entering the Ph.D. Program

Admission to the Ph.D. program is based on the assumption that the student will have completed the M.A. degree prior to entering the Ph.D. program. Students entering the Ph.D. program who have been awarded an assistantship beginning in the Fall semester must complete all requirements for the M.A. degree by August 15 of that year in order to receive the assistantship. If this condition is not met, the assistantship offer is null and void.

Enrollment Requirements for Graduate Assistants

Students holding .4 or .5 assistantship appointments are required to be enrolled for no less than 6 hours of course work, including thesis/dissertation hours. Students on teaching assistantships with a tuition waiver cannot enroll in more than 12 credit hours during a semester.

Guidelines and Required Authorizations for Research Involving Human Subjects

Sociological research frequently involves the study of human subjects. In any research involving human subjects, there is the potential for the violation of the rights of individuals participating in the research project. At Kansas State University the Committee on Research Involving Human Subjects serves as the IRB and is mandated by federal laws and regulations for oversight of all activities involving research with human subjects. See the following link for further details.

<http://www.k-state.edu/research/comply/irb/index.htm>

Notice of Nondiscrimination

Kansas State University is committed to a policy of nondiscrimination on the basis of race, sex, national origin, handicap, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, has been delegated to the Director of Affirmative Action Office, 214 Anderson Hall, Kansas State University, Manhattan, KS 66506-0104, (785) 532-6220.