

APPENDICES: PETITIONS AND REPORTS

These forms are required of all students during their graduate studies. Copies may be obtained online at <http://sociology.fas.harvard.edu/pages/program-requirements>, or from the Sociology Graduate Program Coordinator, who can also answer any questions about how and when to use them. When completed, they should be turned in to the Sociology Graduate Program Coordinator for reporting to the CHD. The teaching fellowship, qualifying paper, special area examination, and prospectus each have the same two procedural steps: first petitioning the CHD with a proposed course of action (such as appointing a committee or declaring a research topic) at the beginning of the process, then filing a corresponding report when the requirement has been completed.

Students who have filed a Petition will receive a copy of it with the CHD's decision. Reports, on the other hand, require no CHD action; they are used to update the student's status and then filed. Students should make a copy for their own records before handing in the form. In both cases, the original form will be placed in the student's file in the Sociology Graduate Program Coordinator's office.

1. Appointment/Change of Academic Advisor(s)
- 2a. Qualifying Paper Preliminary Draft Submittal Form
- 2b. Qualifying Paper Second Draft Submittal Form
- 2c. Petition to Appoint Qualifying Paper Committee
- 2d. Draft Qualifying Paper Submitted to Qualifying Paper Committee Form
- 2e. Report of Qualifying Paper Committee
3. Report of Teaching Fellowship
- 4a. Dissertation Prospectus Preliminary Draft Submittal Form
- 4b. Petition to Appoint Dissertation Committee
- 4c. Draft Prospectus Submitted to Dissertation Committee Form
- 4d. Report of Dissertation Committee
5. Petition to Change Membership of Dissertation Committee
6. Planned Timeline to Degree Form

Appointment of Academic Advisor(s)

or

Change of Academic Advisor(s)

Student: Fill out this form, have it signed by your faculty advisor(s), then return the original to the Sociology Graduate Program Coordinator to be entered into your file. You do not need to obtain the signature of your former faculty advisor(s).

Date: _____

Name of student: _____

Name of previous faculty advisor _____

Name of new faculty advisor _____

Faculty advisor signature: _____

Name of faculty co-advisor (if applicable) _____

Faculty co-advisor's signature (if applicable): _____

Qualifying Paper Preliminary Draft Submittal Form

Student: Fill out this form, have the Qualifying Paper Committee Chair(s) sign it, then return the original to the Sociology Graduate Program Coordinator.

Due: _____

Date: _____

Name of student:

Qualifying paper topic/draft title:

Qualifying Paper Committee Chair(s):

I have received a preliminary draft of the qualifying paper.

(Name of Qualifying Paper Committee Chair - required)

(Signature)

(Name of Qualifying Paper Committee Co-Chair - if applicable)

(Signature)

Qualifying Paper Second Draft Submittal Form

Student: Fill out this form, have the Qualifying Paper Committee Chair(s) sign it, then return the original to the Sociology Graduate Program Coordinator.

Due: _____

Date: _____

Name of student:

Qualifying paper topic/draft title:

Qualifying Paper Committee Chair(s):

I have received a second draft of the qualifying paper.

(Name of Qualifying Paper Committee Chair - required)

(Signature)

(Name of Qualifying Paper Committee Co-Chair - if applicable)

(Signature)

Petition to Appoint Qualifying Paper Committee

Student: Fill out this form, have all members of the Qualifying Paper Committee sign it, then return the original to the Sociology Graduate Program Coordinator.

Date: _____

Name of student: _____

Qualifying paper topic:

Proposed committee members:

I have been consulted and agree to supervise this project and read the qualifying paper.

(Print or Type Name of Committee Chair or Co-Chair - required)

(Signature)

(Print or Type Name of Committee Co-Chair or Member - required)

(Signature)

(Print or Type Name of Committee Member - required)

(Signature)

Draft Qualifying Paper Submitted to Qualifying Paper Committee Form

Student: Fill out this form, have the Qualifying Paper Committee Chair(s) sign it, then return the original to the Sociology Graduate Program Coordinator.

Date: _____

Name of student: _____

Qualifying paper topic:

Committee members:

(Print or Type Name of Committee Chair - required)

(Print or Type Name of Committee Member - required)

(Print or Type Name of Committee Member - required)

Qualifying Paper Committee Chair(s):

The Qualifying Committee has received a draft of the qualifying paper.

(Name of Qualifying Paper Committee Chair or Co-Chair - required) (Signature)

(Name of Qualifying Paper Committee Co-Chair - if applicable) (Signature)

Report of Qualifying Paper Committee

Student: Fill out the top portion of this form and give to your Committee to complete. The signed original form, along with an electronic copy of the final draft of your paper, should be returned to the Sociology Graduate Program Coordinator so that it can be recorded in your file.

Date: _____

Name of student: _____

Title of qualifying paper: _____

Evaluation:

_____ **PhD Pass**

_____ **AM Pass**

_____ **Unacceptable**

The AM pass grade signifies that the QP advising committee has reservations about whether a student should continue into the PhD phase of the graduate program and recommends that the CHD should undertake a review of the student's record, to include the availability of advising support/commitment sufficient to see the student through the PhD dissertation.

(Print or Type Name of Committee Chair or Co-Chair - required) (Signature)

(Print or Type Name of Committee Co-Chair or Member - required) (Signature)

(Print or Type Name of Committee Member - required) (Signature)

Report of Teaching Fellowship

Student: Fill out the top portion of the form and give to the instructor who supervised your apprenticeship. After being completed, it should be returned to the Sociology Graduate Program Coordinator so that it can be entered into your file.

Date: _____

Name of student: _____

Name of instructor: _____

Name of course: _____

Semester & year of course: _____

The student named above has completed a salaried teaching fellowship for at least 0.20 FTE (7 hours/week) and the duration of one term under my direction.

Instructor signature:

Dissertation Prospectus Preliminary Draft Submittal Form

Student: Fill out this form, have the Dissertation Chair(s) sign it, then return the original to the Sociology Graduate Program Coordinator.

Due: _____

Date: _____

Name of student:

Dissertation topic/draft title:

Dissertation Committee Chair(s):

I have received a preliminary draft of the dissertation prospectus.

(Print or Type Name of Dissertation Chair or Co-Chair - required) (Signature)

(Print or Type Name of Dissertation Co-Chair - if applicable) (Signature)

Petition to Appoint Dissertation Committee

Student: Fill out this form, have your proposed committee members sign it, then return the original to the Sociology Graduate Program Coordinator. Students who select a committee member not affiliated with the Department should include a short memo describing the person's qualifications and expertise in the field, along with a copy of the proposed committee member's CV.

Date: _____

Name of student: _____

Title of prospectus:

Proposed committee members:

I have agreed to supervise this dissertation.

(Print or Type Name of Committee Chair or Co-Chair- required) (Signature)

(Print or Type Name of Committee Co-Chair or Member - required) (Signature)

(Print or Type Name of Committee Member - required) (Signature)

(Print or Type Name of Committee Member – optional) (Signature)

Draft Prospectus Submitted to Dissertation Committee Form

Student: Fill out this form, have your committee chair(s) sign it, then return the original to the Sociology Graduate Program Coordinator.

Date: _____

Name of student: _____

Title of prospectus:

Committee members:

(Print or Type Name of Committee Chair or Co-Chair - required)

(Print or Type Name of Committee Co-Chair or Member – required)

(Print or Type Name of Committee Member - required)

(Print or Type Name of Committee Member - 4th member is optional)

Dissertation Committee Chair(s):

The Dissertation Committee has received a draft of the Prospectus.

(Name of Dissertation Committee Chair or Co-Chair - required) (Signature)

(Name of Dissertation Committee Co-Chair - if applicable) (Signature)

Report of Dissertation Committee

Student: Fill out the top portion of this form and give it to your committee. After they have signed, return the form to the Sociology Graduate Program Coordinator so that the results can be recorded, along with an electronic copy of your prospectus.

Date: _____

Name of student: _____

Title of prospectus: _____

- Evaluation:**
- Prospectus is approved substantially in its present form**
 - Prospectus requires revision**
 - second conference will be held**
 - revisions will be approved by members individually**
 - Prospectus is unacceptable**
 - recommend candidate seek a new topic**
 - recommend a new prospectus to be reviewed by new committee**
 - Prospectus is not approved.**
It is suggested that the CHD review this students' candidacy.

Examiners:

(Print or Type Name of Committee Chair or Co-Chair - required) (Signature)

(Print or Type Name of Committee Co-Chair or Member - required) (Signature)

(Print or Type Name of Committee Member - required) (Signature)

(Print or Type Name of Committee Member - 4th member is optional) (Signature)

Petition to Change Membership of Dissertation Committee

Student: Fill out this form, have the members of your Dissertation Committee sign it, then return the original to the Sociology Graduate Program Coordinator, to be considered by the CHD.

Date: _____

Name of student: _____

Original committee:

(Print or Type Name of Committee Chair or Co-Chair - required) (Signature)

(Print or Type Name of Committee Co-Chair or Member - required) (Signature)

(Print or Type Name of Committee Member - required) (Signature)

(Print or Type Name of Committee Member - optional) (Signature)

New committee:

(Print or Type Name of Committee Chair or Co-Chair - required) (Signature)

(Print or Type Name of Committee Co-Chair or Member - required) (Signature)

(Print or Type Name of Committee Member - required) (Signature)

(Print or Type Name of Committee Member - optional) (Signature)

Planned Timeline to Degree Form

Student: Fill out this form, attach a statement of the current status of the dissertation and the proposed timeline to degree, have the Dissertation Chair(s) sign this form, then return the original form with the attachment to the Sociology Graduate Program Coordinator.

Due: _____

Date: _____

Name of student:

Students who do not complete and defend their dissertation by May 31st of the sixth year must receive approval from the CHD.

The student must create a planned timeline to degree with their advisor(s) and submit the timeline, signed by both the student and the advisor(s), to the CHD for approval no later than April 30th.

Students must receive approval from the CHD each year to remain in good standing.

When building the timeline, take into account (approximate) GSAS degree deadlines. To meet one of Harvard's 3 annual degree conferral deadlines, the student must hold the oral defense at least 10 days before the FAS Registrar's Dissertation Submittal Deadline, which can be found on the FAS Registrar's website.

A full draft of the dissertation must be submitted to the committee 8 weeks prior to the oral defense. It may also be helpful to include intermediate milestones, such as chapter drafts.

Advisor(s):

I have received a statement of the current status of the dissertation and approve the proposed timeline to degree.

(Name of Advisor or Co-Advisor- required)

(Signature)

(Name of Co-Advisor - if applicable)

(Signature)