



**HARVARD**

Faculty of Arts and Sciences

**Committee on Higher Degrees  
Procedural Handbook**

Department of Sociology

Harvard University

2012-13

## THE COMMITTEE ON HIGHER DEGREES

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This Handbook provides information on the Department of Sociology's graduate degree requirements, and the procedures students need to follow to meet these requirements. It also describes Departmental policies and standards, and the structure and function of the Committee on Higher Degrees (CHD) in Sociology. Students are encouraged to consult the annual [Handbook](#) published by the Graduate School of Arts and Sciences for important rules and procedures that govern all graduate students at Harvard.

This version of the *CHD Procedural Handbook* supersedes all previous handbooks issued by the Committee on Higher Degrees in Sociology, and contains the requirements that apply to students entering the graduate program in August 2012.

### Helpful note on requirements terminology:

<i>Official name</i>	<i>AKA</i>
Written General Exam	Written Exam, Generals
Research Paper	Qualifying Paper, QP
Special Area Oral Exam	Oral Exam
Defense	used for both Oral Exam Defense and Dissertation Defense

## TABLE OF CONTENTS

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Purpose and Structure of the Committee on Higher Degrees .....	1
Advising .....	1
Committee Membership.....	2
Requirements for the Ph.D. in Sociology .....	3
A) Academic Residence .....	3
B) Course Work.....	3
C) Teaching .....	5
Teaching Fellowships.....	5
D) Qualifying Requirements .....	6
General Written Examination.....	6
Research (Qualifying) Paper .....	7
Special Area Oral Examination.....	8
E) The Dissertation.....	9
Prospectus .....	9
Dissertation Writing .....	10
Oral Defense.....	10
Guidelines for Student Progress.....	11
A) Failure to Meet Requirements .....	12
A.M. Degree.....	14
Requirements for the Ph.D. in Sociology and Social Policy.....	14
Requirements for the Ph.D. in Organizational Behavior And Sociology .....	14
Degree Applications.....	15
Research and Human Subjects.....	15
Complaints about Graduate Student Teaching.....	16
Regulations and Standards of Conduct .....	16
Appendices: Petitions and Reports .....	i
Appointment or Change of Academic Advisor.....	ii
Petition to Appoint Research Paper Reading Committee .....	iii
Report of Research Paper Reading Committee.....	iv
Report of Teaching Fellowship.....	v
Petition to Appoint Special Area Oral Examination Committee .....	vi
Report of Special Area Oral Examination Committee.....	vii
Petition to Appoint Dissertation Committee .....	viii
Report of Dissertation Committee .....	ix
Petition to Change Membership of Dissertation Committee .....	x
Petition for Requirement Extension (Grace Period) .....	xi

## PURPOSE AND STRUCTURE OF THE COMMITTEE ON HIGHER DEGREES

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The Committee on Higher Degrees (CHD) is a standing committee of the Department of Sociology charged with administering the Department's graduate program. Its responsibilities include:

- recommending policy concerning the graduate program to the faculty;
- monitoring and evaluating the progress of graduate students;
- responding to student petitions to approve topics and committees for the research paper, oral examination, and dissertation;
- nominating students for Harvard fellowships;
- recommending students for receipt of the A.M. and Ph.D. degrees in Sociology; and
- hearing and responding to student concerns.
- approving individual reading courses for departmental credit.

Students are encouraged to approach members of the CHD to discuss private matters important to their academic progress that they may not wish to discuss with their academic advisors. Students, through their representatives, may also petition the CHD to consider matters of general concern to the academic life of the Department.

The members of the CHD include: the CHD Chair, who is also the Director of Graduate Studies (DGS); two or more other faculty appointed annually by the Department Chair; two graduate students elected annually by fellow students; and the Graduate Program Coordinator, who is a non-voting member. In addition, the Department Chair is an *ex-officio* member. Student members of the CHD are active participants; however, the CHD meets without them in executive session whenever the academic records of individual students are discussed.

The CHD may handle routine matters (such as consideration of course approvals and ranking of fellowship nominees) via electronic mail. For matters that require discussion, the CHD typically meets several times each semester during the academic year. **Students are encouraged to submit petitions for individual reading courses by the beginning of the second full week of classes.**

## ADVISING

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First-year students will be advised by both the Chair of the CHD (DGS) and another faculty member whose substantive interests overlap with those of the student (this faculty member will be assigned by the DGS). Such assignments will take into account the students' preferences as well as faculty availability (e.g., students will not be assigned to faculty who are on leave). First-year students are expected to meet with the DGS and substantive advisor at the start of fall and spring terms, to discuss course work

selections prior to Study Card Day. In addition, first-year students are required to meet with their substantive advisors at least once during each term to discuss their progress. **As soon as they wish, but definitely before the Fall of their second year, students should choose their academic advisor from among the members of the sociology faculty.** This faculty member may or may not be the eventual dissertation advisor. It is most important to establish a relationship early in the graduate program with a faculty member to whom one can turn for general academic advice, career planning and personal support. Students file an Appointment of Advisor form with the CHD.

Students must review their Plan of Study (study card) with their advisor at the beginning of the fall and spring terms. Advisors must sign study cards to signify their approval of the student's academic plan.

Students also may go to the Graduate Program Coordinator for help with questions about requirements or procedures. The Graduate Program Coordinator maintains records on the academic progress of the students for the CHD, and reports on this to the faculty at large and to the Graduate School of Arts and Sciences, so it is important that students keep in touch and provide information when requested.

## COMMITTEE MEMBERSHIP

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The research paper, special area oral examination, and dissertation are each overseen by a supervising committee of three faculty. Two members, including the chair, must be current members of the Department, with at least one of the two being a voting member. The third member may be from Sociology, another Harvard faculty, or a scholar from outside Harvard. If a member of the committee retires or leaves Harvard, he/she may continue to serve on the committee for three years. If such a departing committee member was a voting member while on the faculty, he/she will continue to be counted as such during this three-year period. Students may have more than three faculty members on their supervising committees. (Students in the Organizational Behavior Ph.D. Program or the Sociology and Social Policy Ph.D. Program should consult the written policies of their respective programs regarding committee membership.)

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 with their petition to appoint a given supervising committee. They should also take into consideration that the Department is not able to subsidize travel to Cambridge for committee members.

**Students must ensure that each supervising committee has been approved by the CHD prior to the formal meeting of the supervising committee. In exceptional cases where this is not possible, students should contact the Director of Graduate Studies. This, however, should be done *prior* to the formal meeting of the supervising committee.**

## REQUIREMENTS FOR THE PH.D. IN SOCIOLOGY

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The requirements described in this *Handbook* apply to students entering the graduate program in August 2012. Students entering in other years may have slightly different requirements, and should refer to the relevant version of the *CHD Procedural Handbook*, or of the degree requirements listed in chapter VI of the [GSAS Handbook](#), an annual publication available from the Graduate School of Arts and Sciences. Students in the Sociology and Social Policy program, the Organizational Behavior program, or the African and African American Studies program should refer to the publications of their respective programs for further requirements.

The Sociology requirements have five main elements: (1) academic residence; (2) course work; (3) teaching; (4) qualifying requirements; and (5) the dissertation.

### A) ACADEMIC RESIDENCE

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The Graduate School of Arts and Sciences (GSAS) requires a minimum of two years (four academic terms) of full-time study in residence. Normally, these are the first two years of graduate study, while students are fulfilling course and qualifying requirements.

**The CHD strongly recommends that students remain in residence at least until their dissertation prospectus has been approved.** Sometimes a short time away is necessary in order to explore the availability of data for the proposed dissertation; however, field research for the dissertation should not be undertaken until the dissertation topic and research design have been formally approved by the CHD and the student's Dissertation Committee.

### B) COURSE WORK

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Students in residence normally register for four courses every term. These courses may be 100-, 200-, or 300-level courses listed in *Courses of Instruction*, or TIME-T, TIME-R, or TIME-C (used to denote *time* devoted to teaching, research, or undesignated course work, respectively). The first two years of the graduate program are primarily devoted to course work, so during this period students are expected to take no more than one unit of TIME per semester and should get permission from the Director of Graduate Studies if they wish to exceed that amount.

Course requirements include 14 courses in sociology, including 2 credits of workshops, as indicated below. This is the minimum acceptable amount of course work, not the norm; most students take additional courses in sociology, as well as courses in other departments that relate to their research interests.

- Seven required methods and theory courses, plus a teaching practicum:  
Soc. 202      Intermediate Quantitative Methods (Students who have had sufficient training in quantitative methods before entering the program may substitute an advanced

methods course for this course if they can satisfy placement procedures designed by the Soc 202 instructor.)

Soc. 203a	Methods of Quantitative Sociological Research I
Soc. 204	Sociological Theory: Seminar
Soc. 205	Sociological Research Design Seminar
Soc. 208	Contemporary Theory and Research: Seminar
Soc. 209	Qualitative Social Analysis
Soc. 310	Qualifying Paper Seminar – meets biweekly; beginning in Fall 2012, one semester counts as one course (required for all third-year students in the Sociology, Sociology and Social Policy, and Organizational Behavior programs)
Soc. 305	Teaching Practicum (Ordinarily taken prior to or concurrent with one's first assignment as a Teaching Fellow; generally required for third-year students in the fall term; students in the Organizational Behavior program are not required to take this course)

- Six elective courses in sociology, two of which must be workshops (see below)

### ***Electives***

The six electives may be chosen from those 100-level courses designated as Conference Courses in *Courses of Instruction*; 200-level courses; 300-level individual reading courses; or workshops (students are required to take two credits of workshops). Students can receive no more than two elective credits for workshops, but students may receive elective credit for the same workshop taken twice. Courses from other departments will count toward meeting the elective requirement *only* if they are cross-listed under Sociology in *Courses of Instruction*.

### ***Workshops***

Workshops are student-faculty seminars that emphasize the presentation and discussion of research work in progress. The Graduate Program Coordinator will notify students of those courses designated as workshops in any given academic year.

### ***100-level Courses***

100-level courses in Sociology (other than those designated as Conference Courses, which always count as electives) may, under some conditions, be counted as courses that satisfy the elective requirement. Students seeking to so count a 100-level course should petition the CHD, providing information regarding the additional work they will undertake to receive graduate-level credit. Ordinarily this will include reading that goes beyond that required of undergraduate enrollees, and more substantial written work in the form of a term paper (or equivalent shorter works). Petitions should be accompanied by a certification from the course instructor that the additional work to be undertaken is such as to merit graduate-level

credit. Graduate-level credit will not be granted for Sociology 156, Quantitative Methods in Sociology, as students entering the program are presumed to be prepared at the level of this course.

### ***Reading Courses***

Sociology 301 (Special Reading & Research) may, under some conditions, be counted as a course that satisfies the elective requirement. Students seeking to so include a semester of Sociology 301 should petition the CHD, providing information to demonstrate that the reading and research course arranged is substantially equivalent to a 200-level graduate seminar. Ordinarily this will include an indication of the frequency (ideally weekly) with which the student and the supervising faculty member will meet, a reading list of a length and scope comparable to that for a typical 200-level seminar, and a statement of the written work to be completed as part of the course (this should be a term paper or a number of shorter works). Students may receive elective credit for no more than two Sociology 301 courses.

Students seeking to count Sociology 301 or a 100-level course toward the elective requirements should petition the CHD as above at their earliest opportunity. Ideally, this would take place prior to the semester during which the course is to be taken, but in any case it should occur at an early point during that semester.

### ***Grades***

The minimum standard for satisfactory work in the Graduate School of Arts and Sciences is a “B” average in each academic year. The Department of Sociology, however, expects that students will maintain an average of B+ or better, especially in sociology courses. Graduate students are permitted to take a temporary grade of Incomplete in courses other than the required ones. Notwithstanding this, the CHD strongly recommends that students not take Incompletes unless absolutely necessary, and certainly in no more than one course per term. Papers should be submitted in time to receive a letter grade; revisions for possible publication can come later. *Incompletes are equivalent to Cs; and thus, for each Incomplete there must be an A in order to maintain a B average.* A temporary Incomplete grade must be converted to a regular letter grade in order for a course to count toward meeting minimum course work requirements. See the [GSAS Handbook](#) for the relevant procedures and limitations.

Note: GSAS requires 16 half-courses for a doctorate, but because this includes courses in other departments, as well as Time-R and Time-C, any graduate student who has been registered for four or more semesters normally has fulfilled this requirement.

## **C) TEACHING**

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### **Teaching Fellowships**

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All students in the Sociology and the Sociology and Social Policy programs are required to accept one 0.20 FTE teaching fellowship (with salary) for one term before completion of the program, preferably with a Sociology faculty member. Sociology 305, the Teaching Practicum, should be taken prior to a student’s first teaching assignment, and otherwise must be taken concurrently with that assignment. Normally, students do not teach in the first or second year. They often teach 0.40 FTE during the third,

fourth, and fifth years. Information about teaching in the Department is available from the Graduate Program Coordinator.

## D) QUALIFYING REQUIREMENTS

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### General Written Examination

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The intent of the general written examination is to ensure that students have a working knowledge of the range of sub-fields that comprise the discipline of sociology. It differs, then, from the special area oral examination in terms of the specific level of expertise expected—students need to be prepared for a broad range of questions. Students write four essays on the examination—one each on social stratification, social organization, and then two on optional areas selected by the student (culture, development, gender and society, race and ethnicity, or political sociology). Students may take any two of the five optional areas, but may not take both race and gender.

Before the end of the spring term, faculty will finalize the reading list for the general written examination. During the academic year, faculty with expertise in particular areas of the examination (social stratification, social organization, culture, development, gender and society, race and ethnicity, and political sociology) the task of revising particular aspects of the list. Each subfield list should contain no more than 2,500 pages of written material. In order to include the most relevant research in the field, two or three of the subfield lists will be revised annually.

Students take the general written examination in August, just before beginning the second year in residence. A reading list for the general written examination and examples of questions from previous years will be provided by the Graduate Program Coordinator as soon as the most recent revision of the list is available, or no later than the end of the spring term. The general written examination will be administered as an all-day, closed-book essay exam. Examinees are assigned random three-digit codes that preserve the anonymity of the test takers. Students will be provided with copies of the reading list, but may bring no study materials to the exam. The honor system will be used to ensure that study materials or other review materials are not brought to the exam. Native English speakers will have 90 minutes to complete each essay. Non-native speakers of English will have two hours to complete each essay. There is a one-hour lunch break provided for all test takers between the morning and afternoon sessions. At the end of the morning and afternoon sessions, test takers must send their essays to the Graduate Program Coordinator via electronic mail.

Students who require special arrangements or accommodations to the standard test administration should contact the Graduate Program Coordinator to discuss their unique circumstances in advance of the scheduled testing date.

Each year, the Chair of the Department appoints an Examination Committee consisting of four faculty members to write and evaluate the general written examination. Grades include Distinction, Pass, Conditional Pass, and Fail. The grade of Conditional Pass is given when just one of a student's four answers is found to be less than acceptable; the student is then required to rewrite that particular answer

under faculty guidance, within one month. If the student fails, a re-examination date should be negotiated with the CHD. Ordinarily, students will not be permitted to take the written general examination more than twice. Each essay is evaluated by two faculty members of the Examination Committee. Once the essays have been graded, the Examination Committee meets to discuss the preliminary results. After this meeting, which typically takes place within two weeks of the start of the fall term, test takers are notified of their results in writing.

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### Research (Qualifying) Paper

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A special research paper, also known as a “qualifying” paper, is required of each student. Although not a master’s thesis, this paper will be judged more critically than the normal seminar or term paper. It should offer some new contribution to knowledge, either in the form of an original interpretation of existing facts, new facts in support or disconfirmation of existing interpretations, or both. The work should be of the same length, quality and finish as a paper acceptable to the major sociological journals, and, indeed, students normally will be encouraged to submit the paper for publication, although this is not required. In preparing to write this paper, students should consult with their academic advisor or research supervisor before the end of the third term in residence. Also see **Research and Human Subjects** later in this *Handbook*.

**Second-year students are required to appoint an advisor and submit a 2-page overview of their planned project to the Graduate Program Coordinator by February 15.**

Students are expected to complete the research (qualifying) paper by the end of the Fall semester of the third year of graduate study. **The fixed deadline for completion of the research paper is the end of Spring semester of the third year of graduate study).** *The research paper is considered complete when all members of the student’s committee have approved the paper and the paperwork has been submitted to the Graduate Program Coordinator.* Students who fail to meet this deadline will be considered to be making unsatisfactory progress and may be withdrawn from the program (see **Failure to Meet Requirements**).

Once the topic and research design for the research (qualifying) paper have been agreed upon in consultation with the advisor and other readers, the student should file a Petition to Appoint the Research Paper Reading Committee with the CHD. Students may register for Soc. 301 (Special Reading and Research) under the supervision of the Chair of the committee. When the paper has been approved, a Report of Research Paper Reading Committee form must be filed with the Graduate Program Coordinator, together with an electronic copy of the final draft of the research paper itself.

Approved research papers are graded by the Research Paper Reading Committee as follows:

**Unacceptable.** (Not of sufficient quality to merit an AM degree in Sociology.)

**MA pass.** (A contribution of sufficient quality to merit an AM in Sociology, but not suitable for review by any professional journal. The MA 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.)

**PhD pass.** (A contribution of sufficient quality to merit review for publication in some form, be it as a chapter in an edited work, a specialty journal, or a general journal. The PhD grade signifies that the QP advising committee is confident that the student has the wherewithal to enter the PhD phase of the graduate program, to include the availability of sufficient advising support/commitment.)

**Above PhD pass.** (A contribution of sufficient quality that it clearly merits publication in a quality peer-reviewed journal.)

**Distinction.** (An exceptional contribution that merits publication in a prominent general or specialty journal)

Upon receiving the Report of the Research Paper Reading Committee, the CHD reviews each graduate student's progress in the graduate program in consultation with the student's advisor and other faculty familiar with the student's academic work. Ordinarily this review results in a recommendation that the student continue on toward the Ph.D., but the review may recommend that a student leave the program after completing the A.M. requirements, especially in the event that the Research Paper is graded Acceptable at the A.M. level by the Research Paper Reading Committee. A similar CHD review of a student's progress takes place in the event that a student does not complete the Research Paper by the end of the third year of graduate study.

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### Special Area Oral Examination

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The purpose of the Special Area Exam is for a student to master the literature in a defined sociological subfield of their interest, defined broadly enough so that one could teach an advanced undergraduate course on the area. Students should show greater knowledge of the subfield than they would need to demonstrate in the Written General Examination. Passing the Special Area Examination should mean that it is reasonable for the student to claim a degree of "expertise" and would be prepared to teach in that area. More specifically, a student should be able to accurately describe the contents of materials they have read, be able to explicate the relationship between different pieces of research, and discuss what the outstanding research questions are in the exam field. The exam is given orally and typically lasts for an hour and a half.

**Summer Blackout:** No oral exams, prospectus defenses, or dissertation defenses may be scheduled between June 15 and August 21.

The format for this examination is oral, but a student prepares a preliminary bibliography in advance of the examination and distributes it to all faculty members on the Special Area Oral Examination Committee *at least one month in advance of the intended examination date* and distributes the written field statement and final bibliography to all faculty members on the Special Area Oral Examination

Committee *at least two weeks prior to the proposed examination date.* The Special Area Oral Examination Committee Chair will authorize the scheduling of the examination. To develop a field statement and bibliography, students should consult the faculty member most likely to become the dissertation advisor. **The field statement is limited to ten, double-spaced pages of 10-point type.** The written statement is not only supposed to be a comprehensive overview of all parts of the subfield, but should also be a discussion of current controversies, issues, and opposing points of view. When the field has been designated and an initial bibliography has been prepared, the student submits both to the CHD along with the Petition to Appoint a Special Area Oral Examination Committee. Students whose committees are not composed entirely of voting members of the department should receive CHD approval before scheduling their examinations. At the end of the special area exam, the Committee will indicate its grade (Pass or Fail) by submitting a Report of Special Area Oral Examination Committee form. The student should return this to the Sociology Graduate Program Coordinator, together with an electronic copy of the final bibliography and field statement.

In general, it should take no more than a semester to prepare for the Exam. **Students should have passed their Special Area Examination by the end of the Fall term of their fourth year and must have passed it by the end of the Spring term of their fourth year.** Students who fail to meet this deadline will be considered to be making unsatisfactory progress and may be withdrawn from the program (see **Failure to Meet Requirements**).

## E) THE DISSERTATION

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The dissertation is the culminating requirement of the graduate program, in which a student establishes her- or himself as an independent scholar by making an original contribution to knowledge within the discipline and selected area of specialization. Development of the dissertation involves first the preparation and defense of the dissertation prospectus, and then the preparation and defense of the dissertation itself.

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### Prospectus

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The prospectus should state clearly the objectives of the study and the specific set of problems to be explored. It should review the relevant literature and indicate the ways in which the student hopes to make a contribution to existing ideas on the subject. In addition, the data to be employed, the research methods and design, and a plan of study should be given in as much detail as is necessary. Normally, the prospectus is twenty to thirty pages in length, in addition to an extensive bibliography. Students should meet regularly with their advisors while preparing the prospectus. Drafts of the prospectus also may be shown to two or three other faculty members who might serve as prospectus committee members. When a draft of the prospectus has been prepared, the student files a Petition to Appoint Dissertation Committee form with the CHD, requesting formal approval of the topic and the appointment of three examiners, one being the advisor. Students whose committees are not composed entirely of voting members of the department should receive CHD approval before scheduling their examinations. Following CHD approval, the student and committee schedule a prospectus defense, at which time the student is examined

on the proposed research project. The student must submit a final draft of the prospectus to faculty members on the Dissertation Committee *at least two weeks prior to the scheduled prospectus hearing date*.

**Summer Blackout:** No prospectus hearings may be scheduled between June 15 and August 21.

The intent of this meeting is to ensure that the dissertation project is viable and that the student is prepared to begin her/his research. The student should have the Report of Dissertation Committee form signed by the committee and hand it in to the Sociology Graduate Program Coordinator, along with an electronic copy of the prospectus. Also see **Research and Human Subjects** later in this *Handbook*.

**Students should have passed their prospectus by the end of the Fall term of their fifth year, and must have passed it by the end of the Spring semester of their fifth year.** Students who fail to meet this deadline will be considered to be making unsatisfactory progress and may be withdrawn from the program (see **Failure to Meet Requirements**).

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### Dissertation Writing

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The dissertation should build an integrated argument. While individual chapters may be stand-alone papers, the dissertation may not consist of several unrelated papers, published or not, without an introduction or conclusion.

The student and principal advisor develop a schedule of meetings and a plan for the collection of data and submission of chapters. The other two members of the prospectus committee remain on the dissertation committee unless the student petitions the CHD for a change in membership, or unless a faculty member asks to be replaced. These readers may be available for consultation and reading of chapter drafts or may wish to delay reading until the entire manuscript has been completed. *The student is responsible for determining what can be expected in the way of feedback from the members of the dissertation reading committee in each and every term.*

**Dissertation deadlines:** The student is responsible for surveying committee members, in advance, to determine when they are available to comment on the penultimate dissertation draft. A full draft is due to all committee members no fewer than 8 weeks before the student plans to hold the oral defense. During those 8 weeks, the committee will read and comment on the dissertation, and the student may have time to make required revisions. 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.

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### Oral Defense

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When the student and committee members agree that the draft dissertation is ready to defend, the oral defense is scheduled, in consultation with the Graduate Program Coordinator. The responsibility for arranging a meeting time which will accommodate the schedules of committee members falls to the student.

**Summer Blackout:** No dissertation defenses may be scheduled between June 15 and August 21.

The members of the dissertation committee, other faculty, students, staff, and guests are invited to attend. The committee members will have read the dissertation and will meet in executive session following the Oral Defense and make a decision to approve, reject, or require revisions in the dissertation.

If the dissertation is accepted without revision, the committee members will sign the Dissertation Acceptance Certificate. If revisions are requested, the certificate will be signed following submission of the revisions to the committee members. If the dissertation is not acceptable, the student should meet with the members of the dissertation reading committee to determine alternatives. Students are required to upload an electronic copy of their dissertations by the FAS Registrar's Office dissertation submittal deadline. The signed original of the Dissertation Acceptance Certificate, along with several surveys, must be delivered to the FAS Registrar's Office by the dissertation submittal deadline. A copy of the Dissertation Acceptance Certificate and an electronic copy of the dissertation must be filed with the Graduate Program Coordinator, but the Department does not require a bound copy of the dissertation.

**The dissertation must be approved by the end of the Spring semester of the eighth year.** Students who fail to meet this deadline will be considered to be making unsatisfactory progress and may be withdrawn from the program (see **Failure to Meet Requirements**).

Requirements for the format of the finished dissertation are contained in *The Form of the Doctoral Dissertation*, a booklet available from GSAS. The CHD does not add to these specifications.

Degrees are awarded in November, March, and May. The deadlines for applying for a degree, and for completing the defense, change slightly each year. Students are responsible for checking with the Graduate Program Coordinator for the dates specific to the term in which they wish to graduate.

## GUIDELINES FOR STUDENT PROGRESS

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### *Deadlines for Completing Ph.D. Requirements*

- General Written Examination                      beginning of 2<sup>nd</sup> year
- Research (Qualifying) Paper                      end of Fall semester of the 3<sup>rd</sup> year \*
- Special Area Oral Examination                      end of Fall semester of the 4<sup>th</sup> year\*
- Required Course work                                  end of 2<sup>nd</sup> year \*  
(excepting workshops and teaching practicum)
- Prospectus    end of Fall semester of the 5<sup>th</sup> year\*
- Dissertation    end of Spring semester of the 7<sup>th</sup> year\*

***Fixed Deadlines (if extensions approved by the CHD):***

- General Written Examination                      retake negotiated with CHD
- Research (Qualifying) Paper                      end of Spring semester of the 3<sup>rd</sup> year\*
- Special Area Oral Examination                      end of Spring semester of the 4<sup>th</sup> year\*
- Prospectus    end of Spring semester of the 5<sup>th</sup> year\*
- Dissertation    end of Spring semester of the 8<sup>th</sup> year\*

**A) FAILURE TO MEET REQUIREMENTS**

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The CHD continually monitors the performance of students to ensure that they are making satisfactory progress toward the Ph.D. degree. The entire faculty of the Department discusses the progress and standing of all graduate students annually, usually in mid-fall. Failure to meet the requirements of the program will result in a range of actions by the CHD appropriate to the seriousness of the problem. These include letters of inquiry, warning or admonition; unsatisfactory progress status; probation; and the requirement to withdraw from the program.

Students who have not finished a requirement by the specified date may petition the CHD for an extension, or what is known as a *grace period*. In all cases, except the dissertation, the extension is for no more than a semester. In the case of the dissertation it can be up to a year. Petitions for grace periods must be submitted in advance of the term requested. CHD approval is neither automatic nor guaranteed. The form for requesting an extension can be found at the end of the Handbook. Students who fail to finish a requirement by the end of the grace period will be withdrawn from the program until that time at which the requirement has been fulfilled.

Students who have not completed an acceptable research paper by *the end of Fall semester of the third year* will be considered to be making unsatisfactory progress. They may petition for a one-semester grace period. If they still have not completed the paper by the end of that grace semester, they will be withdrawn from the program until that time at which the paper has been approved.

Students are expected to do their Special Area Oral Exam by *the end of Fall semester of the fourth year*. Students who have not passed their Oral Examination by this time will be considered to be making unsatisfactory progress. They may petition for a one-semester grace period. If they still have not passed the exam by the end of that grace semester, they will be withdrawn from the program until that time at which the exam has been passed.

Students who do not have an approved dissertation prospectus by the end of *Fall semester of the fifth year* in residence will be considered to be making unsatisfactory progress. They may petition for a one-semester grace period. If the prospectus has not been approved by the end of that grace semester, they will be withdrawn from the program until that time at which the dissertation prospectus has been approved.

Students are expected to complete and defend their dissertation by the *end of the seventh year* in residence. If it is not completed by that time, they will be considered to be making unsatisfactory progress. They may petition for up to a one-year grace period. If it is not completed by that time, they will be withdrawn from the program until that time at which the dissertation has been accepted.

Students who have incompletes on their academic record, who have fallen seriously behind schedule, who have failed to maintain a B average for two consecutive semesters, or whose work is considered generally below the minimum standards of the Department may receive letters of inquiry or warning from the CHD. If the problem is not rectified, more serious action will be taken, which could include academic probation or withdrawal from the program. A student who fails the general written, special area oral, or dissertation prospectus examinations will be given a second chance to take them. Every effort will be made to support such students in preparing to retake these examinations. However, failure to make satisfactory progress toward retaking any of these examinations will result in a student being withdrawn from the program.

Students making unsatisfactory progress normally will not be allowed to teach in the Department. Under special circumstances they may be allowed to do so with the permission of the CHD.

If a student repeatedly fails to maintain a B average, is unable to pass the general examination or the special area examination or the dissertation prospectus hearing after two attempts, or is not making satisfactory academic progress in the program, he or she will be withdrawn from the graduate program. The following procedure will be used in such cases:

- (1) A notice of intention will be sent to the student by the Chair of the CHD two weeks prior to a CHD vote. The student during this time may solicit support for continuation in the program from faculty members, and may attend the CHD meeting to speak on his/her own behalf.
- (2) The CHD, meeting in executive session, will review the supporting statements from faculty and the explanatory statements from the student, and then, by vote, determine whether or not to request that the Dean of the Graduate School require the student to withdraw.
- (3) All votes withdrawing students will be reported to the faculty at the next scheduled faculty meeting.

Students who are withdrawn may be readmitted under certain circumstances. See the [GSAS Handbook](#) for details. Students who believe they have chosen the wrong graduate program are urged to seek counsel early in residency.

As noted, the CHD may also recommend that students whose work in the early phases of the program is beneath the Department's standards for the Ph.D. leave the graduate program with an A.M. degree after completion of the required A.M. course work and Research (Qualifying) Paper. Such a recommendation is reached in consultation with the student's advisor and others familiar with his or her academic work.

## A.M. DEGREE

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Doctoral students in Sociology, Organizational Behavior, or Sociology and Social Policy who have successfully completed eight Sociology courses, the written general examination, and the research (qualifying) paper requirement may apply to receive the A.M. degree in Sociology. The eight courses *must* include Sociology 202 (or approved advanced methods course, as described on page XX), 203a, 204, 208, and 209, and 310; and *may not* include Sociology 305 and workshops. Students who have mastered the material covered in these courses prior to enrolling in the program may petition the course instructor for a waiver of the requirement. If the instructor agrees to waive the requirement, the student should propose an alternative course, typically a more advanced course in the same substantive area.

The Department does not offer admission to students seeking only the A.M. degree. It assumes that all students entering the program seek the Ph.D.

## REQUIREMENTS FOR THE PH.D. IN SOCIOLOGY AND SOCIAL POLICY

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Social Policy students must fulfill all of the requirements of the Sociology Ph.D., plus an additional set of requirements specific to Social Policy.

The Social Policy requirements are described at:  
[http://gsas.harvard.edu/handbook/social\\_policy.php](http://gsas.harvard.edu/handbook/social_policy.php)

## REQUIREMENTS FOR THE PH.D. IN ORGANIZATIONAL BEHAVIOR AND SOCIOLOGY

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To earn the Organizational Behavior degree on the Sociology track, the requirements in the Sociology Department are:

- Course work:
  - Four required theory and methods courses, plus the QP Seminar:
    - Soc. 203a      Methods of Quantitative Research I
    - Soc. 204      Sociological Theory: Seminar
    - Soc. 208      Contemporary Theory and Research: Seminar
    - Soc. 209      Qualitative Social Analysis
    - Soc. 310      Qualifying Paper Seminar
  - Two elective graduate-level Sociology courses (200-level, or 100-level conference courses)

*NOTE: In order to apply for the AM degree in Sociology, students must complete 8 courses in Sociology, including the 5 courses listed above (or substitutes approved by the CHD, as described on page XX), and have an approved Qualifying Paper on file with the Sociology Graduate Program Coordinator. Students may not count workshops or the Teaching Practicum toward the AM degree requirements.*

- General Written Examination
- Research (Qualifying) Paper

For each of these requirements, Organizational Behavior/Sociology students follow the same procedures described above for Sociology Ph.D. students, petitioning and reporting to the CHD. Once the above requirements have been completed, Organizational Behavior/Sociology students are monitored primarily by the Policy and Admissions Committee (PAC) that is responsible for Organizational Behavior program, but they should keep the CHD and the Sociology Graduate Program Coordinator informed of their progress.

For a more detailed description of the program and its requirements, please see the Organizational Behavior entry in chapter VI of the [GSAS Handbook](#) and the handbook of the Organizational Behavior program, “Policies and Procedures of the Ph.D. in Organizational Behavior Program,” available from the Chair of the PAC or from the Doctoral Programs Office at Harvard Business School.

## DEGREE APPLICATIONS

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Students should apply in August, November, or March if they wish to receive their A.M. or Ph.D. degree in November, March, or May, respectively. Deadlines vary slightly from year to year; the current deadlines and copies of the *Application for Degree* are available from the Graduate Program Coordinator. The completed *Application for Degree* is given to the Graduate Program Coordinator, signed by the Department Chair, and sent to the Registrar. The Registrar then produces a list of degree candidates. At its next meeting, the CHD will vote on recommending these candidates to the Department faculty. Subsequently, at the next faculty meeting, the faculty will vote on recommending the candidates to the GSAS. This process takes place about six weeks before degrees are awarded. Students who have applied for a degree but do not complete the requirements in time may reactivate their application in the next term with no penalty. If they do not complete the degree requirements the second time around, a \$50 fee will be charged to reactivate the application again.

## RESEARCH AND HUMAN SUBJECTS

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Any living person from or about whom information is collected for a scholarly study is deemed a “research subject”—the term is not limited to laboratory or clinical studies. University regulations and federal rules require advance review and approval of most human subject research. Students

contemplating a research project involving humans as subjects—whether or not the work is externally funded, and regardless of the academic discipline—are obliged to find out whether the project requires review by the Committee on the Use of Human Subjects. The Committee meets about once a month during the academic year, and applications must be submitted 10 days before a meeting. Contact the Committee office (website at [http://www.fas.harvard.edu/~research/hum\\_sub/index.html](http://www.fas.harvard.edu/~research/hum_sub/index.html)) when planning a project to determine whether review is required.

In addition, Harvard students or faculty who conduct research with Harvard undergraduates as subjects also must get approval from the Committee on Undergraduate Research Participation. This applies to survey as well as experimental research. It is important to keep this requirement in mind when teaching or advising undergraduates who may be doing research for the first time.

## COMPLAINTS ABOUT GRADUATE STUDENT TEACHING

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Complaints from any appropriate source about the quality of sociology graduate students' teaching may come to the CHD's attention. The CHD, upon deciding to review the matter, will request a response from the student in question. The professor of the course involved, and, depending on the seriousness of the complaint, the graduate student's advisor, will be invited to comment on the complaint. After reviewing these responses, the CHD will recommend one of the following to the Chair of the Department:

- (1) Take no action.
- (2) Request the student to correct the problem on her or his own initiative.
- (3) Require the student to improve the quality of his/her teaching by various methods, including making use of the resources of the Bok Center.
- (4) Refuse permission to teach in the Department.
- (5) Any other action deemed appropriate by the CHD.

## REGULATIONS AND STANDARDS OF CONDUCT

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Students are encouraged to approach members of the CHD to discuss matters important to their academic progress that they may not wish to discuss with their academic advisors. For information on regulations and standards of conduct, please consult the *GSAS Handbook* at [http://www.gsas.harvard.edu/handbook/regulations\\_and\\_standards\\_of\\_conduct.php](http://www.gsas.harvard.edu/handbook/regulations_and_standards_of_conduct.php)

## APPENDICES: PETITIONS AND REPORTS

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These forms are required of all students during their graduate studies. Copies may be obtained online at <http://www.wjh.harvard.edu/soc/CHDhandbook.pdf>, or from the 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 Graduate Program Coordinator for reporting to the CHD. The teaching fellowship, research (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 Graduate Program Coordinator's office.

1. Appointment/Change of Academic Advisor
- 2a. Petition to Appoint Research Paper Reading Committee
- 2b. Report of Research Paper Reading Committee
3. Report of Teaching Fellowship
- 4a. Petition to Appoint Special Area Oral Examination Committee
- 4b. Report of Special Area Oral Examination Committee
- 5a. Petition to Appoint Dissertation Committee
- 5b. Report of Dissertation Committee
6. Request for Change in Dissertation Committee Membership
7. Petition for Requirement Extension (Grace Period)

## Appointment or Change of Academic Advisor

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

**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):** \_\_\_\_\_

## Petition to Appoint Research Paper Reading Committee

*Student: Fill out this form, have the faculty advisor and readers sign it, then return the original to the Graduate Program Coordinator.*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Research paper topic:**

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**Proposed committee members:**

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

---

(Print or Type Name of Advisor/Chair - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

---

(Print or Type Name of Reader - required)

(Signature)

---

(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

(Signature)

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(Print or Type Name of Reader - 5<sup>th</sup> Reader is optional)

(Signature)

## Report of Research Paper Reading 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 Graduate Program Coordinator so that it can be recorded in your file.*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Title of research paper:** \_\_\_\_\_

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**Evaluation:**

\_\_\_\_\_ **Distinction**

\_\_\_\_\_ **Above the Ph.D. level**

\_\_\_\_\_ **Acceptable at the Ph.D. level**

\_\_\_\_\_ **Acceptable at the A.M. level**

\_\_\_\_\_ **Not Acceptable**

---

(Print or Type Name of Advisor/Chair - required)

(Signature)

---

(Print or Type Name of Reader - required)

(Signature)

---

(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

(Signature)

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(Print or Type Name of Reader - 5<sup>th</sup> Reader is optional)

(Signature)

## Report of Teaching Fellowship

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

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Name of faculty supervisor:** \_\_\_\_\_

**Name of course:** \_\_\_\_\_

**Semester & year of course:** \_\_\_\_\_

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*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.*

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Faculty signature:

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## Petition to Appoint Special Area Oral Examination Committee

*Student: Fill out this form, have it signed by the chair of your proposed committee, then return it to the Graduate Program Coordinator, with an electronic copy of your field statement and bibliography, to be considered by the CHD.*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Area of interest for the exam:** \_\_\_\_\_

\_\_\_\_\_

### Proposed examiners:

*I have been consulted and have seen the definition of area and the brief bibliography. I agree to act as chair and/or examiner on this examining committee.*

\_\_\_\_\_  
(Print or Type Name of Advisor/Chair - required)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name of Reader - required)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name of Reader - required)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

\_\_\_\_\_  
(Signature)

## Report of Special Area Oral Examination Committee

*Student: Fill out the top portion of this form. Take it with you to the oral examination, and give it to your committee to record their grade. After each member has signed, the form should be returned to the Graduate Program Coordinator so the results can be recorded in your file.*

**Date of exam:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Area of interest for exam:** \_\_\_\_\_

\_\_\_\_\_

**Evaluation:**        \_\_\_    **Pass**  
                             \_\_\_    **Fail—reexamination necessary**

### Examiners:

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(Print or Type Name of Advisor/Chair - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

(Signature)

## Petition to Appoint Dissertation Committee

*Student: Fill out this form, have your faculty advisor sign it, then return the original to the Graduate Program Coordinator,*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Title of prospectus:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed committee members:**

*I have agreed to supervise this dissertation.*

---

(Print or Type Name of Advisor/Chair - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

(Signature)

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(Print or Type Name of Reader - 5<sup>th</sup> Reader is optional)

(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 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:** \_\_\_\_\_

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- 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 the candidacy of this student.**

**Examiners:**

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(Print or Type Name of Advisor/Chair - required)

(Signature)

---

(Print or Type Name of Reader - required)

(Signature)

---

(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - 4<sup>th</sup> Reader is optional)

(Signature)

## Petition to Change Membership of Dissertation Committee

*Student: Fill out this form, have your faculty advisor sign it, then return the original to the Graduate Program Coordinator, to be considered by the CHD.*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Title of prospectus:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Original committee:

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(Print or Type Name of Advisor/Chair - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

### New committee:

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(Print or Type Name of Advisor/Chair - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

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(Print or Type Name of Reader - required)

(Signature)

### **Petition for Requirement Extension (Grace Period)**

*Student: Fill out this form, have your faculty advisor sign it, then return the original to the Graduate Program Coordinator, to be considered by the CHD.*

**Date:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Extension Requested:**

- Research Paper (one semester beyond the Fall of the 3<sup>rd</sup> year)**
- Special Field Exam (one semester beyond the Fall of the 4<sup>th</sup> year)**
- Dissertation Prospectus (one semester beyond the Fall of the 5<sup>th</sup> year)**
- Dissertation (one semester beyond the 7<sup>th</sup> year)**
- Dissertation (2nd semester beyond the 7<sup>th</sup> year)**

**Explanation:**

**Faculty Advisor's Signature:** \_\_\_\_\_

**Faculty Co-Advisor's Signature (if applicable):** \_\_\_\_\_