



HARVARD

Faculty of Arts and Sciences

**Committee on Higher Degrees
Procedural Handbook**

Department of Sociology

Harvard University

2019-2020

PROGRAM GOALS

Sociologists are often concerned with intellectual questions relating to the distribution of resources in society and to social organization. The graduate program aims to contribute to society by providing students the training and tools to take up these questions. The program aims to produce creative and intellectually independent researchers who read broadly across fields, who generate work that is theoretically, empirically, and analytically rigorous, who exhibit collegiality as scholars, and who excel as teachers and communicators.

- The program aims to train sociologists who are methodologically pluralist, exhibiting competence in multiple methods while specializing in at least one of them.
- The faculty believe that cultivating these skills and attributes is inherently valuable, above and beyond the demands of professionalization.
- The faculty believe that the capacities and skills students will acquire can and should be deployed in a wide range of careers across multiple contexts, including public and private agencies, non- and for-profit organizations, and colleges and universities.

THE COMMITTEE ON HIGHER DEGREES

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 *GSAS Policies*, previously known as the *GSAS Student Handbook* (<https://gsas.harvard.edu/student-life/harvard-resources/gsas-policies>) 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 since August 2013.

Helpful note on requirements terminology:

<i>Official name</i>	<i>AKA</i>
General Written Examination	Written Exam, General Exam, Generals
Qualifying Paper	QP, Research Paper
Defense	used for Dissertation Defense

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PURPOSE AND STRUCTURE OF THE COMMITTEE ON HIGHER DEGREES

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 qualifying paper, special area oral examination, and dissertation;
- nominating students for Harvard fellowships;
- recommending students for receipt of the AM and PhD degrees in Sociology;
- hearing and responding to student concerns; and
- 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 Sociology 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

First-year students will be advised by both the CHD Chair (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 the deadline for course enrollment (formerly known as "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 Committee Chair. 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(s) form with the Sociology Graduate Program Coordinator.

Students must review their Plan of Study (Crimson Cart, formerly known as the “Study Card”) with their advisor at the beginning of the Fall and Spring terms. Advisors must approve the student’s academic plan in my.harvard.edu.

Students also may go to the Sociology Graduate Program Coordinator for help with questions about requirements or procedures. The Sociology 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

The qualifying paper, special area oral examination (if applicable), and dissertation are each overseen by a supervising committee of three faculty. Two members, including the chair, must be current voting members of the Department. Additional members may be from Sociology, another Harvard faculty, or outside Harvard. If a member of the committee retires or leaves Harvard, they may continue to serve on the committee for three years. If such a departing committee member was a voting member while on the faculty, they will continue to be counted as such during this three-year period. A faculty affiliate of the Department may co-chair a supervising committee, provided the other co-chair is a voting member of the department. Dissertation committees are ordinarily three faculty members and do not exceed four faculty members. (Students in the Organizational Behavior PhD Program or the Sociology and Social Policy PhD Program should consult the written policies of their respective programs regarding dissertation 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, along with a copy of the proposed committee member’s curriculum vitae. 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 PHD IN SOCIOLOGY

The requirements described in this *Handbook* apply in full to students entering the graduate program in August 2019 or later. For students entering in prior years, the requirements take effect only for milestones not yet completed as of August 2019. Any students with questions about program requirements should consult the Sociology DGS. 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

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

Students in residence normally register for four courses every term. These courses may be 100/1000-, 200/2000-, or 300/3000-level courses listed in *Courses of Instruction*, or Soc. 3302 (used to denote time devoted to teaching, research, or undesignated course work). 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 Soc. 3302 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. 202/2202 Intermediate Quantitative Research 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. 202/2202 instructor.)
 - Soc. 203/2203 Advanced Quantitative Research Methods

- Soc. 204/2204 Sociological Theory: Seminar
 - Soc. 205/2205 Sociological Research Design
 - Soc. 208/2208 Contemporary Theory and Research
 - Soc. 209/2209 Qualitative Social Analysis: Seminar
 - Soc. 310/3310 Qualifying Paper – seminar meets biweekly; beginning in Fall 2012, one semester counts as one course
 - Soc. 305/3305 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 unless they wish to teach in the Sociology Department)
- Six elective courses in Sociology, two of which must be workshops; two of which may be Soc. 301/3301: Special Reading and Research; two of which may be Soc. 3302 (see below)

Electives

The six electives may be chosen from those 100/1000-level courses designated as Conference Courses in *Courses of Instruction*; 200/2000-level courses; 300/3000-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 Sociology Graduate Program Coordinator will notify students of those courses designated as workshops in any given academic year.

100/1000-level Courses

100/1000-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 100/1000-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 301/3301 (Special Reading and Research) may, under some conditions, be counted as a course that satisfies the elective requirement. Students seeking to so include a semester of Sociology 301/3301

should petition the CHD, providing information to demonstrate that the reading and research course arranged is substantially equivalent to a 200/2000-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 200/2000-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 301/3301 courses.

Students seeking to count Sociology 301/3301 or a 100/1000-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 <https://gsas.harvard.edu/degree-requirements/grade-and-examination-requirements> 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 Soc. 3302, any graduate student who has been registered for four or more semesters normally has fulfilled this requirement.

C) TEACHING

Teaching Fellowships

Sociology students 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 305/3305, 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 Sociology Graduate Program Coordinator.

D) QUALIFYING REQUIREMENTS

General Written Examination

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. 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, family, gender and sexuality, immigration, political sociology, or race and ethnicity). Students may take any two of the seven optional areas.

Before the end of the Spring term, faculty will finalize the reading list for the general written examination. 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, lists will be revised periodically.

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 Sociology 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 codenames 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 Sociology Graduate Program Coordinator via electronic mail.

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

Each year, the Department Chair appoints an Examination Committee 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. Students who fail the written examination must retake the exam by April 30th of their second year of graduate study. 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 four weeks of the start of the Fall term, test takers are notified of their results in writing.

Qualifying Paper

A special research paper, 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 a chair of their Qualifying Paper Committee and submit a 2-page overview of their planned project to the Sociology Graduate Program Coordinator by February 15.

Students are required to submit a preliminary draft of the qualifying paper or, with the permission of the chair of their Qualifying Paper Committee, a detailed memo describing their progress on the qualifying paper to the chair of their Qualifying Paper Committee by September 15th of the third year of graduate study. Students must submit a completed draft to the chair of their Qualifying Paper Committee and appoint their full Qualifying Paper Committee by December 1st of the third year of graduate study. Students are required to submit a draft of the qualifying paper to the full Qualifying Paper Committee by January 15th of the third year of graduate study. **The fixed deadline for completion of the qualifying paper is March 31st of the third year of graduate study. Students who wish to apply for the May AM degree in Sociology must have faculty approval of their qualifying papers before the March deadline for May degree applications.** *The qualifying paper is considered complete when all members of the student’s Qualifying Paper Committee have approved the paper and the paperwork has been submitted to the Sociology 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 qualifying paper have been agreed upon in consultation with the chair and committee members of the Qualifying Paper Committee, the student should file a Petition to Appoint the Qualifying Paper Committee with the CHD. Students may register for Soc. 301/3301 (Special Reading and Research) under the supervision of the chair of the Qualifying Paper Committee. When the paper has been approved, a Report of Qualifying Paper Committee form must be filed with the Sociology Graduate Program Coordinator, together with an electronic copy of the final draft of the qualifying paper itself.

Approved qualifying papers are graded by the Qualifying Paper Committee as follows:

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

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

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.)

Upon receiving the Report of the Qualifying Paper 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 toward the PhD, but the review may recommend that a student leave the program after completing the AM requirements, especially in the event that the qualifying paper is graded "Acceptable at the AM level" by the Qualifying Paper Committee. A similar CHD review of a student's progress takes place in the event that a student does not complete the qualifying paper by the end of the third year of graduate study.

E) THE DISSERTATION

The dissertation is the culminating requirement of the graduate program, in which students establish themselves as independent scholars by making original contributions 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.

Prospectus and Prospectus Hearing

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 Dissertation 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 the Dissertation Committee. 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*. Students are required to submit a preliminary draft of their prospectus or, with the permission of the chair of their Dissertation Committee, a detailed memo describing their dissertation ideas to the chair of their Dissertation Committee by September 15th of their fourth year of graduate study. They are required to

appoint their full Dissertation Committee and submit their prospectus to their entire Dissertation Committee by December 15th of their fourth year of graduate study.

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

The prospectus hearing is a meeting between the student and all committee members, the purpose of which 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. Students in the joint programs in Sociology & Social Policy and Organizational Behavior should submit their paperwork to the administrative staff in their degree programs. Also see **Research and Human Subjects** later in this *Handbook*.

Students are required to pass their prospectus hearing by April 30th 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**).

Dissertation Writing

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 Dissertation Committee Chair develop a schedule of meetings and a plan for the collection of data and submission of chapters. The Dissertation Committee remains as appointed prior to the prospectus hearing unless the student petitions the CHD for a change in membership, or unless a faculty member asks to be replaced. These committee members 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 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.

Oral Defense

When the student and committee members agree that the draft dissertation is ready to defend, the Oral Defense is scheduled, in consultation with the Sociology 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 (DAC). 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 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 Sociology Graduate Program Coordinator, but the Department does not require a bound copy of the dissertation.

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 (see Failure to Meet Requirements).**

In addition, GSAS sets the following [policy](#) for all Harvard doctoral programs: "PhD candidates who have not completed requirements for the degree by their tenth year of study will be withdrawn. Once the dissertation is complete, withdrawn students may apply for readmission to register for the purpose of receiving the degree."

GSAS also sets the following [policy](#) for students who receive a Dissertation Completion Fellowship: "Students are expected to complete the dissertation during the completion fellowship year; this will be the final year of GSAS funding even for students who do not finish during the fellowship year. In addition, after holding a dissertation completion fellowship, students will ordinarily be limited to no more than one additional academic year of registration in the Graduate School."

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 Sociology Graduate Program Coordinator for the dates specific to the term in which they wish to graduate.

GUIDELINES FOR STUDENT PROGRESS

Fixed Deadlines for Completing PhD Requirements

- Appoint Academic Advisor(s) G-2: August 31
- General Written Examination G-2: September 30
- General Written Examination Retake G-2: April 30
- QP Overview/QP Chair(s) Selection G-2: February 15
- QP Preliminary Draft to QP Chair(s) G-3: September 15
- QP 2nd Draft to QP Chair(s) G-3: December 1
- QP Committee Appointed G-3: December 1
- QP Draft to QP Committee G-3: January 15
- QP Approved G-3: March 31
- Prospectus Draft to Dissertation Chair(s) G-4: September 15
- Dissertation Committee Appointed G-4: December 15
- Prospectus Draft to Dissertation Committee G-4: December 15
- Prospectus Defense G-4: April 30
- Dissertation Draft to Dissertation Chair(s) G-6: November 15
- Dissertation Draft to Dissertation Committee G-6: February 15
- Dissertation Defense G-6: April 30
- If taking more than 6 years, Timeline to Degree petition to CHD G-6: April 30

A) FAILURE TO MEET REQUIREMENTS

The CHD continually monitors the performance of students to ensure that they are making satisfactory progress toward the PhD 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 completed an acceptable qualifying paper by March 31st of the third year will be considered to be making unsatisfactory progress. If they have not completed the qualifying paper by the deadline, they may be withdrawn from the program until that time at which the qualifying paper has been approved.

Students who do not have an approved dissertation prospectus by April 30th of the fourth year in residence will be considered to be making unsatisfactory progress. If the prospectus has not been approved by the deadline, they may be withdrawn from the program until that time at which the dissertation prospectus has been approved.

Students who have not completed and defended their dissertation by May 31st of the sixth year and have not received approval of their planned timeline to degree from the CHD will be considered to be making unsatisfactory progress. They may be withdrawn from the program.

Students who have not completed requirements for the degree by their tenth year of study or by one year after the receipt of a Dissertation Completion Fellowship (whichever comes first) will be withdrawn. Once the dissertation is complete, withdrawn students may apply for readmission to register for the purpose of receiving the degree.

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 examination or dissertation prospectus hearing 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 written examination or the dissertation prospectus hearing after two attempts or is not making satisfactory academic progress in the program, they 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 CHD Chair 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 their 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

<https://gsas.harvard.edu/registration/withdrawing-gsas> 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 PhD leave the graduate program with an AM degree after completion of the required AM course work and qualifying paper. Such a recommendation is reached in consultation with the student's advisor and others familiar with their academic work.

AM DEGREE IN SOCIOLOGY

Doctoral students in Sociology, Organizational Behavior, or Sociology and Social Policy who have successfully completed eight Sociology courses, the general written examination, and the qualifying paper requirement may apply to receive the AM degree in Sociology. The eight courses *must* include Sociology 202/2202 (or approved advanced methods course, as described on pages 3-4), 203/2203, 204/2204, 208/2208, and 209/2209, and 310/3310; and *may not* include Sociology 305/3305 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 AM degree. It assumes that all students entering the program seek the PhD

REQUIREMENTS FOR THE PHD IN SOCIOLOGY AND SOCIAL POLICY

The Social Policy requirements are described at:

<https://gsas.harvard.edu/degree-requirements/departmental-requirements/social-policy>

REQUIREMENTS FOR THE PHD IN ORGANIZATIONAL BEHAVIOR AND SOCIOLOGY

The Organizational Behavior requirements are described at:

<https://gsas.harvard.edu/degree-requirements/departmental-requirements/organizational-behavior>

Information is available in the handbook of the Organizational Behavior program, “Policies and Procedures of the PhD in Organizational Behavior Program,” available from the chair of the Policy and Admissions Committee (PAC) or from the Doctoral Programs Office at Harvard Business School.

DEGREE APPLICATIONS

Students should apply in August, November, or March if they wish to receive their AM or PhD degree in November, March, or May, respectively. Deadlines vary slightly from year to year; the current deadlines are available from the Sociology Graduate Program Coordinator. The completed *Application for Degree* is submitted electronically to the Sociology Graduate Program Coordinator, approved, 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 submit a new *Application for Degree* with no penalty.

RESEARCH AND HUMAN SUBJECTS

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 on the Use of Human Subjects office (<http://cuhs.harvard.edu>) 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

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 Department Chair:

- (1) Take no action.
- (2) Request the student to correct the problem on their own initiative.
- (3) Require the student to improve the quality of their 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

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 <https://gsas.harvard.edu/codes-conduct>.

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)