



Graduate Handbook



Department of Sociology

Mather Memorial Building

Case Western Reserve University

Graduate Regulations

Effective Fall Semester 2017

Requirements for the Doctorate in Sociology

The regulations covered in this document relate specifically to the Doctoral program in the Department of Sociology. It is the **responsibility of the student** also to be **aware of all regulations, policies, and procedures** set forth by the Office of Graduate Studies at Case Western Reserve. These may be found in the General Bulletin of the University and on their webpage: <https://case.edu/gradstudies/>.

Please note that in some instances, the requirements of the Department of Sociology surpass the minimum degree requirements set forth by the Office of Graduate Studies.

The graduate program in Sociology prepares Ph.D. students for careers as researchers and teachers in academic settings as well as public and private organizations. The Department specializes in the areas of *Sociology of Age and the Life Course*, *Medical Sociology*, *Social Inequality*, and *Research Methods*.

Students seeking the Integrated Masters Degree in Sociology should consult the Handbook for Sociology IGS, available from the Main Office of Sociology and on the department website.

Requirements for the Doctoral Degree

Requirements for the Ph.D. degree are as follows: **(1) 45 hours of coursework; (2) pass two comprehensive examinations; and (3) successfully defend an original dissertation project (with a minimum of 18 SOCI 701 hours of dissertation work)**. Ph.D. students may petition for an M.A. upon completion of specified requirements of the doctoral program (outlined later in this document).

1. COURSEWORK

The doctoral program in Sociology requires the completion of 63 hours of coursework, including 18 hours of SOCI 701 dissertation hours, as specified below. The Plan of Study worksheet is available at the back of this Handbook. Students are not required to seek the Masters Degree in Sociology, but the program is designed to allow students to earn it along the way to the Doctoral degree. Students should work with the Co-DGSs on their Plans of Study if they wish to pursue the Masters as well.

These core requirements set forth the Department's view that the specialization in the *Sociology of Age and the Life Course*, *Medical Sociology*, *Social Inequality* and *Research Methods* must build upon competence in both sociological theory and research methods. In addition, elective courses from other substantive areas of sociology are included in the curriculum. This course list is subject to additions and changes. Check with your advisor before making selections.

REQUIRED COURSES (27 credit hours)

Sociological Theory (6 credits)

SOCI 400: Development of Sociological Theory

SOCI 401: Contemporary Sociological Theory

Research Methods (12 credits)

SOCI 406: Logic of Social Inquiry

SOCI 407: Social Statistics

SOCI 509: Advanced Statistical Analysis

SOCI 514: Qualitative Research Methods

Required Seminars (9 credits)

SOCI 443: Medical Sociology
SOCI 469: Aging in American Society
SOCI 449: Social Inequality

CONCENTRATION AND ELECTIVE COURSES (18 credit hours)

Students must select two areas of concentration for their graduate training and complete a minimum of 6 credit hours in each concentration. These are the substantive areas of their comprehensive exams.

Medical Sociology

SOCI 411: Health and Social Behavior
SOCI 413: Sociology of Stress and Coping
SOCI 419: Sociology of Institutional Care
SOCI 444: Health Disparities
SOCI 445: Sociology of Mental Illness
SOCI 464: Disability in Society
SOCI 465: Health Care Delivery

Sociology of Age and the Life Course

SOCI 413: Sociology of Stress and Coping
SOCI 419: Sociology of Institutional Care
SOCI 461: Sociology of the Life Course
SOCI 464: Disability in Society
SOCI 496: Aging and Public Policy
SOCI 477: Population Dynamics & Change in Societies

Social Inequality

SOCI 428: Urban Sociology
SOCI 461: Sociology of the Life Course
SOCI 444: Health Disparities
SOCI 480: Social Movements and Social Change
SOCI 457: Human Rights across the Globe
SOCI 4XX: Racial Inequality
SOCI 4XX: Gender and Sexualities

Research Methods

SOCI 415: Comparative/Historical Methods
SOCI 427: Oral History
SOCI 485: Ethnography
SOCI 525: Multilevel Models

Electives in other Areas of Sociology (6 credits)

SOCI 410: The Individual in Society
SOCI 447: Sociology of Education
SOCI 455: Special Topics
SOCI 470: Sociology of the Family
SOCI 472: Work and Family
SOCI 474: Using Law to Designate Public Private Boundaries for Social Policy

Dissertation Hours (18 credits)

SOCI 701: Dissertation Ph.D.

Note: A limited number of elective courses may be taken outside of the Sociology Department with **prior approval**. Syllabi should be submitted to the Directors of Graduate Studies, who may consult with the concentration committees about the appropriateness of the course, particularly if the student is petitioning to count the course toward the comprehensive exam. Petitions must be submitted in writing to the Co-Directors of Graduate Studies for these courses and must include the description of the course from the General Bulletin, the name of the instructor, recent syllabus, and justification for taking the course.

Independent Studies

Independent “Readings and Research” courses (601) are allowed as elective courses on a limited basis. Students must petition for these arrangements, and have the prior approval of both the faculty member and Director(s) of Graduate Studies. **Please Note:** A one-page description of the projects must also be submitted to the Director(s) of Graduate Studies by the beginning of the semester. That description will be included in the student’s file. To receive a pass at the end of the term, the student must satisfactorily meet all requirements set forth in that plan.

Waivers for Previous Graduate Coursework

Those students who enter the program with previous graduate coursework in Sociology may petition to use up to 9 credits (3 courses) to satisfy Ph.D. degree requirements. A student may be able to receive a waiver for a required course and then have additional elective credits in the doctoral program. **All petitions must be submitted in writing to the Director(s) of Graduate Studies, with a copy of the syllabus. Determinations are made on an individual basis.**

Course Incompletes

Taking a grade as an Incomplete is a serious matter. It should only be done for reasons of serious health or personal problems – and only in extraordinary cases will these be considered outside of typical Graduate School sanctioned reasons. To earn an Incomplete, students must provide the faculty member of record for that course with a written request. This is to be submitted along with the Office of Graduate Studies Arrangement to Resolve an Incomplete Form. Copies of this paperwork should be submitted to the Department Administrator of Sociology. This form requires that an explicit date of completion be noted and all requirements necessary for its resolution be met at that time. Incompletes that are not resolved by that date result in the grade of “F” on the student’s permanent record.

2. TWO COMPREHENSIVE EXAMINATIONS

Students will complete comprehensive exams in two areas of department specialization, *Sociology of Age and the Life Course*, *Medical Sociology*, *Social Inequality*, or *Research Methods*.

The Sociology of Age and the Life Course; Medical Sociology; and Social Inequality comprehensive exams are “reading list” based, meaning that in addition to the required and relevant course work, the student is expected to have mastered the materials provided in the respective reading lists, which include, but are not limited to the syllabi for the required and recommended elective courses in that concentration. The Research Methods comprehensive exams are a mixture of readings-based and course-based materials. Students are also expected to have reviewed the recent literature in the field (past 2-3 years) as represented by the major journals in the respective areas. Previous exams and reading lists are available in the Main Office.

While preparing for the exam, you may consult with members of the concentration committee. However, if you have questions about the process of the exam, please direct those questions to the concentration committee chair or Co-Directors of Graduate Studies. A current list of concentration committees and chairs of those committees are available in the Main Office.

The concentration committee selects three examiners for a given exam. Each examiner reads and evaluates your answers independently. The examination committee then meets to discuss your answers and their assessments. The committee, together, determines the final evaluation of each answer and the cumulative grade for the exam. There are three possible grades. Students demonstrating excellence in the area will receive a grade of **Distinction**; students demonstrating general competency will receive a **Pass**; and students failing to demonstrate general competency will receive a **No-Pass**.

Comprehensive exams are offered once per semester, in August and February. The format of the comprehensive exam is a 75 hour “take-home” exam. Students receive the exam electronically on Friday at 9am and return the exam electronically at noon on Monday. During the exam period, students have access to their materials and resources, but are restricted from seeking help from other persons. Exams are blinded to the examiners. Students submit their exam with a code number. Students requesting testing accommodations should contact Disability Resources (<https://students.case.edu/academic/disability/>).

Timing of Comprehensive Exams in the Program

Students may begin taking exams before all course work is completed, if the student has completed the required and elective course work in that specialization area. In general, students are expected to begin taking comprehensive exams by the end of their coursework, no later than the August at the beginning of the fourth year in the program. Students with extenuating circumstances can request to delay one exam cycle in writing to the Co-Directors of Graduate Studies, who will determine approval. Such a request should justify the delay. Repeated requests for delay in exam cycles may result in review of Satisfactory progress in the program.

To sign up for an upcoming comprehensive exam, students submit a Graduate Concentration Form to the Director(s) of Graduate Studies, listing the courses taken in a particular specialization area and noting his/her intent to take the comprehensive exam. The (Co-)DGS, in consultation with the student’s faculty advisor, will approve taking the exam.

If a student earns a No-Pass on a comprehensive exam, she/he is expected to prepare and retake the exam in the same area of concentration at the next comprehensive exam cycle. Exceptions to this timing are possible if the concentration committee recommends extended time for preparation (e.g., auditing a course before retaking the exam). A formal request for extension would still need to be submitted to the Co-DGSs.

Per Graduate School policy, students who twice earn a No-Pass on a comprehensive examination in a single concentration will be recommended to the School of Graduate Studies for academic separation.

3. ORIGINAL DISSERTATION

Students must complete a minimum of 18 credit hours of SOCI 701, Dissertation Hours, enrolled with her/his Dissertation Advisor.

The Dissertation Committee consists of at least four Case Western Reserve University faculty members, including one whose primary appointment is outside the Department of Sociology. This is

typically three Sociology regular faculty and is pending the approval of the student's requested Chair.

At the beginning of the fourth year, each student must submit a Dissertation Progress form to the Director(s) of Graduate Studies. This form requires **original signatures of committee members, indicating their willingness to serve on your committee.** No change can occur to dissertation committee composition without the original signature of the new member and **professional communication** to the member who is leaving the committee.

Prospectus

The dissertation process begins with the development and completion of a **prospectus**. The prospectus for the dissertation should be discussed in a private meeting (or series of meetings) between the student and his or her committee members. The committee must have the complete prospectus at least **two weeks** in advance of the final private defense of the prospectus. Once the committee deems the students ready for a **public hearing**, a date for the public hearing may be set. In order to ensure maximum opportunity for all students and faculty to attend the defense exam, they are normally not scheduled during the first or last weeks of the semester, or during the final exam period. They are also **not typically scheduled during either the fall or the spring break periods**. Exceptions will be made only to accommodate faculty schedules.

An **announcement** of the prospectus defense must also be **posted and circulated by the Department** to all faculty and students at **least one week** in advance of the hearing. Students do not announce their own defense dates.

Dissertation

Once a student has completed his/her dissertation, then he/she is ready to begin the defense process. The steps are outlined below. Please note that this process, including the Graduate School requirements for the defense, requires planning and **is the responsibility of the student to plan accordingly and communicate effectively with committee members.**

1. Submit a draft of the dissertation to all committee members. This didactic process is the time when students get feedback on their projects and direction for making it stronger. Typically, this could span several weeks to several months. Therefore, students should allow ample time for feedback from the committee and should be prepared to make revisions to the dissertation.
2. After sufficient revisions to the dissertation that incorporate the suggestions of the committee members, a *closed hearing* can be scheduled. This is with the approval of all committee members and in coordination with the Dissertation Chair. The scheduled closed hearing should give the committee at least 3 weeks to review the revised dissertation.
3. At the closed hearing, the student will make a brief presentation of the dissertation and then field questions from the committee. After privately conferring, the committee will let the student know if he/she is approved for the public defense. The committee may provide a list of required changes, revisions, or conditions for the dissertation to make it a defensible draft. Students are advised to take these changes seriously.
4. Students then submit the *revised* dissertation to the committee. Once the committee deems it ready for defense, students may schedule their public dissertation defense. It may take **multiple revisions** to satisfy committee requirements and students should be prepared for this. Once signed, the Form is submitted to the DGSs. Students should then follow Graduate

School policies and timelines for scheduling a defense. [PLEASE NOTE: The Graduate School requires 3 weeks advanced scheduling.]

5. The **dissertation defense** is a public event, followed by a closed discussion of the dissertation committee members. Students will give a 45-minute presentation of their dissertation research and then field questions from the committee and audience.

As is apparent above, the final stages of the dissertation process take a significant amount of time and planning. Students are *strongly advised* to be aware of the timing required, Graduate School deadlines, and to plan ahead accordingly. In most cases, the dissertation needs to be completed – or nearly completed – at the end of the *prior* semester before one seeks to graduate. [For instance, circulating the dissertation draft in November/December if one seeks to graduate in the following May.]

Other Information

A complete copy of the dissertation must also be provided to the main office one week before the defense. An **announcement** of the dissertation defense must also be **posted and circulated** to all faculty and students at **least one week** in advance of the hearing. Please ask the Department Administrator to post these announcements at least one week before the deadline.

On the day of the final defense, **the student is responsible** for providing the committee members with the official signature forms from the School of Graduate Studies. It is also the student's responsibility that these forms are submitted to the School of Graduate Studies by the designated deadline.

Prior to graduation, the student is **required to submit a professionally bound and labeled copy of the dissertation to the Department and an electronic copy** to be housed in the Sociology Main Office.

In order to ensure maximum opportunity for all students and faculty to attend the defense exam, **defenses are normally not scheduled during the first or last weeks of the semester, during the final exam period or during fall or spring break.** Exceptions will be made only to accommodate faculty schedules. Members of the faculty are on 9-month contracts, and students should therefore be sensitive to this in making work-related requests that fall outside of the academic year. **Formal committee meetings, prospectus hearings, and final dissertation defenses will be scheduled during the summer months only at the discretion of the committee.**

Other Issues Related to Doctoral Study

Attendance at ProSem, Colloquia, and Defenses

Students who receive stipend support from the department are expected to attend ProSem, Department Colloquia, and announced Defenses. All students are welcome. These are generally announced by email and posted on the department event calendar. Attendance at these events is considered to be part of the intellectual culture of the department and essential for professional socialization. If you are unable to attend an event, send a note to the Co-DGSs. Perennial absenteeism from such events may be considered during annual Graduate Review.

Advising

At the start of doctoral study, the student will select a Dissertation Chair, who is also the Instructor of Record for SOCI 701. This does not change the Advisor in SIS, which will remain the Director(s) of

Graduate Study. The Co-DGSs are considered to be the primary advisors during coursework and release the advising holds each semester in SIS, but students should feel free to seek advice from other faculty when choosing concentrations or courses.

Planned Programs of Study

All first-year students must submit an official **Planned Program of Study** form to the Graduate School by the end of the first year of study (May). The form is submitted via the SIS online system. The Director(s) of Graduate Studies can assist with this form and will provide specific details. A **separate** Planned Program of Study must be submitted if the student decided to also apply for the MA degree. An updated Planned Program of Study should be submitted at the time of **advancement to candidacy**. Worksheets for both types of Plans of Study are available at the end of this Handbook.

Annual Review of Graduate Students

While the Department is committed to the overall success of students to the greatest degree possible, renewal of support will depend upon academic performance and progress, pending available resources, which can vary annually. The Department, in conjunction with the Graduate School, conducts an annual review of each student. The annual review has two components: (1) Student Self-Assessment, submitted in spring [form available in Main Office]; (2) All-faculty review of each student. The result of this annual review, assessing performance and progress, is provided to each student in a letter delivered during the summer.

Satisfactory Progress in the program is determined by meeting the milestones and timelines set forth in the Handbook. Students who complete coursework and pass comprehensive exams within the set timelines are considered to be making Satisfactory Progress. Beyond these milestones, students are expected to develop and successfully defend a dissertation prospectus within four semesters of passing the second comprehensive exam. Students are expected to complete and successfully defend the dissertation within four years of the prospectus defense. Students who exceed these time frames may not be considered as making Satisfactory Progress in the program, which may affect future tuition or stipend support.

Other reasons for being “Not in Good Standing” in the doctoral program include, but are not limited to, having one or more grades of "Incomplete" that have extended for more than one semester or delay in completing comprehensive exams. Students should review the Graduate School policy on Incomplete coursework, as it may affect student standing.

A student who **earns a C in a course** will be placed on department probation and be sent a letter of warning; earning a **second C** may affect future tuition or stipend support.. The CWRU Graduate Handbook specifies other conditions for remaining in good standing; students are responsible for being familiar with these conditions.

Research Assistantship Policy on Work Hours

Stipend-funded students are expected to fulfill the conditions of the assistantship outlined in their letter of appointment, including performing the requisite 9 or 18 hours per week for faculty mentors. Consistent with University policy, the terms of the graduate stipend are continuous from the beginning of the school year in August through May, and provide for no holiday time off during this period – including Spring and Fall Breaks. Nevertheless, some faculty mentors may choose to provide students one week off during the winter holiday break, generally the week of December 26 – December 30. Beyond that, students are expected to work normal hours. Research assistants who wish to be away for a longer time should discuss work arrangements with the appropriate faculty

mentors. Only the faculty member(s) to whom the RA is assigned can approve alternative arrangements, such as working from home or implementing flexible work time. Students seeking to defer work obligation during the final exam period - or any other time - should discuss this in advance with the faculty mentor.

Out of Area Policy

For personal or scientific reasons, students may need to move out of the local university area. These students should submit an Out of Area form to the (Co-) DGS with updated contact information. Students who are still taking coursework or have a funded research assistantship must submit a request to (Co-)DGS for alternative arrangements. Students should not presume that assistantship responsibilities or academic work will be approved to be performed from outside the local area. Terms for continued department support may include requirements to return to campus on a regular basis.

Travel Support

The department is able to provide limited support to graduate students for travel to conferences or workshops. Students must submit a request in writing to the Chair, stating the purpose of the trip *in advance of the travel*. For conference travel, it is not required that you present a paper or poster to receive funds, but the support level may be lower than for presenters. Travel support is contingent on the department budget and is administered on a first-come, first-served basis. Requests for support can be made at any time in the year, so those with anticipated conference activity in spring should plan accordingly. Presently, the limit is \$200 annually per person, but requests for slightly more funding can be considered on a case-by-case basis. The Graduate School also provides some travel support to students. You should be aware of these resources as well.

Petition for Extension to the Graduate School

All students entering their 8th year and beyond are required to file a Petition for Extension with the Graduate School to continue their doctoral study. Students entering their eighth or greater year must submit this Petition to the Co-DGSs by May 1 because it will be discussed by the faculty at the annual graduate review. Faculty will make a recommendation to the Chair regarding continuation of tuition funding of Soci 701s.

Petition to the Department of Sociology for Reinstatement in the Doctoral Program

If a student who was separated due to academic performance issues wishes to be considered for reinstatement in the doctoral program of the Department of Sociology, he/she must submit a written petition that presents significant new evidence of academic progress or growth in identified areas of weakness. Applicants must demonstrate discernible progress and/or provide significant new information concerning competence or skills (e.g., additional training).

In reviewing such petitions, the department faculty will consider the likelihood of success in the program. The faculty may impose specific conditions for reinstatement and may appoint a specific faculty member as the “point person” for advising/overseeing the student’s work and progress.

As part of the deliberation, the department may request a detailed timeline and plan for completion of the program. This plan may include, as applicable: plan of study, timeline for taking comprehensive exams, timeline for completion of prospectus and/or dissertation. If requested, this plan could also

detail measures to be undertaken to maximize success in the program or accomplish the conditions of reinstatement.

Ph.D. students enrolled Fall 2014 and earlier have the option of completing the degree requirements in effect when they entered the program or the current program. Students entering Fall 2015 or later will be required to meet the current requirements.

Requirements for the M.A. Degree

As noted under the Ph.D. requirements, students are normally not admitted for a terminal M.A. degree. However Ph.D. students may wish to apply for the M.A. after completing the requirements listed below.

To receive the M.A., students must fulfill the following program requirements pertaining to **(1) coursework**, and **(2) a comprehensive examination**.

1. COURSEWORK: 27 hours of coursework, as specified below:

A. Sociological Theory and Research Methods (9 credits)

SOCI 400: Development of Sociological Theory (3)

SOCI 406: Logic of Social Inquiry (3)

And either:

SOCI 401: Contemporary Sociological Theory (3) **~OR~** SOCI 407: Social Statistics (3)

B. Required Seminars (9 credits)

SOCI 469: Aging in American Society (3)

SOCI 443: Medical Sociology (3)

SOCI 449: Social Inequality (3)

C. Electives in Sociology (9 credits)

Two of the elective courses must be in the selected area of concentration [*Sociology of Age and the Life Course, Medical Sociology, or Social Inequality*] and the remaining elective course outside of the concentration.

2. One Comprehensive Exam

Students pursuing the Ph.D. may apply for the M.A. degree after completing the course work listed above and after having passed a comprehensive exam in one of the concentrations listed above.

Plan of Study for Students Matriculating Prior to August 2015

Course Number	Course Name
<i>Required</i>	
Soci 400	Development of Social Theory
Soci 401	Contemporary Social Theory
Soci 406	Logic of Social Inquiry
Soci 407	Social Statistics
Soci 509	Advanced Statistical Analysis
Soci 514	Qualitative Research Methods
Soci 443	Medical Sociology
Soci 469	Aging in American Society
<i>Medical Sociology Electives (6 hrs)</i>	
<i>Age and the Life Course Electives (6 hrs)</i>	
<i>General Electives (9 hrs)</i>	

**Plan of Study for Students Matriculating August 2015 and Later
Doctoral Degree Only**

Course Number	Course Name
<i>Required</i>	
Soci 400	Development of Social Theory
Soci 401	Contemporary Social Theory
Soci 406	Logic of Social Inquiry
Soci 407	Social Statistics
Soci 509	Advanced Statistical Analysis
Soci 514	Qualitative Research Methods
Soci 443	Medical Sociology
Soci 469	Aging in American Society
Soci 449	Social Inequality
<i>Concentration 1 Electives (6 hrs)</i>	
<i>Concentration 2 Electives (6 hrs)</i>	
<i>General Electives (6 hrs)</i>	

Plans of Study for Students Matriculating August 2015 and Later Masters & Doctoral Degree

Students seeking both the Masters and Doctoral Degrees must submit two separate Plans of Study: one for the Masters and one for the remaining coursework needed to complete the Doctoral Degree. These are submitted through SIS, and approved by the Co-DGSs then the Graduate School.

A. Masters Degree Plan of Study

Course Number	Course Name
Soci 400	Development of Social Theory
Soci 406	Logic of Social Inquiry
Soci 407 OR Soci 401	Social Statistics OR Contemporary Social Theory
Soci 443	Medical Sociology
Soci 469	Aging in American Society
Soci 449	Social Inequality
<i>Concentration 1 Electives (6 hrs)</i>	
<i>Concentration 2 Elective (3 hrs)</i>	

B. Doctoral Degree Plan of Study

Course Number	Course Name
Soci 407 OR Soci 401	Social Statistics OR Contemporary Social Theory
Soci 509	Advanced Statistical Analysis
Soci 514	Qualitative Research Methods
<i>Concentration 2 Elective (3 hrs)</i>	
<i>General Electives (6 hrs)</i>	

* Soci 701 Credits are not included on the Proposed Plan of Study for the Doctoral Degree.