

Committee on Higher Degrees  
Procedural Handbook

Department of Sociology

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Harvard University

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## 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). 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, and contains the requirements that apply to students entering the graduate program in September 2006.

<http://www.wjh.harvard.edu/soc/CHDhandbook06-07.pdf>

### Helpful note on requirements terminology:

<b>Official name</b>	<b>AKA</b>
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



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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 research paper, research assistantship, 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.

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 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 meets about six times during the school year; the dates will be publicized by the Graduate Coordinator after the academic year begins. **If a student needs a petition approved by a particular date—e.g., the date scheduled for a special area examination—it must be submitted before the last CHD meeting prior to that date.** The CHD does not meet during breaks or during the summer. Students should keep in mind that this means they cannot get a committee or topic approved when classes are not in session.

### Advising

The Chair of the CHD (DGS) serves as academic advisor to incoming first-year students. **As soon as they wish, but definitely by 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 research apprenticeship supervisor or 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 Coordinator for help with questions about requirements or procedures. The Graduate Coordinator maintains records on the academic progress of the students for the CHD, and reports on this 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 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 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 outside

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**

The requirements described in this *Handbook* apply to students entering the graduate program in September 2006. 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 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) coursework; (3) research and teaching; (4) qualifying requirements; and (5) the dissertation.

#### **1. Academic Residence**

The Graduate School of Arts and Sciences (GSAS) requires a minimum of two years (four 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.

#### **2. Course Work**

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). 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, 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.

- Five required methods and theory courses, the first four of which are normally taken during the first year in residence:
 

Soc. 204	Sociological Theory: Seminar
Soc. 208	Contemporary Theory and Research: Seminar
Soc. 209	Qualitative Social Analysis
Soc. 202	Intermediate Quantitative Methods (Students who arrive with sufficient training may waive this course if they can satisfy placement procedures designed by the Soc 202 instructor.)
Soc. 203a	Methods of Quantitative Sociological Research I
- Soc. 305 Teaching Practicum (Ordinarily taken prior to one's first assignment as a Teaching Fellow)
- Eight elective courses in sociology, taken primarily during the first and second years. (For all students except those in the Social Policy program, one of these courses should be Soc 201, Sociological Research Design, to be taken during the second year of residence. Students in the Social Policy program may instead count the required Proseminars of that program toward their eight elective course requirement.)

**Electives.** The eight electives may be 200-level courses; 100-level courses that are designated in *Courses of Instruction* as Conference Courses; or workshops (see below). Up to two of the eight electives may be workshops (including 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 are student-faculty seminars that emphasize the presentation and discussion of research work in progress. The Graduate Coordinator will notify students of those courses designated as workshops in any given academic year.

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 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-T, Time-R, and Time-C, any graduate student who has been registered for four or more semesters normally has fulfilled this requirement .

### **3. Research and Teaching**

Research Apprenticeships: Each student is required to work for a department faculty member as a research assistant in an apprenticeship capacity (paid or unpaid) for at least one term, ordinarily by the end of the second year in residence. The time commitment is typically 7-10 hours per week for 15 weeks. This project may serve as the basis for the required research (qualifying) paper. The Petition to Specify Research Apprenticeship is filed with the CHD to get approval prior to beginning the research; the Research Apprenticeship Report must be filed after completion in order to get credit for the apprenticeship.

Teaching Fellowships: All 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, 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 Administrative Coordinator.

#### 4. 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. 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, political sociology, or race and ethnicity).

Students take the general written examination in September of 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 Coordinator. The general written examination will be administered as a closed-book exam. Students may bring a copy of the reading list, but no other 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.

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 Honors, 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. 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.

Research (Qualifying) Paper: 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*.

Students should aim to complete the research (qualifying) paper by the end of the second year of graduate study. **The fixed deadline for completion of the research paper is the end of Fall semester of the third year of graduate study.** 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 Coordinator, together with a 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.

Special Area Oral Examination: 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. **The exam may not be taken during the period from June 15 to August 31.**

The format for this examination is oral, but a student prepares a written field statement in advance of the examination and distributes it to faculty members on the Special Area Oral Examination Committee. 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.** Its purpose is to define the area in which the exam will be given; it should **not** be a literature review. 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. After receiving CHD approval, the student may schedule an examination date with the committee. At the end of the special area exam, the Committee will indicate its grade (Distinction, Above Ph.D. Level Pass, Ph.D. Level Pass, or Unacceptable) by submitting a Report of Special Area Oral Examination Committee form. The student should return this to the Graduate Coordinator together with a 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 complete the Special Area Examination by the end of the semester following the completion of the research paper.** 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**).

## **5. The Dissertation**

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.

Prospectus: 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. Following CHD approval, the student and committee schedule a prospectus defense, at which time the student is examined on the proposed research project. 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 Graduate Coordinator. Also see **Research and Human Subjects** later in this *Handbook*.

Students should aim to finish their prospectus in the semester after a they have passed the Special Field Qualifying Exam, and no later than a year afterwards. **The fixed deadline for approval of the prospectus is the end of Fall semester of the 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**).

Dissertation Writing: 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.*

Oral Defense: When the student and the principal advisor agree that the draft dissertation is ready to defend, the oral defense is scheduled, in consultation with the Graduate Coordinator. The responsibility for arranging a meeting time which will accommodate the schedules of committee members falls to the student. 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. The signed original of the Dissertation Acceptance Certificate, along with several copies of the dissertation, must be delivered to the Registrar. A copy of the Certificate must be filed with the Graduate Coordinator, but the Department does not require a copy of the dissertation.

**The deadline for approval of the dissertation is the end of the Spring Semester of the seventh 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 the GSAS Registrar. The CHD does not

add to these specifications.

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

### **Guidelines for Student Progress**

The chart on the next page summarizes the Ph.D. requirements. It shows the typical sequence in which students work on the various steps, target times for completing them, and the fixed deadlines.

### **Target Times for Completing Ph.D. Requirements**

- General Written Examination beginning of 2<sup>nd</sup> year
- Research Apprenticeship end of the 2<sup>nd</sup> year
- Research (Qualifying) Paper end of 2<sup>nd</sup> year
- Special Area Oral Examination one semester after finishing Research Paper
- Required Course work (excepting workshops) end of 2<sup>nd</sup> year
- Prospectus end of the 4<sup>th</sup> year
- Dissertation end of the 6<sup>th</sup> year

### **Fixed Deadlines:**

- Research (Qualifying) Paper end of Fall semester of the 3<sup>rd</sup> year
- Special Area Oral Examination one semester after finishing Research Paper
- Prospectus end of Fall semester of the 5<sup>th</sup> year
- Dissertation end of the 7<sup>th</sup> year.

## Summary of Requirements for Ph.D. in Sociology

Requirement	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	
<u>Coursework:</u>  6 specified 8 electives	202 204 208 209 2 electives	203a 2XX 305 (may be taken this year) electives	305 (if not in Year 2)  workshops electives	workshops →→→→→→→→→→→→→→→→					
<u>Research Apprenticeship</u>	_____								
<u>General Written Exam</u>	*								
<u>Research Paper</u>  <b>Deadline:            end of Year 3</b>	_____●_____*								
<u>Teaching Requirement</u>	_____								
<u>Special Area Oral Exam</u>  <b>Deadline: end of Fall            Semester, Year 4</b>	_____●_____*								
<u>Prospectus</u>  <b>Deadline:            end of Year 5</b>	_____●_____*								
<u>Dissertation Defense</u>  <b>Deadline:            end of Year</b>	_____●_____*								

\_\_\_\_\_ Range of typical times

● Target for completion

\* Fixed deadlines

## Failure to Meet Requirements

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. The grace period must be approved by the 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 in the *semester after which they have completed their qualifying paper*. 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 accepted 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 accepted by the end of that grace semester, they will be withdrawn from the program until that time at which the dissertation prospectus has been accepted.

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 fallen seriously behind schedule, 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 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 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**

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, 203a, 204, 208, and 209; and *may not* include Sociology 305 and workshops. Procedures are described below.

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.

### **Degree Applications**

Students should apply in August, December, or April if they wish to receive their A.M. or Ph.D. degree in November, March, or June, respectively. Deadlines vary slightly from year to year; the current deadlines and copies of the *Application for Degree* are available from the Graduate Coordinator. The completed *Application for Degree* is given to the Graduate 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.

## Requirements for the Ph.D. in Sociology and Social Policy

This program has all of the requirements of the Ph.D. in Sociology, with the following modifications.

Additional requirements:

- Three specified courses: HLE-511/Sociology 296a (Proseminar on Inequality and Social Policy I); HLE-512/Government 2340 (Proseminar on Inequality and Social Policy II); and HLE-513/Sociology 307 (Proseminar on Inequality and Social Policy III). These count as three of the eight electives for the course requirement, Sociology 307 being counted as a workshop.
- One course for field specialization in one of the six topical areas: (1) work, wages, and the marketplace; (2) neighborhoods and spatial segregation; (3) family structures and parental roles; (4) immigration, race, and labor market segregation; (5) education; and (6) historical and comparative social policy. This requirement may be fulfilled by a course taken inside or outside the Sociology Department, or through a tutorial or independent study under the guidance of a member of the social policy faculty in the Kennedy School of Government. If the course is taken within Sociology it may be counted as one of the eight electives.
- Advanced Seminar in Social Policy, designed to assist in preparation of the dissertation prospectus.

Specifications:

- The Research (Qualifying) Paper must be written in one of the six topical areas listed above.
- The Special Area Oral Examination must be taken in one of the six topical areas listed above.

For a more detailed description of the program and its requirements, please see the Social Policy entry in chapter VI of the *GSAS Handbook* and the handbook of the Sociology and Social Policy program.

## **Requirements for the Ph.D. in Organizational Behavior/Sociology**

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:
  - Soc. 203a      Methods of Quantitative Research I
  - Soc. 204      Sociological Theory: Seminar
  - Soc. 208      Contemporary Theory and Research: Seminar
  - Soc. 209      Qualitative Social Analysis
- Two elective graduate-level Sociology courses (200-level, or 100-level conference courses)
- General Written Examination
- Research Apprenticeship
- 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 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.

## **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 office (website at <http://www.fas.harvard.edu/~research/HumSub.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**

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.



## **APPENDIX: Petitions and Reports**

These forms are required of all students during their graduate studies. Copies may be obtained online at <http://www.wjh.harvard.edu/soc/CHDhandbook05.pdf>, or from the Graduate Coordinator, who can also answer any questions about how and when to use them.

When completed, they should be turned in to the Graduate Coordinator for reporting to the CHD. The apprenticeship, 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 (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 Coordinator's office.

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

**Appointment of Academic Advisor**  
or  
**Change of Academic Advisor**

*Student: Fill out this form, have it signed by your faculty advisor, then return the original to the Graduate Coordinator to be entered into your file.*

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

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

**Name of new faculty advisor** \_\_\_\_\_

**Faculty advisor signature:** \_\_\_\_\_

## Petition to Specify Research Apprenticeship

*Student: Fill out and sign this form, have the faculty member sign it, then return the original to the Graduate Coordinator to be considered at the next meeting of the CHD.*

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

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

**Name of faculty member:** \_\_\_\_\_

**Date apprenticeship will begin:** \_\_\_\_\_

**Duties will be as follows:**

**Student signature:** \_\_\_\_\_

*Faculty: A research apprenticeship is expected to require about 7-10 hours a week for one term (15 weeks). You will be asked to write a brief report at the end of that period, evaluating this student's work.*

**Faculty signature:** \_\_\_\_\_

## Report of Research Apprenticeship

*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 Coordinator so that it can be entered into your file.*

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

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

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

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*The student named above has completed a fifteen-week apprenticeship under my direction.*

*COMMENTS: (Please describe and evaluate the work produced.)*

**Faculty signature:** \_\_\_\_\_

## Petition to Appoint Research Paper Reading Committee

*Student: Fill out this form, have the faculty advisor sign it, then return the original to the Graduate Coordinator, along with a draft of your paper, to be considered at the next meeting of the CHD.*

**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.*

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(Name of Advisor/Chair)

(Signature)

---

(Name of Reader)

(Signature)

---

(Name of Reader)

(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 a copy of the final draft of your paper, should be returned to the Graduate Coordinator so that it can be recorded in your file.*

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

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

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

---

**Evaluation:**

___	<b>Distinction</b>
___	<b>Above the Ph.D. level</b>
___	<b>Acceptable at the Ph.D. level</b>
___	<b>Acceptable at the A.M. level</b>
___	<b>Not Acceptable</b>

**Comments:**

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(Name of Research Advisor)

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(Signature)

---

(Name of Reader)

---

(Signature)

---

(Name of Reader)

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(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 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.*

**Faculty signature:** \_\_\_\_\_

## 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 Coordinator, with a copy of your field statement and bibliography, to be considered at the next meeting of 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.*

\_\_\_\_\_  
(Name of Advisor/Chair) (Signature)

\_\_\_\_\_  
(Name of Examiner) (Signature)

\_\_\_\_\_  
(Name of Examiner) (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 Coordinator so the results can be recorded in your file.*

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

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

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

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**Evaluation:**

___	<b>Distinction</b>
___	<b>Above Ph.D. Level</b>
___	<b>Ph.D. Level</b>
___	<b>Unacceptable—reexamination necessary</b>

**Comments:**

**Examiners:**

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(Name of Advisor/Chair) \_\_\_\_\_ (Signature)

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(Name of Examiner) \_\_\_\_\_ (Signature)

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(Name of Examiner) \_\_\_\_\_ (Signature)

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Harvard University  
Department of Sociology  
Committee on Higher Degrees

CHD Action:

Date:

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## Petition to Appoint Dissertation Committee

*Student: Fill out this form, have your faculty advisor sign it, then return the original to the Graduate Coordinator, with a copy of your prospectus, to be considered at the next meeting of the CHD.*

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

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

**Title of prospectus:**

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**Proposed committee members:**

*I have agreed to supervise this dissertation.*

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(Name of Advisor/Chair) (Signature)

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(Name of Reader) (Signature)

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(Name of Reader) (Signature)

## Report of Dissertation Committee

*Student: Fill out the top portion of this form, and give it to your committee. After they have signed, the form should be returned to the Graduate Coordinator so the results can be recorded.*

**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 the candidacy of this student.**

**Comments:**

**Examiners:**

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(Name of Advisor/Chair) \_\_\_\_\_ (Signature)

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(Name of Reader) \_\_\_\_\_ (Signature)

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(Name of Reader) \_\_\_\_\_ (Signature)

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Harvard University  
Department of Sociology  
Committee on Higher Degrees

CHD Action:

Date:

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## 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 Coordinator, to be considered at the next meeting of the CHD.*

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

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

**Title of prospectus:**

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

**Original committee:**

\_\_\_\_\_  
(Name of Advisor/Chair)

\_\_\_\_\_  
(Name of Reader)

\_\_\_\_\_  
(Name of Reader)

**New committee:**

\_\_\_\_\_  
(Name of Advisor/Chair) (Signature)

\_\_\_\_\_  
(Name of Reader) (Signature)

\_\_\_\_\_  
(Name of Reader) (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 Coordinator, to be considered at the next meeting of 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 additional semester after completing the research paper )**
- 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:** \_\_\_\_\_