DEPARTMENT OF SOCIOLOGY
GRADUATE PROGRAM GUIDELINES
2013 - 2014

Graduate Committee (2013 - 2014)
Faculty members: Christina Falci (Chair, Spring 2014), Jolene Smyth (interim-Chair, Fall 2013), Tara Warner, Les Whitbeck, Lory Dance, Kristen Olson, and Jeff Smith
Graduate Student Representative: Kari Gentzler

This document describes the procedures of the Graduate Program in the Department of Sociology. These Guidelines supplement the requirements published in the Graduate Studies Bulletin of the University of Nebraska-Lincoln. Although some sections of the Bulletin are reproduced here for easy reference, students are advised to study the requirements set forth in that document as well as the Sociology Guidelines. Keep in mind that the final responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

Students are subject to the Guidelines in force at the time they begin course work. Procedures may be changed or modified during the year. Consequently, careful attention should be given to departmental memos as they are circulated. If the Guidelines change during their program, students may elect to follow subsequent revisions or modifications of the Guidelines.

I. ADMISSION

Prospective graduate students should begin the on-line application process by visiting the website for the Office of Graduate Studies: [1] [2] [3] [4] [5] [6] . Applicants will need to fill out an application form on-line and provide electronic copies of: official transcript of all college work, scores on the verbal and quantitative sections of the Graduate Record Examination (GRE), a statement of purpose, three letters of recommendation, and a sample of the student's written work.

International students for whom English is not their first language must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). We will only consider students who score at least 550 on the paper-based TOEFL, score at least 79 on the internet-based TOEFL, or score at least 6.5 on the IELTS. If applying for a graduate teaching assistantship, then international students will be required to obtain a score of 26 or higher on the speaking section of the iBT TOEFL or a score of 60 on a SPEAK test.

The Sociology Department expects all incoming graduate students to possess expertise in an undergraduate course in statistics. Students entering without adequate preparation should remove this deficiency as soon as possible. This can be accomplished by completing the requirements for Sociology 206 (Introduction to Social Research II). Ideally, this course is taken the summer prior to admission to the program.

Students should submit their completed applications by January 15 for admission in the following Fall semester. Mid-year admissions will be considered only under unusual circumstances. Students are generally admitted on a full-standing basis, but in certain instances provisional status may be granted to students who show potential for graduate work but have deficiencies in previous course work or in other admission criteria. In the case of admission with provisional status, the Graduate Committee will specify deficiencies that must be removed within a given time before the student is admitted to full standing.
II. **CONTENT AREAS**

The Sociology Department faculty have research strength in the following **major areas**:  
1. Family  
2. Mental and Physical Health  
3. Social Stratification  
4. Survey Research and Quantitative Methods  

Additional **minor areas** of emphasis include:  
5. Crime, Deviance, and Social Control  
6. Demography  
7. Sociological Theory  
8. Sociology of Religion  
9. Social Psychology  

In addition, strong interdisciplinary programs at UNL exist in the following areas of specialization:  
- Environmental Studies  
- Institute for Ethnic Studies  
- Survey Research and Methodology  
- Women's and Gender Studies Program  

Students pursuing a Master of Arts are expected to follow a general program in sociology covering a range of content areas. At the Ph.D. level, students focus on two content areas, one of which must come from the **major areas** listed above.

III. **GRADUATE COURSES IN SOCIOLOGY**

A. **Regular Courses**  
807. Strategies of Social Research: Qualitative Methods  
815. Social Change  
825. Contemporary Family Issues  
835. Mass Communication  
841. Social Psychology  
844. Demography-Ecology  
846. Environmental Sociology  
848. Family Diversity  
849. Family Research and Theory  
852. Sociology of Religion  
853. Sociology of Health and Health Professions  
855. History of Sociological Thought  
860. Education and Society  
862. Advanced Methods of Social Research I  
863. Advanced Methods of Social Research II  
864. Sociological Theory  
865. Survey Design and Analysis  
868. Policy and Program Evaluation Research  
874. Sociology of Deviance  
880. Social Inequality: Stratification and Life Chances  
881. Minority Groups  
890. Sociology of Women  
896. Topics in Crime, Deviance and Social Control
Cross-listed Courses
* 818. Data Collection Methods
* 819. Applied Sampling
* 866. Pro-seminar in International Relations
* 871. Human Sexuality and Society
* 875. Water Quality Strategy
* 878. Pro-Seminar in Latin American Studies
* 947. Questionnaire Design

B. Seminars
In addition to the courses listed above, the Department of Sociology offers the following seminars. The topic of the seminar may vary each time it is offered. For this reason, students are allowed to take up to 9 hours under each seminar number.

- 901. Seminar in Sociological Theory
- 902. Seminar in Research Methods
- 903. Seminar in Social Psychology/Health/Mental Health
- 904. Seminar in Family
- 905. Seminar in Stratification, Class and Inequality
- 906. Seminar in Race and Ethnicity
- 907. Seminar in Sex and Gender
- 908. Seminar in Crime and Deviance
- 995. Professional Development Seminars (1 credit each)
  a. Teaching Sociology in a University Curriculum
  b. Planning Graduate and Professional Careers
  d. Professional Writing

- 998. Special Topics Seminar

The department has a rotation format for seminars based on three principles: (1) regular rotation of seminars in the department's major areas of emphasis, (2) rotation of seminars in the department's minor areas of emphasis, as possible, and (3) requests from graduate students regarding their program needs and interests.

C. Other Courses
Independent work under the supervision of a faculty member is critical to graduate education. For these courses to be effective, the faculty member and graduate student must work together to negotiate and meet expectations. Faculty members and graduate students are encouraged to work together to develop a written set of working guidelines for these hours. The written agreement should clearly articulate (but need not be limited to): The graduate student's goals, expectations that the faculty member and graduate student have about their separate responsibilities (e.g., monthly meetings, written work, feedback, and so forth), a time line and the basis on which a grade will be assigned.

897. Field Work in Sociology - Students may enroll for 1 to 6 hours of credit in 897. This course is designed to allow graduate students to apply the concepts and methods of sociology while working for public agencies, non-profit groups, or businesses. Their work may be as paid employees or as volunteer interns. Students wishing to take 897 hours must complete a brief form and file it in the Sociology office prior to enrolling.
**899. Masters Thesis** - Students may sign up for a maximum of 10 hours credit for work on their masters thesis during the regular academic year. However, only 6 hours of M.A. thesis credit may be applied to the Ph.D. program.

**996. Research Other Than Thesis/Dissertation** - This is an independent study course arranged between professors and students. Students should consult with their advisers or committees before undertaking 996 hours. Students wishing to take 996 hours must complete a short form and file it in the Sociology office prior to enrolling.

**999. Doctoral Dissertation** - Students may not register for dissertation hours until they have taken 45 hours of course work. No more than 6 hours of dissertation credit may be taken until both comprehensive examinations have been passed.

### IV. AREA COMMITTEES

Depending on faculty availability and specialization, the department will have six to ten standing area committees in any given year that reflect the Sociology Department's major and minor areas of emphasis. The area committees may change from year to year at the discretion of the Department Chair who appoints members of each area committee from a list of faculty members willing to serve on that committee.

Additional areas may be added to the Area Committee list if three faculty are willing to serve on a standing reading committee for an area and it is approved by the Department Chair. In special circumstances, students may request an outside grader (i.e., an individual not on the UNL Sociology faculty) to be the third member on an area committee. Two sociology faculty members, however, must agree to be on this special area committee. The third outside reader is found by the student and approved by the Department Chair. In a similar vein, if departmental faculty composition changes and we no longer have 3 faculty willing to read in a core area, we drop the area from the list.

Area committee members review and update the reading lists for Ph.D. comprehensive exams in their areas each spring semester. Area committees also write a comprehensive examination when students register to take an exam in that area. In addition, area committees provide general advice to the Sociology Department in their areas of expertise. For example, area committees evaluate whether incoming students have already met program requirements in particular subject areas and provide advice on new courses in the Department.

### V. PROCEDURES FOR THE MASTER OF ARTS DEGREE IN SOCIOLOGY

The minimal requirements for the M.A. degree consist of a) completing 24 hours of graduate course work, b) meeting a distribution requirement and c) preparing a thesis (for which six to ten additional hours of credit are given). At least one-half of the hours presented for the M.A. must be in the Department of Sociology. The work required for the masters of arts degree is expected to be completed in two years, but must be completed in ten consecutive calendar years. The steps in obtaining the M.A. degree are outlined below.

**A. Course Requirements**

1. Students must pass Soc. 855 (History of Sociological Thought), Soc. 862 (Advanced Methods of Social Research I), and Soc. 863 (Advanced Methods of Social Research II) as part of the 24 hour course requirement. These courses must be passed during the student's first two years in the program, whether the student is enrolled on a full- or part-time basis.
2. Students must pass Sociology 995a (Seminar in Teaching Sociology in the University Curriculum) for one hour credit during their first Fall semester and Sociology 995b (Seminar in Planning Graduate and Professional Careers) for one hour credit during their first Spring semester.

3. Eight hours of credit, in addition to the thesis, must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts). Soc. 996 hours do not apply to this requirement.

4. Graduate students who are past their first year of enrollment at the M.A. level are required to enroll in six hours of graduate-only sociology seminars each academic year. Students can substitute seminars in other departments, with the permission of the student’s adviser, provided that these classes are open to graduate students only.

The minimal acceptable grade in a course (i.e., a passing grade) at the 800 or 900 level is a "B" (i.e., a grade of B- or lower does not meet this requirement). Courses completed with an unacceptable grade do not count toward fulfilling the 24 hour requirement for the M.A. degree. In the event that students perform unsatisfactorily in one or more courses, the Graduate Committee may formally review their progress in the program.

Students who believe they have already satisfied any of the above course requirements may petition the Graduate Committee for a waiver.

Students entering with a deficiency in undergraduate statistics are required to take for Sociology 206 (Introduction to Social Research II). Students can receive credit for this work under Sociology 996. Three hours of course credit in 996 may be counted as part of the expected 9-hour course load for a funded student, but cannot be counted toward the hours required for either the M.A. or the Ph.D. degree.

If students are unable to finish the required work for a course in the time period specified for the course (usually a semester, except for thesis and dissertation hours), they may request an Incomplete. These are given at the discretion of the professor. Should a student receive an Incomplete, the work must be completed within a period of six months. If this is not done, the professor has the option of giving the student a failing grade, extending the time for completing the required work, or referring the case to the Graduate Committee for a decision.

The Graduate Committee will not recommend priority funding for students carrying one or more incomplete grades in their course work for more than one semester. (This restriction does not apply to Sociology 899 and 999).

B. Distribution Requirement

Each candidate for the MA degree must successfully pass one course at the 800 or 900 level in each of the three of the areas listed below. The Graduate Chair will determine if courses offered under special topics numbers count toward fulfilling the distribution requirement and, if so, which area(s) they fall under. The distribution requirement may not be satisfied through enrollment in 996 hours or theory or methods courses.

- Family
- Mental and Physical Health
- Social Stratification (Gender, Race or Class)
C. Thesis Requirement
During the semester in which students accumulate a total of 15 hours of graduate credit, they must apply for candidacy for the M.A. degree. By this time, students should have selected one faculty member in the Department of Sociology to serve as a thesis adviser. A "Memorandum of Courses" form, used to apply for candidacy, can be obtained from the Graduate Studies website. Students should complete this form in consultation with their adviser.

Under the guidance of the adviser, students will write a masters thesis. Students may enroll for up to 10 hours in Sociology 899 (masters thesis), although only 6 hours can be credited toward the Ph.D. Although most theses should be written along the lines of a journal article, others may require greater length. Before a thesis is accepted, it must be reviewed and approved by two additional faculty members selected by the thesis adviser. A copy of the thesis must be given to the Department of Sociology.

VI. PROCEDURES FOR THE PH.D. DEGREE IN SOCIOLOGY

The minimal requirements for the Ph.D. degree consist of: a) completing 90 hours of graduate course work, which includes credit hours given for work on the dissertation, b) passing written examinations in two content areas, c) meeting the residency requirement, d) forming a supervisory committee and e) preparing a doctoral dissertation. The steps in obtaining the Ph.D. degree are outlined below:

A. Course Requirements
Students receiving the Ph.D. must complete the courses required for the M.A., i.e., Sociology 855, 862, 863, 995a, and 995b. Those entering with an M.A. degree from another university are expected to take these courses in their first year in the program or demonstrate to the appropriate area committee's satisfaction (by examination or other measures) that they possess the knowledge covered in these courses.

In addition to the M.A. course requirements, Ph.D. students must complete one additional methods course (in this department or another, as their committee advises), take Contemporary Theory (Soc 864), and take an additional hour of professional development, Sociology 995d.

The Department expects all incoming students, including those entering with an M.A. degree from another university, to possess expertise in an undergraduate course in statistics. Doctoral students entering without adequate preparation can remove this deficiency by completing successfully the requirements for Sociology 206. These students can receive credit for this work under Sociology 996. Three hours of credit in 996 can be counted as part of the expected 9-hour course load for funded students, but these hours cannot be counted toward the hours required for the Ph.D. degree.

Graduate students who have completed their M.A. degrees are required to enroll in six hours of graduate-only sociology seminars each academic year until they have completed their course work, passed two comprehensive examinations, and successfully defended their dissertation proposal. Seminars in other departments can be substituted for this requirement, with the permission of the supervisory committee. However, all students receiving a Ph.D. in Sociology must include a minimum of 12 hours of graduate-only seminars taken within the Sociology Department.

Students can count no more than six hours of M.A. thesis toward the Ph.D. In addition, the maximum number of hours accumulated in Sociology 899 (masters thesis), Sociology 996 (independent study) and Sociology 999 (doctoral dissertation) that can be counted toward the Ph.D. is 45. Students are restricted to a total of no more than 6 hours of dissertation credit until they have passed both comprehensive examinations.
The minimal acceptable grade in a course at the 800 or 900 level is a "B" (i.e., a grade of "B-" or lower does not meet this requirement). Courses completed with an unacceptable grade do not count toward fulfilling the 90 hour requirement for the Ph.D. degree. In the event that students perform unsatisfactorily in one or more courses, the Graduate Committee may formally review their progress in the program.

If students are unable to finish the required work for a course in the time period specified for the course (usually one semester, except for thesis and dissertation hours), they may request an Incomplete. These are given at the discretion of the professor. Should a student receive an Incomplete, the work must be completed within a period of six months. If this is not done, the professor has the option of giving the student a failing grade, extending the time for completing the required work, or referring the case to the Graduate Committee for a decision.

The graduate committee will not recommend priority funding for students carrying one or more Incomplete grades in their course work for more than one semester. (This restriction does not apply to Sociology 899 and 999).

B. Residency Requirement and Deadlines

Residency requirements for the Ph.D. depend upon status on entry to the program:

1. For students entering the program with a bachelor's degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18 month period or less, with the further provision that 15 of these 27 hours must be taken after receiving the masters degree.

2. For students entering the program with a master's degree, the residency requirement is 27 hours of graduate work in a consecutive 18 month period or less.

3. Members of the university staff engaged at least half time in instruction or those employed in their major field must complete 24 credit hours within 24 months, with the further provision that at least 12 of these hours be received after receiving the masters degree or equivalent.

Not more than one-third of the work for residency, or 9 hours total credit, may be taken during the Summer sessions.

The time limit on granting the Ph.D. is eight years from the time of filing the student's program of studies in the Office of Graduate Studies. The expected completion time for the Ph.D. is five years for those coming in with a bachelor's and four years for those coming in with a masters. If all work for the Ph.D. is not completed within three years from the time of admission to Candidacy for the Ph.D. degree, the student will be required to retake the Comprehensive Examinations.

C. Supervisory Committee Requirement

Following admission to the Ph.D. program, the student should, as soon as possible, select a willing chair for the Supervisory Committee. The Supervisory Chair, in consultation with the student, forms a Supervisory Committee. The student must have a Supervisory Committee before completing 45 credit hours (no more than half of the total program of courses and dissertation research). (Note: This applies to all graduate students, whether or not they have completed all of the requirements for the M.A. degree). Within 3 weeks after the formation of the Supervisory Committee, its members must meet with the student to outline a program of study for the Ph.D. degree.

The Supervisory Committee must consist of at least four faculty. At least one faculty external to the Department of Sociology must be included in the Supervisory Committee.
Prior to the formation of a Supervisory Committee, the student's program will be planned on a semester-to-semester basis in consultation with the Graduate Adviser. After the Supervisory Committee has been constituted, the Committee has the primary responsibility for working with the student on his or her program. The Supervisory Committee may require a student to take any course which the Committee believes necessary for the student's successful completion of the Ph.D. program. This may include one or more research skills, including a foreign language. It is the Supervisory Committee’s responsibility to evaluate all transfer credit from other institutions or programs.

The Supervisory Committee will meet with students at least once annually, before February 15, to review students’ progress, to counsel students and to make adjustments, if necessary, in their program of study. Following their annual reviews of graduate students, Supervisory Committees will forward written summaries of their evaluations to the Graduate Committee by February 28. These summaries will be used by the Graduate Committee in the annual Spring evaluation.

D. Comprehensive Examination Requirements

When course work is substantially completed in the program of study (usually the second year of doctoral work), the student must pass written comprehensive examinations in two areas. Ph.D. exams may not be taken before completion of the M.A., and core theory and research methods courses, except with the permission of the Graduate Committee. The selection of examination areas should be done in consultation with the Supervisory Committee. At least one of the two comprehensive exams must be taken within the Sociology Department's major areas of emphasis listed on page 2. The exact comp area offerings will change from year to year and are based on the Area Committee list for the academic year created by the Department Chair. Students can only sign up for an area that is being offered during the academic year they are taking the exam.

Students are expected to prepare for comprehensive examinations through independent scholarship as well as course work. Students are required to have basic coursework preparation prior to taking the exam. Specifically, students must have taken at least two courses in the area topic of the exam and one of these courses must be a graduate student only seminar. Comprehensive examinations are not a repetition of course examinations. Instead, they represent a thorough investigation of the student’s understanding of a particular field of knowledge. Course work is but one means of acquiring the knowledge necessary to successfully complete the examinations.

Special accommodations based on disabilities, such as additional time to complete the exam, may be arranged by the Graduate Chair in response to written requests. These requests must be made at the time the student registers for the exam.

First Exam Requirements: The first exam must be taken as an in-house exam. The exam will be closed-book, but students will be permitted to have reference lists with them. These reference lists should be submitted one week prior to the exam to the area chair, and will be given back to the student at the start of the exam. The maximum time for the exam is eight hours and will include a maximum of four questions. Student submitted questions will not be used, as this could give one student an advantage (if his/her question was selected) over another. The location of the examination must be arranged with the departmental office. Students may not consult with any other individuals during the examination.
**Second Exam Requirements:** The second exam may be taken as an in-house or as a take home exam. Take-Home Examinations are open-book and are taken over a four-day period. The exam begins at 8:30 a.m. of the first day and ends at 4:30 p.m. of the fourth day. Students may continue to attend regularly scheduled classes and may even take another comprehensive exam during the same exam period. Take-home examinations will generally not be of the same format as in-house examinations. Students using the take-home option are urged to take special care in applying the standard canons for academic writing. All sources should be cited in the text and a list of references appended using a standard format. A response to each individual question on a take-home exam cannot exceed eight pages in length of text (double spaced, 12 point, 1 in margins and Times Roman font) not including charts, tables, diagrams or references). Students may not consult with any other individuals during the examination.

**Reading Lists:** Generally, a “starter” list is provided to the student by the area committee. There are no pre-set numbers of articles/books required for this list. Overall, it is the student's responsibility to initiate extensive literature searches and have this list approved by the area committee before signing up for an exam. Additional readings may be added to the list throughout the semester, which will be a collaborative process. Area committee members must be actively involved in the development of student reading programs. **Topics covered on the exam are not limited to the reading list.**

**Examination Times:** Comprehensive exams are offered twice an academic year in August and January. Students need to notify the Graduate Chair, in writing, of their intention to take exams one semester prior to the exam date (i.e., typically students sign-up for the January exam in October and for the August exam in February). **Deciding not to take the exam after approval is counted as an exam failure unless it is due to special circumstances.** August examinations are normally given one week before the meeting of the American Sociological Association. January examinations are given one week before the beginning of the spring semester. Students may choose to take both of their comprehensive exams in the same session (e.g., August). In this case, the two exams will be taken within a two week time span. Alternative arrangements will be considered by the Chair of the Graduate Committee for compelling family or personal emergencies. **Students should check with the Sociology Department secretary one week prior to the exam date to ensure that the exam is ready.**

**Grading of Exams:** The Graduate Chair is responsible for randomly assigning two graders and one alternate grader to each exam. **Graders and alternate graders are drawn from the area committee members, including the chair, and those listed as readers within the area committee.** Alternate graders are only called upon if the two graders assessment of the exam differs, specifically one grader fails the exam and the other passes the exam. In this instance, the alternate grader's exam assessment is the tie breaker. Note, an outside reader (i.e., not a sociology faculty member) is automatically assigned as the alternate grader.

Graders are advised of the exam type option selected by the student (i.e., in-house or take home exam), and adjust their assessment of the exam accordingly. Both graders may receive the exam at the same time, but may not consult with one another regarding their assessment. Each grader prepares typed comments on the answer to each question, and each question is clearly labeled “pass” or “fail.” In addition, an overall grade of pass or fail is provided. The overall grade is an assessment of the examination as a whole, rather than an averaging of separate questions. Examinations should be graded within five weeks from the beginning of the Fall or Spring semester.

The grader comment sheets will be provided to the student after the results have been reported to the Graduate Chair. The student will receive a letter from the Graduate Chair indicating the examination results. Copies of this letter, the graders' comments and the examination will be placed in the student's
file. The student’s supervisor will receive a copy of the letter indicating the examination results. Students are encouraged to discuss the comments and results with their supervisor.

**Failing an Exam:** A student who fails an exam has two options. The first option is to take the same exam again. **Students failing to pass a second exam in the same area will be terminated from the program.** The second option is to take an exam in a different area. Students can only take an exam for the first time in a maximum of three areas. If the student is dissatisfied with the results of his or her exam or would like to discuss the exam, a meeting may be requested with the area committee. If the student wishes to appeal the grade, he or she should consult the "Procedures for Comprehensive Examination Grade Appeals" (see Section VII below).

**E. Dissertation Requirements**

1. **Dissertation Proposal.** The student must submit a fully developed dissertation proposal. The proposal should contain a statement of purpose, a review of relevant literature, a theoretical construct to be tested where relevant, a discussion of the data or materials to be examined and a specific outline of the planned analysis. The student should be prepared to defend the proposal as a contribution to knowledge. No minimum or maximum is required, but experience suggests that 15-30 pages is normally sufficient.

2. **Defense of Dissertation Proposal.** Copies of the student's dissertation proposal will be distributed to the members of the Supervisory Committee at such time as the Chair of the Supervisory Committee decides the proposal is ready to be defended. The defense is to be held at the earliest convenience of the Supervisory Committee, but no later than four weeks (excluding Summer months) after the proposal is submitted to the committee for review.

The defense of the dissertation proposal is an oral examination during which the student must defend the theoretical perspective and methodology of the proposal and any other substantive questions related to the proposal raised by the Supervisory Committee. Immediately following the oral examination of the proposal, the committee shall reach one of the following conclusions:

- a. Pass, the student may begin work on the dissertation as proposed.
- b. Pass, the student may begin working on the dissertation following the completion of additional requirements (e.g., revision in the research design) to be determined by the committee.
- c. Unacceptable, but the student will be allowed to submit another proposal.
- d. Unacceptable, the student's situation will be reviewed by the Supervisory Committee in consultation with the Graduate Committee.

3. **Reading Committee.** If the student passes the oral defense of the dissertation proposal, two readers from the Supervisory Committee are selected by the Committee.

4. **Admission to the Candidacy for the Ph.D. Degree.** After all requirements set by the Supervisory Committee in connection with the oral defense of the dissertation proposal have been satisfied (and Comprehensive Exams passed), the Chair of the Supervisory Committee will recommend to the Dean for Graduate Studies that the student be admitted to Candidacy for the Ph.D. Degree. This will normally occur immediately after the student has passed the oral defense of the dissertation proposal. Admission to Candidacy must occur at least seven months before the final oral examination for the Ph.D.

5. **Doctoral Dissertation.** The dissertation is of no fixed length. It should advance or modify existing knowledge by treating new material, finding new results, drawing new conclusions, or interpreting old material in a new light. The final draft of the dissertation and an abstract of not
more than 600 words (including title) must be submitted to the Reading Committee in time to permit review and approval at least three weeks before the final oral examination. The dissertation must be approved by the two readers before the dissertation requirement is considered complete.

6. **Final Oral Examination.** The final oral examination is an integral part of the requirements for the Ph.D. All students must pass a final oral examination before being recommended for the degree. The examination consists of the defense of the dissertation and any other substantive questions relating to the field brought by the Supervisory Committee. The scheduling of the final oral is announced in advance and all members of the department are invited to attend.

Passing the Final Oral Examination is determined by majority vote in the Supervisory Committee. In the event of a tie vote, the Chair of the Department and the Graduate Adviser appoints a committee of the members of the Department, none of whom shall be members of the Supervisory Committee. This Ad Hoc Committee makes the final decision on the student's completion of the degree requirements.

7. **Administrative Procedures for Submission of Dissertation.** At least three weeks before the Final Oral Examination, the Chair of the Supervisory Committee must file in the Office of Graduate Studies a recommendation, accomplished by obtaining the signatures of a majority of the Supervisory Committee on the Application for Final Oral Application form, indicating general approval of both the dissertation and the abstract of the dissertation. Two copies of the dissertation and three copies of the abstract are to be transmitted to the Office of Graduate Studies along with the application for Final Oral Examination Form. Minor changes in the dissertation may be made after it has been stamped at the Office of Graduate Studies if such changes are required by the Supervisory Committee at the time of the Final Oral Examination. A third copy of the dissertation should be given to the Department of Sociology. **Students are responsible for checking and meeting the Graduate College's requirements for submission of the dissertation, including the submission deadlines for each semester.**
VII. PROCEDURES FOR COMPREHENSIVE EXAM GRADE APPEALS

If a student believes the comprehensive exam was not graded according to Graduate Program Guidelines procedures, or that the grade was inappropriate for some other reason, the student should meet with the area committee and any additional readers to discuss the grievance in detail. Both the area committee and the student are obligated to try to resolve their differences. If after one or more meetings the student is still unsatisfied, he/she may move to a formal appeals process within thirty academic days after the last meeting with the area committee.

An appeal is appropriate only when the awarding of a grade to the student may have involved a denial of due process through prejudice or capriciousness. Appeals will not be considered to resolve disputes about the student's knowledge of the subject matter. In all cases, appeals should be made in writing.

The student should present the appeal to his/her adviser and Supervisory Committee. The appeal may then be submitted to the Department Graduate Committee. No faculty member who was a grader or member of the area committee administering the student's exam is eligible to sit on the Graduate Committee deliberations. If the Graduate Committee falls below three members due to this exclusion, additional members will be appointed by the Department Chair, Graduate Adviser and President of NASGS in consultation with the student.

The Graduate Committee is to conduct an investigation which includes soliciting information in writing and/or interview from all faculty members involved in the grading or prior review of the grade (including the Supervisory Committee). If the Graduate Committee, after hearing the evidence, concludes that there is a clear preponderance of evidence in favor of either party, its decision will be rendered accordingly. The Graduate Committee is empowered to 1) change the student's grade; 2) sustain the grade awarded by the area committee, or 3) take other appropriate action. The Graduate Committee's findings and results will be delivered to the Department Chair within 90 days of receiving the appeal.

If further arbitration is desired, the UNL Graduate Council apparatus may be used by the student or faculty members. The Graduate Council constitutes the appeals board. All files and materials from the Departmental review will be made available to the Graduate Council. Normally, this will be the final appeals body.

VIII. SOCIOLOGY GRADUATE COMMITTEE

Appointed by the Dean of the Graduate College, upon the recommendation of the Chair of the Sociology Department, the Graduate Committee is responsible for directing the Graduate Program. The Graduate Committee is made up of the Graduate Chair, who is chair of the committee, at least three additional faculty members and one graduate student representative. Faculty terms are for two years, except for the Graduate Chair, who serves for three years. The student representative is a voting member of the Sociology Graduate Committee.

A major part of the Graduate Committee's responsibility concerns monitoring compliance with Graduate College requirements, evaluating and updating departmental Graduate Guidelines, admitting new students and evaluating current students, including recommending the award of assistantships. The Graduate Committee does not determine policy. Policy decisions are made by the Sociology Department faculty as a whole.
To provide students with an evaluation of their performance in the Graduate Program, the Graduate Committee will review each full-time and part-time student's progress in the program during the Spring semester of each year. The Graduate Committee considers not only the speed with which the student is completing the program requirements, but also the quality of the student's work as reflected in grades. Students are expected to turn in a file that summarizes their course work and professional development. In addition, students should meet with their Thesis Chair or Supervisory Committee (or the Chair of the Graduate Committee if a Thesis Chair or Supervisory Committee has not been selected) in the Fall or early in the Spring semester. The Thesis or Supervisory Committee Chair will provide the Graduate Committee with a written evaluation of the student's progress in the program. The Graduate Committee may discuss the student's performance with other faculty members familiar with the student's work as well. After careful consideration of the student's progress, the Committee may send the student a letter summarizing the evaluation. The letter will be sent by March 31.

The annual evaluation that occurs in the second year of each full-time student's enrollment in the graduate program, regardless of the degree objective or previous degrees, will be an intensive review of their progress to date and their ability to successfully continue in the program. (For part-time students, the intensive review will occur in the Spring semester following their enrollment for 27 or more hours in the graduate program.) The Graduate Adviser will request written evaluations of the student's performance from each faculty member who has had the student in a class or independent study course and/or who has supervised the student as a teaching or research assistant. In addition, the Graduate Committee may ask the student to be present at a meeting to answer questions about the student's program and/or objectives.

After considering the available materials, the Graduate Committee will reach one of the following three decisions:

1. The student should be terminated from the program at the end of the academic year without being permitted to continue to work toward a degree.
2. For students studying for the M.A. degree only, the student should be permitted to work toward a terminal masters degree but should not be permitted to begin work toward the Ph.D.
3. The student should be permitted to continue work toward the M.A. and/or Ph.D. degrees.

To provide consistency in the second-year evaluations, the Graduate Committee will apply the following criteria, in addition to those mentioned above, in evaluating each student.

1. Does the student have sufficient analytical skills?
2. Does the student have the ability to grasp a large amount of information?
3. Does the student readily understand abstract ideas?
4. Can the student write clearly?
5. Can the student make effective oral presentations?

The decision of the Graduate Committee, along with justification for its action, will be provided to the student and the student's adviser in writing by March 31. The student may appeal the decision by providing the Graduate Adviser with written notification of intent to do so within three weeks of receiving the letter. Upon completion of a terminal M.A. degree, the student may request reconsideration. An appeal should be based on the introduction of new information not originally considered by the Graduate Committee and/or a lack of due process. Following a meeting to hear the appeal, the decision of the Graduate Committee to uphold or change its earlier decision will be communicated to the student in writing within one week.
**A Summary List Constituting Unsatisfactory Progress in the M.A. or Ph.D. Program:**

1. A grade less than a "B" (i.e., B- or lower) in an 800 or 900 course.
2. Carrying one or more Incompletes for more than one semester (This restriction does not apply to Sociology 899 or 999).
3. Not taking comprehensive exams on schedule, as determined by the student's supervisory committee.
4. Failing a comprehensive exam and not retaking the exam in the same or a new area within the next two exam cycles.
5. M.A. students taking longer than 2% years to complete their degree. (A longer time line for extenuating circumstances will be considered by the Graduate Committee).

**The Graduate Committee will not recommend priority funding for any student with unsatisfactory progress in the program, defined as meeting one or more items in the listed criteria.**

**X. ASSISTANTSHIPS AND OTHER SOURCES OF FUNDING**

**A. Graduate Teaching Assistantships**

All graduate students in the Department of Sociology are required to obtain a significant teaching experience during their residence as part of their advanced degree requirements. At some point during the program, each student will serve the equivalent of one academic year (two semesters) as a Graduate Teaching Assistant (GTA), working under the supervision of a faculty member. At the end of the student's first year as a Graduate Teaching Assistant, the faculty member will place a statement in the student's file indicating satisfactory completion of the teaching requirement. (The teaching requirement may be waived for international students or students who enter the program with prior teaching experience.)

Graduate Teaching Assistants are appointed by the Chair of the Department, in consultation with the Graduate Committee, on an annual basis. Students with assistantships are expected to enroll for 9 credit hours in each regular semester in which they hold the assistantship. Students must inform the Graduate Adviser when falling below the nine hour limit.

Funding offers will be made for one year only (with the exception of multiple-year fellowships). Consideration for funding in the following year will be based largely, but not entirely, on performance. Additional considerations include such things as equity among deserving students and the availability of funds. All funding decisions for continuing students will be announced at the end of the Spring semester.

Performance will be assessed during the annual evaluation of each graduate student in the Spring semester. The following guidelines will be used to assess satisfactory performance in three areas: progress in the program, satisfactory performance in assigned duties, and academic integrity.

1. **Progress in the Program**
   
   **Entering with a Bachelors Degree**
   
   a. First year: satisfactory performance in Fall semester classes.
   
   b. Second year: successful completion of Sociology 855, 862, 863, 995a, 995b, memorandum of courses filed and development of a masters thesis research topic.
   
   c. Third year: Masters degree by the end of the Fall semester of the third year, one Ph.D. comprehensive exam taken or scheduled, Sociology 995d passed, and Soc 864 completed.
   
   d. Fourth year: both Ph.D. Comprehensive Exams passed, third methods course passed, and dissertation proposal approved by the
Supervisory Committee.
e. Fifth year: doctoral dissertation completed.

**Entering with a Masters Degree**

a. First year: satisfactory performance in Fall semester classes.
b. Second year: successful completion of Sociology 855, 862, 863, 864, 995a, 995b, 995d, supervisory committee formed, program of studies filed and one Ph.D. comprehensive exam taken or scheduled.
c. Third year: third methods course passed, defense of the dissertation proposal scheduled and both Ph.D. comprehensive exams passed.
d. Fourth year: have completed doctoral dissertation

For all years, at the time of the annual Graduate Student Evaluation in the Spring semester, the graduate committee will not recommend priority funding for students carrying one or more Incomplete grades in their course work for more than one semester. (This restriction does not apply to Sociology 899 and 999).

Participation in professional activities (reading papers or chairing sessions at professional meetings, preparing and submitting papers for publication, writing grant proposals or other exceptional professional or teaching involvement) may delay a student's normal progress in our program. Evidence of professional involvement will be considered by the Graduate Committee in granting waivers to students not otherwise making normal progress. Students who have exhibited outstanding research productivity (as reflected in publications and conference papers) will be considered for one additional year of funding (that is, a sixth year for students entering with a bachelors degree or a fifth year for students entering with a masters degree).

2. **Satisfactory Performance in Assigned Duties.** Graduate Teaching Assistants are expected to meet high standards of teaching quality. At the minimum, this involves meeting all assigned classes and careful preparation for classes. Teaching quality will be assessed through standard teaching evaluation instruments and inspection of syllabi and class material. Although every effort will be made to help and improve classroom performance before funding is cut off, those GTAs who cannot meet a satisfactory standard of instruction cannot be supported on GTA lines.

All instructors must administer teaching evaluations in each course. The instructor must use the standard departmental items. Instructors may add supplemental questions, but must do so on a separate form. When the teaching evaluations are administered the instructor will not be present in the room and a student in the class will be selected to turn in the teaching evaluations to the Sociology Department office. The evaluations will be returned to the Instructor after the final grades are submitted and evaluations are processed.

Those graduate students whose duties include research assistance or other tasks are likewise expected to meet high performance standards. Students who do not meet satisfactory standards may have their funding withdrawn.

Some Graduate Teaching Assistants assist faculty members in large courses, while others, who must hold the masters degree, often teach their own courses. Specific assignments are made by the Chair and Vice Chair of the Department in consultation with the Graduate Committee. The Chair of the Department has the ultimate responsibility for staffing the teaching program.

3. **Academic Integrity.** Students and faculty are expected to meet the highest standards of professional conduct in their academic work. Students who are guilty of flagrant academic misconduct (by admission or through the finding of the Student Judicial Affairs Office) may have
their funding suspended or permanently discontinued. Examples of flagrant academic misconduct include intentionally representing others’ work as one’s own, sexually harassing or discriminating against one’s students, or collaborating in schemes to buy or sell examinations or term papers.

B. Teaching Assistantships for International Students

The following policy has been adopted by the University of Nebraska-Lincoln. It is not designed to eliminate all speaking accents, but to outline a reasonable and defensible method of ensuring that all of our International Graduate Teaching Assistants will possess effective verbal communication skills.

1. An international student may be awarded a Graduate Teaching Assistantship (GTA) involving classroom or laboratory contact with students only if the student a) has been admitted to a degree program in the Graduate College and b) achieves a score of at least 60 on a SPEAK Test.

2. An international student must take the UNL English Placement Examination upon arrival on campus and must complete any required English as a Second Language course work during his or her initial semester at UNL.

3. International students are required to participate in and pass the Institute for International Teaching Assistants (ITA) Workshop sponsored by Graduate Studies before their first teaching experience.

4. If a student is a native of a country in which English is the only national language or of English Canada and if English is the student’s original language, then the TSE and placement examination requirements are waived (points 1 and 2 above).

5. International student GTAs may be rehired to perform teaching duties only if a) the Department Chair or the Chair’s delegate has observed the GTA in the classroom or laboratory and has made a favorable judgment on the GTA’s verbal communication skills or b) in the judgment of the Department Chair, evaluations from the GTA’s students indicate that his or her communications skills are acceptable.

6. Department Chairs shall be responsible for maintaining adequate documentation in support of this policy.

7. Items 1 through 6 are in no way intended to exclude all the other criteria that must be considered when appointing and reappointing Graduate Teaching Assistants, such as knowledge of the material, teaching skills, and other responsibilities. A SPEAK test is but one test of an applicant’s ability to teach. A sufficient SPEAK test score is not intended to automatically ensure an applicant of a Graduate Teaching Assistantship. It also should be noted that this policy does not prohibit applicants from retaking the SPEAK test.

C. Other Sources of Funding

Because outside funding strengthens the Graduate Program, students are strongly encouraged to seek-out alternative funding. Sources of funding external to the department may be used by students to replace GTA lines. In general, the Department will encourage students to apply for fellowships by working to bring all students to the equivalent GTA stipend level, when instructional funds permit. Fellowships will be used to remove students from instructional responsibilities and provide time for research (e.g., thesis or dissertation work), not as a way to supplement base salaries.

From time to time, the Department will have additional sources of financial support available to graduate students, such as grading correspondence courses, teaching evening classes, Summer
teaching and traineeships through state and federal agencies. A limited number of research assistantships through faculty research grants become available from time to time and the Bureau of Sociological Research (BOSR) sometimes hires graduate students as computer programmers or for other research positions. Individual faculty members holding grants make the final decision on research assistantships funded through those grants. These appointments will be made by the person responsible for the position. The Vice Chair of the Department will be responsible for the final selection of persons to fill teaching positions. The appointment of students to fill positions at BOSR is the responsibility of the Department Chair and Bureau Director.

Occasionally, the department will have funding available to support graduate student travel to professional meetings. The priority for the monies goes to students presenting papers at national or regional meetings. Students must complete a travel fund request before their intended participation.

XI. THE NEBRASKA ASSOCIATION OF SOCIOLOGY GRADUATE STUDENTS

The Nebraska Association of Sociology Graduate Students (NASGS) is an organization consisting of all persons holding graduate standing in the Department of Sociology at the University of Nebraska-Lincoln. Its purpose is to serve, protect and further the interests of its members and to act as a forum for discussing graduate student affairs, including university and departmental policies pertaining to graduate students.

Officers of the organization are selected annually by majority vote of the members. The President presides over all meetings of the organization, is responsible for communication between the departmental faculty and the membership and serves, along with the Vice-President, as the organization's official representative to faculty meetings. (With the exception of personnel sessions, meetings of the Department faculty are open to all students in the Sociology Graduate Program).

The remaining officers of the organization include a Secretary-Treasurer, a representative to the Graduate Committee and representatives to Departmental Search and Resources and Planning Committees.

XII. GRADUATE STUDENT PARTICIPATION IN CHOOSING NEW FACULTY

To assure graduate student participation in choosing additions to the Department Faculty, the following procedure has been adopted:

One graduate student, selected by the graduate student organization (NASGS) will have full and equal participation in the faculty Search Committee for prospective applicants.

The students will select a three-person committee, one of the three being a member of the Search Committee, which will have complete access to the files on those applicants selected by the Search Committee for consideration. This committee will examine the files and give its report to NASGS. NASGS will then rank or rate those applicants, using the same procedure employed by individual faculty members.

One student from this committee will be selected by NASGS to be the graduate student representative in those faculty meetings in which prospective candidates are to be considered. The student representative will have the right to vote only on matters directly related to the choice of specific candidates.
After a candidate has been invited to visit, students will have the opportunity to meet with him/her and they will have the opportunity to attend any formal presentation made by the candidate. The graduate students will meet collectively after having met with the candidate. At this time, they will reach a decision of whether they would like the faculty to offer a position to the candidate.

The graduate student representative will attend the faculty meeting in which a final decision will be made as to whether to offer a position to the candidate. The student will have one vote and will be bound by the rule of confidentiality. The quorum rule for faculty decision-making will be based on faculty only. The graduate student representative will not be counted. The three-fourth voting rule of the faculty will include the student representative, but rounding will be down.

XIII. BILL OF RIGHTS FOR GRADUATE STUDENTS IN SOCIOLOGY

A. Equal Educational Opportunity
Students have a right to equal educational opportunity and to protection against discrimination based on race, color, sex, religion, age, national origin, political ideology and political activity.

1. The Department must provide graduate students fair treatment, free of bias and harassment, in all learning endeavors within the Department, including course assignments, course grades, research activities, access to financial aid and recommendations for employment.

2. The Department must strive to create the conditions and an atmosphere of nondiscrimination in which graduate students feel secure against retaliation because of political, ideological or theoretical beliefs and practices.

3. In general, academic merit should guide departmental allocations of financial assistance and recommendations for employment; however, we emphatically support affirmative action programs and other federal regulations which attempt to repair the long-term structure of sexism and institutional racism.

B. Participation in Departmental Governance
Students have a right to participate in decisions which affect the conditions and quality of their academic life. This requires meaningful representation in departmental governance.

1. Graduate students shall be represented on department committees, especially those that deal with the curriculum, grievance, graduate student requirements and faculty recruitment. It is desirable that departmental meetings be open to graduate students.

2. The Department shall provide means for graduate student representation in departmental proceedings. Graduate student representation shall be at least one-third that of voting faculty on the Graduate Committee (except during personnel sessions).

C. Educational Records
Students have a right to the privacy and confidentiality of their educational records.

1. Graduate student files and all other written information about graduate students in the Department must be treated with confidentiality. The Department should provide security over access to these materials.

2. The Department must make provisions for graduate students to see their personal files in accordance with the Federal Family Educational Rights and Privacy Act.
0. The Graduate Studies Program
Students have a right to full disclosure of information about their standing in graduate studies, about financial assistance and about prospects for employment when the M.A. or Ph.D. degree is completed.

1. The Department shall provide new and continuing graduate students with information about the general financial aid picture and the prospects for continuation of funding. Statistics on the number and types of financial aid allocations in the department for the prior year will be distributed to graduate students.

2. The Department shall adopt policy statements for the allocation of financial aid and these policy statements shall be communicated to new and continuing students. Statements shall explain how to apply for financial aid, the criteria used for granting aid, the deadlines for applications and decisions, the “good standing” criteria used for continuation of funding, the priorities used for distribution among new and continuing students and the standards that will be applied in the event of curtailment of funds.

3. Scholarships and assistantships for teaching or for research shall carry statements which specify in clear language the period of coverage, the dollar amount, how funds will be paid, the duties of assistants (including the weekly hours of work) and the specific responsibilities to be carried out. Any benefits included in the assistance package should be noted (tax status, tuition remission, medical coverage and such).

4. It is commonly understood that every faculty member will actively work to place his/her advisees. In addition, departments shall provide graduate students with adequate information about the job market and job opportunities.

5. The Department shall provide graduate students, in writing, with timely notice of their standing in graduate study and of their performance in work, courses and examinations. Inadequate performance, such as low grades, incompletes, poor work performance and poor or failing results on examinations, shall be mentioned and constructive support provided soon after their occurrence. Students shall be informed how such performance will affect their standing in the program, especially the continuation of financial assistance and what they must do to correct inadequacies.

E. Research Performance
Students have a right to fair and equitable treatment for work performed on faculty-sponsored research projects.

1. Students shall be given full credit for work and ideas they bring to faculty-sponsored research projects. Faculty must not represent the work of students as their own.

2. Faculty shall reach a clear understanding with graduate students regarding their responsibilities and rights on research projects. There should be open and honest communication about the tasks graduate students are expected to perform, when students shall have access to data for theses and dissertations and the conditions under which they shall receive joint or sole authorship on publications that emerge from the research.

F. Complaints and Grievances
Students have a right to file complaints against the department or members thereof and to petition for redress of grievances.

1. The Department shall provide for procedures by which graduate students can lodge complaints and obtain redress of grievances. Preferably such regulations should be located in the Department. Graduate students shall be informed of how to invoke the complaint-filing process consistent with Department and University rules and regulations as well as state laws.
2. When a graduate student presents reasonable evidence of misconduct (e.g., sexual harassment) by a faculty member, as defined under the section on academic responsibility of the University of Nebraska-Lincoln, College of Arts & Sciences Faculty Handbook, the Department shall provide a way by which the student can avoid working directly with said faculty member during the period of investigation.

3. It is desirable that there be an appeals procedure beyond the Department by which graduate students can seek rehearing of their grievances. Where such procedures exist, they should be communicated to students.

4. A graduate student can file a grievance with the appropriate regional association or with the American Sociological Association's Committee on Freedom of Research and Teaching. If one of these committees acts on the complaint(s), ultimately it will be necessary to contact the Department Chair and the faculty member(s) concerned in order to investigate the complaint. Efforts will be made to resolve the dispute and protect the student's position within the Department. In addition, efforts will be made to play a conciliatory and mediational role by the body taking the matter under its purview.

G. Student Academic Misconduct
The Department of Sociology views academic misconduct by its graduate students as a serious breach of professional ethics with implications for the student's continuation in the Department and their future career in the discipline. It also is recognized that graduate students charged with academic misconduct have a right to due process that must be guaranteed by departmental procedures. Therefore, the following policy will guide the actions of professors and graduate students involved in cases of alleged or proven academic misconduct.

When a faculty member suspects academic misconduct, defined according to the Student Code of Conduct of the University of Nebraska-Lincoln, the Graduate Guidelines of the Department of Sociology or a course syllabus, by a graduate student in the Department of Sociology, he/she will inform the student of this fact in writing and request that the student arrange a meeting to discuss the issue(s) within two weeks (not counting Summers, semester breaks, and university holidays). Both the professor and the graduate student may consult with other persons, e.g., the Graduate Adviser, the Chair of the Department. Professors and graduate students are advised that their rights and responsibilities in matters concerning academic misconduct are outlined in the Student Code of Conduct, the Graduate Guidelines of the Department of Sociology, the Regents Bylaws or other documents.

At the meeting, the professor will first outline the evidence supporting a suspicion of academic misconduct and the graduate student will then have the opportunity to reply to the charge(s) and challenge the evidence. If the student admits to academic misconduct at the meeting or within a reasonable length of time (not to exceed two weeks) thereafter, the professor will place a letter detailing the case in the student's departmental file. Copies of the letter will be mailed to the Student Judicial Affairs Office and the student's departmental address. The student will write a letter concerning the case and copies of this letter will be placed in the student's file and mailed to the professor. In addition to any penalties levied by the professor (e.g., a failing grade in the course) and/or by the Student Judicial Affairs Office, the Graduate Committee, upon request of the professor, will review the case and may impose additional penalties, including suspension or termination from the Graduate Program. The Graduate Committee will consider whether the graduate student has previously been guilty of cases of academic misconduct, the seriousness of the offense (e.g., failing to provide proper citation to sources, claiming a paper purchased from an individual or business as one's own work, fabricating research results), the nature of the work (e.g., a course paper, a comprehensive exam, a thesis or dissertation) and other factors in reaching its decision. The Graduate Committee will review written materials concerning the case and may ask the professor and/or student to appear at the meeting to answer
questions. Students may appeal penalties invoked by the Graduate Committee to the UNL Graduate Council.

If the graduate student fails to contact the professor to arrange a meeting within two weeks or denies that he/she is guilty of academic misconduct, the professor may file charges with the Student Judicial Affairs Office. Copies of the letter stating the charge(s) and supporting evidence will be provided to the student. The Student Judicial Affairs Office will investigate the charge(s) and determine the student's guilt or innocence according to institutional standards and procedures as outlined in the Student Code of Conduct. If the student is found guilty of academic misconduct, the professor will place a letter detailing the case in the student's departmental file. A copy of the letter will be mailed to the student's departmental address. The student will write a letter concerning the case and copies of the letter will be placed in the student's file and mailed to the professor. Decisions of the Student Judicial Affairs Office are not subject to review or appeal within the Department of Sociology. When a student is found guilty of academic misconduct by the Student Judicial Affairs Office, the case will be reviewed by the Graduate Committee, upon request of the professor, as described in the preceding paragraph.

Both faculty members and graduate students are reminded that the process described in the above paragraphs is confidential until cases are resolved.

If a graduate student is employed as a graduate teaching or research assistant through the Department of Sociology at the time of suspension or expulsion from the Graduate Program for academic misconduct, he/she will be allowed to complete the duties of the employment contract through the end of the current semester or Summer session. However, the student will be ineligible to receive any financial support previously awarded or committed by the Department for a future semester or Summer session until the end of the suspension or expulsion. At this point, students may be considered for funding along with new students and current students without commitments for funding. A graduate student expelled for academic misconduct may not be considered for readmission to the Graduate Program of the Department of Sociology for five academic years from the time of their expulsion.

H. Protocol

1. This document is the basic document setting forth the rights and expectations of all graduate students of Sociology at the University of Nebraska-Lincoln.

2. The document approved at the 1980 National Conference of Graduate Students shall be the operative document to guide all complaints and petitions for redress of grievances directed to the ASA or the regional societies.