



DEPARTMENT OF SOCIOLOGY  

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UNIVERSITY OF WASHINGTON

# Graduate Program Manual

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# I. Overview of the Graduate Program

This manual should answer many of your questions related to graduate program requirements, procedures, and forms. The requirements provide you with the training to advance your scholarship, and the procedures and forms help you stay on track. It will also provide you with information about how to keep the graduate program coordinator (GPC), the graduate program advisor (GPA), and ultimately, the Graduate School, informed of your progress.

## Key Departmental Personal

[Kyle Crowder](#) serves as the department chair. The department chair is the faculty member responsible for overseeing the running of the department. This includes, among many other tasks, assigning students to TA positions each quarter. Students are always welcome to reach out to the department chair with any questions or concerns about any aspect of the department, or for help or guidance while navigating through the program.

[Sarah Quinn](#) serves as the graduate program coordinator (GPC). The GPC is the faculty member responsible for overseeing the graduate program. This includes the management of admissions, orientation, annual reviews, progress through milestones, and registration for independent studies. The GPC is available to help graduate students troubleshoot problems and navigate the program.

[Tess McShane](#) is the graduate program advisor (GPA). The GPA is the member of the staff responsible for the running of the graduate program. This is the staff member you will work most closely with as you move through the program, and they will work with you to get registered for classes, schedule exams, file paperwork with the university, generally troubleshoot problems, and help guide you through different policies and processes.

**The Graduate Program Committee** is the departmental committee responsible for overseeing the management of the graduate program. It is chaired by the graduate program coordinator, and its faculty members are appointed by the department chair. Members of the committee also include the GPA and a graduate student representative (who is nominated by the graduate student association, and then appointed by the department chair). The graduate program committee is responsible for selecting candidates for admission, overseeing the annual graduate student review process, and developing program proposals for the graduate program.

## Graduate Student Classifications

The following classifications are assigned to graduate students and postdoctoral appointees on the basis of advancement toward or completion of graduate degrees according to [UW Graduate School Policy 3.10](#):

- Premaster: A Premaster has been admitted to the Graduate School, but has not yet completed a master's degree or the equivalent.
- Post-Master: A Post-master has completed the master's degree or equivalent, but has not yet had a doctoral Supervisory Committee appointed.
- Precandidate: A Precandidate has had a doctoral Supervisory Committee appointed, which signifies admission into a doctoral program, but has not yet completed the Graduate School General Examinations.
- Candidacy: A student in candidacy status has completed the General Examination, but has not yet completed the dissertation and final examination.
- Postdoctoral: A Postdoctoral appointee has completed a doctoral degree and is engaged in research or scholarly work in residence at the University, but is neither an enrolled student nor a member of the faculty.

When a student is first admitted to the Graduate School, the student is placed in the appropriate classification which recognizes the highest academic degree which the admitted student holds in the field of the proposed graduate work at the University of Washington. When a graduate student officially completes the master's degree, or has a doctoral Supervisory Committee appointed, or completes the General Examination, the classification is changed accordingly.

Every quarter each graduate program advisor reviews the graduate student list and informs the Graduate School of any changes needed.

The Program at a Glance

Below is a quick overview of the main program milestones

<p><b>The MA</b></p> <p><b>Coursework</b></p> <p>Required coursework for the MA degree is 36 credits and is generally completed in years 1-2 of the program. For the PhD, there are 90 required coursework credits which are generally completed in years 3-5. These include 4 SOC electives (including those taken for the MA).</p> <p><b>MA Thesis and Defense</b></p> <p>Requires students to build a committee, who can provide complimentary substantive and methodological guidance for the MA, and an original research paper of publishable quality. Generally completed in years 2-3 (expected to be complete by the end of Fall of the third year). Students who enter the program with an MA, may submit their previous thesis for approval to waive this specific requirement. This must be done by the Fall of the first year.</p>	<p><b>The PhD</b></p> <p><b>Comprehensive Exam</b></p> <p>Allows students a chance to gain expertise in 2-3 subfields that the student plans to specialize in. Students will work together with their committee of three Sociology faculty members to identify topics, questions, theoretical frames, and potential analytical approaches for the dissertation. Generally completed in year 3 (expected to be complete by the end of Winter of the third year).</p> <p><b>Dissertation Prospectus - General Exam</b></p> <p>The prospectus serves as a roadmap to the dissertation plan including the research motivations, objective, theoretical framework, data and methods, and a chapter outline. Students will work together with a committee of three Sociology faculty members and one non-departmental UW reviewer to develop the prospectus and prepare for the defense. Successfully defend the dissertation prospectus between years 3-4 (expected to be completed by the end of Fall of the fourth year).</p> <p><b>Dissertation - Final Exam</b></p> <p>The dissertation represents a culmination of a graduate career in which student’s conduct original research addressing a substantive gap in the literature and provide a meaningful contribution to the discipline. With the guidance of their committee, chapters of the dissertation are often published in academic journals, converted into book proposals, and/or used in job talks. Successfully defend the dissertation between years 5-6.</p>
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Recommended Timeline

Note: While this is a suggested progression through the program, people take many paths throughout their graduate training. Many things could extend this timeline, including: working on additional research collaborations; generating new datasets; health, family, other life events; or major social/environmental upheaval.

Table 1: Recommended Timeline

Year	Task	Fall	Winter	Spring	Summer	During this year, a student on this timeline will:
1	Courses	501 (ProSem) 504 (Stats) 510 (Theory)	501 (ProSem) 505 (Stats) 508 (Logic of Inquiry)	501 (ProSem) 506 (Stats) Elective		<ul style="list-style-type: none"><li>Complete 33 (of 36 required) credits for the MA</li><li>Progress on the MA (e.g., select a topic and committee chair, and start research)</li><li>Take Soc502 (if this is a year it is offered)</li><li>Explore collaborative research projects</li></ul>
	Other				MA research	
2	Courses	502 (Teaching) Elective Elective	Elective 700	Elective 700		<ul style="list-style-type: none"><li>Finish the MA coursework (including the 9 required credits of Soc700)</li><li>Finish &amp; defend the MA paper</li><li>Begin preparing for the comprehensive exam (selected chair, drafted a list, started reading).</li><li>Take Soc 502 (if this is a year it is offered)</li><li>Investigate funding options</li></ul>
	Other			MA Defense	comps prep	
3	Courses	Elective Elective	Elective Elective	Elective Elective		<ul style="list-style-type: none"><li>Finish PhD coursework</li><li>Submit the MA for publication</li><li>Pass the Comprehensive Exam</li><li>Appoint the Dissertation committee</li><li>Write and defend the dissertation proposal</li><li>Apply for a research grant</li></ul>
	Other	Comprehensive Exam		Prospectus (General Exam)	Research Apply for grants	
4	Courses	800 (dissertation)	800 (dissertation)	800 (dissertation)		<ul style="list-style-type: none"><li>Undertake dissertation research</li><li>Continue research collaboration</li><li>Present at a professional conference</li><li>Prepare job market materials</li></ul>
	Other				Research	
5+	Courses	800 (dissertation)	800 (dissertation)	800 (dissertation)		<ul style="list-style-type: none"><li>Apply for jobs</li><li>Submit papers for publications</li><li>Present at professional meetings</li><li>Finish and defend the dissertation</li></ul>
	Other			PhD Defense (final exam)		

\* Link to UW policies: <https://grad.uw.edu/policies/1-1-graduate-degree-requirement>.

## Quick Reference: Departmental Forms

Below student's can find the links and additional information about important departmental and graduate school forms.

### General Forms

[Sociology Independent Study Registration](#) for SOC 600,700,800

[Appoint or Change an Advisor-UW Sociology Grad Program](#)

### MA Departmental Forms

[Petition to Appoint the MA committee](#)

[Petition to Change the MA Committee](#)

[Master's Thesis Defense Scheduling Form](#)

### Comprehensive Exam Forms

[Ph.D. Comprehensive Exam Request Form](#)

### PhD Departmental Forms

[Petition for Appointment of the Ph.D. Committee](#)

[Form for Website Submission of Keywords](#)

### Travel and Research Fund Requests

[Travel Request Form](#)

[Graduate Student Research Fund Request](#)

### Graduate School Links

[Graduate School Policies](#)

[Graduate Degree Requirements](#)

[Graduate Faculty Locator](#)

## II. Master’s Requirements

For incoming students without a master’s degree, the first phase of the program involves completing an MA. This phase includes required coursework, the appointment of an MA chair and a full MA thesis committee, and the completion and defense of a master’s thesis. A summary of requirements is posted in *Table 2: MA Coursework and Paper Requirements*.

In addition to the coursework requirements, students are expected to successfully complete, defend, and submit the thesis to the graduate school.

**Table 2: MA Coursework and Paper Requirements**

Course Title		Credits
Required Courses and Training	SOC 501: Proseminar (Autumn, Winter, Spring )	3
	SOC 502: Teaching Sociology	3
	SOC 504: Social Statistics	3 (must be graded)
	SOC 505: Social Statistics II	3 (must be graded)
	SOC 506: Quantitative Techniques	3 (must be graded)
	SOC 508: Logic of Social Inquiry	3 (must be graded)
	SOC 510: Sociological Theory	3 (must be graded)
	UW’s TA training (held annually in September)	-
Additional requirements for credits	500-level or approved 400-level courses (see note below). These credits can include required courses: students who receive waivers for required classes must take additional graded credits.	18
	SOC 700 / MA thesis credits. You need a minimum of 9 credits of SOC 700. You may take more credits, but additional credits will not count towards the degree.	9
	Total credits required for the UW MA degree	36
Additional requirements for the MA	<ul style="list-style-type: none"><li>● GPA of 3.3</li><li>● Successfully defend thesis</li><li>● Submission of thesis to the Graduate School and department</li></ul>	

**Note:** Up to 3 credits of a repeated, same content, Special Topics course (SOC 581 through SOC 590) can apply toward the degree. Multiple Special Topics courses may apply to graduation when course topics/titles are different.

### Required Coursework

A total of 36 credits are required for the UW MA degree.

Students in the first year of the program are required to take the following courses: Proseminar, Sociological Theory, Social Statistics I, Social Statistics II, Quantitative Techniques, and Logic of Social Inquiry. First year students are also required to take the Teaching@UW’s TA training, which is held annually in September. These first-year courses count towards a requirement of 18 credits of 500-level or approved 400-level courses. Students who receive waivers for required classes (more information about how to request this is provided below) must take additional graded credits to fulfill the requirement of completing 18 credits from 500-level or approved 400-level courses.

All students need to complete a minimum of 9 credits of SOC 700 (Master's Thesis). You may take more credits, but additional credits will not count towards the degree. For more information on this, see the section on “Course Substitutions and Waivers”

### Approval of Previous MA

Students who enter the program with an MA can request a formal faculty review of their thesis. Students whose MA is approved via this process are not required to complete a second MA degree in the UW sociology department. However, they need to take the required first-year courses.

To submit a request for a review of your prior MA, inform the GPA and GPC. Before or during your first quarter. You will need to compile a packet of materials documenting your prior MA work. This packet will include:

- 1) A short statement describing the MA program and what the thesis accomplishes



- 2) The MA thesis (must be submitted in English – if your thesis was originally written in a language other than English, you may submit a translated version)
- 3) A transcript of prior graduate coursework.

Submit these materials to the Graduate Program Advisor. The Graduate Program Advisor will record the packet submission and pass it along to the Graduate Program Coordinator, who will convene an ad-hoc committee of at least two faculty members to review the materials. At least one member of the committee will have substantive and/or methodological expertise in the thesis topic. The prior MA will be evaluated according to the following criteria:

1. Does the MA thesis demonstrate an ability to conduct methodologically sound social scientific research?
2. Does all of the submitted work demonstrate that the student is prepared to begin independent, empirical, sociological research at the Ph.D. level?

Committee members will provide a summary evaluation of the MA thesis and make a recommendation about advancement to the Ph.D. program.

The two most common outcomes include accepting or denying the previous MA. In rare cases, the committee will recommend that a student work with a faculty member to revise their thesis. This requires: (i) approval of the entire graduate program committee, (ii) agreement from the designated faculty member, and (iii) completion of revisions within two quarters

Students whose MA is accepted will be classified as 'post-MA'. Students with extensive prior coursework in social statistics may petition to waive one or more of the required statistics courses.

### MA Committee

The MA committee supervises and approves your master's thesis. The committee consists of at least two (and no more than four) faculty members. The chair must hold an appointment in sociology. The second member – the reader – may be an adjunct member of the faculty. Both must be members of the graduate faculty. Additional committee member(s) can be from outside the Sociology department but require approval from the chair.

### The Chair

The MA chair serves as the primary academic advisor during the MA phase of the program. Your chair will discuss the research topic and design, assist with analyses, and read and provide feedback on drafts. We encourage you to appoint an MA chair in the spring quarter of the first year.

To appoint the MA chair, the student will ask the faculty member to serve as MA thesis committee chair and complete the [Appoint an Advisor](#) form.

### The Committee

Faculty member(s) serving on the committee provide additional guidance on your thesis. When you are ready to form your committee, you should fill out the [Appoint the MA Committee](#) form.

Collecting your committee's signatures via email is an efficient way to approach this process. When reaching out, consider the following template and be sure to cc the GPA in the email.

*"I would like to thank you once again for agreeing to be on my MA committee and providing me with support through this academic process. In order to make this official through the department, could you please sign the following forms attached below at your nearest convenience. Thank you."*

### Changes

If your committee changes, let us know by submitting a [Change of MA committee](#) form.

### Non-UW Sociology Faculty Members

Students who want to appoint a non-UW Faculty member to their committee should first familiarize themselves with the Graduate School policies (see [The Master's Supervisory Committee](#)) and consult with the committee chair for approval.

### MA Thesis

The MA thesis should demonstrate your ability to (1) identify and develop a substantive research question; and (2) apply appropriate methodological tools to this question. The aim is to create a manuscript suitable (in length, style, and rigor) for publication in a social science journal.



## MA Thesis Defense

The culmination of your work is the MA thesis defense. This meeting with the full committee serves as a forum for formal review of the thesis and provides an opportunity for the committee to discuss a future plan of study and research.

## MA Completion

Finishing your MA degree is a coordinated effort involving you, the GPA, your committee, the sociology department, and the Graduate School. The information on this page and the links to the Graduate School should answer the majority of your questions. The hard deadline for completing all of these tasks is the last day of the quarter.

## Department of Sociology's Process

When you are ready to defend your MA Thesis, you will decide on a day, time, and modality (i.e., in-person/remote/hybrid) for your defense with your entire committee, and schedule a room (you can email [zoeydo@uw.edu](mailto:zoeydo@uw.edu) and she will be happy to help with this). You must also request a degree audit from the GPA and complete the Master's Thesis Defense Scheduling Form. After your defense, you must inform the GPA that the defense is complete, and you must email your Thesis and Abstract to the GPA. If you plan to walk at the Sociology Department graduation in Spring, you should inform Susanna Hanssen, who organ

## The Graduate School's Process

In addition to meeting the requirements set by the Sociology Department, you must also register your plans to complete your MA with the Graduate School. Before you do this, you should familiarize yourself with the minimum Graduate School requirements for [The Master's Degree](#).

The Graduate school has an extensive [graduation page](#) that you will need to examine carefully and often. The page has a detailed graduation checklist highlighting 14 steps that each MA student needs to complete before graduating. The 14 steps that take you through the process of informing the graduate school of your plans to graduate, confirming necessary information, and filing necessary paperwork.

### Master's Thesis Checklist from the Graduate School

1. Submit a master's degree request via [MyGrad – Student View](#) at the beginning of your intended graduation quarter but no later than the last day of quarter.
  - Select "Thesis Program" and enter a thesis title.
  - If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.
2. Confirm your name and thesis details on record with the UW and the Graduate School (as listed in [MyGrad – Student View](#)).
  - If you will publish your thesis using your Preferred Name, you must officially set that name in [Identity.UW](#).
3. Check your unofficial transcript in [MyUW](#) for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see "X" or "N" grades on your transcript, especially if they are for required courses.
4. Create an account in the [UW ETD Administrator Site](#).
  - We recommend creating your account before you submit your thesis. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.
  - Verify your name and thesis details entered in the UW ETD Administrator Site match your record in MyGrad exactly.
5. Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your thesis (the first three pages of the document):
  - [title page](#)
  - [copyright page](#)
  - [abstract](#)
6. Obtain the necessary signatures on your [Master's Thesis Approval Form](#).
7. Upload your Thesis Approval Form to the Administrative documents section of the [UW ETD Administrator Site](#).
8. Upload your thesis to the [UW ETD Administrator Site](#).
9. SUBMIT your (1) thesis and (2) Committee Approval Form via the UW ETD Administrator Site by the [quarterly deadline](#) (last day of the quarter at 11:59 p.m.).
10. Confirm submission: after a successful submission, the message "Your dissertation/thesis has been submitted" will appear in the UW ETD Administrator site.
  - You will also receive an email from "Administrator of University of Washington" that you have submitted to the University of Washington.
11. Monitor your email after submission for any requests for revisions. Consider setting up [e-mail forwarding](#) if you will no longer be checking your UW e-mail.
  - You will receive an email either notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.
12. Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise as your department and GEMS review your request to graduate.
  - You will receive an email when graduation has been recommended by your department and when your degree has been granted by the Graduate School.
  - Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering official transcripts, confirm that your degree has posted by viewing your MyUW unofficial transcript).
13. Instructions from the [Office of University Registrar](#) (OUR): You may log in and enter your requested diploma name and diploma mailing address by using the online [Diploma Name and Address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW

record. Diplomas are mailed by OUR three to four months following graduation.

14. Review [Commencement](#) details if you plan to participate in any graduation ceremonies.

**Multiple Degrees/ Certifications**

If you are pursuing concurrent degrees/certifications (e.g. CSDE certificate) you have additional graduation requirements, see the [Concurrent Degree Graduation Review](#) page. Inform the GPA about concurrent degrees and certifications. Note: CSSS is a concentration, not a certification.

After completing your MA, your committee will make a recommendation regarding your advancement to the Ph.D If approved, the committee will make a recommendation about your advancement to the Ph.D.

**Advancement to the Ph.D. Program**

At the time of the MA Thesis defense, each member of the MA committee will provide a summary evaluation of the MA thesis and make a recommendation about advancement to the Ph.D. program. These recommendations will be forwarded to the Graduate Program Committee. If all members of the committee make positive recommendations, the student will advance.

If the MA committee makes a mixed or negative recommendation, the student can appeal the decision within one quarter. Successful appeals require written letters of support - including a commitment to chair or serve on the Ph.D. committee - from at least two faculty members and may require the student to address other contingencies. Specific instructions will be provided when this occurs.

### III. Ph.D Requirements

The PhD program consists of three main components:

- 1. Additional coursework
- 2. Comprehensive Examination
- 3. Dissertation

In order to begin the PhD portion of the program, you need to earn your Master's in the program and be recommended to advance to candidacy (see above), or have a previous MA approved.

#### Additional Coursework Requirements for the PhD

Table 3 is a summary of coursework and the milestones for the PhD program. Students must take 4 sociology electives at 500-level. This may include courses taken as electives for the MA but excludes first year required coursework. Students may request approval for courses at the 400-level, or for 500-level courses taken in other departments.

Table 3. Summary of PhD Coursework

Coursework (completed non-sequentially)	Credits
4 sociology electives at 500-level or approved 400-level This may include courses taken as electives for the MA Excludes first year required coursework,	12 credits
SOC 800 (Dissertation)	27 credits
Total credits required for UW PhD degree	90 credits (with a minimum 3.3 GPA)

#### Ph.D. Comprehensive Exam

The comprehensive exam is the first main milestone you will complete as part of the PhD portion of the program. The exam gives you an opportunity to demonstrate mastery over relevant theory, methods, and empirical material in a subfield or set of related subfields, with an eye toward conducting related research. Exams can be taken in traditional or ‘synthetic’ areas. Exams that bridge areas may be useful for students whose emerging research agenda draws on multiple lines of scholarship. The topic and coverage of the exam should be substantially broader than a dissertation, and it should cover foundational readings and current scholarship in one or more subfields. Specific exam areas will be developed by you in collaboration with your committee.

You should take the comprehensive exams within one year of completing the MA degree, and no later than the spring of the fourth year. You must be registered in the quarter in which you take the exam, and the exam is typically taken *two weeks before* the end of a quarter so it can be graded before the break. Exams cannot be taken during vacations or breaks.

#### Committee

The exam committee should include at least three faculty members selected by the student. A departmental representative (DR) is also randomly assigned to the committee by the GPC. At least two of the student-selected faculty members should have at least a 25% appointment in the sociology department. The third should have, at a minimum, adjunct status in the department.

#### Reading List

In preparation for the comprehensive exam, students should create a reading list in consultation with their committee. The length varies, but lists should consist of about 30 books and 100 articles and/or book chapters covering both contemporary and classic literature in the chosen area. Students may consult examples of exam topics, reading lists, and exam questions from other students. As you approach this milestone, you should meet with the GPC to discuss your plans for forming a committee, making your list, and figuring out your timeline and plans to prepare. Other graduate students have also put together a list of preparation tips.

#### Format

Comprehensive exams are offered in two formats. Format A is the most common, but format B is also an option when graduate students consult with their committee.

#### Format A: Open Book Exam

- Question: Exams typically consist of three to six questions posed by the examining committee.
- Response: Written responses should not exceed 30-pages (double-spaced, standard margins, 12-point Times New Roman or similar font). Responses need not be of equal length.
- Time limit: Students will have 48 hours to complete the exam.

**Protocol:** This is an open book exam, allowing students to consult books, articles, notes, and online materials. However, students should not discuss the questions or responses with anyone. The exam instructions provided by the examining committee will specify whether citations and references are required and whether references count toward the 30-page limit.

### **Format B: Closed Book Exam**

**Question:** The total number of questions is determined by the examining committee.

**Response:** The examining committee will set the response terms for the student.

**Time Limit:** Students will have a maximum of 8 hours each day to complete the exam.

**Protocol:** This is a shorter, closed-book exam, also conducted over a two-day period. The final structure of the exam is determined by the examining committee.

### **Additional Time**

You can request a 24-hour extension if you are a non-native English writer, are pregnant, have a documented learning disability or have a health condition that requires additional time. Request this extension when scheduling your exam and send the exam committee's approval to the GPA.

### **Narrative Rationale**

Prepare a short narrative rationale for the exam (one page or less). Describe why you are proposing this particular exam and outline the broad contours of the exam's domain. If the exam covers more than one field or subfield in the discipline, the narrative should briefly discuss how this particular combination of fields will prepare you for future research and teaching.

### **Requesting an Exam**

To request an exam, you will need to submit a [Ph.D. Comprehensive Exam Request form](#) to the graduate program advisor ([tmcsha@uw.edu](mailto:tmcsha@uw.edu)). As part of that form, you will need to include a narrative rationale along with your reading list. You will then wait for approval and the assignment of the departmental representative. Once that is approved, you should schedule your exam with the committee.

### **Departmental Representative**

After the proposed exam has been approved by the GPC, a Departmental Representative (DR) will be randomly assigned to your committee. The main role of the DR is to assure that exams do not become too closely aligned to a student's (or faculty member's) idiosyncratic interests. It also provides faculty with an opportunity to see what type of work is being done in the department. In practice, the DR provides coordination and oversight, as opposed to creating the exam and providing feedback. At a minimum, the DR should review exam questions to ensure that they are neither too broad or too narrow and have an opportunity to read the completed exam.

### **Outcome**

You will learn the exam outcome within two weeks. Exam outcomes include: Pass with Distinction, Pass, Conditional Pass or Fail.

A conditional pass means that the committee is asking for revisions. You have 60-days to revise and resubmit. If you do not resubmit, you will be placed on warning status with the graduate school. Students placed on warning must retake the comprehensive exam within one quarter after the original exam date.

Students who fail the exam will be put on warning status and will have the opportunity to retake the exam the following quarter. Students who fail the exam a second time will be dismissed from the program. A third attempt is granted if two-thirds of the faculty approve.

### **Ph.D. Supervisory Committee**

The Ph.D. dissertation is a substantial piece of original research that reflects your ability to select an important problem for investigation and address it using appropriate research techniques. The Ph.D. Supervisory Committee guides you through all phases of the dissertation process and provides advice and feedback on the design and writing of the dissertation.

### **The Chair**

The chair of the Ph.D. supervisory committee is your primary academic advisor for your dissertation. This faculty member works with you to develop a dissertation project, and helps you identify additional members of the committee. We suggest choosing your chair soon after completing your comprehensive exam.

The appointment of the Ph.D. committee chair is a Sociology requirement, and it is distinct from the Graduate School petition to appoint the full committee. To appoint your committee chair, complete the [Petition to Appoint the Ph.D. Committee Chair](#) form.

### Composition

The Sociology department requires that the supervisory committee consist of four faculty members: The committee chair, who must be a member of the graduate faculty in Sociology, plus two additional sociology faculty members (at least one of whom must be a member of the graduate faculty), and a Graduate School Representative. You have the option of including additional faculty members from outside of the department or university.

### The Graduate School Representative

The primary duties of the Graduate School Representative (GSR) are to protect you against unfair treatment and to promote quality control in awarding the Ph.D. degree. Student chooses the GSR in consultation with their chair. The GSR must be outside the home department and have a graduate faculty endorsement. You can use the [graduate faculty locator](#) to check faculty appointments.

### Non-UW Sociology Members

In general, Ph.D. Supervisory Committees are composed of UW Sociology graduate faculty. In some cases, it may be appropriate to include a non-UW faculty member, or a UW faculty member from another department, on a supervisory committee. Such appointments are routinely approved if the non-UW faculty member or non-Sociology UW faculty member will bring something unique to the committee, and if the chair of the committee approves.

### Appointing the Committee

To appoint your full committee, complete the [Petition for Appointment of the Ph.D. Committee](#). Collecting your committee's signatures via email is an efficient way to approach this process. When reaching out, consider the following template and be sure to cc the GPA and GPC in the email.

*"I would like to thank you once again for agreeing to be on my MA committee and providing me with support through this academic process. In order to make this official through the department, could you please sign the following forms attached below at your nearest convenience. Thank you."*

You are not considered a doctoral student by the graduate school until the establishment of your full supervisory committee. The graduate school recommends that you establish the committee four months before your general exam (prospectus defense).

### Graduate School Links

[The Doctoral Supervisory Committee other than Practice Doctorates](#)  
[The Role of the Graduate School Representative \(GSR\)](#)

### Ph.D. General Exam and Prospectus Defense

Passing the General Examination is a major milestone in your academic career and results in a promotion to Ph.D. candidate status (also known as 'All but Dissertation' or ABD). During this exam, you will defend a dissertation prospectus that outlines a plan for the full dissertation. You will develop the prospectus by working closely with your Supervisory Committee Chair and (usually) your entire committee. You can learn more about the General Exam on the [General Examination](#) page of the Graduate School website.

Before you schedule your exam, it is important to:

- Request a degree audit from the GPA for your Sociology Degree, to ensure that you have met all departmental and university requirements
- If you are pursuing a certificate, concentration, or joint degree, see the instructions for graduating with concurrent degrees, below
- Register for credits in the quarter of the exam

### Scheduling

- Have your Chair confirm with the GPA that you are ready to take the exam
- Coordinate a day/time/modality (in-person/remote/hybrid) with your entire committee.
- [Schedule a room](#) (This can be frustrating. [Zoey](#) or Fatema in the main office can help you with this!)
- Notify the GPA of day/time/modality

- [Schedule the General Exam in MyGrad](#)

### The Exam

At least four members of the supervisory committee (including Chair and GSR) must be present at the General Examination. If you plan to have a remote or hybrid exam, review the graduate school requirements for [virtual doctoral examinations](#).

After a successful exam, email a copy of your prospectus to the GPA.

### Ph.D. Final Exam and Dissertation Defense

The Final Examination (dissertation defense) is the culmination of the graduate program. Final Examinations at the UW are public events, so all are welcome to attend. The final exam typically includes a short presentation of the dissertation, followed by questions from the Supervisory committee and audience members. The end of the exam includes an executive (closed) session of the Supervisory Committee. If you pass the exam, the committee recommends to the Graduate School that the Ph.D. degree be awarded.

### Before you schedule your exam, it is important to:

- Request a degree audit from the GPA
- Make sure that any changes in your committee are reported to the GPA, who will update this information in MyGrad. Note that the University distinguishes between a supervisory committee and a “reading committee,” which is a subset of your Supervisory Committee selected to read and approve your dissertation). In practice, most students have three department members on their supervisory committee, who then form the entirety of the reading committee.

### Scheduling

To schedule your exam, have your Chair confirm with the GPA that you are ready to take the exam. Coordinate a day/time/modality (in-person/remote/hybrid) with your entire committee and then notify the GPA of the plan. You will need to schedule a room (the GPA can help with this) and also [register the Final Exam in MyGrad](#).

### The Final Examination

At least four members of the supervisory committee (including Chair and GSR) must be present at the Final Examination. If you plan to have a remote or hybrid exam, review the graduate school requirements for [virtual doctoral examinations](#).

### UW Graduate School Final Exam Information

[Graduate School policies for the Final Exam](#)

[Reading Committee Timeline and Composition](#)

### Completing the Ph.D. Degree

Finishing your PhD includes many academic and administrative steps. You can find information about the academic steps in the [Final Exam \(Dissertation Defense\) page](#). The hard deadline for completing all of these tasks is the last day of the quarter. A slow and steady approach will save you stress at the end of the quarter.

Students who have completed their final exam must submit their dissertation, abstract, and [Keyword Form](#) to the GPA.

### Prepare to Graduate

The Graduate school has an extensive [graduation page](#) that you will need to examine carefully and often. The page provides a detailed graduation checklist highlighting 16 steps that each doctoral student needs to complete before graduating.

You are required to submit an Electronic Thesis/Dissertation (ETD) to the Graduate School. This is how you share your research with the academic community. The links below include guidelines and resources about the process.

[Thesis/Dissertation Information Page](#)

[Writing Your Thesis or Dissertation](#) > go to ETD Resources



## Graduation Checklist for Doctoral Students

1. Schedule a doctoral final exam via [MyGrad – Student View](#). Your exam must be formally scheduled in advance with the Graduate School to be valid.
  - If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.
2. Verify accuracy of your Supervisory and Reading Committee membership in MyGrad. Contact your graduate program advisor if any corrections are needed.
3. Confirm your name and dissertation details on record with the UW and the Graduate School (as listed in [MyGrad – Student View](#)).
  - If you will publish your thesis using your Preferred Name, you must officially set that name in [Identity.UW](#).
4. Check your unofficial transcript in [MyUW](#) for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see “X” or “N” grades on your transcript, especially if they are for required courses.
5. Create an account in the [UW ETD Administrator Site](#).
  - We recommend creating your account before you submit your dissertation. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.
  - Verify your name and thesis details entered in the UW ETD Administrator Site match your record in MyGrad exactly.
6. Review [ETD Formatting Guidelines](#) and insert the three required sections into the body of your dissertation (they will be the first three pages of the document):
  - [title page](#)
  - [copyright page](#)
  - [abstract](#)
7. Complete the [Survey of Earned Doctorates \(SED\)](#) online. Upon completing the SED, you will receive an email from [SEDWEB@norc.uchicago.edu](mailto:SEDWEB@norc.uchicago.edu), which includes your SED Certificate of Completion. Save a copy of this certificate.
8. Follow up with any reading committee members as necessary to obtain all required electronic reading committee approvals of your dissertation by the deadline (last day of the quarter at 11:59 p.m.). You can check the status of approvals any time by accessing your scheduled [final exam](#).
9. Upload your SED Certificate of Completion to the Administrative Documents section of the [UW ETD Administrator Site](#).
10. Upload your dissertation to the [UW ETD Administrator Site](#).
11. SUBMIT your (1) dissertation and (2) SED Certificate of Completion via the UW ETD Administrator Site by the [quarterly deadline](#) (last day of the quarter at 11:59 p.m.).
12. Confirm submission: after a successful submission, the message “Your dissertation/thesis has been submitted” will appear in the UW ETD Administrator site.
  - You will also receive an email from “Administrator of University of Washington” that you have submitted to the University of Washington.
13. Monitor your email after submission for any requests for revisions. Consider setting up [e-mail forwarding](#) if you will no longer be checking your UW e-mail.
  - You will receive an email either notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.
14. Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise as your department and GEMS review your request to graduate.
  - You will receive an email notifying you when your graduation has been recommended by your department and when your degree has been granted by the Graduate School.
  - Your degree will post to your UW transcript two business days after the Graduate School processes your graduation (before ordering official transcripts, confirm that your degree has posted by viewing your MyUW unofficial transcript).
15. Instructions from the [Office of University Registrar \(OUR\)](#): You may log in and enter your requested diploma name and diploma mailing address by using the online [Diploma Name and Address form](#). If you do not enter anything on the form, OUR will print your diploma using your UW record name, and mail your diploma to the permanent address on your UW record. Diplomas are mailed by OUR three to four months following graduation.
16. Review [Commencement](#) details if you plan to participate in any graduation ceremonies



## IV. Funding

The Department of Sociology guarantees funding for five consecutive academic years. This funding covers tuition and most student fees, and a monthly stipend over 9 consecutive months (September-June). It also covers health insurance for the entire year.

- We guarantee funding in the form of teaching assistantships. More advanced students may have opportunities to develop and lead their own classes.
- Student funding can also come from research assistantships, fellowships, or departmental awards. More information on these is available below.
- As academic student employees, all students are covered by a collective bargaining agreement that specifies that students will work a maximum of 220 hours per quarter.
- All funding is contingent on good standing in the program and satisfactory performance of assigned employee duties

After the fifth year in the program, funding is not guaranteed but may be possible for students in good standing based on the availability of department funds, and based on student progress through the program.

### Salary Structure

The University of Washington operates on a tiered salary structure that increases when students receive their master's degree and again when they advance to candidacy. Monthly compensation amounts for each level are posted on the University's [TA/RA Salaries](#) page.

### Union Affiliation/Collective Bargaining Agreement

All Academic Student Employees (ASEs) are covered by a collective bargaining agreement between the University of Washington and UAW Local 4121, which is found [here](#). Both ASEs and the University of Washington are bound by the terms of this contract, so it is important for students to familiarize themselves with its provisions.

### Offer Letter

All students receive an offer letter when accepted into the program. That offer letter specifies each student's funding package and is the best point of reference for questions about individual funding offers. What is listed in each student's specific offer letter supersedes any information listed here.

### Teaching Assistantships

Teaching assistants (TAs) work with faculty instructors to support undergraduate (and select graduate) courses. This includes leading sections, grading papers, and answering student questions.

### Research Assistantships

Some students are funded through research assistantships with faculty members of the sociology department or other departments on campus. Research assistants (RAs) may perform literature reviews, collect data, clean data, analyze data, write-up findings, or otherwise participate in the research process.

Research Assistantships are most typically funded through grants to faculty undertaking research, which means that they are not organized centrally through the department. Students may apply for one of these positions, or be asked by faculty to serve as an RA. Students may seek out RA positions through [Handshake](#) (the University's job search website) or through the [Graduate Funding Information Service](#) (GFIS), which maintains a blog that posts RA positions. The department distributes announcements about RA positions when informed of them.

### Fellowships

Some students may qualify for fellowships that partially or fully cover tuition and stipends without additional work requirements. To learn more information about the different awards and fellows offered to graduate students by the Department of Sociology, visit the [Departmental Awards and Fellowships](#) page. The department of sociology has also created a [Fellowships Page](#) to provide additional information regarding the numerous fellowship opportunities available to graduate students. The Graduate Funding Information Service helps graduate students identify and locate funding opportunities including tuition, research, and travel. Check [Graduate Funding Information Service](#) regularly for opportunities. Please also see the Resources section in this guide for more information on opportunities for fellowship funding outside of the department.

Sometimes outside fellowships (like those provided by the American Sociological Association) ask for departments to cover tuition. When you apply for these, please meet with the department chair to confirm that the department has the funds to cover any funding shortfall.

### Summer Teaching

For students with an MA, a common way of securing funding during the summers is through teaching. Students are eligible to teach summer courses if they have their MA, have completed Soc502: Seminar in Teaching Sociology, and are in good

academic standing. We follow the practice of honoring all reasonable requests to teach by eligible graduate students with the proviso that any courses with fewer than 10 students may be canceled. Details about summer teaching opportunities are circulated by the department chair during the academic year.

### Summer Collaborative Research Funding

These grants provide funding for hourly employment to work with faculty on a collaborative research project over the summer quarter. In years when funding is available for this, the department chair will typically announce that the application is open in Spring quarter.

### Departmental Research Funds for Graduate Students

The Department of Sociology often has endowed funds and other sources to support costs associated with graduate student research, such as costs associated with collecting and/or processing data. We encourage students at all stages of the program to apply. The first step is to fill out a Graduate Research Request. These applications are due on the 3rd Monday of Autumn and Spring quarters.

Applications for these are due on the 3rd Monday of Autumn and Spring quarters. To apply, submit a [Graduate Research Request](#). This will ask you for: a proposal (3 pages total); a brief description of the research project and its significance (2 page max); and explanation of how funding will enhance the project; a discussion of other funding sources available for this work, if any; evidence of the impact of any prior departmental award funding; a timeline for completion; and your curriculum vitae (CV).

Allowable expenses include (but are not limited to): travel to research sites (transportation, lodging, etc.), the purchase of data, costs associated with fielding a survey or experiment, and paying subjects. No funds from this award shall be used to pay stipends or wages to graduate students. ***Travel Requests to attend professional conferences should be submitted as outlined in the [graduate student travel policy](#).***

Recommendations for funding will be made by the department's executive committee. The total amount of available funding will vary from year to year, and final funding awards will be made by the chair. The selection criteria are: scientific merit of the proposed research; student's track record of completing coursework and research projects; Evidence that the funds will have a discernible impact on the quality of the research.

We will let you know the status of your application by the sixth week of the quarter.

### Departmental Travel Funds

Students who have been accepted to present at a conference may be eligible to receive up to \$500 in funds to help cover travel costs. To apply, fill out the [travel request form](#).

## V. Academic Progress

### Annual Review

Every spring quarter, the sociology department conducts an annual review of all graduate students. This is an opportunity for graduate students to reflect on their progress and get feedback on their work from their advisors. This is what the process looks like:

1. Students complete an Activity Report and submit an updated CV and unofficial transcript.
2. Each student should meet with their primary faculty advisor to go over their Activity Report. If a faculty advisor is not available to meet, the student should contact the GPC about finding the most appropriate alternative.
3. Faculty advisors review student materials and complete an assessment for all students they advise, either formally or informally. The assessment includes information about: degree progress, notable accomplishments and milestones, plans and goals, work quality, areas for development, and advice.
4. The Graduate Program Committee (excluding the graduate student representative) meets to discuss these materials, and presents a report to the faculty about the progress of students in the program. The primary focus of the meeting is to identify areas where we can better support students.
5. Students receive a progress letter about their standing in the department. This letter mentions their accomplishments, their upcoming milestones, and advice from faculty.
6. The Graduate Program Coordinator will contact students who have fallen behind to schedule a meeting to discuss ways the department can help in returning the student to good standing.

### Satisfactory and Unsatisfactory Progress

Your progress through the graduate program is evaluated primarily by the quality of your scholarly work (coursework and research activities) and meeting program milestones in a timely way. Students who are making satisfactory progress receive priority for departmental funding.

Satisfactory progress includes:

1. Maintaining a cumulative GPA of 3.3 or higher (grades below 2.7 may not be counted toward a graduate degree). See [Grading Practices for Graduate Students](#).
2. Registering for a minimum of 10 credits per quarter
3. Completing MA course requirements within the first three years of the program
4. Completing the remaining Ph.D. requirements within three years of advancement to the PhD program (post-MA)

Unsatisfactory progress includes:

- Completing less than 15 "qualifying credits" in the first year of the program.
  - Credits in courses at the 500 (or approved 400-level)
  - Credits in courses with a numerical grade of at least 3.0 or a "Credit" or "Satisfactory" in a non-graded course
- Not completing the required coursework and the MA degree by the fourth year of the program.
- After advancement to the Ph.D. program: falling more than two quarters behind the expected timeline for satisfactory progress and receiving a passing grade on a subject area examination

Unsatisfactory progress may result in a range of remedial actions which are explained in the [Low Scholarship section](#).

### Low Scholarship

The department and the Graduate School are invested in helping students who are not meeting program expectations. This process is a tiered approach, involving notification, academic alert, final academic alert, and academic drop. This process is detailed in policy [3.7.3 Unsatisfactory Performance and Progress](#).

### Related Graduate School Policies and Procedures

- Graduate School's [process of termination](#)
- Academic [Grievance Procedure](#)
- [Reinstatement](#) is offered to previously registered students who failed to maintain graduate student status

### Incomplete Coursework

If you don't complete coursework by the end of the quarter, the instructor may decide between an incomplete grade or failing grade. It's important to complete the coursework, so that the incomplete can be converted to a numeric grade.

Incompletes for required sociology courses should be completed within one quarter. For non-required courses, you have two years (per the Graduate School). Delays in converting an incomplete to a numerical grade may be considered during the annual review process and in funding decisions.

## VI. Registration, Waivers, and Leaves of Absence

### SOC 600, 700, 800 Registration

Individually tailored study and research credit hours provide an opportunity to pursue in-depth study in specialized areas of interest to you, conduct thesis or dissertation research, or prepare for exams.

Complete the [Sociology Independent Study Registration](#) before the beginning of the quarter to avoid late fees. This requires developing a brief plan of study to include: a course description, meeting schedule, learning goals/purpose of course, expected outcomes/product, course structure and learning resources to be used, and method of evaluation. Additional information about the application process is included in the registration form.

#### **SOC 600: Independent study credits**

Use these to read deeply in areas of interest.

Here is an [example of a plan used to register for SOC 600](#).

#### **SOC 700 : Masters study credits**

Use these to develop your MA paper.

Here is an [example of a plan used to register for SOC 700](#).

#### **SOC 800: Dissertation (and Comps) Credits**

Use these to take your comprehensive exams or work on your dissertation.

Here is an [example of a plan used to register for SOC 800](#).

A couple of things to keep in mind:

- You will need to work with your faculty supervisor to establish a plan of study (examples are available below).
- A full course load during the academic year is 10 credits, during summer 2 credits
- The credit hours should reflect the amount of work you plan to do. The Graduate School recommends 3 hours of effort per week per credit hour.
- SOC 600/700/800 courses are graded CR/NC

### Course Waivers

Sometimes a student will want to waive a program requirement or request that a course fulfill a degree requirement. Here are a few scenarios:

- An incoming first year student with a solid background in statistics requests a waiver for SOC 504, SOC 505, or SOC 506.
- A student found a 400-level course that is important for your research and wants this course to apply to your degree.
- A student wants a non-Sociology course to count as one of your graded Sociology electives.

The scenarios above require a petition, which you can submit before or after you take a course. Send an email to the Graduate Program Coordinator (copy the GPA). Include:

- 1) Course description and (ideally) a syllabus
- 2) Key assignments (if known)
- 3) Why is this course relevant to your graduate studies.
- 4) The applicable degree requirement (i.e. graded Sociology elective).
- 5) Description of sociological content (if requesting that a non-sociology course be counted as a degree requirement).
- 6) List other software/programming you have used, and describe your experience using R programming language.

### Leave of Absence

During your time in the program, you need to maintain your graduate student status. You do this by registering for courses or officially going on leave during the academic year. If you fall out of status, you will need to petition for reinstatement.

You can find information about on-leave status on the Graduate School website.

- [On-leave Eligibility](#)
- [Procedure for Requesting Leave](#)
- [Students Requesting Loan Deferment](#)
- [Reinstatement to the Graduate School](#)

**Procedure**

To go on leave, first discuss your plans with your advisor and the GPC and GPA. You will then need to apply for on-leave status in MyGrad. Your request will be sent to the department for approval, and after your request is approved, you will return to MyGrad to pay the on-leave fee. The final step is for you to return departmental keys to the main office.

**Important Points about Leave**

- You must request leave quarterly.
- On-leave status beyond three consecutive quarters may require a request for extension.
- Your on-leave status is not official until you pay the fee.
- You cannot take any exam when you are on-leave.
- International students should consult the [International Student Services](#) office before going on-leave.

## VII. Concentrations, Certificates, and Training Initiatives

While progressing through the Sociology program, students have the option of completing other certificates or degrees, including a concentration in Social Statistics, a concentration in Qualitative Methods, and [Graduate Certificates](#) from [CSDE](#), [CLASS](#), and [GWSS](#). Our department also offers a training initiative in demography from the Max Planck-UW Training Initiative.<sup>1</sup>

Graduate concentrations, certificates and concurrent degrees require coordination between programs and the Graduate School, so it's important to inform the GPA about your plans to pursue one. Keep in mind that when you are ready to graduate, you will need to submit a manual degree audit to the graduate school. For this, consult the [Instructions for Graduating Concurrent Students](#).

### Concentration in Social Statistics

The Center for Statistics and the Social Sciences (CSSS) promotes collaborative interdisciplinary research on statistical methods for the social sciences and teaches a rich menu of methodology courses for social science students.

The concentration in social statistics is designed to provide students with significant training in contemporary methods for quantitative sociological research. The core of the concentration is successful completion of advanced CSSS coursework. Students completing the concentration will receive a Letter of Recognition from CSSS.

The most up-to-date information is available on the CSS website ([Center for Statistics and Social Sciences](#)) on the page specifically dedicated to explaining the [Sociology Concentration](#).

The two main requirements for the concentration are

1. Successful completion of a coherent set of four courses in social statistics
2. One quarter of CSSS 590 (the CSSS weekly seminar)

After you complete your coursework, submit the [Request for Concentration in Social Statistics form](#) to the Sociology GPA. When course completion is confirmed in the department and the CSSS, you will receive your letter of completion.

### Qualitative Methods Concentration

QUAL is a program hosted under the Jackson School of International Studies that offers education and training to researchers interested in conducting qualitative data analysis across different sectors.

The Qualitative Methods Concentration focuses on providing formal training about the design, method, and analysis of qualitative research including interviews, focus groups, archival research, digital ethnographies, case studies, and discourse analysis. Students and researchers must complete a series of coursework and qualitative data analysis software workshops (ATLAS.ti).

#### Concentration Requirements and Procedures:

1. Complete a minimum of 15 credits (here's the breakdown):
  - o 10 credit minimum from Methods courses
  - o 5 credits minimum from Theory of Gateway courses
2. Complete 2 [Atlas.ti Data Analysis](#) workshops
3. Attend a minimum of 2 [Speaker Series](#) events

For additional information regarding the application process, students should refer to the following website [link](#).

### Max Planck-CSDE-UW Training Initiative

This is a training opportunity for admitted graduate students at the University of Washington, who would like to study demography with the Center for Studies in Demography & Ecology and the [Max Planck Institute for Demographic Research](#) (MPIDR) in Rostock, Germany. The two-year program offers students the opportunity to To develop creative

#### CSSS Concentration FAQ

**How do I signal my advanced training in quantitative methods on my CV?**

There are a couple of ways to do this: (1) Add a line called 'Research Interests' and list your primary interests, including quantitative methods from the CSSS Concentration; (2) Add a section called 'Specialization and Training'. You can summarize CSSS coursework and mention the letter of recognition. This is also a great place to list the topics of your comprehensive exam.

**I enrolled in a non-CSSS Section of a CSSS course. Can I count this toward concentration?**

Sure!

**Is the CSSS concentration a graduate certificate?**

No. This is a concentration and not a graduate certificate.

#### Qualitative Methods Concentration FAQ

**When should I submit the planning form?**

The deadline is the end of the first week of classes of each quarter (Summer excluded).

**Can I include previously taken courses in the planning form?**

Yes.

**Can I petition to have course qualify for the QUAL concentration?**

Yes. Petitions must include the course name, description, and syllabus, and should be sent to [qual@uw.edu](mailto:qual@uw.edu)

<sup>1</sup> NOTE a change in July 2022 removed restrictions around counting credits towards both a graduate certificate and a graduate degree.



research in demography and a global presence as population scientist. Students receive mentorship from faculty and the opportunity to receive a certificate for training from the Max Planck School of Population, Health, and Data Science.

For additional information, see the [Max Planck-UW Training Initiative](#)

### **The Certificate in Demographic Methods**

The [Certificate in Demographic Methods](#) is a transcribed training program. This means that it formally appears on your graduate transcript. The program requires 13 credit hours of courses and seminars and offers substantial additional mentoring and professional development resources. For more information, contact [csde@uw.edu](mailto:csde@uw.edu) or visit the [training page website](#).

### **Concurrent Degrees**

Sociology does not have any official concurrent degree programs, so dual degrees would be informal. The graduate schools' policy on [Concurrent Degree Programs](#) will answer many of your questions. Rules governing dual degrees depend on the degree. Sociology students would most likely pursue a non-sociology master's degree.

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## VII. Resources for Graduate Students

Graduate School can be a long, expensive, and sometimes stressful experience, but there are many resources to help you through. Whether you want to make connections with others who share your academic interests, want to learn more about Seattle, are looking for new sources of funding, or just need someone to talk with, there is a place to find assistance.

### Quiet Room

Savery 252 is available to be reserved for quiet room needs. Reserve this space if you have a zoom or other call that requires confidentiality, if you want a prayer space, lactation station or a place to rest. To book, see the [schedule a room](#) page, or stop by the front desk in Savery 211.

### Departmental Resources

- [Graduate Advising Guidelines](#)
- [Graduate Student Guidebook](#) (an insider's guide written by and for graduate students)
- [Department Intranet](#) (for faculty, staff, and graduate students)
- [Diversity Statement](#) for the Department
- [Graduate Student Research Resource Library](#)
- [Affiliate Centers](#)
- [Sociology Writing Center](#)
- [Sociology Syllabus Archive](#)
- [Schedule a room](#) in the Sociology department
- [Office Space Policy](#)

### Grants and Fellowships

- [Fellowships](#) The Sociology department's fellowship page
- [Funding opportunities](#) at CSDE
- [Training resources](#), from CSDE
- [Travel and Research Support](#)

### Resources for RAs and TAs

- [Academic Student Employees \(ASE\)](#)
- [Personnel and Labor Relations](#)
- [Teaching Support](#)
- [Sociology Teaching Toolkit](#) (on Canvas)

### Graduate School Policies

- [Graduate School Policies](#)
- [Graduate Degree Requirements](#)
- [UW Grading Practices for Graduate Students](#)
- [Graduate Faculty Locator](#)

### Communities @ UW

- [GSEE: Graduate Student Equity and Excellence](#)
- [wəłəbʔaltxʷ – Intellectual House](#)
- [Alene Moris Women's Center](#)
- [Disability Resource Center](#)
- [The Q Center](#)
- [Veterans Center](#)

### International Students

- [International Student Services Office](#) can provide guidance on maintaining F-1 or J-1 immigration status while attending the UW; process F-1 and J-1 immigration benefits; navigate university policy and understand F-1 and J-1 visa restrictions; ensure university and student compliance with immigration policies.
- [Resources for the UW's global community](#)

### Health and Wellness

- [UW Rec](#) (includes information about the Intramural Activities Center)
- [Hall Health Primary Care Center](#)
- [Livewell](#) (a center for advocacy, training, and education)
- [Husky Health & Well-being](#) (student health services in one place)
- [Counseling Center](#)
- [Student Life](#)
- [Campus Safety](#)
- [Safe Campus](#) (anonymous discussions of safety concerns)
- [Husky NightWalk Service](#)

### **Additional Resources**

- [Travel and Research Support](#)
- [Career Planning](#)
- [Student Legal Services](#)