THE GRADUATE STUDENT ACADEMIC HANDBOOK

DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF CALIFORNIA, BERKELEY
2017-2018

Table of Contents

How to Speak "Berkeley" 3

Timeline for the First Eight Semesters 7

Coursework 8

The MA Paper 9

The Qualifying Exam 10

The Dissertation Prospectus 12

Advancement to Candidacy 13

The Dissertation 15

The Job Market 16

Graduation 19

Funding 19

Establishing California Residency 22

Department Prize Paper Awards for PhD Students 24

Summary of PhD Program Rules 24

Miscellaneous Items 26

HOW TO SPEAK BERKELEY

	THE UNIVERSITY
University/UC	The 10-campus UC system – Berkeley plus the other campuses.
Campus	Berkeley. (There's only 1 *Cal*, and it's in Berkeley!)
Graduate Division	The UCB department that oversees all graduate students in all colleges and schools. Physical offices in 3rd & 4th floors of Sproul Hall. Virtual office at http://grad.berkeley.edu/students/.
Berkeley time	Classes are scheduled back-to-back: 8-10, 10-12, 12-2… To allow for time to move between classes, they all start 10 minutes after the hour.
Semester	A 17-week period of instruction and administration. Week 1 is devoted to administration; weeks 2-15 are devoted to instruction (formal class sessions); week 16 to review; week 17 to administration (exams).
Semester begins	The week before classes begin (not usually a Monday).
Instruction begins	The first day classes are held.
RRR week	*Reading, review, & recitation week*. Week 16 of the semester; exam preparation. Instructors cannot cover any new material or require exams during this week.
	KEY DEPARTMENT PERSONNEL AND COMMITTEES
Department Chair	A professor appointed by the Dean of Social Science in consultation with faculty members for a term of 3-5 years. Oversees the MSO (described below) and the day-to-day operations of the department, and develops its longer-term strategy, in consultation with the rest of the faculty. Mara Loveman is the current chair.
Director of Graduate Studies (DGS)	A professor appointed by the department chair who supervises the graduate program. Represents the department to the Graduate Division and chairs CAP (described below). Dylan Riley is the current DGS.
Director of Student Services (DSS)	A staff member who oversees the graduate and undergraduate student services, departmental curriculum and graduate student hiring. Carolyn Clark is the current Director of Student Services.
Graduate Student Advisor (GSA)	A staff member responsible for the Graduate Office. She or he is knowledgeable about the departmental and campus-wide rules and procedures on graduate education. Catherine Norton is the current GSA.
Financial Aid Coordinator (FAC)	A staff person who gathers information about extramural funding opportunities. She or he will be available to advise students individually, and will make periodic presentations about funding opportunities and requirements to the Proseminar. Takiyah Franklin is the current FAC as well as the Admissions Advisor.

Personal Advisor (PA)	When students first enter the program they are assigned to the DGS as their "personal advisor." By fall or spring semester, students are expected to find a more permanent Personal Advisor. This person provides students with guidance and suggestions until they have identified their dissertation chair and assembled a dissertation committee. Students can change their personal advisor by getting their new advisor to sign a change of advisor form (available on the department website) at any time. This is a very easy and non-controversial process, so if students need to switch, they should not hesitate to do so. Students are expected to meet with their adviser once per semester at a minimum. The Graduate Study List form (also on the website) is to be presented to the personal adviser at the beginning of the semester. The signed form is then to be submitted to the Graduate Office, 422 Barrows.
Academic Senate Rep.	A UC Berkeley faculty member from outside the department who represents the Academic Senate on the qualifying exam and dissertation committees.
Department Manager	The staff member who runs the department and manages staff on a day-to-day basis. Michael Schneider is the Department Manager. For more information on staff, see http://sociology.berkeley.edu/staff.
Committee on Academic Progress (CAP)	Monitors students' progress through the program, reviews continuing students' applications for fellowship competitions, and distributes departmental financial support to continuing students. It consists of the DGS and two or three other faculty members appointed by the departmental chair in consultation with the DGS.
	VENUES FOR INTELLECTUAL STIMULATION AND PROFESSIONALIZATION
Colloquium	Research talk given by Berkeley faculty or faculty invited from elsewhere; the department's intellectual crossroads. First- and second-year students are strongly encouraged to attend unless they have a class conflict; more senior students are strongly encouraged to attend because it is an excellent opportunity for professional socialization.
Workshops	Groups of faculty and students who meet to discuss research, typically students' research projects and papers, on a particular topic; for example, race, gender, social psychology, immigration, culture/organizations/politics.
Organized Research Units (ORUs)	Centers and institutes that are organized outside departments and that are dedicated solely to research (not to teaching). Examples: Institute for Research on Labor and Employment (IRLE), Institute for the Study of Societal Issues (ISSI), Center for Chinese Studies, Institute for International Studies (IIS), Institute of Slavic, East European, and Eurasian Studies. For a complete list, see http://vcresearch.berkeley.edu/research-units/centers-and-institutues-by-subject-area.

CA resident	A US citizen or permanent resident (green-card holder) who has lived in CA during the past year. All graduate students MUST be CA residents after the first year. For information about qualifying for CA residency, see pp. 22-24.
Nonresident	A US citizen or permanent resident who has *not* lived in CA during the past year, and any non-citizen, regardless of his or her residency history.
In-state tuition and fees	University fees: Student Services Fee, Tuition, Berkeley Campus Fee, Class Pass Fee, and Health Insurance. CA residents and nonresidents both pay these fees.
NRST	Nonresident supplemental tuition, supplemental tuition paid by nonresidents.
GSI	*Graduate Student Instructor*. A half-time semester-long job (20 hours/week) that pays partial fee remission toward in-state tuition and fees (not NRST) plus a salary. GSIs attend lectures and hold section meetings with small groups of students – 20 or 25, depending on the course. They also hold office hours to answer student questions and grade written work. See p. 22.
GSR	Graduate Student Researcher. Research appointments in which tasks and number of hours worked per week varies. Pays an hourly wage; sometimes pays in-state fees (not NRST). See p. 22.
Reader	A semester-long job that at 25% or higher pays partial fee remission toward in-state tuition and fees (not NRST) plus a wage that varies with the number of students assigned. Readers attend lectures and grade students' written work. See p. 22.
DCF	*Doctoral Completion Fellowship*. For students who entered fall 2010 or later. See pp. 14, 20-21.
In Absentia	In Absentia is a fully registered status at a reduced fee for those who are away from campus and the Bay Area for the purposes of their research. Students must be Advanced to Candidacy and are eligible for 4 semesters of In Absentia. Fees are 15% of Tuition and the Student Services Fees plus the full cost of Student Health Insurance Program Fee (SHIP). The In Absentia form is on the Departmental website in the Academic Handbook and Forms section. Deadlines: Fall-July; Spring-December.
Filing Fee	A reduced fee (1/2 of the Student Services Fee) for graduate students who have completed all requirements for the degree except for filing the doctoral dissertation. The Filing Fee may be used only when a student has been registered during the semester before. Students are allowed to use it only once during their tenure. Students must apply for the Filing Fee by the end of the first week of classes of the semester in which they intend to file. The Filing Fee form is linked on the Departmental website in the Academic Handbook and Forms section.

	MILESTONES IN THE PHD PROGRAM
Normative Time	Each PhD program has its own normative time, set through negotiation between the Department and Graduate Division. See pp. 7, 21, 24.
Master's (MA) Paper	An empirical research paper. The goal is to produce something that could, with revision, be submitted to a scholarly journal. Two or three Sociology faculty members evaluate the paper. See pp. 7, 9.
Qualifying Exam (QE)	A 2-3 hour oral exam to ascertain the breadth of the student's comprehension of fundamental facts and principles that apply to at least three subject areas and to determine whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these areas. See pp. 10-12.
Orals	One of 2 ways to approach the QE, which requires that 1 of 3 subfields be theory, while the other 2 are substantive. Approaches to orals vary, but it usually involves (re)reading in each field and often involves writing memos or essays that faculty approve before the QE exam. See p. 11.
Tutorials	A less common approach to the QE, which does not require an exam in theory, but rather in 3 substantive subfields, with theory woven throughout. Tutorials vary, but usually involve (re)reading in each field and writing essays that are usually longer than those written for orals. See p. 11.
Dissertation	An original piece of research, usually but not always empirical. It can take the form of a book (a single long piece of work) or a series of 3 related articles. See p. 15-16.
Dissertation Committee	A minimum of 3 people, 1 of whom must be from outside the Department of Sociology at UC Berkeley, who advise students on their dissertation research, read the finished dissertation, and sign the title page – a requirement for filing the dissertation. See pp. 13, 15.
Dissertation Prospectus	A plan of dissertation research – the roadmap to the future. Must be approved by the dissertation chair, but most students also seek feedback from other members of their dissertation committee. See pp. 12-13.
Advancement to Candidacy	Official University milestone. Students advance to candidacy when they have completed all requirements but the dissertation – all coursework, MA paper, qualifying exams, and their dissertation chair has signed off on their prospectus. Also known as becoming ABD – all but dissertation. See pp. 13-14.

TIMELINE FOR THE FIRST EIGHT SEMESTERS

One of the keys to successfully managing a graduate sociology program is long-range planning. It is important that students have a clear idea of exactly what needs to be done and by when to progress to degree completion in a timely fashion. The following timeline gives a good idea of what a typical graduate student career should look like through the dissertation prospectus approval stage.

Semester	1	2	Summer 1	3	4	Summer 2	5	6	Summer 3	7	8
Theory (201A&B)	201A	201B	Begin work on MA paper			Revise MA paper for fall advising meeting Begin QE preparation			Prepare for QE		Finish Dissertation Prospectus
Methods (271, 272, 273)	271A^ & 271B	271C			273 (advanced methods)						
Substantive (280, 290)	1	1		2	1		1				
Writing Courses				*Research Design-275**			*Professional Writing-285, 286**			*Research Design-275**	
Proseminar (200)	X										
Colloquium	X	X		X	X		X	X		X	
Milestones			MA PAPER BEGINS		MA PAPER APPROVED	REVISE MA PAPER FOR FALL ADVISING MEETING BEGIN QE PREP	MA ADVISING MEETING			TAKE QE BEGIN WORK ON DISSER-TATION PROSPECTUS	DISSERTATION PROSPECTUS APPROVED ELIGIBLE FOR LOWENTHAL CNTF & DCF

^Soc. 271A is a required course sometimes offered in the fall semester and sometimes offered in the spring semester.

*These writing courses do not count toward the 11-course Ph.D. requirement.

COURSEWORK

Proseminar
Students are required to attend the weekly graduate proseminar (Sociology 200) in the fall of their first year. This proseminar will offer an introduction to the faculty, as well as advice about getting through the program. Occasionally, proseminar is held bi-weekly throughout the fall and spring.

Colloquium
Students are strongly encouraged to attend the sociology colloquium series. People like to give talks at Berkeley. Because of this, the departmental colloquium is generally a "who's who" of contemporary sociology. Attending these talks is a very efficient and lively way of getting an overview of the discipline. It is also a means by which students are introduced to the profession.

Required Courses
Students are required to take a minimum of 8 courses for the MA. An additional 3 courses (for a total of 11 courses) are required to earn the PhD. In their first year, students are required to take the methods sequence (271A-B-C) and the theory sequence (201A-B). Students who receive special consideration may fulfill all or part of the methods requirements through a combination of exams, exercises, and/or written work. This option is discouraged because the 271A-B-C sequence is unlike similar sequences offered elsewhere. Students without a previous MA who are exempted from a methods course still need to complete an alternate non-methods course in its place. (Students with a previous MA, see "Students Entering with an MA" below.)

Additional course requirements include two 280's (pre-MA, introductions to subfields), one 273 advanced methods course (post-MA) and three additional elective courses. Some recommended courses are Soc. 202 (advanced theory), additional 280's, or a 290 (special topics). In addition, 2 graduate-level, sociologically relevant, graded 3- or 4-unit courses are allowed from a department outside Sociology. Finally, no more than 2 substantive, letter-graded independent study 299's are allowed toward the 11-course Ph.D. requirement. Course descriptions by semester are available on the Sociology website: http://sociology.berkeley.edu/index.php?page=graduate_courses. All graduate courses are listed on the Berkeley Academic Guide site: http://guide.berkeley.edu/graduate/degree-programs/sociology/#coursestext.

Students Entering with an MA
Students who enter the program with an MA must meet with the DGS during their first semester in the Department to work out an acceptable program of coursework. Normally, students who enter with an MA take the 5 courses required of students seeking the MA at Berkeley, i.e., Sociology 201A, 201B, 271A, 271B, and 271C, or petition for "special consideration" as described above. Most students also take 2 other courses (280's). Students who are exempted from one or more of these required courses must still take a minimum of 3 courses at the MA level.

All coursework must be completed before taking the QE.

Strongly Recommended
Although *Research Design (275)* does not count as a substantive course, the department encourages students to take this in their second or third year in order to lay the groundwork for their master's research paper. If they choose not to enroll in this course, they should certainly avail themselves of one of the many faculty-sponsored workshops (292's) that allow them an opportunity to develop their

research interests. The department also encourages students to re-enroll in *Research Design (275)* (or participate in an appropriate workshop) in their fourth year so that they can develop a strong dissertation prospectus. We also encourage students to enroll in *Professional Writing (286)* or *Doctoral Dissertation and MA Paper Research (285)* (or participate in an appropriate workshop) in their third year to polish off and submit their MA paper (described below)
for publication.

Grades
Students need to pass all graduate-level courses with a grade of B or better. Failure to do so will delay their progress in the program and might lead to their termination from the program.

THE MA PAPER

In addition to completing 8 courses, the department requires students to write a Master's paper to receive the MA degree. This paper needs to be approved by an MA committee composed of two to three faculty members (see "MA Committee" below). Sometimes these research papers begin as coursework, but the finished product is significantly more developed than a typical term paper and always requires MA Committee input and guidance throughout the process.

Research Design (Soc. 275)
The department strongly recommends that students enroll in Research Design to identify a research question, a methodology, and appropriate sources of evidence. Alternatively, students may choose to develop their papers in the context of one of the advanced methods courses or one of the many faculty-sponsored workshops the department offers.

MA Committee
By the fall of their second year students should select 2 faculty members for their MA committee. The student will designate 1 faculty member as chair, or first reader. Students are expected to work closely with their chair in designing, conducting, and writing up the research. The second faculty member, or second reader, will contribute to the design phase and read the penultimate draft of the MA paper. NOTE: If the students' personal advisor (PA) is not one of the two readers, the student must invite the PA to the MA Advising Conference (see below) since the PA's attendance is mandatory. Alternatively, students can change personal advisors so that one of the two readers is the personal advisor, thereby eliminating the need for a 3-member committee.

Paper Approval
Students need to get their paper approved by fall of their third year, or their fifth semester. They do this by getting members of the MA committee to sign and date the cover page of their MA paper. They turn in a .pdf of the MA paper to the Graduate Student Advisor, including a scan of the signed cover page.

MA Advising Conference
Students need to convene an "advising conference." This conference is not a test since it occurs after their papers have already been submitted; instead, it is a mandatory, future-oriented meeting to discuss the MA paper and to the help students plan the remainder of their graduate school careers. Students must bring the MA Conference Report Form (accessible on the department website) to the meeting and Title Page for the committee's signatures. The Title Page should include your name, the paper title, the date and your committee members' names. In this conference, committee members

discuss the promise of students' papers as publishable research, students' progress to date, and future plans. Students should come out of this meeting with a strong idea of what they need to do next. At the conclusion of the MA Advising Conference, the MA chair/PA writes a report (via the MA Conference Report Form) to the DGS summarizing the meeting. This report is turned in to the Graduate Office and is kept on record in the student's file. It is possible for the committee to recommend that students be granted a terminal MA rather than continuing in the program, but such recommendations are rare and must be reviewed by CAP and Graduate Division if and when they occur. Upon completion of the MA, students should email a .pdf copy of their approved paper to the Graduate Student Adviser.

Students need to complete all of these MA-related steps by the fall of their third year (the fifth semester). **Students must be registered during the term, fall or spring, in which the MA Advising Conference is held.**

Students Entering with an MA
Students who enter the program with an MA are also required to present a research paper equivalent in scope and content to the MA research paper required of students seeking the MA at Berkeley. They may write their research paper while enrolled at Berkeley, or they may submit a paper they have written prior to coming to Berkeley.

During their first semester at Berkeley, students entering the program with an MA should inform the DGS how they plan to satisfy this requirement. If they plan to do the research while enrolled at Berkeley, they should follow the procedures listed above. If they have already written a research paper that they would like to have evaluated, they should submit it to the DGS who will, after consulting with the student, appoint a committee of two faculty to evaluate it. The student should arrange an MA Advising Conference, as indicated above.

THE QUALIFYING EXAM (QE)

The purpose of the Qualifying Exam is to ascertain the breadth of the student's comprehension of fundamental facts and principles that apply to at least 3 subfields of sociology. It also determines whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these subfields.

The QE should be completed no later than students' seventh semester (fall semester of their fourth year) in the program. Starting with the 2016 cohort, disbursement of the $5,000 Chair's Advancement Incentive is contingent upon completion of this milestone at the end of the seventh semester. For students who enter the program with an MA and have their previous MA paper approved, completion should be no later than their fifth semester in the program.

All coursework must be completed by the QE date, so if a student is taking the last required class during the same semester as the QE, the exam must be taken during RRR or Finals Week. Students may take their QE's during summer and winter breaks as long as they were registered in the previous term or registered for the upcoming semester. Students must submit the departmental QE application 4 weeks before the exam date.

Eligibility
To be eligible to take the QE, students must have met the following requirements:

- All required coursework must be completed prior to the exam and the student must be registered the term in which the exam is taken.
- Student must earn at least a B average in all coursework taken while in graduate standing.
- Early in the preparation process, please consult with the Graduate Student Advisor to be sure that all required courses have been completed and to submit the departmental QE application by the required deadline of 4 weeks in advance of the QE date.

Preparing for the QE
There are two approaches to fulfilling the QE requirement: orals and tutorials.

Orals. Most students in the program opt for the orals approach, which requires students to specialize in theory plus 2 substantive subfields. During the oral exam, each member of the committee gets 20 minutes to ask questions that test the breadth and depth of students' knowledge in their chosen fields. "Outside" members may ask questions, but they are not obligated to do so. Without aids, students are expected to address questions to the best of their ability.

Tutorials. The Tutorials QE requires students to write papers for 3 different substantive subfields. Theory is not included as a separate field. Instead, papers should include a review of the literature that includes both theoretical and empirical materials.

Subfields. In the recent past, students have been examined in political sociology; development, globalization, and modernization; gender; education; culture; race and ethnicity; stratification; urban sociology; work/labor; economic sociology; the family; immigration; deviance; organizations; area studies (the Middle East, Asia, Russia, Africa); social movements; law; and religion. If students have questions about what constitutes a subfield, they should consult their personal advisors and/or the DGS, but subfields typically correspond in breadth to the courses in the Department's Sociology 280 series. Students can also find a list of the approved fields of study on the Departmental website under the Handbooks and Forms QE section: http://sociology.berkeley.edu/academic-handbook-and-forms. Both the personal advisor and the DGS must approve the selection of fields. In unusual circumstances, the DGS can authorize fields other than those on the list.

Preparation for theory and each subfield typically takes between 1 and 2 semesters; because students often prepare for all 3 parts of the exam simultaneously, total time for QE prep tends to be 1 academic year.

Choosing Faculty
Once students' fields have been chosen and approved, they should do a little research to determine which faculty members they would like to supervise their preparations.[1] Faculty members' approaches to QE preparation vary considerably, so students should identify faculty members whose approaches best match their own style of learning. Some faculty have provided a brief overview of their QE preparation process and the list is available on our website under the Graduate Program/Handbooks and Forms. Other faculty prefer to be consulted directly. An archive of field reading lists is available on the Graduate Student "Wiki."

[1] See "QE Fields & Faculty" and "Faculty QE Preparation Process" on our website.

Students prepare for the theory component of their QE in one of three ways: by prepping with their Sociology 201A or 201B instructor; by GSIing for 101 and 102; or by choosing another theory professor with whom they have not taken a course. For preparation in substantive subfields, many students also choose to be supervised by faculty members with whom they have taken a corresponding course in the 280 series. Indeed, a number of faculty members have as a prerequisite for orals supervision previous enrollment in their 280 courses. Students should contact faculty members to learn more about their approaches to, and availability for, orals preparation.

How the Exam Unfolds
Students should identify a 3-hour block of time that works for each of their 4 committee members, and then they should reserve a room for the exam with the Department Scheduler, Rebecca Chavez.

To schedule the exam, the following must happen:

- All supervising faculty members must agree that the student is adequately prepared to take the exam in his/her respective fields.
- The student must recruit an "outside member" or a "fourth member" of the Qualifying Exam committee. Typically this member is from outside the sociology department, including such departments and graduate schools as the law school, public health, public policy, political science, history, geography, and the school of education, among others. S/he serves as the Graduate Division Dean's representative in the meeting.[2] The outside member should be contacted early in the process, and students should make every effort to keep this person well informed about the process as it develops.
- Students must choose a chair of their QE committee. The faculty member chosen cannot also chair the dissertation committee. Students should keep this in mind as they make their decision.
- The student must turn in the signed departmental QE application form to the Graduate Student Advisor at least one month prior to the exam date.

In the overwhelming majority of cases, the QE is completed within 2 hours. In cases where students have made substantial progress on their dissertation prospectuses and desire feedback before they develop the proposal further, they may provide draft copies to committee members *well in advance of the meeting* and thus receive feedback via a post-exam discussion. In such cases, the exam time may extend to 2 ½ hours. Only on rare occasions does the exam time extend to 3 hours.

At the end of the exam, committee members assess students as having "passed," "partially passed," or "failed." To pass, each faculty member has to assess the student's performance as "pass." In the rare case of a non-passing vote, students are allowed to take the exam again the next semester.

THE DISSERTATION PROSPECTUS

The dissertation prospectus is the last requirement that graduate students must meet before advancing to candidacy. It should be completed in the eighth semester. Students who complete an on-time prospectus, and who have GSI'd at least twice, will receive a Chair's Normative Time Fellowship (CNTF) which provides a $10,000 stipend and fees for a semester.

---

[2] In some cases, a Berkeley faculty member from outside the Department of Sociology has advised the student through QE preparation and is, in essence, an "inside" member of the committee. In such cases, the fourth "outside" member is a faculty member in Sociology who acts in this capacity.

The prospectus is a description of the proposed dissertation research. Through the prospectus, students articulate the topic and research question that motivates the dissertation research; explain why this question is of importance to the fields of study; and describe as thoroughly and succinctly as possible their research design.

The format of the dissertation prospectus will depend on the topic, research questions, and research methods chosen. That being said, good prospectuses generally contain the following elements:

- A brief statement about the central question that the dissertation will address.
- A brief review of the current state of the literature, specifically as it relates to the research question or set of questions. How have others sought to address the question(s) posed, if at all? What are the strengths of previous approaches, and, more importantly, what are the major weaknesses of the theoretical and/or empirical interventions offered? How does the proposed approach or perspective differ from those represented in the current literature? In what ways does this approach promise to remedy important shortcomings? And, again very importantly, why should we care? What value, theoretically or empirically, does this work contribute to the literature(s)?
- A succinct description of the proposed research plan, including, when appropriate, a summary of the evidence that will provide a positive or negative answer to the question(s) posed, and some discussion of the methodological problems that are likely to arise in doing the research.
- An outline of potential chapters, which will help students clarify their arguments and check the balance of its parts in relation to one another.
- A timeline for completion.

Dissertation prospectuses vary significantly in length. A well-written proposal can be as short as 4,000 words and as long as 12,000. Students can access electronic examples of past prospectuses by contacting the Graduate Student Advisor.

Finally, during the process of developing the prospectus, the Department strongly encourages students to be in regular and frequent communication with advisors and other faculty members, especially those who presumably will be on the student's dissertation committee, in order to discuss drafts of their prospectuses as they develop. Note that committee membership may evolve in concert with the evolution of the dissertation idea. Once the chair (possibly provisional) of the dissertation committee is satisfied that the prospectus is adequate, s/he will approve it and will send an email to the Graduate Student Advisor. Upon the Chair's approval, the student should send a .pdf copy of the prospectus (including a title page listing the name, title, committee members and date) for the Graduate Student Advisor to add to the list of available approved prospectuses.

ADVANCEMENT TO CANDIDACY

Normative time for advancement to candidacy is the end of the eighth semester in the program. International students sometimes advance to candidacy by the end of their sixth semester in the program. Students are eligible for advancement to candidacy after the following requirements have been met:

- Submitted an approved dissertation prospectus;
- Passed the Qualifying Examination;

- Have a minimum 3.0 grade-point average in all upper division and graduate work taken while in graduate standing;
- Have no more than 1/3 of the total units undertaken for the degree be graded on an S/U basis;
- Have fulfilled any additional department requirements (i.e., completed 11 letter-graded courses or the DGS-approved equivalent, an approved MA paper); and
- Have secured an appropriately configured dissertation committee.

To officially advance to candidacy, students must submit the "Application for Candidacy (Plan B)" to Graduate Services (318 Sproul Hall, #5900), with a check made payable to "UC Regents" for $90. The application form is linked on the Departmental website under Academic Handbooks and Forms. The DGS and the chair of the dissertation committee must sign this form. Students must also indicate on the form whether human subjects will be involved in the dissertation research. A human subjects protocol must be procured from the Committee for the Protection of Human Subjects (http://cphs.berkeley.edu/) before students conduct their dissertation research.

Students should file the advancement form no later than the end of the semester following the one in which they passed the QE. Students need not be registered to file this form. The Departmental deadline to meet normative time of the eighth semester is June 30.

Students entering Fall 2010 onward may participate in the new normative time incentive program, the Dean's Completion Fellowship (DCF).
To be eligible students must:

- Be advanced to candidacy by their eighth semester, or June 30;
- Be in good academic standing with a minimum GPA of 3.0;
- Have a satisfactory online Academic Progress Report for the most recently completed academic year;

DCF rules and distribution are as follows:

- Students who are advanced to candidacy receive a 2-semester stipend, plus fees.
- Students who qualify may accept the award at their discretion any time between their advancement to candidacy and filing their dissertation, or the end of the year Normative Time to Degree (NTD) plus 1 year (for sociology, NTD is 6 years). Use of the DCF may be supplemented by a single 1-semester GSI, GSR, or Reader appointment for no greater than 25% time.
- No university funding is available after year 7 for students who choose to accept the DCF (except for GSI, GSR, Readership,Troy Duster & Blumer Fellowships and loans).

Normative Time calculation allows for limited exceptions in the case of formal Medical Withdrawal or Parental Accommodation for up to two semesters. These exceptions must be petitioned and granted through the Graduate Division. For details concerning these exceptions or activating and receiving these fellowships, contact the Graduate Student Advisor.

Note to international students: Doctoral candidates automatically receive a nonresident tuition waiver for 3 calendar years after advancement to doctoral candidacy. Beyond that period, non-resident supplemental tuition (NRST) is again owed; however, international students making good progress to degree may apply for the department to pay this NRST in the continuing student fellowship application each winter. Applications are usually distributed in January. NRST is not owed when on Filing Fee status.

The Dissertation

Each dissertation is unique. Students and the dissertation committee define the specific contents. All dissertations are available through the library either immediately after filing or within two years of the filing date. A nearly complete collection of pre-2010 dissertations written in this department is shelved in the hallway outside the department manager's office, 404 Barrows. For Library information: http://www.lib.berkeley.edu/find/types/dissertations.html.

Dissertation Committee
As soon as possible after the QE, the student assembles a provisional dissertation committee. The committee generally consists of two regular Sociology faculty members (one of whom is designated "chair") and one regular faculty member from another department at Berkeley. The chair of the dissertation committee must be a regular Sociology faculty member and must not be the person who chaired the QE.

Dissertation Committee Meetings (Mandatory)
A meeting of the dissertation committee is required within 6 months after the student has advanced to candidacy. This meeting is a planning session, not an examination. It is intended to provide an opportunity for the student to meet with the entire committee to seek guidance concerning both the substance and methodology of the research project.

In addition, Graduate Division requires that the dissertation committee meet with the student at the beginning of each Fall Semester, with a quorum of 2 members. The purpose of the meeting is to discuss progress to-date and future plans in all facets of the professional development of the student, including but not exclusively, progress on the dissertation. The student and dissertation committee chair must complete an Academic Progress Report form available on GLOW (Grad-link-on-the-Web). The student fills out their section, informs their Chair, who then approves and submits the online form to the Graduate Division.

Most dissertations go through several drafts. Once the dissertation committee members have accepted a draft, they sign and date the cover page. That satisfies all of the requirements for the PhD. We do not require a public dissertation defense.

Filing the Dissertation
To file for the PhD, the student must submit an electronic copy of the dissertation (as a .pdf) to Graduate Division. There are strict rules concerning the format of the dissertation, the contents of the cover page, the abstract, and the signatures; for details, see: http://grad.berkeley.edu/academic-progress/dissertation/.

Lapsed Candidacy
According to normative time guidelines, all requirements for the PhD should be completed within 6 years of the student's entry into the graduate program. In individual cases, delays in completing requirements prior to advancement to candidacy or personal circumstances affecting a student's study may lead to delays. If the student satisfies her or his chair that progress is being made toward the PhD, there is a 2-year grace period beyond the end of normative time, *i.e.*, up through the end of the eighth

year of graduate study, during which the student is still considered to be in good standing. Beyond that point, if progress toward degree completion is not in evidence, CAP may take action to remove the student from the program.

THE JOB MARKET

Overview

Our PhD students have been extraordinarily successful in obtaining research and teaching positions in research-oriented universities; recent graduates currently hold faculty positions at Harvard, Princeton, Michigan, Stanford, Chicago, Northwestern, UCLA, Columbia, Cornell, UC Davis, UC San Diego, UC Irvine, UCSF, UCSC, Syracuse, USC, Arizona, Washington, Illinois Urbana-Champaign, MIT, Georgetown, Johns Hopkins, Boston U, SUNY Albany, UMass Amherst, William and Mary, Tufts and Oregon. Students have also taken jobs at more teaching-oriented schools, such as the Cal State campuses, Oberlin, Wellesley, Barnard, Boston College, Wesleyan and Sarah Lawrence. Outside the US, students have taken jobs at McGill (Montreal), University of Toronto, University College (Dublin), Universidad Carlos III (Madrid) and Tsinghua (Beijing), University of Edinburgh (Scotland). A smaller but significant number have pursued careers in research institutes, business, government, and non-profits.

To prepare adequately for today's job market, we encourage students to produce publishable research papers early in their studies, master both quantitative and/or qualitative research techniques, and gain relevant teaching experience. Students will also benefit from presenting their own research in department workshops and at professional conferences.

The Job Market Workshops

Various workshops are held in the spring and fall. We encourage all students who are about to enter the job market to attend the spring workshop. It will help students figure out how to find job openings, put together application materials, request and submit letters of recommendation. We also encourage all students who are currently on the job market to attend the fall workshop, which will help them prepare a job talk, understand what happens during an interview, know what to expect from a job offer, and be ready to negotiate an offer.

The Job Market: How It Unfolds

Job postings. The job market begins in the summer, when schools start to list job openings. The American Sociological Association (ASA) (http://www.asanet.org) and the Chronicle of Higher Education (http://chronicle.com) are the most common sources of jobs for sociology students, but a significant minority find jobs posted on other academic association web sites, in the fields of political science, public policy, education, public health, and management. Students should search job sites frequently, as postings change often and new postings appear as late as April.

Before the mid-August ASA meetings, students should tell all faculty members who know anything about their research and teaching that they are on the job market. Faculty are often asked which Berkeley students are on the market. So don't be shy!

This is also the time to update your information and to develop your own website that you can link to your name listing on the Department of Sociology's website. This is a great advertising source, so take advantage of it. Upload a photograph, a *curriculum vitae*, a dissertation summary, teaching and research statements, articles and chapters published or accepted, the dissertation proposal, and chapters (if any) that have been approved by the dissertation committee chair/members. Keep this updated – especially the *curriculum vitae* – throughout the year. Students can select to be listed on the Department's *PhDs on the Job Market* section of the website by indicating this in their Drupal account.

During the ASA meetings (and other academic associations' meetings), some schools (usually small colleges and second-tier universities) conduct formal job interviews. These tend to be brief (a half-hour with one or two faculty members); they are used by faculty to explain their school, department, and job opening, and by applicants to describe their research and teaching, and explain their fit with the job. Since many schools do not conduct formal interviews at the meetings, students should ask their chair and other faculty advisors to introduce them, during the meetings, to faculty members at schools where they would like to work. These brief encounters (usually less than 10 minutes) are excellent opportunities for students to sell themselves and to acquire information about what various schools are seeking. Some schools will email students before the ASA meetings to set up informal interviews; these contacts usually result from conversations between faculty advisors and faculty in other schools.

After the ASA meetings, students should make a list of schools to which they will apply. This list will evolve as new job postings appear. Consult with faculty for advice on which schools are appropriate targets, given the nature of the dissertation (phenomenon, theory, and methods), the strength of the publication record, and personal preferences and constraints (*e.g.*, being at a small liberal-arts school versus a big university; a spouse or partner's job). Submit the packet of materials (described below) and contact Carmen Privat-Gilman (privatg@berkeley.edu) regarding letters of recommendation.

Letters of recommendation. Applicants will need three letters. The members of the dissertation committee are likely targets, but students should also consider requesting letters from faculty not on their dissertation committee with whom they have done research. Give faculty at least 1 month's notice to write a letter; 6 weeks is more reasonable, especially if the faculty member is writing his/her first recommendation for you.

Interviews are usually conducted at the target school, but some schools, especially small ones, will conduct telephone interviews, to save money and time. The bulk of interviews occur from October to December, but some schools continue interviewing in the spring, especially if they have multiple positions or have posted openings late.

For *on-campus interviews*, candidates will fly or drive to the school, meet faculty one-on-one or two-on-one for 30- or 45-minute sessions, give a research talk (usually 90 minutes – 45 minutes for a formal presentation followed by 45 minutes for questions and answers), maybe give a teaching presentation (usually guest-teach an undergraduate class – only at schools with a strong teaching emphasis), meet with the department chair, meet with a group of doctoral students, and eat breakfast, lunch, and dinner with faculty. Most interviews last a full day; some 1.5 days, depending on the number of faculty. A typical schedule has the candidate arrive the night before, dine with faculty if s/he arrives in time, eat breakfast with faculty, meet faculty throughout the day, give the talk(s), and maybe dine with faculty (again) before leaving.

Telephone interviews can be one-on-one conversations (audio-only) with the department chair or chair of the hiring committee, or one-on-many audio-and-video calls (via Skype and PC cameras) with the hiring committee. The topics discussed in these interviews are similar to those discussed in face-to-face interviews on campus.

Job offers are typically made between November and March, although some come as early as October and others as late as April or May. Candidates will usually receive informal offers via telephone or email before they receive formal written offers. The offer letter, plus any subsequent correspondence that revises what is stated in the letter, constitutes the job contract. Job offers typically discuss the following: job title (usually assistant professor), salary (yippee!!), summer pay (if any), funds to support research and teaching (start-up fund or annual budget), number and nature of courses (list for the first year and often suggestions about subsequent years), moving expenses, length of contract (number of years before the up-or-out decision), terms of reappointment (usually to untenured associate professor or to tenured associate professor, rarely to full professor), information about returning (with spouse or partner) to search for housing, a deadline for accepting or declining. Sometimes letters will discuss other issues, such as offering a place in university-owned housing (to rent or buy), detailing mortgage or rental assistance programs, explaining what they can do to help deal with immigration (for foreign students taking jobs in US schools and US students taking jobs in foreign schools), and offering job-market help for a spouse or partner.

Note: Most academic positions are paid on a 9-month schedule (thus the term "9-month salary") but payments are spread out over a full 12 months. (Yes, it's weird – it's an institution!) Most summer pay is based on this 9-month salary, and is usually given in increments of $1/9^{th}$ (1 extra month) or $1/12^{th}$.

Note that many schools rank job candidates and designate back-up candidates. Those schools will typically offer short deadlines – in some cases, as little as 3 weeks.

Post-Doctoral Fellowships

There are 2 basic sources of post-docs: universities (e.g., Michigan, Harvard, various UC campuses, Ohio State, Penn, Duke, the Max Planck Institutes) and foundations or government agencies (e.g., the International Research Center on Women, the National Institutes of Health, the European Union). Post-docs vary in length (usually 1 or 2 years, rarely 3 years), pay level (usually less than entry-level faculty positions), and in the work required (research, alone or with collaborators at the sponsoring school, sometimes also teaching a course). Applications for post-docs are similar to those for faculty positions, and post-docs are listed on the same web sites as faculty positions.

The Application Package: What to Send

1. Application letter: This should be brief (1-2 pages), declaring interest in the job, providing contact information, summarizing qualifications (research and teaching), briefly describing the dissertation research (theory and method plus any preliminary results), and listing the materials sent and the names of the letter writers (and affiliations, if from outside our department).
2. *Curriculum vitae* (aka *c.v.* or *vita*): This document is a record of one's academic life. Excellent examples are available on the faculty and graduate student web sites. Consult with faculty advisors for help on this critical document.
3. Research and teaching statements: Each 1-2 pages, single-spaced. Many research-oriented schools do not require a teaching statement, but prepare one just in case.
4. Summary of the dissertation: A 2-page, single-spaced document.
5. Published papers and/or book chapters: Send reprints if available and working paper versions if not yet in print. If not yet in print, note on the title page that the paper is forthcoming in _____ journal or edited book.
6. Excerpts from your dissertation: At a minimum, include the dissertation proposal. But it's

even better to include draft chapters, if they've been approved by the chair (and, hopefully, other committee members).

Note: Some schools will ask for, in the initial application, just a letter, a *c.v.*, and a single writing sample. They will request more materials after they've winnowed down the list of applicants. Talk with faculty advisors about which writing sample to send initially.
Note: This packet of information represents you, so triple-check to make sure there are no embarrassing errors (such as mixing up the name of schools or nature of the position in your letter), typos in any document, or documents listed as being included in the packet but not sent.

Timeline
Assume the job search takes place this year – in the academic year 2016-2017. Below is a chronological list of important activities and events.

Date	Event/Activity
Jan – May 2016	Spring job-market workshop
July – early Aug 2016	Decide w/faculty that you'll go on the job market, request letters from recommenders, update webpage
July 2016 – March 2017	Job postings appear
mid Aug 2016	ASA meetings
Sept-Dec 2016	Fall job-market workshop
Sept – Nov 2016*	Most application deadlines are during this period
Oct 2016 – Jan 2017**	Most interviews occur during this period
Nov 2016 – Apr 2017	Most job offers are made during this period
1 July 2017	Most academic appointments begin

* Application deadlines can be as late as April. ** Interviews can occur as late as May.

GRADUATION

The Department holds a formal graduation ceremony each May. Students who have completed and filed paperwork for their MA paper that academic year may attend. Students who have earned their PhD dissertation that academic year are "hooded" by their dissertation chair on stage at graduation. Note that participation is a privilege reserved for students who have filed their MA papers or dissertations prior to the ceremony. Exceptions can sometimes be made for students who have nearly finished their dissertations and who are leaving Berkeley to take jobs elsewhere.

FUNDING

Our doctoral students are supported in a variety of ways: through fellowships, grants, research assistantships, and teaching positions. Most students are offered a 5-year funding package upon admission. Note: The Graduate Division caps fellowships at $34,000 per academic year (from fall semester through the following summer), so students cannot "stack" fellowships that collectively exceed this amount. Financial aid packages can also be affected by a budget limit. Be sure to stay informed about any limits that might affect you. Some exceptions are possible. Check with the Graduate Student Advisor or Graduate Division.

Additional Fellowships and Grants
The department has created a UCB Sociology Graduate Funding Database in a WordPress Reader format. There are hundreds of entries of fellowship opportunities specifically curated for those

studying sociology at the graduate level. The entries are tagged allowing you to search by phase of graduate study, research topic or geographic area, citizenship status, etc. You are highly encouraged to take advantage of this unique resource by going to the Graduate Student Wiki and signing on with the directions and link on the Wiki to search the database for appropriate funding opportunities for your situation. For more general funding possibilities, you can search the Graduate Division's web site (http://grad.berkeley.edu/financial/fellowships/), and visit granting agencies' web sites.

Foreign Language and Area Studies Fellowships. This 1-year award is for students who need to acquire a high level of competency in a foreign language for their research. Students must show potential for high achievement and plan to enroll in a language and an area studies course. Students apply to the Graduate Division in late February or early March.

Graduate Division Summer Grant. This competitive award provides summer funding – a stipend of $3,500 plus payment of fees for three units in any Berkeley Summer Session (6, 8, or 10 week). Students may use the grant to conduct field research or language study. The selection process is organized through the Department. Applications are announced in late March/early April.

Mentored Research Award. This 1-year award is designed to give promising graduate students an opportunity to conduct pre-doctoral research while developing and strengthening relationships with faculty advisers. The fellowship aims to help students who have been educationally or economically disadvantaged. The purpose of this program is to assist doctoral students in acquiring sophisticated research skills by working under faculty mentorship on their own pre-dissertation research. The Graduate Division requests two nominations from departments early in the spring semester; student applications are due to the Department around the end of January. The award generally includes a living stipend of $18,000 and pays for in-state fees.

UC Dissertation-Year Fellowship. This 1-year award is designed for doctoral students who have been educationally or economically disadvantaged to complete the dissertation requirement and enhance their qualifications as candidates for university teaching and research appointments. This fellowship is open to eligible graduate students who show evidence that their dissertation can be filed by the end of the program year and who plan a career in university teaching and research. Since this is a final year fellowship, recipients will not be allowed to accept any University awards or graduate student appointments after the 2016-2017 academic year; however, exceptions to this rule can be requested. The Graduate Division requests one nomination from departments early in the spring semester; student applications are due to the Department around the end of January. The award generally includes a living stipend of $20,500, payment of fees and tuition, and travel/research allowances; an additional $3,000 stipend will be paid to fellows who file their dissertations by the end of the spring semester.

Departmental Leo Lowenthal (Block Grant) Fellowships. The department provides a Lowenthal Chair's Normative Time Fellowship (Lowenthal-CNTF) to all students who advance to candidacy on time and who have taught for at least two semesters in the department. This means that students who advance to candidacy by the end of the eighth semester will be able to count on a one-semester stipend of $10,000 and fees/tuition coverage. Students can chose to take this fellowship the fall or spring semester of their fifth year (first year of advancement).

Doctoral Completion Fellowship (DCF) – Applicable to students who entered fall 2010 or later. To be eligible, students must be advanced to candidacy. You will be sent a letter confirming candidacy and a DCF Activation Form, due one week before the semester in which you take the funding. This is not a competitive award; students who qualify will get the fellowship, but they must prove to Graduate Division that they have previously applied for outside funding. **Please take note:** (1) Students can take the fellowship after they advance in years 5, 6 or 7. (2) If students do *not* file their dissertation within 1 year after the normative time to degree for Sociology (our normative time is 6 years, so the latest students can file is the end of year 7), they can no longer receive University funding; however, they cannot be hired as a GSR, GSI, or reader* (*as a reader for the purposes of receiving a partial fee remission), nor can they apply for block grant fellowships, Berkeley Connect Fellowships, nor external grants administered through the Graduate Division Fellowships Office. They can apply for the Troy Duster and Blumer Teaching Fellowships.

External Fellowships and Grants. Several foundations and government agencies have fellowship or grant competitions that accept applications from sociology students, including the National Science Foundation (doctoral fellowships and dissertation improvement grants), the Ford Foundation, the Soros Foundation, the Institute of International Education (Fulbright), the Social Science Research Council, the American Association of University Women, and the Kauffman Foundation. For more information about the many sources of external fellowships and grants, talk with the FAC and consult the WordPress Financial Aid Reader.

Departmental GSI Top Up Program.

As long as resources are available, the department tops up GSI salaries for our Sociology graduate students by $2000 for Fall and Spring semesters. The department covers the Berkeley Campus Fee and the Class Pass Fee. In 2016-17, this amount is $612.25, which is the remainder after the academic appointment pays for "Partial Fee Remission." The department pays $2000 top up mid-way through each semester taught in an academic year. If a student teaches in both Fall and Spring, they would receive $4000. This program is contingent on the availability of funds and thus is made available on a semester by semester basis only. Students who are GSI-ing in outside departments can request this top up by contacting the Graduate Student Adviser.

Departmental Research/Conference Travel Grants.

Every entering student in the department will be guaranteed a $1500 research grant to be disbursed at the end of their second and fourth years (for a total of $3000) upon completion of a simplified budget and/or research statement and a record of submitted Study List forms. These monies can be used for conference travel as well.

ASA Job Market Grants

Students who are going on the market can request an additional $1000 stipend directly from the Chair to attend the ASA. Every student is guaranteed a $1000 Chair's ASA stipend in the summer before they go on the market.

Graduate Division/Graduate Assembly Travel Grants. These awards allow PhD students to attend academic conferences of any kind. To apply, students must be presenting a paper or poster on their dissertation research at the conference. Students are eligible to receive the Graduate Division award twice during their tenure as a UCB graduate student.

Additional Travel Grants. There are more travel grants listed on the Sociology WordPress Financial Aid Reader. You can access the database by linking through the Grad Student Wiki.

Teaching and Research Jobs on Campus
There are several categories of jobs. They pay either stipends or hourly wages; during the academic year; most pay in-state fees.

Graduate Student Researcher (GSRs). These semester-long jobs pay an hourly wage, which varies by level (5 levels or "steps"). For 2016-17, GSR Step 1 is allotted $17.48/hour. These positions require students to work a certain number of hours per week – usually 10 or 20 (quarter- or half-time). For quarter-time, this equals $760.25/month ($3801.25/semester, as there are just under 5 months in a semester); for half-time, this equals $1520.50/month ($7,602.5/semester). Half-time GSR positions pay in-state fees; positions at a lower appointment time pay only part of in-state fees. During the end-of-year or summer break, GSRs are jobs that pay an hourly wage. Students can work up to 100% time, which adds up to $3,041/month. Students who are interested in a GSR position should talk with faculty. They hire GSRs directly.

Graduate Student Instructor (GSIs) Positions. These half-time semester-long jobs (20 hours/week) pay most of the in-state fees and tuition (not NRST) plus a salary. In the 2015-16 academic year (Aug.-Dec. and Jan.-May), the annual GSI Step 1 salary was $19,279.00. Starting October 2016 the GSI Step 1 salary will be $20,050.50. GSIs attend lectures and hold section meetings with small groups of students – 20-25, depending on the course. They also hold office hours to answer student questions. They also grade written work – memos, essays, tests, and quizzes. The Graduate Student Advisor will send out the online applications; applications are due March 1 (fall appointments) and Nov. 1 (spring appointments). GSI positions are awarded only to students who are in good standing – those making timely progress and having GPAs of 3.0 or higher and no more than two outstanding Incompletes. Generally, first-time GSIs teach either Soc 1(Introduction to Sociology) or Soc 5 (Evaluation of Evidence). Experienced GSIs can rank their preferences for other courses. Faculty also rank their preferences for GSIs.

GSIs Teaching 190s and Summer Session Courses. Each year a few advanced graduate students are selected to teach (with sole responsibility) undergraduate seminars (Sociology 190s) and summer session classes. Applications are available in the fall and are due in October for summer session and in February for 190s. Students must have 4 semesters of prior GSI experience and must be advanced to candidacy. Selection of GSIs for these positions is based on the appeal of the proposed topic, faculty and student evaluations, and rate of progress through the program.

Readerships. These semester-long jobs pay most of in-state fees (not non-resident fees) plus wages that vary with the number of students taught ($14.11/hour). In 2015-16, the typical readership (for a typical 65-student class) works out a 36% time job (12 hours/week) and pays $3,396 for the semester. Readers attend lectures and grade students' written work – usually tests, but also short essays and quizzes. Students can contact the Graduate Office to inquire about Readerships. Usually we send an email announcement several months before each semester to recruit readers.

ESTABLISHING CALIFORNIA RESIDENCY TO QUALIFY FOR IN-STATE TUITION
~ For students admitted Fall 2017 who are planning to petition for residency for Fall 2018 ~

Deadlines
You may begin petitioning for CA residency by submitting an SLR through Cal Central starting March 1st. The last day to petition is July 15th. If you submit your SLR by the July 15th deadline, you will be notified through Cal Central if the Residence Affairs Unit requires documentation to complete your

residency application. You are required to submit all requested documentation by August 1st in order for an evaluation to be made.

Note: File your CA residency petition as close to March 1st as possible so that you have the opportunity to apply for residency before all the new incoming undergraduate students.

How to establish CA residency:

The Registrar's website lists a total of FOUR types of basic residency requirements here (http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students) with comprehensive explanations on how to satisfy each of them.

1) Immigration status
2) Intent to Remain in California
3) Physical presence
4) Financial independence

Here is a list of documents that you will be required to provide in support of your residency petition.

(1) *Proof of your arrival in California*
You must prove that you arrived in California by 8/21/17. Acceptable documents include plane tickets, flight confirmations, receipts, or bank/credit card statements. Make sure your name and the date are on the documents. Joint accounts are not permissible.

(2) *Proof of your summer whereabouts*
You must provide proof of your summer 2018 whereabouts. Acceptable documents include a signed California employment offer, summer session registration, letter from your department verifying academic activity/research for the summer, letter from your supervisor verifying your employment for the summer, pay stubs, bank account/credit card statements showing clear and consistent transactions made in California.

(3) *Establish all legal ties to California*
By the end of the Fall 2017 semester, you must have obtained a California driver's license or State Identification card (if you held one in your previous state of residence), a California vehicle registration (if vehicle is owned and used in California), and a California voter registration (if you were registered in your previous state of residence). If you earned income in/out of the state, you must also provide copies of all your W-2 forms, all your state tax returns, and your federal tax return filed for 2017. You should file as either a resident or part-year resident of California, and as either a nonresident or part-year resident of your previous state if you earned income outside of California.

Read the Registrar's website very carefully and be sure to contact the Residency Office directly if you have any questions. Only authorized residency deputies are allowed to inform students of their residency case; graduate student administrators can not.

Office of the Registrar
Residence Affairs Unit

120 Sproul Hall
(510) 642-7209
orres@berkeley.edu
Office hours: Tues & Fri from 10am-noon; Wed & Thurs from 2-4pm; closed Monday

DEPARTMENT PRIZE PAPER AWARDS FOR PHD STUDENTS

The department gives two awards of $500 each year for outstanding research papers written by PhD students. The Herbert Blumer Award is given for the best student paper in the area of social psychology, symbolic interactionism, and collective behavior. The Leo Lowenthal Prize honors the memory of Professor Leo Lowenthal (1900-1993), architect of the sociology of literature and popular culture, distinguished contributor to critical theory, esteemed colleague and beloved teacher in this department. The Lowenthal Prize will be awarded each year to a graduate student whose research is in the spirit of Professor Lowenthal's pioneering work. The competition will alternate between the Departments of Sociology and History. Sociology will make the next award in Spring 2018.

The department also awards the Berkeley Alumni Prize for Public Sociology. The prize is awarded for a submission which conveys the results of sociological research and addresses publics beyond the academic community. The award is in the amount of $4,000.

The call for these papers goes out in Spring semester and the award winners are recognized at our graduation ceremony.

SUMMARY OF PHD PROGRAM RULES

The Graduate Division has set a *normative time to completion* for the PhD in Sociology of 6 years. We have designed the program so that students can make timely progress through the program. Note that if students who take the DCF (this applies only to students who enter fall 2010 onward) do *not* file their dissertation by the end of year 7, they cannot receive any University funding; however, they can be hired for academic appointments as a GSR, GSI, or Reader. They can apply for the Troy Duster and Blumer Teaching Fellowships and loans.

Coursework
Any student who is at risk of not finishing 201A-B, 271A-C, two 280s, and 1 elective (8 courses total) within 4 semesters will receive a warning letter from the Committee on Academic Progress (CAP). This letter will state that you are at risk of not completing these basic requirements within normative time, and that if you do not make reasonable progress (goals and deadlines will depend on the situation and will be clearly specified) within 1 year, you will be put on academic probation. While on probation, you can register, but you cannot be employed as a GSR, GSI, or reader. Moreover, if you do not make the specified progress during the year you are on probation, you will receive a letter stating that your registration will be blocked.

Incompletes
You may request an incomplete grade from a faculty member, but the faculty member has complete discretion about granting this request. Incompletes are not automatic; they are granted only in extenuating circumstances, such as severe illness. You may carry only 2 incompletes during any academic year. You must clear up all incompletes within 1 year or you will be placed on academic probation. While on probation, you can register, but you cannot be employed as a GSR, GSI, or

reader. Moreover, if you do not clear up the incompletes during the year you are on probation, you will receive a letter stating that your registration will be blocked.

The MA Paper
Any student who is at risk of not finishing the MA paper within normative time (by the end of the 5th semester) will receive a warning letter from the Committee on Academic Progress (CAP). This letter will state that you are at risk of not completing this basic requirement within normative time, and that if you do not complete your MA paper within 1 year, you will be put on academic probation. While on probation, you can register, but you cannot be employed as a GSR, GSI, or reader. Moreover, if you do not make the specified progress during the year you are on probation, you will receive a letter stating that your registration will be blocked.

Qualifying Exams
If one or more faculty members at the qualifying exam judge that a student failed, the student must re-take the exam by the end of the following semester.

Advancement to Candidacy
Students must advance to candidacy by the eighth semester or June 30 of their 4th year to be eligible for the Lowenthal CNTF.

Filing the Dissertation
For students who entered fall 2010 or later, and who accept the DCF, you must file your dissertation by the end of year 7. If you fail to do so, you cannot receive any University funding; however, you can be hired for academic appointments as a GSR, GSI, or Reader. You can apply for the Troy Duster and Blumer Teaching Fellowships and loans.

Research on Human Subjects
Any living person from or about whom information is collected for a scholarly study is deemed a "research subject." The term is not limited to laboratory or clinical studies. University regulations and federal rules require advance review and approval of most human subject research. Students contemplating a research project involving humans as subjects, whether or not the work is externally funded, and regardless of the academic discipline, are obliged to find out whether the project requires review by the Committee on the Protection of Human Subjects. For more information, visit the Committee's web site (http://cphs.berkeley.edu/).

Plagiarism
Plagiarism involves representing the work of others as your own. Plagiarism takes many forms; most commonly, copying other researchers' work or using material from paper or internet sources without citing those sources properly to give them credit for their ideas. Instructors have the right to assign a final grade of F for any course if you plagiarized a paper for a portion of the course, even if you have successfully and, presumably, honestly passed the remaining portion of the course. Any student who knowingly aids in plagiarism or other cheating (*e.g.*, allowing another student to copy a paper or examination question) is as guilty as the cheating student. The Committee on Academic Progress may impose other sanctions.

Miscellaneous Items

Milestone Forums
Several times throughout the year, the department holds forums for students at various stages. The forums hosted by the Director of Graduate Studies cover topics such as coursework, the MA Paper, the QE process and preparation, and the dissertation prospectus. The Graduate Student Placement chair hosts workshops on the job market.

Parental Leaves
Female doctoral students who hold fellowships or academic appointments as GSIs or GSRs are eligible for 6 weeks' paid maternity leave. This leave may be taken before or after the child's birth. In addition, female students can take up to 2 semesters of unpaid maternity leave and male students can take up to 1 semester of unpaid parental leave. You can request that these leaves not count in calculating your normative time to PhD candidacy and/or degree. For details, see the Graduate Division web site (http://www.grad.berkeley.edu/policies/memo_doctoral_parent.shtml).

Medical Leaves
You can petition up to 2 semesters of unpaid medical leave. This leave time will not count in calculating your normative time to PhD candidacy and/or degree. For information on how to petition for this leave, contact the Graduate Student Advisor or the Graduate Division.

Disabled Students Program (DSP)
Students can submit a 'certification of disability' and request an accommodation for a variety of disabilities, including learning, physical and mental health. Among other things, it may be possible to request an extension of normative time. This is determined through the DSP review process. For more information see: dsp.berkeley.edu

Comic relief
When all else fails… http://www.phdcomics.com/.