

THE GRADUATE STUDENT ACADEMIC HANDBOOK
DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF CALIFORNIA, BERKELEY
2018-2019

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TABLE OF CONTENTS

HOW TO SPEAK “BERKELEY” 3

TIMELINE FOR YEARS 1-4 7

COURSEWORK 9

THE MA PAPER 10

THE QUALIFYING EXAM 11

THE DISSERTATION PROSPECTUS 13

ADVANCEMENT TO CANDIDACY 14

THE DISSERTATION 15

THE JOB MARKET 16

GRADUATION 19

FUNDING 20

ESTABLISHING CALIFORNIA RESIDENCY 23

DEPARTMENT PAPER PRIZES FOR PHD STUDENTS 24

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 3 rd & 4 th 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 (class sessions); week 16 to review (RRR week; see below); week 17 to administration (exams).
Semester begins	The week before classes begin.
Instruction begins	The 1 st day classes are held.
Reading, Review, and Recitation (RRR) week	Week 16 of the semester; used for 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 years. Oversees the day-to-day operations of the department and develops its longer-term strategy in consultation with the rest of the faculty. Sandra Smith 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). Heather Haveman is the current Director of Graduate Studies.
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.
Personal Advisor (PA)	A sociology faculty member who advises students on their academic plans. When students first enter the program they are assigned to the DGS as their personal advisor. By the spring semester of their 1 st year, students are expected to find a permanent advisor to provide them with guidance until they have identified their dissertation chair and assembled a dissertation

committee. Students can change their advisor by getting their new advisor to sign a [change of advisor form](#) at any time. This is a very easy and non-controversial process, so if students need to switch advisors, they should not hesitate to do so. Students who are not yet advanced to candidacy must meet with their advisor at least once per semester. The [Graduate Study List form](#) should be presented to the advisor at the beginning of the semester for signing. The signed form should be submitted to the Graduate Office.

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 on a day-to-day basis. Michael Schneider is the Department Manager. For information on other department 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 2 or 3 other faculty members appointed by the department chair, in consultation with the DGS.

VENUES FOR INTELLECTUAL STIMULATION AND PROFESSIONALIZATION

Colloquium	Research talk given by Berkeley faculty or faculty invited from elsewhere. It is the department's intellectual crossroads. Students are expected to attend unless they have a class conflict because it is an excellent opportunity for professional socialization.
Workshops	Small groups of faculty and students who meet to discuss research on a particular topic; for example, gender/sexuality, methods and epistemology, immigration, and culture/organizations/politics. For a list, see http://sociology.berkeley.edu/graduate-student-workshops .
Organized Research Units (ORUs)	Centers and institutes that are organized outside departments and that are dedicated to research. 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 for Government Studies. For a list see https://vcresearch.berkeley.edu/ .

FINANCIAL MATTERS

CA Resident	A US citizen or permanent resident (green-card holder) who has lived in CA during the past year. All graduate students who are US citizens or permanent residents MUST qualify as CA residents after the 1st year. For information about qualifying for CA residency, see pp. 23-24.
Nonresident	A US citizen or permanent resident who has <u>not</u> lived in CA during the past year or a non-citizen, regardless of his/her/their residency history.
In-state Tuition and Fees	University fees: Student Services Fee, Tuition, Berkeley Campus Fee, Class Pass Fee, and Health Insurance. Both CA residents and nonresidents pay these fees.

Non-resident Supplemental Tuition (NRST)	Extra tuition paid by nonresidents; paid by the Department for the 1 st year for citizens from outside California and for the 1 st to 4 th years for non-citizens. Waived for 3 years after students advance to candidacy, provided they advance by normative time (the end of their 4 th year). See https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/exceptions .
Graduate Student Instructor (GSI)	A half-time semester-long job (20 hours/week) that pays 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, grade written work, and answer student questions. See p. 22.
Graduate Student Researcher (GSR)	Research appointments in which tasks and number of hours worked per week varies. They pay hourly wages; they sometimes pay in-state fees (not NRST). See p. 22.
Readership	Semester-long jobs that pay wages that vary with the number of students assigned. At 25% or higher (10+ hours/week), they pay in-state tuition and fees (not NRST). Readers attend lectures and grade written work. See p. 23.
Doctoral Candidacy Review (DCR)	An annual review designed to ensure that doctoral students who have advanced to candidacy are in good academic standing. (link)
Doctoral Completion Fellowship (DCF)	Available to advanced students through year 7 of the program, or later if granted a Grad Division extension. Students must have a current DCR on file to qualify. The DCF pays a 2-semester stipend plus fees. See p. 21.
In Absentia	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. Students 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 application form is available at http://sociology.berkeley.edu/academic-handbook-and-forms . Deadlines: fall deadline is July, spring deadline is December.
Filing Fee	A reduced fee (1/2 of the Student Services Fee) for students who have completed all requirements except for filing the dissertation. It may be used only when a student was registered the semester before. Students may use it only one time. Students must apply for filing fee status by the end of the 1st week of classes of the semester they intend to file. The application form is at http://sociology.berkeley.edu/academic-handbook-and-forms .
Lowenthal Fellowship	A departmental fellowship awarded to students who complete a prospectus by June 30 th of their 4th year and who have GSI'd at least twice. It provides a \$10,000 stipend and fees for a semester. It comes with a \$5,000 advancement incentive.

MILESTONES IN THE PHD PROGRAM

Normative Time	The time it is supposed to take to (a) advance to candidacy and (b) complete the PhD program. Each PhD program has its own normative time, set through negotiation between the Department and Graduate Division. For sociology, time to advance is 4 years and time to degree is 6 years. There is a 2-year grace period beyond 6 years, if a student satisfies his/her/their chair that progress is being made toward the PhD.
Master's (MA) Paper	An empirical research paper. The goal is to produce something that could, with revision, be submitted to a scholarly journal. It is evaluated by 2 or 3 sociology faculty members. See pp. 10-11.
MA Paper Advising Meeting	A 1-hour meeting where the readers of the MA paper, who have already agreed to approve the MA paper, meet with the student to discuss how to prepare the MA paper for submission to a journal and plan the remainder of the student's graduate school career. Students must bring a Title Page for the MA paper and the MA Conference Report Form to the conference.
Qualifying Exam (QE)	A 2- to 3-hour oral exam during which 4 faculty members (3 from Sociology, 1 from another UCB department) test the student's comprehension of fundamental facts and principles in at least 3 subject areas (theoretical, substantive, or methodological) and determine whether the student has the ability to think incisively and critically about these areas. At least 3 weeks prior to the QE date, students must submit the QE Application Form to the Graduate Student Advisor and complete the CalCentral QE application online. See pp. 11-13.
Orals	One way to approach the QE, which requires that 1 of 3 subfields be theory; the other 2 can be substantive, or 1 can be substantive and the other methodological. Preparation usually involves reading in each field and often involves writing memos or essays that faculty approve before the QE.
Tutorials	The other (less common) approach to the QE, which requires exams in 3 substantive or methodological subfields, with theory woven throughout. Tutorials vary, but usually involve reading in each field and writing essays that are usually longer than those written for the orals approach.
Dissertation	An original piece of research, usually but not always empirical. It can take the form of a single long piece of work (book form) or a series of 3 related papers (article form). See p. 15-16.
Dissertation Committee	3 or more faculty, 1 of whom must be an Academic Senate member 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 so that the student can file the dissertation with Graduate Division.
Dissertation Prospectus	A plan of dissertation research describing the problem you have chosen to study and why it is important, as well as the specific questions you will pose and the method you will use to answer them. Must be approved by the dissertation chair, but most students also seek feedback from other members of their dissertation committee. See pp. 13-14.

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. 14-15.

TIMELINE FOR YEARS 1 TO 4

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 from year 1 to year 4, when the dissertation prospectus is approved.

Semester	1	2	Summer 1	3	4	Summer 2	5	6	Summer 3	7	8		
Theory (201A&B)	201A	201B											
Methods* (271, 272, 273)	271A & 271B	<i>or</i> 271A & 271C		273_ (advanced methods)	<i>or</i> 273_ (advanced methods)								
Substantive (280, 290)	1	1		1 or 2	1			1					
Suggested Writing and Professional Development Courses**				275**	<i>or</i> 275**			285** <i>or</i> 286**				275**	<i>or</i> 275**
Proseminar (200)	X												
Colloquium	X	X		X	X			X		X		X	X
Milestones			Begin work on MA paper		MA paper approved	Revise MA paper for MA advising meeting	MA paper advising meeting Begin QE prep		Begin work on dissertation prospectus	Take QE	Dissertation prospectus approved Eligible to receive Lowenthal & apply for DCF		

Notes: * Soc. 271A is sometimes offered in the fall semester and sometimes in the spring semester. ** Writing and professional development courses do not count toward the 11-course Ph.D. requirement.

COURSEWORK

All coursework must be completed before taking the QE.

Proseminar

Students are required to attend the weekly graduate proseminar (Sociology 200) in the fall of their 1st year. Occasionally, the proseminar is held every 2 weeks throughout the fall and spring. It offers an introduction to the faculty, as well as advice about getting through the program.

Colloquium

Students are expected to attend the sociology colloquium. The colloquium is generally a “who’s who” of contemporary sociology. Attending is an efficient and lively way of getting an overview of the discipline.

Courses

A minimum of 11 courses are required, plus the proseminar (200).

- Theory sequence: 201A-B
- Methods sequence: 271A-B-C plus 1 advanced methods (273) or, subject to the approval of the DGS, 1 advanced methods course outside the department
 - Students can petition to waive out of 271B and/or 271C as follows:
 - With the approval of the DGS, students can replace 271B and/or 271C with quantitative methods courses outside the department.
 - With the approval of the DGS and a faculty member who examines a student on methods, a student may fulfill all or part of the methods sequence through a combination of exams, exercises, and written work. If a student waiving this way does not have a previous MA, he/she/they must take an additional course in place of any waived methods course(s).
 - Students with a previous MA should see “Students Entering with an MA” below.
- Substantive courses: 2 280s, which are introductions to subfields (e.g., gender, immigration, economy and society, law, development)
- 3 other courses: any combination of 202 (advanced theory), 273, 280, 290 (special topics), or up to 2 299s (substantive, 3- or 4-unit, letter-graded independent study)

Note: Before the MA can be approved, students must have taken at least 201A-B, 271A-B-C, 2 280s, and 1 other course (8 courses total). Before advancing to candidacy, students must have taken at least 11 courses, as described above.

Note: Writing and professional development courses (275, 285, and 286) do not count toward the 11-course minimum, although they are strongly recommended.

Courses outside the Department

- With the approval of the student’s advisor, 2 courses outside the department can be counted as substitutes for elective courses. Cross-listed courses, which have a Soc course number and a course number for another department or school, are considered to be inside the department

Course descriptions for the current and past semesters are available at

http://sociology.berkeley.edu/index.php?page=graduate_courses. All graduate courses (including those not offered in the current semester) are listed in the [Berkeley Academic Guide](#).

Students Entering with an MA

Students who enter the program with an MA must meet with the DGS during their 1st semester to work out an acceptable program of coursework. This will depend on the MA field and what students learned during their MA.

- Normally, students who enter with an MA take the standard 8 pre-MA required courses: 201A-B, 271A-B-C, 2 280's, plus 1 other course.
- Students can petition to waive up to 5 of the 8 pre-MA required courses and replace them with courses taken during their MA studies. If waived out of any of required course, students must take a minimum of 3 courses pre-MA.

Strongly Recommended: Writing and Professional Development Courses

We encourage students to take Research Design (275) in their 2nd year to guide them as they finish their master's paper. Students can also sign up for a [faculty-sponsored workshop](#) (292) to develop their MA paper and other research, and to prepare research papers for submission to a journal. We also encourage students to enroll in Professional Writing (286) or Doctoral Dissertation and MA Paper Research (285) for the same purposes.

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

Students must write a Master's paper that is approved by an MA committee composed of 2-3 faculty members (see "MA Committee" below). Sometimes these 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.

MA Committee

By the fall of their 2nd year, students should select 2 faculty members for their MA committee. Typically, the student's Personal Advisor is the chair (a.k.a. 1st reader). Students are expected to work closely with the 1st reader to design, conduct, and write up the research. The 2nd faculty member, or 2nd reader, will contribute to the design phase and read at least the penultimate draft of the MA paper.

MA Paper Approval & Advising Meeting

The MA paper must be approved by fall of the 3rd year in the program (by the end of the 5th semester). After readers agree to approve the MA paper, the student convenes a MA Advising Conference. At this conference, the readers discuss how to prepare the MA paper for submission to a journal. They also help students plan the remainder of their graduate school careers.

Students must bring the title page for the MA paper and the [MA Conference Report Form](#) to the conference. The title page should include the student's name, the paper title, the conference date, and committee members' names and space for their signatures.

At the conclusion of the conference, the 1st reader fills in the MA Conference Report Form, summarizing the meeting, and turns it in to the Graduate Office. This Form is kept on record in the student's file. The student emails a .pdf copy of the approved MA paper to the Graduate Student Adviser, along with a scanned copy of the signed Title Page.

In rare cases, the committee may recommend that students be granted a terminal MA rather than continuing in the program. Such recommendations must be reviewed by CAP and Graduate Division.

Note: Students must be registered during the term, fall or spring, in which the MA Advising Meeting is held.

Students Entering with an MA

Students who enter the program with an MA are also required to produce a research paper equivalent in scope and content to a Berkeley MA paper. They may write this paper while enrolled at Berkeley or they may submit a paper they wrote prior to coming to Berkeley.

During their 1st 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 already have a paper they would like to have evaluated, they should submit it to the DGS who will, after consulting with the student, appoint a committee of 2 faculty readers. After both readers have agreed to approve the MA paper (it may need to be revised before approval is granted), the student should arrange an MA Advising Conference, as described above.

THE QUALIFYING EXAM (QE)

The purpose of the Qualifying Exam is to ascertain 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 the fall semester of the 4th year in the program (7th semester). For students who enter the program with an MA and have their previous MA paper approved, completion should be no later than their fall of their 3rd year in the program (5th semester).

Eligibility

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

- All required coursework must be completed before the QE and the student must be registered the term in which the exam is taken. Early in the QE process, consult with the Graduate Student Advisor to be sure that all required courses have been completed.
 - If a student is taking any required class during the same semester as the QE, the exam must be taken during RRR or Finals Week.
- Students may take their QE during summer and winter breaks, as long as they were registered in the previous term or are registered for the upcoming semester.
- Students must earn at least a B average in all coursework taken while in graduate standing.

- At least 3 weeks prior to the QE date, students must submit the Graduate Division QE application in [CalCentral](#) and give the [QE Application Form](#) to the Graduate Student Advisor.

Preparing for the QE

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

Orals. Most students choose the orals approach, which requires specializing in theory plus 2 substantive subfields. During the oral exam, each member of the committee gets 20 minutes to ask questions that test 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. These typically correspond to the courses in the Department's 280 series. Recently, students have been examined in area studies (the Middle East, Asia, Russia, Africa); crime and deviance; culture; development, globalization, and modernization; economic sociology; education; family; gender; immigration; law; organizations; political sociology; race and ethnicity; religion; research methods; social movements; stratification; urban sociology; and work/labor. 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 QEs typically takes between 1 and 2 semesters. See "[QE Preparation Process.](#)"

Choosing Faculty

Once students' fields have been chosen and approved, they should determine which faculty members they would like to supervise their preparations. 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 (See "[QE Fields & Faculty.](#)"). Other faculty prefer to be consulted directly. An archive of field reading lists is available on the [sociology graduate student wiki](#).

Students prepare for the theory component of their QE in 3 ways:

- by preparing with their Sociology 201A or 201B instructor,
- by GSIing for 101 and 102, or
- by preparing with another professor.

For preparation in substantive subfields, most students choose to be supervised by faculty members with whom they have taken 280 courses introducing those fields; indeed, most faculty members will not supervise QE preparation if students have not taken their 280 course. Students should contact faculty members to learn more about their approaches to, and availability for, QE preparation.

To schedule the QE, the following must happen:

- Students must choose 3 Sociology faculty for their QE committee.
 - From among these 3, students must designate 1 to chair the QE committee. The QE chair cannot also chair the dissertation committee.

- Student must recruit an outside member (a.k.a. the 4th member) of the QE committee, serves as the Graduate Division’s representative in the meeting. Typically the outside member is from such departments and schools as business, demography, education, ethnic studies, gender and women’s studies, geography, history, law, political science, public health, and public policy. The outside member should be contacted early in the process. Students should make every effort to keep this person well informed during the QE preparation process.
 - In rare cases, a Berkeley faculty member from outside the department advises the student through QE preparation and so is, in essence, an “inside” member of the committee. In such cases, a faculty member in Sociology acts as the “outside” member.
- Each faculty member on the QE committee must agree that the student is adequately prepared to take the exam in his/her/their respective field.
- Students identify a 3-hour block of time that works for all 4 committee members and reserve a room for the exam with the Department Scheduler, Rebecca Chavez (rebeccaisme@berkeley.edu).
- At least 3 weeks prior to the exam date, students must give the [QE Application Form](#) to the Graduate Student Advisor and complete the Graduate Division QE application in [CalCentral](#).

In most cases, the QE is completed within 2 hours. Only on rare occasions does the exam time extend to 3 hours. If students desire feedback on their dissertation prospectuses, they may provide draft copies to committee members well in advance of the QE meeting and initiate a post-exam discussion. In such cases, the exam time may extend to 2 ½ 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.

Note: The faculty on the QE committee often, but not always, serve on the dissertation committee. This is not required, as the dissertation may involve different subfields from those examined in the QE. The QE chair cannot serve as the dissertation chair.

THE DISSERTATION PROSPECTUS

The prospectus is a description of the proposed dissertation research. It articulates the topic and research question(s) that motivate the dissertation research; explains why these questions are of importance to the fields of study; and describes the research design thoroughly but succinctly.

The dissertation prospectus is the last requirement that graduate students must meet before advancing to candidacy. It should be completed by the end of the 4th year in the program (the 8th semester). Students who complete a prospectus by the end of the 4th year and who have GSI’d at least twice receive the Lowenthal Fellowship, which provides a \$10,000 stipend and fees for a semester. Students will also receive the Chair’s \$5,000 advancement incentive.

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

- A statement about the central question(s) that the dissertation will answer.
- A review of the current state of the literature, specifically as it relates to the research question(s).

- Why should we care? What value, theoretically or empirically, will the proposed work contribute to the literature(s)?
- How have others sought to answer 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 will it remedy the shortcomings of the current literature?
- A description of the proposed research plan, including, when appropriate, a summary of the evidence that will answer the question(s) posed and a discussion of the methodological problems that are likely to arise in doing the research.
- An outline of potential chapters.
- A timeline for completion.

Dissertation prospectuses vary significantly in length. A well-written prospectus 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.

While developing the prospectus, we strongly encourage students to communicate regularly with dissertation committee members. Note that committee membership may evolve in concert with the evolution of the dissertation idea.

Once the chair of the dissertation committee is satisfied that the prospectus is adequate, he/she/they will approve it and email the Graduate Student Advisor. Upon the dissertation chair's approval, the student should send a .pdf copy of the prospectus for the Graduate Student Advisor to add to the list of available approved prospectuses. The .pdf copy must include a title page with the student's name, dissertation title, committee members, date and signature of the dissertation chair.

ADVANCEMENT TO CANDIDACY

Normative time for advancement to candidacy is the end of the 8th semester in the program. We encourage international students to advance to candidacy by the end of their 6th semester in the program. Students are eligible for advancement to candidacy after meeting these requirements:

- at least 11 letter-graded courses or the DGS-approved equivalent,
- a minimum 3.0 grade-point average in all upper-division and graduate work taken while in graduate standing,
- no more than 1/3 of units undertaken for the PhD graded on an S/U basis,
- an approved MA paper,
- QE passed,
- dissertation prospectus approved by dissertation chair(s), and
- an appropriately configured dissertation committee.

To advance to candidacy, students must submit the Grad Division's "Advancement to Candidacy" form under My Dashboard in [CalCentral](#) (click on the Higher Degree Committees Form link). The Registrar will assess a \$90 advancement fee online once the form is submitted. Although no faculty signatures are required and only the Graduate Student Advisor gives official approval, students must confirm roles with each committee member before submitting the form. Students must also indicate

on the form whether human subjects will be involved in the dissertation research. If so, a human subjects protocol must be procured from [the Committee for the Protection of Human Subjects](#) before students conduct their research.

Students should submit the online 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 Sociology Department deadline to meet normative time (end of the 8th semester) is June 30th.

The normative time calculation allows for 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 supplemental tuition (NRST) waiver for 3 years after advancement to candidacy. Beyond that period, NRST is owed. But international students making good progress to degree may apply for the department to pay this NRST when they fill out the continuing student fellowship application, which is 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](#) within 2 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.

Dissertation Committee

As soon as possible after the QE, the student should assemble a provisional dissertation committee. The committee generally consists of 2 Sociology faculty members (1 of whom is designated "chair") and 1 regular faculty member from another department or school 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. When 2 Sociology faculty members co-chair the dissertation committee, the committee must include, in addition to the external member, a 3rd Sociology faculty member, for a total of 4 faculty.

Mandatory Dissertation Committee Meetings

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 student meet with the dissertation committee at the beginning of each fall semester, with a quorum of 2 members. The purpose of the meeting is to discuss the student's progress to-date and future plans, including but not exclusively, progress on the dissertation. The student and the dissertation committee chair must complete an Academic Progress Report form available on [Grad Link On the Web \(GLOW\)](#). The student fills out his/her/their section, informs his/her/their Chair, who then approves and submits the online form.

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 the requirements for the PhD. We do not require a public dissertation defense.

Filing the Dissertation

To file, 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 of the dissertation committee members.

Lapsed Candidacy

According to Graduate Division, the normative time for sociology is 6 years. Therefore, students should complete all requirements for the PhD within 6 years of entry into the program. But if a student satisfies his/her/their chair that progress is being made toward the PhD, there is a 2-year grace period beyond the end of normative time. That means that students have up to 8 years to complete the PhD, during which they are 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 a student from the program.

THE JOB MARKET

Overview

Berkeley sociology students have been quite successful in obtaining positions in research-oriented universities; recent graduates have found faculty positions at Arizona, Boston U, Chicago, Colorado-Denver, Columbia, Cornell, Georgetown, Harvard, Illinois Urbana-Champaign, Johns Hopkins, Michigan, Northwestern, Oregon, Penn, Princeton, Stanford, SUNY Albany, Syracuse, Tufts, UC Davis, UC Irvine, UCLA, UC Merced, UCSC, UC San Diego, UCSF, UMass Amherst, USC, Washington, and William and Mary. Students have also taken jobs at more teaching-oriented schools, such as Barnard, Boston College, Cal State campuses, Oberlin, Sarah Lawrence, Wellesley, and Wesleyan. Outside the US, students have taken jobs at the London School of Economics and Political Science, McGill (Montreal), Toronto, Tsinghua (Beijing), Universidad Carlos III (Madrid), University College (Dublin), and University of Edinburgh (Scotland). Others have chosen careers in research institutes, business, government, and non-profits.

To succeed in today's academic job market, students must have publication records and teaching experience. Students also benefit from presenting their research at academic conferences.

Job Market Workshops

These are held throughout the academic year. All students who are considering entering the job market should attend the spring workshop (introduction to the job market), which shows them how to find job openings, prepare application materials, and request letters of recommendation. All students who are on the job market should attend the fall workshops (the job talk, the campus visit, negotiating the job offer); together, they reveal how the job market process works post-application.

How the Job Market Unfolds

The job market begins in the summer, when schools start to list openings. The [American Sociological Association](#) (ASA) and the [Chronicle of Higher Education](#) are the most common sources of jobs for sociology students, but a significant minority find jobs posted on other academic

association web sites, in business, education, political science, public policy, and public health. 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 set up your website. Make sure to link it to your listing on the Department of Sociology's website. Upload a photograph (smile!); a *curriculum vitae*; a dissertation summary; teaching and research statements; all published or accepted books, articles, and chapters; and the dissertation proposal and chapters (if any) that have been approved by the dissertation committee. 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 2nd-tier universities) conduct formal job interviews. These tend to be brief (a half-hour with 1 or 2 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), 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.

Applicants need 3 letters of recommendation. 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/their 1st recommendation for you.

Interviews are usually conducted at the target school, but some schools, especially small ones, will conduct telephone or videoconference ([Skype](#) or [Zoom](#)) interviews to save money and time. Most interviews occur October to December, but some schools interview 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 1-on-1 or 2-on-1 for 30- or 45-minute sessions, give a research talk (usually 90 minutes – introduction, 40-45 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 1½ days, depending on the number of faculty in the department. A typical schedule has the candidate arrive the night before, dine with faculty if he/she/they arrives in time, eat breakfast with faculty, meet faculty throughout the day, give the talk(s), and maybe dine with faculty (again) before leaving.

Long-distance interviews can be one-on-one conversations with the department chair or chair of the hiring committee, or one-on-many audio-and-video calls with the hiring committee by telephone or videoconference. The topics discussed in these interviews are similar to those discussed in on-campus interviews.

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, 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, 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-search 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 1/9th (1 extra month) or 1/12th.

Note: 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). Postdocs 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*): A public record of your academic life. Examples are available on the faculty and graduate student web sites. Consult with your 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 books, articles, 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. It's far 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 2018-19. Below is a chronological list of important activities and events.

Date	Event/Activity
Spring 2018	Spring job-market workshop. Consult with your dissertation committee to determine if you're ready go on the job market.
July – early Aug 2018	Request letters from recommenders, create/update webpage
July 2018 – March 2019	Job postings appear
mid Aug 2018	ASA meetings
Sept-Dec 2018	Fall job-market workshop
Sept – Nov 2018*	Most faculty position application deadlines are during this period
Oct 2018 – Jan 2019**	Most interviews occur during this period
Nov 2018 – Apr 2019	Most faculty position job offers are made during this period
Jan 2019 – Apr 2019	Post-doc deadlines and decisions / Non-academic jobs / Late-stage academic jobs
1 July 2019	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 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 will file in August 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 6-year funding package upon admission.

Note: The Graduate Division caps fellowships at \$36,000 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. There are hundreds of entries of fellowship opportunities for graduate students in sociology. You can search by phase of graduate study, research topic or geographic area, and citizenship status. To gain access to this resource, sign on to the [sociology graduate student wiki](#). For more general funding possibilities, you can search the [Graduate Division's web site](#) or granting agencies' web sites.

Departmental Leo Lowenthal Fellowships. The department provides a Lowenthal Fellowship to all students who advance to candidacy on time (by the end of the 8th semester) and who have taught in the department for at least 2 semesters. This fellowship includes a 1-semester stipend of \$10,000 plus tuition. Students can take this fellowship the fall or spring semester of their 5th year (1st year after advancing to candidacy).

Doctoral Completion Fellowship (DCF). The DCF is granted by the Grad Division and is available through year 7 of the program, but only to students who are advanced to candidacy. It provides an \$18,000 stipend (\$9,000 per semester) and full in-state tuition and fees. Sociology provides a \$2,000 stipend top-up per semester, amounting to an \$11,000 stipend per semester. Students must show proof of having applied to one external fellowship or grant once advanced to candidacy, in order to be eligible, and must have a current Doctoral Candidacy Review (DCR) on file. Use of the DCF may be supplemented by a single one-semester GSI, AI-GS, GSR, Reader, or Tutor appointment for no greater than 25 percent time. If a student takes the DCF for one or two semesters, funding restrictions will begin at year 8. Non-permissible funding includes Berkeley Connect, Hellman Graduate Awards, Departmental Block Grants, Graduate Division Conference Travel Grants and Summer Grants, and any UCB internal fellowship. Permissible funding includes GSIs, GSRs, and Readerships, Parent Grants, external fellowships, departmentally restricted funds like the Blumer and Duster, and awards for meritorious service like the Outstanding GSI Award.

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.

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 2 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; it is intended to help them complete the dissertation and enhance their qualifications as candidates for academic jobs. This fellowship is open to 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 jobs after the fellowship year; however, exceptions to this rule can be requested. Graduate Division requests 1 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.

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, consult the Graduate Admissions and Curriculum Advisor (Amie Thach-Acik).

Departmental GSI Top-up Program. As long as resources are available, the department tops up GSI salaries for sociology graduate students by \$2000 for fall and spring semesters. The department covers the Berkeley Campus Fee and the Class Pass Fee. In 2018-2019, this amount is \$780.50, which is the remainder after the academic appointment pays for Partial Fee Remission. The department pays this top-up mid-way through the semester. Student who teach in both fall and spring receive \$4000. Students who GSI in outside departments can request this top-up by contacting the Graduate Student Adviser.

Graduate Division Summer Grant. This competitive award provides summer funding – a stipend of \$3,500 plus payment of fees for 3 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 or early April.

Graduate Division Travel Grant. PhD students are eligible for 2 grants over their career for conferences where they are presenting work: \$600 for a conference in CA, \$900 for a conference elsewhere in North America, and \$1,500 for conferences outside North America. See

<http://grad.berkeley.edu/resource/conference-travel-grants/>. You apply through Tango. The application is basically just a budget form, and it asks you for a “recommendation,” which just involves providing your advisor's email address so that they can confirm that you're going to the conference and should receive the funding. Be sure to tell your advisor the name, location, and date(s) of the conference, because they need to enter this information online when they approve the grant application.

Departmental Research/Conference Travel Grants. Every entering student is guaranteed a \$1500 research/conference travel grant to be disbursed at the end of their 2nd and 4th years. Grants require a research statement and budget, plus a record of having submitted Study List forms on time.

Departmental Job Market Travel 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 when they go on the job market.

Additional Travel Grants. There are more travel grants listed on the UCB Sociology Graduate Funding Database.

Teaching and Research Jobs on Campus

There are several categories of jobs. During the academic year, most pay in-state fees.

Graduate Student Researcher (GSR). These semester-long jobs pay hourly wages that varies by level (5 levels or “steps”) and require students to work a certain number of hours per week – often 10 or 20 (quarter- or half-time). Currently, a GSR Step 1 is paid \$19.29/hour. For quarter-time, this equals \$835.25/month. During fall and spring semesters, GSRs working 25-44% time get partial fee remission; GSRs working >45% time get full fee remission. During the end-of-year and summer breaks, GSRs pay only the hourly wage and students can work up to 100% time. Students who are interested in a GSR position should talk with faculty. They hire GSRs directly.

Graduate Student Instructors (GSIs). These half-time semester-long jobs (20 hours/week for 17 weeks) pay most of the in-state fees and tuition (not NRST) plus a salary. Currently, GSI Step 1 pays \$10,636 for 1 semester of teaching; step 2 pays \$11,212; and step 3 pays \$11,768. Sociology provides a \$2,000 stipend top-up per semester. GSIs attend lectures and hold section meetings with small groups of students (2 sections per course with 20-25 per section, depending on the course), hold office hours to answer student questions, and grade written work (memos, essays, tests, and quizzes). The Graduate Student Advisor announces online applications; applications are due March 1 (fall appointments) and Nov. 1 (spring appointments). GSI positions are awarded only to students in good standing – i.e., those making timely progress and having GPAs of 3.0 or higher and no more than 2 outstanding Incompletes. Generally, 1st-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. Students cannot GSI more than 12 times.

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 proposed topic's appeal to undergraduates, faculty and student evaluations, and the student's progress through the program.

Readers. These semester-long jobs pay most of in-state fees (not NRST) plus wages that vary with the number of students taught; currently, the rate for a full (65-person) class is \$15.11/hour. The typical readership for full 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 announce these several months before each semester.

ESTABLISHING CALIFORNIA RESIDENCY TO QUALIFY FOR IN-STATE TUITION

This is critically important for first-year graduate students who are planning to petition for residency for fall 2019.

Deadlines

You may begin petitioning for CA residency by submitting a Statement of Legal Residence (SLR) through [CalCentral](#) starting March 1st, 2019. The last day to petition is July 1st, 2019. If you submit your SLR by the July 1st 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 July 15th, 2019, 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 4 basic residency requirements [here](#) and explains how to satisfy each of them. The requirements are:

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

You will be required to provide these documents to support your residency petition.

- 1) Proof of your arrival in California. You must prove that you arrived in California by August 27th, 2018. 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 2019 residence. 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, and bank account/credit card statements showing clear and consistent transactions made in California.
- 3) Establish all legal ties to California. By the end of Fall 2018, you must have obtained a California driver's license (if you held one in your previous state of residence) or a California state identification card, a California vehicle registration (if the vehicle is owned and used in California),

and California voter registration (if you were registered in your previous state of residence). ID cards can, like drivers' licenses, be obtained from the Department of Motor Vehicles; to save time, make an appointment – don't show up in person. The El Cerrito DMV office is less crowded than the Oakland offices. If you earned income in or out of the state in 2018, you must also provide copies of all your W-2 forms, all your state tax returns, and your federal tax return filed for 2018. If you earned income outside of California, you should file as either a resident or part-year resident of California, and as either a non-resident or part-year resident of your previous state.

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 cannot.

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

DEPARTMENT PAPER PRIZES FOR PHD STUDENTS

The department gives two awards of \$500 each for outstanding research papers written by PhD students. The Herbert Blumer Award is given every year for the best student paper in the area of social psychology, symbolic interactionism, and collective behavior. The Leo Lowenthal Prize is given to a graduate student whose paper is in the sociology of literature and popular culture or critical theory. This award alternates between the Departments of Sociology and History. Sociology will make the next award in spring 2020.

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 academia. 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.

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.

Coursework

Any student who is at risk of not finishing 201A-B, 271A-C, 2 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 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 total 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 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 QE 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 end of the 8th semester (June 30th of their 4th year) to be eligible for the Lowenthal Fellowship.

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](#).

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://grad.berkeley.edu/financial/families/>).

Medical Leaves

You can petition for 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. 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 the [DSP website](#).

Biking and Walking Maps

Berkeley: <https://www.cityofberkeley.info/bicyclingandwalkingguides/>

Oakland:

<http://www2.oaklandnet.com/government/o/PWA/o/EC/s/BicycleandPedestrianProgram/BicyclistCountProgram/OAK033011#annualbikewaysmap>

511.org bike mapper: <http://gis.mtc.ca.gov/btp/>

Comic Relief

When all else fails... <http://www.phdcomics.com> and <https://xkcd.com/>.