

SS Social Sciences Graduate Group M.A./Ph.D. Policies and Procedures

1. Admissions

All persons seeking admission to graduate standing must make formal application for admission through the on-line application available through the Graduate Division. The applicant should identify which track of study the applicant would like to pursue. Applications are reviewed and ranked by tracks and forwarded to the SS Admissions Committee. The Admissions Committee makes recommendations on admission to Graduate Studies; the Dean of Graduate Studies makes final decisions on admission.

1.1. Application Deadlines for Admission

The deadline for receipt of applications is January 15. Normally applications will be accepted for Fall semester only, enrollment in other semesters will be considered on an individual basis. Applicants are encouraged to contact individual faculty members to discuss their research interests before applying for graduate study.

1.2. Materials to Be Submitted

- The complete official application form;
- The application fee;
- All official university/college/junior college transcripts;
- An official Graduate Record Exam (GRE) score report. Only the general tests are required;
- Three letters of recommendation from instructors or supervisors who can comment on the applicant's scholarly ability and promise as a researcher;
- Official score reports from the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE) if the applicant's native language or language of instruction is other than English.

1.3. Admission Criteria

The minimum requirement for graduate admission to UCM is a bachelor's degree, with an undergraduate grade point average no lower than 3.0 on a 4.0 scale. This minimum will be waived only under circumstances where the applicant has demonstrated strong academic skills preparing them for graduate studies. Performance on the GRE, accomplishments in undergraduate research, and letters of recommendation are also important determinants of an applicant's potential for success in graduate education and will be evaluated by the admissions committee. Applicants whose primary language is not English are required to submit TOEFL or IELTS scores. This requirement is waived automatically for applicants who have received an advanced degree from an accredited U.S. college or university. For details regarding minimum TOEFL/IELTS scores, see the Graduate Advisor Handbook. Finally, the match of the candidate's skills and interests to SS research programs will be considered. For this reason applicants are encouraged to contact SS faculty before applying. Finally, the match of the candidate's skills and interests to SS research

programs will be considered. For this reason applicants are encouraged to contact SS faculty before applying. Student Advising and Mentoring

The Social Sciences Graduate Group Ph.D. program seeks to train students to develop the competencies required to become independent researchers who are able to contribute significant new knowledge. The primary demonstration of these competences to conduct independent research is the completion of a piece of original research in the form of an approved Doctoral Dissertation. This development of each student is led by a designated Faculty Advisor, who serves as the student's mentor. Additional mentoring and/or guidance is provided by members of the student's Faculty Advisory Committee initially and later by the Dissertation Committee. It is imperative therefore that a productive collaboration is maintained throughout graduate studies with one or more faculty mentors for a student to be able to progress towards earning the Ph.D. degree.

SS faculty members have organized themselves into several disciplinary and interdisciplinary groups referred to as tracks. Although all SS students follow the policies in this document, the tracks provide additional guidance to students regarding the structure of a graduate education program in a more focused area of study (see Section 7). From the student's point of view, the Faculty Advisory Committee, Candidacy Committee, and Dissertation Committee will be largely comprised of faculty in a particular track, and hence these faculty will be directly involved in setting detailed expectations for progress, monitoring progress, setting detailed expectations for the Candidacy Exam, Candidacy, and the Doctoral Dissertation itself, and evaluating the accomplishment of these achievements.

2.1. Faculty Advisor

Students will be assigned a Faculty Advisor SS immediately upon entry into the SS Graduate Program. Individual tracks are responsible for matching incoming students with appropriate advisors. The Faculty Advisor must be a member of the SS Graduate Group. The recommendations of each track will be approved by the SS Graduate Group Chair. The Faculty Advisor, in the role of a mentor, plans strategies that will support the development of required competencies and provides ongoing informal feedback regarding the student's progress. In addition, the Faculty Advisor conducts a formal evaluation of the student's progress in the program at least bi-annually (see Sect. 3.1). Therefore each graduate student must have a recognized Faculty Advisor at all times who agrees to take on this important role. A match in terms of research interests with a Faculty Advisor is crucial for progress towards the degree.

2.2. Changing Faculty Advisor

The faculty recognizes that under certain circumstances there may be valid reasons for a graduate student to want to change Faculty Advisor. Examples may include lack of funding, personality conflict, changes in research interests, and resignation of the Faculty Advisor from the faculty. If a student requests change in Faculty Advisor, the faculty members of the track and the SS Graduate Group are expected to ensure a smooth transition that takes into account the needs of both the student and the faculty involved.

However, the student must understand that to the extent that assistantships or fellowships are connected to a specific faculty member, a change of advisor may result in a change in financial support. Likewise, a change in research direction that is likely to result from a change of Faculty Advisor may result in increased time required to complete the Ph.D. degree. Therefore, it is often

useful for a student contemplating a change in Faculty Advisor to discuss this informally with one or more impartial faculty member, such as other faculty in the track and the SS Graduate Group Chair. When a student decides a change in Faculty Advisor is in his/her best interest, he/she must obtain a clear commitment by the new Faculty Advisor to take on this responsibility. The student then needs to inform the former Faculty Advisor and the SS Graduate Group Chair of this change.

1.4. Faculty Advisory Committee

Additional mentoring and/or guidance of a student are provided by a Faculty Advisory Committee, which is chaired by the Faculty Advisor. This Committee is established jointly by the Faculty Advisor and student, prior to the end of the spring semester of the first year in the program. The student and members of this Committee can meet as often as is desired to provide the appropriate mentoring and/or guidance. This Committee is also charged with formally evaluating the student's progress in the graduate program at least annually, following the completion of each spring semester (see Sect. 3.1).

2. The Faculty Advisory Committee must include at least three faculty members, including the Faculty Advisor. The track may provide additional specification of the constitution and role of the Faculty Advisory Committee. For example, it may be replaced by the Dissertation Committee once that has been formed; or the track faculty may act as a committee of the whole for the students in the track. Regardless, a student will have a committee of faculty providing mentoring and/or guidance and conducting formal evaluations throughout the completion of the SS Graduate Group Ph.D. program. Monitoring of Student Progress

A graduate student is expected to maintain satisfactory progress toward the academic objectives defined by the SS Graduate Group, and in accordance with policies of the Graduate Council and the University. The SS Graduate Group places a nominal time limit of two years from entrance to completion of a Master's Degree, if applicable, and six years for completion of the Ph.D.. Extensions beyond these limits can be permitted by petition of the Faculty Advisor, approval of the Faculty Advisor Committee, and approval of the SS Graduate Group Chair.

It is important that the performance of the student in all relevant areas be assessed each semester to confirm satisfactory progress and indicate, when relevant, what improvements are needed. Therefore, each student in the SS Graduate Group shall be evaluated after each semester (fall and spring) in regard to progress in coursework and research, teaching, and other professional skills deemed important by the faculty of the relevant track.

3.1. Biannual Faculty Review

To this end, the student prepares a cumulative Progress Report at the end of each semester (a model progress report is in Attachment A). The Progress Report completed at the end of the fall semester can be reviewed by the Faculty Advisor alone, although the Faculty Advisor or student may request that the review be conducted by the student's Faculty Advisory Committee. The Progress Report completed at the end of the spring semester must be reviewed by the student's Faculty Advisory Committee, which is chaired by the Faculty Advisor. Bi-annual Faculty Review continues until the student has completed an approved Doctoral Dissertation.

A meeting is convened with the student and faculty member(s) conducting the review prior to the beginning of the following semester, in which feedback is provided to the student both orally and

in writing (Attachment A also includes a model faculty evaluation report). As part of each review, a determination must be made whether the student's progress on the whole is Satisfactory or Unsatisfactory. This determination is then clearly communicated in written form and signed by the faculty member(s) who completed the review. The student also signs the evaluation indicating understanding of the evaluation and is given one copy. The original is placed in the student's official file.

3.2. Satisfactory Progress

2.3. Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. The *Graduate Advisor Handbook* (Sect. IV.A.1) outlines some criteria for Satisfactory Progress, mainly focused on coursework, but each track can specify additional criteria. These criteria are communicated clearly to the graduate students upon entry in the program and at various points thereafter by the student's Faculty Advisor. These criteria also provide the framework for the Bi-annual Faculty Evaluations. **Unsatisfactory Progress**

Unsatisfactory academic progress is *in part* determined on the basis of explicit requirements, including those outlined in the *Graduate Advisor Handbook* (Sect. IV.A.2.a) and reproduced here.

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive semesters; or
- Fewer than 8 units completed and applicable toward the advanced degree requirements in the last two semesters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass Qualifying or Dissertation Final Examination in two attempts; or
- Failure to progress academically within the Normal Time to Degree framework specified for the student's graduate program; or
- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

Note however, that the professional judgment of the faculty assigned the role to evaluate the student, upon review of all graduate work undertaken by that student, *is paramount*.

Communication of Unsatisfactory Progress

It is important to give students an early warning of potentially unsatisfactory progress. The bi-annual review specified above is a minimum. In addition, Faculty Advisors are encouraged to be direct in communicating orally, and in writing as necessary, with students demonstrating difficulties as soon as possible and on a continual basis. For example, course instructors are encouraged to engage in this communication as well, and to inform the Faculty Advisor when a student is experiencing difficulties during a course.

It is useful for the Faculty Advisor to keep a written record of all such communications. When notices of potential unsatisfactory progress are provided in writing to the student, a copy should also be retained in the SS Graduate Group files and another copy sent to the Graduate Dean. The written communication should include specific details on areas that require improvement, provide an outline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement. The purpose of the notice of potential unsatisfactory progress is to provide the student with a reasonable period of time (usually at least one academic semester) in which to make the necessary improvement in their academic status, and successfully complete their graduate study.

In the case of a formal determination of Unsatisfactory Progress following a bi-annual faculty review, criteria must be specified in writing detailing what the student will need to achieve to be removed from this status and the time table for doing so. This is included in the written feedback provided to the student as part of the formal review. Whenever a student has been deemed to make Unsatisfactory Progress, the student's whole Faculty Committee needs to review progress at the end of the subsequent semester and determine status at that time. The professional judgment of the Faculty Committee, upon review of all graduate work undertaken by that student, is paramount in determining whether the student can or cannot be removed from Unsatisfactory Progress status. While it is expected that the Faculty Advisor will communicate with the student when in this status to provide guidance and feedback on efforts to meet the specified criteria, it is ultimately the student's responsibility to achieve progress that can be deemed Satisfactory Progress.

2.4. Completion of a Terminal Master's Degree

A student admitted for the Ph.D. degree who is deemed to make Unsatisfactory Progress may be judged by the Faculty Advisory Committee not to be fit for Ph.D. studies. Such a student may be offered the opportunity to terminate the program following completion of requirements for the Terminal Master's Degree (see Sect. 4). The student in that case must be notified in writing by the SS Graduate Group Chair of this decision. A copy of the letter must be sent to the Graduate Dean. Likewise, a doctoral student may choose to leave the program with a Master's Degree only.

2.5. Academic Disqualification

Failure to meet specified criteria by the indicated time table following the determination of Unsatisfactory Progress will result in Academic Disqualification, as described in the *Graduate Advisor Handbook* (Sect. IV.A.2.a). The student's Faculty Advisory Committee makes this recommendation, after final review of the student's progress, to the SS Graduate Group Chair, who petitions the Graduate Dean. Academic disqualification can only be officially communicated in writing by the Graduate Dean after consultation with the student's Faculty Committee and the SS Graduate Group Chair.

Upon recommendation of Academic Disqualification, the student's academic record is reviewed carefully by the Graduate Dean in consultation with the student's Faculty Advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's unsatisfactory record, the Graduate Dean will notify the student of the impending action in writing, and will provide a reasonable opportunity for the student to alert the Graduate Dean as to erroneous information, to submit other relevant information or comments in writing, or to request a second review of their academic performance.

Important Due Process Requirements that must be followed and procedures for Student

Appeal of Academic Disqualification are specified in the *Graduate Advisor Handbook* (Sect. IV.A.3.a-b)

3. Terminal Master's Degree

Students are admitted to graduate studies in SS Graduate Group with the intention of earning the Ph.D. Degree. However, a Ph.D. student who has been in residence for at least two semesters, has pursued graduate-level coursework for at least two semesters, and is in good academic standing, may apply for a Terminal Master's Degree. The recipient of a Master's Degree is understood to possess knowledge of a broad field of learning that extends well beyond that attained at the undergraduate level, but is not necessarily expected to have made a significant original contribution to knowledge in that field. Students are encouraged to discuss with their Faculty Advisor, Faculty Advisory Committee, and other faculty members in the track, the disciplinary expectations with regard to Master's Degrees and the requirements for obtaining such a degree. Courses applied toward a previous Master's or Ph.D. degree may not be applied toward this Master's Degree. Students who wish to apply courses completed in another graduate program that were not applied toward a previous degree must follow procedures outlined in the Graduate Advisors Handbook (Sect VII.G).

4.1. Requirements

The SS Graduate Group has established the following requirements for the Master's degree. Each student has a Masters Degree committee with at least three members (see description for Doctoral committee below), including the Faculty Advisor. This Committee approves the student's specific plan for the Masters Degree, including courses and other requirements. There are two general options for the Masters Degree:

PLAN I

- Complete at least two semesters of full-time academic residence (12 units minimum) at UC Merced;
- Complete at least three of the SS Group's graduate courses not including those providing credit for research;
- Complete at least 20 semester hours of upper-division and graduate course work with a cumulative grade-point average of at least 3.0. At least 12 semester hours must be from regular, letter-graded lecture courses (including the SS Group's graduate courses), while the remaining 8 hours may be research or similar courses;
- Prepare an acceptable thesis describing original research in the field and successfully defend thesis to Masters Degree committee.

PLAN II

1. Complete at least two semesters of full-time academic residence (12 units minimum) at UC Merced;
2. Complete at least four of the SS Group's graduate courses not including those providing

credit for research, with a letter grade of at least “B”;

3. Complete at least 24 semester hours of upper-division and graduate course work with a cumulative grade-point average of at least 3.0. At least 16 semester hours must be from regular, letter-graded lecture courses, while the remaining 8 hours may be research or similar courses;
4. Pass a comprehensive qualifying examination administered by the faculty committee. This examination will test the student’s understanding of the main concepts in the field at the graduate level.
5. Advancement to Candidacy

All graduate students are considered resident graduates, not candidates for a degree, unless admitted to candidacy by the Graduate Division after formal application. A student advances to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship in full-time study (12 units minimum per semester) at the Ph.D. level, and upon completing all preparatory work and demonstrating readiness to proceed to the dissertation phase.

Graduate students are nominated for advancement to candidacy for the Ph.D. degree by the SS Graduate Group. Students are admitted to candidacy if they pass by unanimous vote a Candidacy Examination administered by a Candidacy Committee and meet other requirements set forth by the Faculty Advisory Committee and the SS Graduate Group. The Candidacy Committee, in consultation with faculty members in the track, specify the requirements in more detail, which can for example include certain type and/or amount of coursework and completion of one or more research projects (e.g., Second Year Project). A Candidacy Examination is always part of those requirements.

Prior to convening a student’s Candidacy Committee, the Faculty Advisor, the SS Graduate Group Chair, and the graduate student must sign the Statement on Conflict of Interest form that is included in the *Ph.D. Form I*.

5.1. The Candidacy Committee

A Candidacy Committee assigned to each student is charged with determining the readiness of the student to proceed with the doctoral dissertation. It does so by ensuring the student has completed all other requirements and is ready to complete the Candidacy Examination. This Committee then conducts and evaluates the student’s Candidacy Examination.

The members of each student’s Candidacy Committee are approved by the Chair of the SS Graduate Group and the Dean of Graduate Studies prior to the start of its examination. The Committee consists of three faculty members at a minimum from within SS or, by approval of the SS Graduate Group Chair, from another Graduate Group. The SS faculty can otherwise specify the constitution of Candidacy Committees, while adhering to the rules stipulated in the *Graduate Advisor Handbook* (Sect. VII.H.4.). For example, it can be created by equating it with or expanding the student’s Faculty Advisory Committee, which is chaired by the student’s Faculty Advisor, or stipulating a common Candidacy Committee for a track within a given period of time.

5.2. Candidacy Examination

Final readiness to advance to candidacy for the Ph.D. degree is evaluated via a required Candidacy

Examination, which students in the SS Graduate Group usually complete during the third and prior the start of the fourth year in residency. Each Candidacy Committee, in consultation with faculty members in the track, must specify requirements that students must meet to be able to complete, procedures for conducting, and criteria for passing the examination, which meet at least the minimum indicated in the *Graduate Advisor's Handbook* (Sect. VII.H.).

Consequently, the Candidacy Examination consists of a written and an oral part. For example, the written exam can take the form of writing a position or review paper of publication quality, preparing a grant or dissertation proposal, completing responses to exam questions posed by the faculty within a limited period of time, or submitting a portfolio of products relevant to the student's disciplinary or interdisciplinary track.

Upon successful completion of the written exam, the student will meet for an oral exam with the Candidacy Committee. The oral examination can be taken no more than twice. Both the written and oral part of the Candidacy Examination provides the basis for the recommendation of the Committee to pass the student, which must be unanimous and unequivocal. The Committee concludes its examination when convened with the student, who is informed of the outcome. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported to the Graduate Dean.

5.3. Recording Advancement to Candidacy

When the Candidacy Exam is passed, the student is recommended for Advancement to Candidacy as reported to the Graduate Division on the *Ph.D. Form I: Report of the Ph.D. Candidacy Committee*, which must be signed by all Candidacy Committee members. This form is submitted even if the student failed the examination. If the unanimous recommendation of the Candidacy Committee is favorable, the student must pay the \$65 Advancement to Candidacy Fee to the campus Cashier's Office, which will validate the *Ph.D. Form I*. The student must then submit the *Ph.D. Form I* to the Graduate Division (Attn: Enrolled Student Affairs Officer). The date the student submits the signed and validated *Ph.D. Form I* will be the official date of advancement. The candidate and graduate program will be notified of formal advancement and the appointment of a Doctoral Committee.

6. The Doctoral Dissertation

The Doctoral Dissertation is the culmination of the Ph.D. program, in which the Doctoral Candidate demonstrates the capability to conduct research independently that makes an original contribution to knowledge of a quality that can be published in a reputable scientific journal. The planning and completion of the Dissertation is supervised by the Doctoral Committee Chair, who usually has been the Candidate's Faculty Advisor. The Doctoral Committee approves the Dissertation proposal and evaluates that it has been completed in accordance with the standards of the discipline in which it is conducted and those of the University. The Doctoral Committee may specify the nature, extent, and format of the Doctoral Dissertation, in consultation with faculty members in the track, while adhering to the specifications in the *Graduate Advisor Handbook* (Sect. VII.H.8).

6.1. The Doctoral Committee

The Doctoral Committee is nominated by the Candidacy Committee with the concurrence of the

Candidate, the Doctoral Committee Chair, and the SS Graduate Group Chair, using the *PhD Form I*. Final approval of the committee membership rests with the Dean of Graduate Studies. The Doctoral Committee is comprised of at least three voting members of the University of California Academic Senate—not necessarily the Merced Division. In consultation with faculty in the track, the Candidacy Committee may provide additional specification of the constitution and role of the Dissertation Committee, while adhering to the *Graduate Advisor Handbook* (Sect. VII.H.6)

6.2. Dissertation Proposal

The Doctoral Committee, in consultation with faculty in the track, may specify the role of a dissertation proposal in the completion of the Dissertation and how it is to be evaluated. For example, a Dissertation Proposal can be written as a grant proposal, defended in front of the Doctoral Committee in a public (or not) meeting or established through informal meetings with the members of the Doctoral Committee.

6.3. Dissertation Final Exam

The Doctoral Committee, in consultation with faculty in the track, may optionally require that a final exam of the Dissertation be conducted. If so, its nature and conduct must be specified to the student, preferably at the time the Dissertation Proposal is evaluated. For example, a Dissertation Final Exam may be a public (or not) presentation of the Dissertation and /or defense in front of the Dissertation Committee.

6.4. Final Approval and Report

The completed Doctoral Dissertation must be approved by the Doctoral Committee, who then recommends, by submission of *Ph.D. Form II*, the conferral of the Ph.D., subject to final submission of the approved Dissertation for deposit in the University Archives (see *Graduate Advisor Handbook*, Sect. VII.H.8). The Committee recommendation must be unanimous.

7. Track Requirements

The Social Sciences Graduate Group is an umbrella program covering different social science disciplines. Specific degree requirements for approved track are included in this section. Students are expected to meet all requirements included in sections 1-6 above as well as the track specific requirements detailed below.

7.1. Economics

Requirements: Ph.D. training in Economics depends on whether the student has already completed the required Ph.D. coursework elsewhere or not.

Path A: for a student who has not completed the required Ph.D. course work the student must complete the typical first year Economics Ph.D. coursework at another UC campus before starting on Path B. UC Merced has an intercampus exchange program to allow the student to pursue this option.

Path B: for a student who has already completed the required coursework the student must complete a second year paper and the dissertation under the supervision of a faculty member.

7.2. Political Science

Requirements: PhD students trained in political science will select between two substantive subfields: Political Cognition and Behavior (CAB), and Political Institutions and Political Economy (PIPE). Students must choose a major subfield by the end of their first year. The other track will be considered the student's minor subfield.

Substantive Coursework: Students will take a minimum of four classes in their major subfield and two classes in their minor subfield. Students are expected to complete 72 units prior to advancing to candidacy.

Methodology Sequence: All students will have a common, core research methods sequence including research design (POLI 200), introductory statistics (POLI 210), and advanced regression analysis (POLI 211). Students will choose two additional methods courses (such as advanced statistical methods, game theory, computational modeling, or experimental methods).

Research Practicum: To facilitate engagement with faculty and provide an opportunity to apply newly-learned skills, students will be required to take a two-semester research practicum starting in their second year (POLI 290).

Exams: To provide an early assessment of progress, students will take a "first year exam" towards the end of their second semester in the program. Comprehensive exams will be taken at the beginning of the spring semester of the student's third year. The dissertation prospectus should be defended at the beginning of the fall semester of the student's fourth year and must be defended by the end of the fall semester to maintain satisfactory progress.

7.3. Public Health

Requirements: Only students holding a Master's Degree in an area relevant to Public Health and with significant experience will be admitted to the Public Health track. Students in the Public Health track must complete at least 4 full time semesters of academic residence.

Coursework: Students should complete a minimum of 3 approved courses, including a seminar course, during their first year. The courses should familiarize the students with the breadth of methods and research in Public Health. Students are expected to develop an expertise in a methodology and research area that is appropriate for their dissertation area. The methodology and research area will be determined in consultation with the student's Faculty Advisor.

Academic advising committee: All student must form an Academic Advising Committee that includes no less than 3 faculty members (two from the Public Health Graduate Group). Students must meet regularly with their Faculty Advisor, including prior to the first semester of enrollment and then as determined necessary by the Faculty Advisor from then on, and no less than twice a year with their Academic Advising Committee. The purpose of these meetings is to discuss the student's academic plan, progress toward completing that plan, advancement to candidacy, and (if necessary) modifications.

Candidacy committee: This is the same as the academic advising committee each selected to evaluate the student performance.

Exams: Students will present and defend their proposed research to the members of the Public Health Graduate Group, including their committee members, at the end of their first year as part of their qualifying exam and to be advanced for candidacy. The qualifying exam will include both a written description and oral summary of their research, which is to take place at the end of the spring semester of the student's first year. The Academic Advising Committee must agree that the student has made sufficient progress to proceed to the candidacy phase. If the student is deemed not to have made sufficient progress, the student will be given an opportunity to revise their written proposal and engage in a second oral presentation prior to the beginning on the Fall semester. The student must show sufficient progress by this point to be granted candidacy and continue the program.

7.4. Sociology

Requirements¹: Students seeking a Ph.D. in the Sociology Track must complete five full time semesters of approved graduate work, including: One theory class, two statistics classes plus one additional advanced methods class, one research methods class, one writing/publishing seminar, six substantive courses or sets of reading hours, one professionalization seminar

Second year paper: All students must complete a second year paper. The paper must include original empirical analysis and be in the form of a sociology journal article.

Candidacy committee: All students will form a Candidacy Committee including no fewer than four faculty members (three from sociology) each selected to evaluate student performance in one of two exam areas.

Comprehensive Exams: Students will choose two broad areas (education, gender, health, immigration, political sociology, race and ethnicity, sexuality, social class, and social movements) in which to be examined for advancement to candidacy. Exams will be taken during the spring of the student's third year

¹ These requirements apply to students admitted to the Sociology Track in Fall 2012 or later.

Attachment A: Model Graduate Student Progress Report

Name:

Last Semester/Year Completed in Program:

Semester/Year Entered Graduate Program at UCM:

Faculty Advisor:

Faculty Advisory Committee:

Major Steps in Program (as appropriate)	Planned for (Sem./Year)	Completed in (Sem./Year)
First year Project		
Second Year Project		
Qualifying Exam/Admission to Candidacy		
Dissertation proposal defense		
Dissertation defense		

Research Activities since Last Progress Report:

Conference Presentations since Start of Graduate Studies (**bold** those added since last Progress Report):

Publications since Start of Graduate Studies (**bold** those added since last Progress Report):

Research Plans for Next 12 Months:

Content Courses Completed (bold those added since last Progress Report)	Semester/Year	Grade

Any additional information regarding completed courses and grades:

Courses to Complete in Next 12 Months:

Teaching/TA Activities Completed (bold any added since last Progress Report):

Teaching Plans for Next 12 Months:

Inserting my name below indicates this is a true representation of my work:

Student's name

Date

Faculty Evaluation Report

Student:

Semester/Year

Progress in	Unsatisfactory	Satisfactory	More than Satisfactory
Research			
Course work			
Teaching			
<i>Overall</i>			

In the case of <i>Unsatisfactory Progress</i> , the following needs to be addressed	By Date

Additional Information for Student:

	Signatures	Date
<i>Student</i> (indicating understanding)		
<i>Faculty Advisor</i> (every semester)		
<i>Faculty Committee Member</i> (yearly)		
<i>Faculty Committee Member</i> (yearly)		
<i>Faculty Committee Member</i> (yearly)		