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I. INTRODUCTION

Welcome to the Graduate Program in the Department of Sociology at Brigham Young University. Your pursuit of a graduate degree in our department should be a rewarding experience that benefits both you and the department. We look forward to developing a good working relationship. *This handbook contains a set of instructions for successfully completing a graduate degree in Sociology at Brigham Young University.* It is a supplement to the policies and procedures found in the BYU Graduate Catalog. This handbook includes specific Departmental requirements for graduate degree programs in Sociology as well as examples and samples of all forms and documents you will need through your graduate career. You should retain both the Graduate Catalog and this Handbook, consulting both frequently as they will familiarize you with the rules and regulations of the University and Department of Sociology. *It is your responsibility to be aware of and meet all applicable requirements for your graduate degree.* The Sociology faculty welcomes you to the graduate program and looks forward to helping you meet your degree and career objectives.

A. About BYU and Provo

Brigham Young University is the largest private university in the United States. It currently enrolls approximately 30,000 students, 10% of whom are graduate students. The mission of the institution is emphasized in the graduate education experience. Brigham Young University offers a unique educational experience for graduate students. The University was founded, and is supported and guided by The Church of Jesus Christ of Latter-day Saints. It attempts to provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued. A shared desire to "seek learning, even by study and also by faith" knits BYU into a unique educational community. Within this larger context, the Department of Sociology houses an impressive faculty committed to the mission of the institution and maintain an international reputation in their various areas of expertise. They are active in research endeavors and are dedicated teachers. Brigham Young University is located in *Provo, Utah,* a metropolitan area of approximately 230,000 inhabitants located 40 miles south of Salt Lake City. Bound on the east by the snow-capped Wasatch Mountains and on the west by 139-square-mile Utah Lake, the area is a favorite for outdoor recreation. Hiking, camping, fishing, horseback riding, mountain biking, golfing, and water sports of all kinds are favorite pastimes in this temperate summer clime, while hunting, snowmobiling, ice skating, and downhill and cross-country skiing satisfy the adventurous during the colder months of the year. Provo's central location puts it within a half-day's drive of 15 national parks, monuments, and recreation areas—the largest concentration of such attractions in any state south of Alaska. Please access the following website for additional information about Provo, Utah: [www.provo.org](http://www.provo.org).
B. About The Graduate Program in Sociology at BYU
Approximately 30 students are enrolled in the sociology graduate program at BYU. Students come into our program from all over the world and from a variety of cultural and intellectual backgrounds. Close professional interaction with faculty is an integral part of our program. This opportunity to work closely with a faculty mentor is an important part of a graduate education. Our faculty is active in research, teaching and service, providing numerous opportunities for students to play a major role in many research and professional projects. Graduate classes are typically small enough to be conducted within a seminar setting. As a student, this enhances your opportunity to interact at a more personal level with your mentors and peers.

C. Professional Activities
A graduate degree is a professional degree; therefore we place considerable emphasis on your professional socialization. You are expected to prepare research papers for presentation at professional meetings and for publication. Your faculty mentors and your fellow peers will assist you in these endeavors. You should consider attendance at and participation in professional meetings part of your graduate training and plan accordingly. We expect you to take an active professional interest in your graduate career and your future career as a sociologist regardless of the setting in which that may occur; be it academia, government, private enterprise or another setting. Plan to make the most of your time and experiences here. Remember, both you and the Department have made a large investment in your graduate training. If you monitor your investment closely, you will maximize the opportunities available to you here at BYU.
II. ACADEMIC PROGRESS

Your graduate career in Sociology follows 3 phases. In the first phase you are expected to complete the sequence of required course work for your particular degree. For Masters students this includes 14 hours of required course work. The specific courses for each degree are identified in the section on degree programs (pages 10-12). The second phase of your graduate career will include Specialty Area courses and Electives particular to your substantive area of interest. For the Masters degree, 15 credit hours of Electives are necessary. The third and final phase of your graduate program is the Thesis. It is anticipated that you will move into this phase in a timely manner after the completion of your course work. Masters students complete 6 hours of Thesis credits and are expected to finish their degree program within three years. See page 10 for information on time limits.

A. Monitoring Progress
The Department formally evaluates your performance two times a year at the completion of the Fall and Winter semesters. You are evaluated by those professors you have worked with as a TA/RA; Advisee; or Student in their class(es). Each professor assesses you on your total performance in that particular area. The Departmental Graduate Committee (a five person committee that oversees graduate issues in the department) then considers all evaluations for all students and develops an overall evaluation for each. This overall evaluation includes an assessment of program requirements (program of study submitted, graduate thesis committee in place, courses completed on schedule, thesis prospectus approved by the department, progress on thesis requirement, etc.), and professional performance (including quality of teaching and research). Students must maintain at least a 3.0 GPA, and individual course grades must be at least a B-.

The Departmental Graduate Committee rates your performance as “Satisfactory,” “Marginal,” or “Unsatisfactory,” indicating the reasons for a low rating, and inviting you to respond to the evaluation and comply with a set of stated conditions for remaining in the program. Two unsatisfactory or marginal evaluations in consecutive semesters or terms will result in termination from the program. If you receive a marginal or unsatisfactory evaluation, it is incumbent on you to resolve the problem before the next evaluation. You are responsible for working with your advisor to develop a plan to resolve issues concerning your progress in a satisfactory way and appropriate time frame.
III. FINANCIAL AID

A. Graduate Awards through the Department of Sociology
The Department of Sociology offers assistantships to as many students as it can fund each year. Because teaching and research are vital components of graduate programs, most graduate awards given by the Department are in the form of teaching and research assistantships. Supplementary awards may be granted depending on funding availability. These are typically used to pay for tuition.

B. Application
New students should apply for graduate awards as part of the regular admission process. Students need to reapply each year for financial aid. Appropriate notification, forms, and procedures are provided to you each year. Continuing students can obtain information and applications from the Department.

C. Requirements and Selection
Assistantships and other financial aid through the Department are awarded to those who have high academic standing. To be eligible for assistantships, internships, or supplementary awards, you must be a degree-seeking graduate student in good standing. MS students may receive assistantship funding from the Department for 2 years if they demonstrate satisfactory performance and progress toward completing degree requirements. You must also be registered for at least 8.5 credit hours (full-time) unless you are in the thesis stage of your graduate career. At this point, you must be registered for 2 credit hours in the semester (or 1 credit hour in the term) for which the award is granted. Other provisional arrangements may also be approved through your graduate committee.

Graduate Assistantships are professional internships with explicit obligations. Assistantships are thus considered to be part-time jobs (20 hours a week unless otherwise specified). They are not Fellowships. We expect you to work the full number of hours a week specified in your contract. Therefore, if you are on an assistantship, you are expected to take a normal course load and should not engage in additional outside employment. Faculty to whom you are assigned as a TA or RA will provide details on your work assignments. Should you have questions or concerns about your duties, please discuss them with the faculty member, your advisor, or the Graduate Coordinator to get them resolved as soon as possible. This will help to ensure that your RA or TA assignment will be a productive experience for you, the faculty and Department. Re-assignment of RAs and TAs can be made at the beginning of a new semester, as needed, based on research and teaching needs, etc., and if all parties agree to new assignments.

Currently, most assistantships awarded by the Department of Sociology are $6,300.00 per semester for first year MS students. For each semester assistantship, this amount includes 20 hours of work per week unless otherwise specified. Assistantships are also available in Spring/Summer terms as follows: 10 hours per week in Spring and Summer term or 20 hours per week in either Spring or Summer term.
In assigning assistantships, the Department attempts to match a student’s interests with that of a faculty member. In this way, students can further a productive relationship with an experienced faculty member whether as a teaching assistant or a research assistant. Assistantships are typically provided through the Department; however, a student may be assigned to a faculty member to work on a particular grant. External grants allow more assistantships to be awarded in any given year through the Department.

D. Duration of Departmental Assistantships
Continued departmental funding is conditional on satisfactory performance evaluations each semester. Poor evaluations (Marginal and/or Unsatisfactory ratings) of performance by professors for whom students have been a Teaching Assistant or Research Assistant or failure to make satisfactory progress on programs requirements may result in suspension of an assistantship. If you receive such an evaluation, the Graduate Coordinator will inform you. Length of time in the program will also be taken into consideration. MS students may receive assistantship funding from the Department for 2 years if they demonstrate satisfactory performance and progress toward completing degree requirements.

E. Graduate Awards External to the Department
Two types of student loans are available to graduate students who qualify—BYU loans and Federal Stafford Loans. Only degree-seeking students who are making satisfactory academic progress will be considered for loan approval.

Student Loans
Norman B. Finlinson, Director of Student Financial Aid
A-41 ASB
Provo, UT 84602-1009
(801) 422-4104

Application
Application materials and information about eligibility and repayment requirements are available in the Financial Aid Office.

Deadlines
Students must submit all application materials for any BYU need-based loans and federal loans by June 1.

Student Employment
2024 Wilkinson Student Center
Provo, UT 84602
(801) 422-3561

Most student campus jobs other than assistantships and internships are listed at Student Employment Services. Students who are ready to seek employment should bring proof of acceptance as a full-time student to this office.

Certain governmental restrictions apply to students from foreign countries. Some students are not eligible to obtain work permits until they have been in school for one semester. The International Services Office is able to determine international student status regarding employment.
Federal immigration regulations require everyone hired in the U.S. to prove eligibility to work in America. U.S. citizens do so by presenting a social security card, state-certified birth certificate, or U.S. passport with a current BYU identification card. Non-U.S. citizens need to present a current passport with attached I-94 or I-20 ID.

**Additional Financial Aid Resources/Sources**
Check [http://www.byu.edu/gradstudies/?action=resources.fellowships](http://www.byu.edu/gradstudies/?action=resources.fellowships) for a listing of fellowships and grants.
IV. STARTING YOUR DEGREE PROGRAM

A. Orientation of New Students
New students are only admitted for Fall Semester. Upon acceptance to the program you are sent a letter explaining the time and place of the graduate student orientation. This orientation is typically held a few days before the first official day of classes in the Fall. This orientation provides an opportunity to meet the other graduate students in the program as well as the faculty and secretarial staff. You will learn about program expectations and opportunities that await you as a graduate student in sociology at BYU. You will also meet with the Graduate Coordinator who will help you plan your first semester of course work.

B. Faculty Advisor and Graduate Thesis Committee
By the beginning of your first regular semester of course work, you will be assigned a preliminary faculty advisor who will help you to develop your program of study and thesis committee. Your committee includes a faculty member who serves as chair of your graduate thesis committee and at least two other committee members. Your thesis committee chair will become your faculty advisor. You may have more members on your committee than the above stated minimums if you wish. You may also have members from outside the Department, but the chair and one other committee member must be from the Sociology Department. If pursuing a minor from another department, at least one member of your committee must be from that department. The purpose of your graduate committee is to advise you throughout your graduate program, especially in terms of professional development. Your committee chair/advisor will be especially important in this capacity. He or she will be instrumental in helping you achieve your professional goals.

Your graduate committee is established through the Sociology Graduate Students’ Committee Members form. If you wish to make changes in the composition of your committee you will need to do so through a Change in Committee form. All changes must be approved by your existing committee and signed-off by the Graduate Coordinator. Forms are available at sociology.byu.edu.

C. Program of Study
One of the primary responsibilities of your Preliminary Advisor/committee chair and your graduate committee is to assist you to develop your Program of Study (see Appendix C). The Program of Study is not only a road map of the courses you will need to take to finish your degree; it is a contract between you and the Department and University that you will take and complete the agreed upon courses as a condition of graduation. Changes can be made in the Program of Study upon approval of your graduate committee.

Masters Students must submit the Program of Study to the Graduate Coordinator for signature and to the Graduate Secretary for submission to Graduate Studies by the end of the first semester in the program. Continued assistantship funding cannot be awarded until the Program of Study is submitted to Graduate Studies. Changes in the Program of Study may be made if authorized by your graduate committee and the Graduate Coordinator (see “Request for Study List Change” in Appendix C).
To be considered a full-time student, you must be registered for 8.5 credits per semester. *To remain enrolled at the university as a graduate student, you must be registered for 6 credits per year. Failure to do this will result in your termination from the program.

**D. Credit Issues**

**Transfer Credit**

Credit taken at other accredited universities in the United States or in Canada may, with departmental approval, count toward a graduate degree at BYU if the following conditions are met:

1. Any course to be transferred must be clearly graduate level.
2. The grade for any such course must be B or better (pass/fail courses are not transferable).
3. Home study, correspondence, and extension courses are not transferable.
4. Transfer credit in combination with non degree and senior credit cannot total more than 10 hours.
5. Credit cannot have applied to another degree.

**Credit from foreign universities** may be considered for transfer only if certified by special examination (see the Credits Certified by Special Examination section that follows for details).

If pursuing a minor in another department, (or if pursuing one in sociology) you must do the following:

1. Obtain the approval of the Department Chair of the major and the minor departments.
2. Select a graduate faculty member (approved by the Department Chair of the minor department) to serve as a committee member.
3. Register for and complete 12 semester hours of approved graduate credit in the minor.
   *(For those pursuing a Sociology Graduate Minor, 6 of the 12 credits are required courses. These include: Soc 610 (Theory), and Soc 600 (Methods). The other 6 credits are electives to be determined by the student and his/her committee and minor area advisor.)*
4. Pass an oral or a written comprehensive examination in the minor field (prepared by the minor committee member).

**Time Limit.** Only credit taken within the time limit for each degree may count toward the degree *(five years for master's degrees).* The Department will rarely entertain a petition to extend beyond the allotted time to finish the respective degrees. By University policy, petitions to extend time limits and include outdated credit are governed by the following:

1. The Department and College may petition for up to a one-year extension by providing reasonable evidence that extenuating circumstances caused an unavoidable delay in the student's progress toward a degree.
2. The Department and College may petition to allow credit outdated by more than one year but no more than five years to apply toward a degree, but the petition must be accompanied by
impressive documentation that the credit in question has been updated by courses retaken, by special readings courses in the outdated subjects, or by examinations in each of the courses.

3. No credit outdated by more than five years may apply to a current degree, regardless of circumstances.

**Time Frame.** We expect you to be finished within two years, but three years may be required if there are circumstances that impede your progress and completion in two years. Occasionally, some students will require more time due to conditions beyond your control. The university allows five years for the completion of a Masters degree. These additional two years are intended to allow for such extenuating circumstances. Consequently, extensions beyond them will generally not be considered. You must plan accordingly to finish within the maximum time frames allowed for your degree.

**Recommended Timeline.** Masters students should use the following recommended outline in developing a program of study and timeline with their Advisor/Committee Chair.

**First Year:**
- **Fall Semester –**
  1. Complete 7 required course credits and 3 elective course credits.
  2. Complete a Program of Study; get signature of the Graduate Coordinator and turn in to the Graduate Secretary for submission to Graduate Studies.
- **Winter Semester –**
  1. Complete 7 required course credits and 3 elective course credits.
  2. Begin work with your thesis committee chair to develop a thesis topic and prospectus.
  3. By the end of the semester, develop timeline for completion of thesis project, including plans for securing an appropriate dataset or collecting data.
  4. Submit prospectus drafts to thesis chair and committee members.
- **Spring/Summer –**
  1. Complete 3 elective credits or thesis credits as approved by committee chair.
  2. Continue to work with thesis chair and committee to prepare for a defense during spring/summer or early fall semester, and to acquire appropriate data for thesis.

**Second Year:**
- **Fall Semester –**
  2. Complete remaining 3-6 elective credits as needed.
  3. Continue thesis research; finalize data and analysis plans, and begin analysis.
- **Winter Semester –**
  1. Submit drafts of thesis chapters to chair for review and feedback; make revisions until your chair and committee members agree it meets thesis standards and requirements.
  2. Plan thesis defense with committee chair for April or August.
  3. Complete remaining thesis credits according to graduation plans (must enroll in 2 credits the semester of the thesis defense).
  4. To meet requirements for an **April graduation**, a defense must be held by **early March**; for an **August graduation** a defense must be held by **early July**.
  5. An approved thesis draft must be given to committee members and placed in the Sociology Department office **at least two weeks prior to the scheduled thesis defense date.**
V. MASTER OF SCIENCE DEGREE

A. Master of Science Options
The Department offers the Master of Science Degree. The purpose of this degree is to prepare students for the Ph.D. and/or to enter the professional world as teachers, researchers, and data analysts. Students pursuing a Masters degree need to maintain a grade-point average of “B-” or above on all course work completed.

Thesis
The Masters of Science Degree requires 35 hours - 29 hours of approved course work and 6 hours of Thesis Credits (Sociology 699R). Please note that 6 credits of 699R is the maximum you can have on your program of study. Registration for thesis credit (from 1 to 6 hours per semester approved by your graduate committee chair) and work on the thesis must be concurrent.

Prerequisites
The following prerequisites (or equivalents) must be fulfilled before entrance into the Masters Program:

1. Bachelor’s degree in Sociology or related field
2. Soc 111 (Introduction to Sociology or equivalent*)
3. Soc 300 (Methods of Research in Sociology or equivalent*)
4. Stat 221 (Principles of Statistics or equivalent*)
5. Soc 310 (Classical Social Theory or equivalent*)
6. Soc 311 (Contemporary Sociological Theory or equivalent*)
   * must be approved by the graduate committee

B. Course Work

There are 14 credits of required core courses for the Masters degree.

Core Required Courses:

- Sociology 598R “Professionalization Seminar” (2 semesters)
- Sociology 600 “Advanced Research Methods” (Prerequisite to Soc 604)
- Sociology 610 “Seminar in Classical Social Theory”
- Sociology 604 “Ethnographic Techniques”
- Sociology 605 “Multiple Regression”

The remaining 15 credits are Electives and are to be determined in conjunction with your graduate committee on your Program of Study. A minimum of 6 hours must be Sociology courses and a maximum of 6 credits may be taken outside the Department with approval of your graduate committee.

Recommended Elective Course:

- Sociology 611 “Seminar in Contemporary Sociological Theory”
C. Examinations
The successful defense of your thesis to your graduate committee constitutes the final comprehensive examination.

D. Master of Science Thesis
Thesis Prospectus
Developing a *Thesis Prospectus* is the initial step in writing your thesis. You should present your Thesis Prospectus to your graduate committee no later than the beginning of the last semester of your course work. Your committee will determine if it is ready to be defended orally. When it is ready for an oral defense, you, in conjunction with your Committee, will schedule the oral defense of the prospectus. Use the *Departmental Scheduling of Prospectus Review* form. This form is available online at sociology.byu.edu. Be sure to schedule at least two weeks before the proposal.

After your Thesis Prospectus has been *unanimously approved* by your Committee, you may proceed to work on your thesis. There are three possible outcomes of the oral defense of the prospectus:
1. *Prospectus Approved* – Proceed with your Thesis
2. *Prospectus Approved with Revisions* – Details to be worked out between you and your committee.
3. *Prospectus Not Approved* – Consult with your Advisor/Thesis chair about the next step.

Thesis Defense
After you have written your Masters Thesis, your Thesis Chair and other members of your graduate committee will decide if it is ready for an Oral Defense. The final Oral Defense must be scheduled with the Office of Graduate Studies through the Department Graduate Secretary at least two weeks prior to the defense. The form for this is available at www.byu.edu/gradstudies. In addition, an unbound copy of your Thesis should be given to the Graduate Secretary in the Department at least two weeks before the oral examination to be placed in the main office so that interested faculty and students may review it before the examination.

Final examinations are not held during the interim periods between semesters. All members of the BYU academic community are invited to attend the final oral examination, but only members of your graduate committee may question you and vote on your performance.

You must be registered for at least 2 credits the semester you defend.

There are four possible outcomes to the Oral Defense:
1. Pass
2. Pass with Qualifications
3. Recess
4. Fail

If the decision is to *Pass with Qualifications*, the committee may require minor revisions of the thesis or selected project, strengthening of your preparation in subject matter areas, or both.
When these qualifications are satisfied and the Thesis Chair has properly recorded the clearance with the Office of Graduate Studies, you will be judged to have passed the examination.

If two or more examiners vote to *Recess*, the examination is adjourned. This permits you to reschedule (with the Department and the Office of Graduate Studies) a second and final examination. The new examination cannot be held sooner than a month after the recessed examination. In addition, the second examination must be convened with the original committee.

If two or more examiners vote to *Fail*, your graduate degree program in Sociology is terminated.
SUMMARY OF REQUIREMENTS FOR MS IN SOCIOLOGY
At a Glance

*These requirements are subject to change without notice.

**Purpose**
The purpose of the Master’s degree in Sociology is to prepare students for doctoral work and to train them as teachers and researchers.

**Prerequisites**
Bachelor’s degree in Sociology or related field
- Soc 111 (Introduction to Sociology or equivalent*)
- Soc 300 (Methods of Research in Sociology or equivalent*)
- Stat 221 (Principles of Statistics or equivalent*)
- Soc 310 (Classical Social Theory or equivalent*)
- Soc 311 (Contemporary Sociological Theory or equivalent*)
* must be approved through the graduate committee

**Hours**
35 hours total
- 29 course hours (Students must take 14 hours of required courses and an additional 15 hours of course work with a minimum of 6 hours of graduate sociology credit.)
- 6 thesis hours (Soc 699R)

**Required Core Courses**
- Soc 598R (Pro-Seminar) required for 1st year students (2 semesters)
- Soc 600 (Advanced Research Methods–Taught Fall Semester)
- Soc 605 (Multiple Regression and Computer Analysis or equivalent–Taught Winter Semester)
- Soc 604 (Ethnographic Techniques–Taught Winter Semester)
- Soc 610 (Seminar in Classical Social Theory–Taught Fall Semester)

**Recommended Elective Course**
- Soc 611 (Seminar in Contemporary Sociology Theory)

**Continuous Registration**
- 6 hours per academic year
- 2 thesis hours during the semester student defends thesis

**Time Limit**
You should finish in 2 years or less. Maximum time allowed is 3 years under extenuating circumstances.
### Advising Checklist for Masters in Sociology
(To be used to help you keep on track and schedule for completion)

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Courses</th>
<th>Semester</th>
<th>Waived</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Hours</td>
<td>Professionalization</td>
<td>Soc 598R Pro-Seminar†</td>
<td>Fall 2012 &amp; Winter 2013</td>
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<tr>
<td></td>
<td>Methods</td>
<td>Soc 600 Graduate Research Methods*</td>
<td>Fall 2012</td>
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<td></td>
<td>Qualitative Methods</td>
<td>Soc 604 Ethnographic Research Techniques</td>
<td>Winter 2013</td>
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<tr>
<td></td>
<td>Quantitative Stats</td>
<td>Soc 605 Multiple Regression Analysis*</td>
<td>Winter 2013</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Theory</td>
<td>Soc 610 Classical Social Theory*</td>
<td>Fall 2012</td>
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<th>TOTAL REQUIRED CREDITS EARNED</th>
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<table>
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<tr>
<th>Electives</th>
<th>Courses</th>
<th>Semester</th>
<th>Waived</th>
<th>Grade</th>
<th>Credits</th>
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<tbody>
<tr>
<td>15 Hours Minimum (6 of Grad Soc)</td>
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<tr>
<th>TOTAL ELECTIVES CREDITS EARNED</th>
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<tr>
<th>Thesis</th>
<th>Courses</th>
<th>Semester</th>
<th>Waived</th>
<th>Grade</th>
<th>Credits</th>
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<tr>
<td></td>
<td>Soc 699R Masters Thesis</td>
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<td></td>
<td>Soc 699R Masters Thesis</td>
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<tr>
<th>TOTAL THESIS HOURS EARNED</th>
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<th>TOTAL CREDITS EARNED</th>
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<tbody>
<tr>
<td>(35 Required for Degree)</td>
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</table>

* Prerequisite is strictly enforced for this course
† Must be taken in Fall and Winter Semesters of student’s first year
Most forms are located online at http://graduatestudies.byu.edu/content/all-forms.
Others are available by request from Claire DeWitt (ADV Forms) or Kevin Green (GS Forms).

<table>
<thead>
<tr>
<th>All Forms (Listed Alphabetically)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Graduate Study Checklist</td>
<td>GS Form 2</td>
</tr>
<tr>
<td>Approval for Final Dissertation, Thesis, or Selected Project</td>
<td>ADV Form 8d</td>
</tr>
<tr>
<td>Committee Member Evaluation of Final Oral Examination - Doctoral</td>
<td>ADV Form 9doc</td>
</tr>
<tr>
<td>Committee Member Evaluation of Final Oral Examination - Masters</td>
<td>ADV Form 9</td>
</tr>
<tr>
<td>Contract of Support</td>
<td>GS Form I-2</td>
</tr>
<tr>
<td>Copyright Information Pertaining to Dissertations, Theses, and Selected Projects</td>
<td>ADV Form 8f</td>
</tr>
<tr>
<td>Department Financial Support Form</td>
<td>GS Form I-1</td>
</tr>
<tr>
<td>Departmental Request to Expire (Terminate) Graduate Status</td>
<td>ADV Form 7</td>
</tr>
<tr>
<td>Departmental Scheduling of Final Oral Examination (Masters and Doctoral)</td>
<td>ADV Form 8c</td>
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<tr>
<td>Ecclesiastical Endorsement</td>
<td>GS Form E</td>
</tr>
<tr>
<td>Fee Payment - Department</td>
<td>OGS Form 1</td>
</tr>
<tr>
<td>Graduate Application Deadlines 2011-2012</td>
<td>GS Form 4</td>
</tr>
<tr>
<td>Graduate Degree Course Challenge Examination</td>
<td>ADV Form 3d</td>
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<tr>
<td>Graduate Student Special Registration</td>
<td>ADV Form 3c</td>
</tr>
<tr>
<td>Guide for Applying to Graduate Study</td>
<td>GS Form 1</td>
</tr>
<tr>
<td>International Preliminary Checklist for Graduate Study</td>
<td>GS Form 3</td>
</tr>
<tr>
<td>International Student Transfer/Release Form</td>
<td>GS Form 8</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>ADV Form 5</td>
</tr>
<tr>
<td>Minimum Registration Fee Payment</td>
<td>ADV Form 4</td>
</tr>
<tr>
<td>Minimum Standards for Submitting Dissertations, Theses, and Selected Projects</td>
<td>ADV Form 11</td>
</tr>
<tr>
<td>Notification of Integrated or Joint Program Status</td>
<td>GS Form 5</td>
</tr>
<tr>
<td>Personnel Change Notification</td>
<td>OGS Form 3</td>
</tr>
<tr>
<td>Petition for Exception</td>
<td>OGS Form 2</td>
</tr>
<tr>
<td>Petition for Graduate Full-time Status</td>
<td>ADV Form 2a</td>
</tr>
<tr>
<td>Preliminary Pages Template - Thesis</td>
<td>ADV Form 11b</td>
</tr>
<tr>
<td>Program of Study</td>
<td>ADV Form 3</td>
</tr>
<tr>
<td>Program of Study Change</td>
<td>ADV Form 3b</td>
</tr>
<tr>
<td>Report of Committee Action for Final Oral Examination</td>
<td>ADV Form 10</td>
</tr>
<tr>
<td>Request to Change Graduate Degree Level</td>
<td>GS Form 7</td>
</tr>
<tr>
<td>Request to Secure Thesis or Dissertation</td>
<td>ADV Form 8e</td>
</tr>
<tr>
<td>Requirements for Graduation Application</td>
<td>ADV Form 8a</td>
</tr>
<tr>
<td>Sample Preliminary Pages for Submitting Dissertions, Theses, and Selected Projects</td>
<td>ADV Form 11a</td>
</tr>
<tr>
<td>Student Thesis, Dissertation, or Selected Project Submission Checklist</td>
<td>ADV Form 12</td>
</tr>
</tbody>
</table>
Graduate Committee Members
SOCIOLOGY DEPARTMENT

Name________________________________BYU ID# ____________________________

Date________________________________

Degree________________________________

Please print the chair’s and each member’s name below and have each faculty member sign and
date on the appropriate line. When completed, return this form to the graduate secretary.

_____________________________ _____________________________ __________________
Chair Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

For Office Use Only:

Entered into computer?   Y / N          Date: __________________
Change in Graduate Committee Members

SOCIOLOGY DEPARTMENT

Name_______________________________ BYU ID# ________________________

Date________________________________

Degree______________________________

Please print the names of the members that are being dropped and added from the committee in the designated field(s) and have these members sign and date next to their name. Also, have the graduate coordinator sign his/her approval. When completed, return this form to the graduate secretary.

DROP:

_____________________________ _____________________________ __________________
Chair Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

ADD:

_____________________________ _____________________________ __________________
Chair Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

_____________________________ _____________________________ __________________
Member Signature Date

APPROVAL:

_____________________________ _____________________________ __________________
Graduate Coordinator Signature Date

For Office Use Only:
Entered into computer?  Y / N Date: __________________
**Student Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>BYU ID</td>
<td>Graduate Program</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Mailing Address</td>
<td>Graduate Degree</td>
</tr>
<tr>
<td>City</td>
<td>State or Province</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Semester/Term and Year Admitted:</td>
<td>Master's credit hours to apply toward doctorate:</td>
</tr>
<tr>
<td>☐ Fall</td>
<td>☐ Winter</td>
</tr>
</tbody>
</table>

**Course Work Information**

<table>
<thead>
<tr>
<th>Department and Course Number</th>
<th>Requirement Type*</th>
<th>Requirement Satisfied By*</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

**Graduate Committee Approval**

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

<table>
<thead>
<tr>
<th>Printed Name of Graduate Committee Chair</th>
<th>Signature of Graduate Committee Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Graduate Committee Member</td>
<td>Signature of Graduate Committee Member</td>
<td>Date</td>
</tr>
<tr>
<td>Printed Name of Graduate Committee Member</td>
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</tr>
<tr>
<td>Printed Name of Graduate Committee Member</td>
<td>Signature of Graduate Committee Member</td>
<td>Date</td>
</tr>
<tr>
<td>Printed Name of Graduate Coordinator or Department Chair</td>
<td>Signature of Graduate Coordinator or Department Chair</td>
<td>Date</td>
</tr>
</tbody>
</table>
Instructions

1. If you are uncertain about any specific requirements, ask your graduate committee chair for help. Doctoral students cannot include skill hours toward the minimum hours required.

2. If a minor is to be pursued, it must be approved by both the major and the minor departments.

3. List each course to be included in your graduate program by department abbreviation (as used in the class schedule), course number, credit hours, and course title. List prerequisite courses first. If a course designated with an "R" will be repeated, list it only once with the total hours to be earned. For example, do not list Psych 799R nine times for 2.0 hours each, rather once for 18.0 hours. If additional space is needed, use a second form.

4. In the "Requirement type" column, identify the requirement each course fills using the following:
   - Prereq: Prerequisite courses
   - PhD Skill: Skill requirement courses (may be required for doctoral students). List the courses you have taken or plan to take to fulfill the doctoral skill requirement, or describe in the space provided how you will complete the requirement.
   - Major: Major courses
   - Minor: Minor courses, if declared. Master's Minor must include at least 6 credit hours of graduate level (500–600) course work.
   - Elective: Elective courses
   - Thesis: Thesis
   - Project*: Project
   - Dissertation: Dissertation

5. In the "Requirement satisfied by" column, identify the courses you plan to count toward your degree using the following:
   - Post-BACC/Post Baccalaureate Studies (non-degree): Courses taken after receiving your bachelor’s degree but before you were admitted to your current graduate program.
   - Senior: Courses taken before receiving your bachelor’s degree which you wish to count as part of your graduate degree. If any course was applied to another degree previously, do not list it. Check with your undergraduate advisement center to make sure there is no double application of credit.
   - Note: With departmental approval, master's students may count a limited number of 300–400 level courses taken as either an undergraduate or graduate student. Doctoral students may not count any undergraduate level courses toward their program of study.
   - Transfer: Transfer courses from other accredited schools. (Entered under "Transfer Courses" on bottom of ADV08.)
   - Note: Transfer credit (TRN) may constitute no more than 25 percent of the required credits for the degree, and may not exceed 15 credit hours in any program. Up to 10 senior and/or post-baccalaureate studies (PBS) credit hours may count toward a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours. For example:

<table>
<thead>
<tr>
<th>Required Program Hours</th>
<th>Combined Transfer, Senior, PBS Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>10 (max. 7 Transfer)</td>
</tr>
<tr>
<td>36</td>
<td>10 (max. 9 Transfer)</td>
</tr>
<tr>
<td>40</td>
<td>10 (max. 10 Transfer, Senior/PBS)</td>
</tr>
<tr>
<td>50</td>
<td>12 (max. 10 Senior/PBS)</td>
</tr>
<tr>
<td>60</td>
<td>15 (max. 10 Senior/PBS)</td>
</tr>
<tr>
<td>&gt;60</td>
<td>15 (max. 10 Senior/PBS)</td>
</tr>
</tbody>
</table>

The time limit for completion of a degree (5 years for a master’s, 8 years for a doctoral) begins with the first course taken and applied to the degree.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master’s committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.

7. After completing the Program of Study form and obtaining committee member signatures, submit it to your department for computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (https://ry.byu.edu/); type in ADV09 in the "Quick URL" box.

*Selected Projects fall under this heading. Selected Projects refer to programs in the Departments of Communications, Instructional Psychology and Technology, Biology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts.
### Program of Study Change

**ADV Form 3b**

**IMAGING:** GRStudyList

**Admit Year/Term:**

---

#### Student Information

- **Name:**
- **BYU ID number:**
- **Current Mailing Address:**
- **Department:**
- **City:**
- **State or Province:**
- **Postal Code:**
- **Country:**
- **Graduate Program:**
- **Telephone Number:**
- **Email Address:**
- **Graduate Degree:**
- **Semester/Term and Year Admitted:**
  - [ ] Fall
  - [ ] Winter
  - [ ] Spring
  - [ ] Summer
  - **Year:**

#### Coursework Information

**Courses to Delete**

<table>
<thead>
<tr>
<th>Department and Course Number*</th>
<th>Requirement Type¹</th>
<th>Requirement Satisfied By§</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Courses to Add**

<table>
<thead>
<tr>
<th>Department and Course Number*</th>
<th>Requirement Type¹</th>
<th>Requirement Satisfied By§</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

¹List prerequisite courses first. If a course designated with an ‘R’ will be repeated, list it only once with the total hours to be earned. If more space is needed, use a second form.

²Identify the requirement type with one of the following designations: Dissertation, Elective, Major, Minor, PhD Skill, Prereq, Project, Thesis.

³If applicable and approved, identify courses to count toward your degree using one of the following designations: Transfer (courses from other accredited schools), Senior (courses taken before receiving your bachelor’s degree), Post-Baccalaureate (courses taken after receiving your bachelor’s degree but before you were admitted to your current graduate program).

**Note:** Transfer credit may constitute no more than 25% of the required credits for the degree, and may not exceed 15 credit hours. Up to 10 senior and/or post-baccalaureate studies credit hours may count towards a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours.

#### Graduate Committee Approval

*Master’s committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.*

<table>
<thead>
<tr>
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<tbody>
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<td>Date</td>
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<td>Date</td>
</tr>
<tr>
<td>Printed Name of Graduate Coordinator or Department Chair</td>
<td>Signature of Graduate Coordinator or Department Chair</td>
<td>Date</td>
</tr>
</tbody>
</table>

☐ Check here if these signatures constitute a change in the graduate advisory committee.
The committee agrees to meet with the following student to review his/her thesis proposal.

Name ____________________________________________   BYU ID# __________________
Last                         First                             Middle

Degree __________________________________________

TITLE OF PROSPECTUS:

___________________         ___________________          ___________________

Review Date                            Time                                            Place

APPROVAL (signatures):
Chair: ________________________
Member: _____________________
Member: ______________________

For Office Use Only:
Entered into computer?   Y / N Date: ________________
ADV Form 8c must be submitted to your department and the exam scheduled in AIM (ADV08) at least two weeks prior to the final oral examination.

Student Instructions

In order to schedule your final oral examination, you must submit copies of your work to each member of your graduate committee, your Graduate Coordinator or Department Chair, and your department secretary (this copy is provided for the university community to read prior to your examination). After obtaining approval to have a final oral examination, work with your major department to arrange the date, time, and location of the exam. (Final oral examinations may not be held during semester breaks.)

Note: All members of the academic community will be invited to attend the examination.

Note: All graduate committee members as well as the student must be physically present at the oral defense.

*Selected project refers to the final project required by programs in the departments of Biology, Communications, Instructional Psychology and Technology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts.

Graduate Committee Recommendation

The graduate committee (as constituted on ADV08) has reviewed and read the manuscript and certify that the student is ready for the final oral examination.

<table>
<thead>
<tr>
<th>Name</th>
<th>Graduate Department</th>
<th>BYU ID number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name of Graduate Committee Chair</th>
<th>Signature of Graduate Committee Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Graduate Committee Member</td>
<td>Signature of Graduate Committee Member</td>
<td>Date</td>
</tr>
<tr>
<td>Printed Name of Graduate Committee Member</td>
<td>Signature of Graduate Committee Member</td>
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<td>Signature of Graduate Committee Member</td>
<td>Date</td>
</tr>
<tr>
<td>Printed Name of Graduate Committee Member</td>
<td>Signature of Graduate Committee Member</td>
<td>Date</td>
</tr>
</tbody>
</table>

Note: Only graduate committee members may question the candidate or vote on performance at the examination.

Examination Information for Publication

Proposed title of dissertation, thesis, or selected project* (use uppercase and lowercase letters):

Date of Examination Time Place

Note: All graduate committee members as well as the student must be physically present at the oral defense.

*Selected project refers to the final project required by programs in the departments of Biology, Communications, Instructional Psychology and Technology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts.

Department Approval

I have confirmed, on behalf of the department and the University, that (1) the work’s format, citations, and bibliographic style are consistent, acceptable, and fulfill university style requirements; (2) its illustrative materials, including figures, tables, and charts, are in place; and (3) the manuscript is satisfactory to the graduate committee, thus suggesting that the student is ready for the final oral examination.

<table>
<thead>
<tr>
<th>Printed Name of Graduate Coordinator or Department Chair</th>
<th>Signature of Graduate Coordinator or Department Chair</th>
<th>Date</th>
</tr>
</thead>
</table>

Department Instruction

Provide a copy of this form to the student and keep the original for department records. If you need assistance, contact Graduate Studies at 422-4541.
INSTRUCTIONS: (a) Complete both pages of Form 8d and obtain the necessary signatures. (b) Deliver Form 8d to the Library Administration Office, 2060 HBLL, and pay any required fees. (c) Take validated Form 8d to Graduate Studies, 105 FPH. For information on format and ETD submission, refer to the document Minimum Standards for Submitting Dissertations, Theses, or Selected Projects (ADV Form 11, available at http://www.byu.edu/gradstudies/forms).

### Student Information

<table>
<thead>
<tr>
<th>1. Name (as it appears on the dissertation, thesis, or special project):</th>
<th>2. BYU ID number</th>
<th>3. Graduation Date (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

First  Middle or Initial  Last or Surname

3. Email

### Dissertation, Thesis, or Selected Project

<table>
<thead>
<tr>
<th>4. Type of Submission</th>
<th>5. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation</td>
<td></td>
</tr>
<tr>
<td>Master’s Thesis</td>
<td></td>
</tr>
<tr>
<td>Selected Project</td>
<td></td>
</tr>
</tbody>
</table>

6. Do you need to secure your thesis or dissertation? (Usually only for patent purposes)  
No  [ ]  Yes  [ ]
If yes, please review with your graduate coordinator and submit the Request to Secure Theses and Dissertations (ADV Form 8e, available on the Graduate Studies Web site) to the Dean of Graduate Studies, 105 FPH, before filing with the library.

Graduate Studies Coordinator  
Date

7. Address to which personal copies should be mailed six to ten weeks after submission (*Fee added for international addresses):

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State or Province</th>
<th>Zip or Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Daytime Phone Number

Fees (subject to change without notice)

- Fee for bound copies ($25.00 per copy)  
  Qty: _____  $ ______
  (Bound copies will be printed from the electronic PDF.)

* International mailing fee (for bound copies mailed outside the US)  
  Qty: _____  $ ______
  □ Air Mail ($20.00 per copy)  /  □ Surface Mail ($6.00 per copy, 2-3 months)

- Title Page is attached

8. Total fees paid:  $ ______

Other requirements or fees:

- UMI submission (required for dissertations: submitted to ProQuest online)
  Attach the confirmation e-mail that verifies successful ETD submission to ProQuest/UMI Dissertation Publishing.

- Copyright fee (optional and for dissertations only: $55.00)
  Paid online to ProQuest/UMI

### Student Agreement

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my dissertation, thesis, or selected project, and will allow distribution as specified on ADV Form 8d, page 2. I certify that the version I am submitting is the same as that approved by my graduate committee.

I hereby grant to Brigham Young University and its agents the non-exclusive license to archive and make accessible, under the conditions specified on page 2, my dissertation, thesis, or selected project in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the dissertation, thesis, or selected project. I also retain the right to use in future works (such as articles or books) all or part of this dissertation, thesis, or selected project.

Name of Student (please print)  
Student Signature  
Date

Library Validation Date:  _______  □ Card  /  □ Cash  /  □ Check  
Amount:  _______  Initials:  _______  
Office Use Only  
□ ADV 08  /  □ ADV 01  /  □ OP  
Initials:  _______  Date:  _______  

6/11
### Electronic Thesis & Dissertation Information

**Student and Committee Agreement:**
My graduate committee and I agree that the document on Page 1 should be placed in the ETD archive with the following status (choose one):

- [ ] Release the entire work immediately for worldwide access.
- [ ] Delay release of the entire work for up to one year for **publication purposes**. After the one year delay, automatically release the work for worldwide access.
- [ ] Secure the entire work for **patent purposes or as a creative work**. If secured for patent purposes, the copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from BYU. This secure option requires approval of the Dean of Graduate Studies. Submit the Request to Secure Thesis/Dissertation (ADV form 8e, available at http://gradstudies.byu.edu/resources/forms/form-RequestToSecureETD.pdf) to the Dean of Graduate Studies before submitting ADV form 8d to the library. At the end of the secure period, the work will be handled under option 1 above.

### Committee, Department, and College Approval

As the candidate’s graduate committee, department chair or graduate coordinator, and college dean, we have read the dissertation, thesis, or selected project in its final form and have found that it meets university and departmental content and format requirements. Its format, citations, and bibliographic style are consistent and acceptable; its illustrative materials including figures, tables, and charts are in place; the final manuscript is acceptable and is ready for submission to the university library as an ETD; and copies of the title page are attached.

<table>
<thead>
<tr>
<th>Printed name of graduate committee chair</th>
<th>Signature of graduate committee chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] I request a bound copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed name of committee member</td>
<td>Signature of committee member</td>
<td>Date</td>
</tr>
<tr>
<td>Printed name of committee member</td>
<td>Signature of committee member</td>
<td>Date</td>
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<tr>
<td>Printed name of committee member</td>
<td>Signature of committee member</td>
<td>Date</td>
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</tbody>
</table>

### Accepted by the Department:

<table>
<thead>
<tr>
<th>Printed name of graduate coordinator or department chair</th>
<th>Signature of graduate coordinator or department chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] I request a bound copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed name of college dean</td>
<td>Signature of college dean</td>
<td>Date</td>
</tr>
</tbody>
</table>
Ecclesiastical Endorsement Requirement for Graduation

You must be a degree-seeking graduate student and have a current ecclesiastical endorsement in order to apply for graduation. If you have no current ecclesiastical endorsement, your graduation application will indicate “No active Ecclesiastical Endorsement on file.” You can access an Ecclesiastical Endorsement Form by clicking “Get an Endorsement Form here (PDF Format)” displayed in the online graduation application.

Only graduation dates that are covered under your currently active ecclesiastical endorsement are available for application. If you are in a degree-seeking graduate program and you have a current ecclesiastical endorsement, follow these instructions for applying for graduation:

**Step 1:** Using the drop-down box, select the graduation term (i.e. April 2011) for which you intend to apply. After the appropriate graduation term has been selected, click “Create Graduation Application”.

After you have selected the “Create Graduation Application” link, a new screen will open in your browser.

**Step 2:** The Application Status box informs you of the current status of your graduation application. It will also display the graduation date for which you are applying. If the graduation date is wrong, the drop-down box will allow you to correct the date. For example, if you were currently applying for April 2011 graduation but wanted to change the date to apply for August 2011, simply select a new graduation date and click Go. In this scenario, only change the graduation application year to August 2011 if your ecclesiastical endorsement is valid for that date.

**Other Requirements**

In addition, as a graduate student you must meet the following requirements for graduation:

1. All courses on your Program of Study are completed or you are currently registered for the remaining courses. To review a report showing any courses you have yet to complete, click the “Progress Report” link in the online graduation application.

2. Your prospectus or project proposal has been approved and your oral defense will be held by the scheduled deadline for the selected graduation date (dissertation, thesis, or selected project programs only).

3. You must be currently registered for at least two credit hours and receive an acceptable grade.

4. If you are in a joint program, you must fill out an Application for Graduation for each program. Joint degrees must be awarded concurrently.

**NOTE:** In order for your department to approve this application for graduation, you must comply with all the requirements in these instructions.
Minimum Standards for Submitting Theses
Minimum Standards for Submitting Dissertations, Theses, or Selected Projects

Graduate students must submit their dissertation, thesis, or selected project electronically. The library does not require paper copies for a dissertation, thesis, or selected project. The ETD Web site, http://etd.byu.edu, has detailed information on the electronic submission requirements and formatting guidelines. It also has a comprehensive tutorial to help you prepare your electronic document.

To ensure the uniformity and continuity of style and format of all dissertations, theses, and selected projects* submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. Please do not use a past work submitted to your department as your guide. Check your work carefully against the following standards before submitting it to your committee and college for final approval.

A. Format Requirements

1. Margins: 1 inch on all sides.
2. Font should be black, a standard size (12 point for text, including titles and headings and 10 or 11 point for tables and figures). Use a standard, easily readable serif typeface such as Times Roman or Palatino. Ornamental typefaces, including script, may not be used. The body of the work should be double-spaced. Only the abstract should be single-spaced.
3. Page numbering: Preliminary pages are to be counted in the pagination and, where appropriate, numbered with lowercase Roman numerals (see section B5 below). The body of the work should be numbered consecutively with Arabic numerals, beginning with 1 and continuing into any appendices (1a, 10c, B1, etc., are not acceptable).

B. Style Requirements

1. The preliminary pages consist of a title page, an abstract, and an acknowledgments page (optional).
2. In the title of your work, use word substitutes for non-Roman-alphabet characters such as formulas, symbols, super- or subscripts, Greek letters, etc.
3. The abstract must be single-spaced, and you must add keywords at the bottom of your abstract. Include pertinent place names and full names of persons as well as descriptive words useful in automated retrieval.
4. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide.
5. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:

Title page ........................................ no number, but counted; begin with Roman numeral i, number consecutively
Abstract .......................................... no number, but counted
Acknowledgments (if included) .......... no number, but counted
Table of Contents ............................. number; continue with lowercase Roman numerals as appropriate
List of Tables (if included) ............... number
List of Figures (if included) ............... number
Body of work and appendices ........... number; begin with Arabic numeral 1, continue consecutively

* "Selected Project" in these instructions refers to the final project required by programs in the departments of Biology, Communications, Instructional Psychology and Technology, Linguistics and English Language, Nursing, School of Technology, Statistics, and Visual Arts. Projects in these departments are treated as theses, and the works must be submitted to the library as an ETD.
C. Preparing Your Work for Approvals

1. Print your entire manuscript (or generate a PDF if that is preferred for department and committee review) following the format and style requirements specified in sections A and B above.

2. Complete Approval for Final Dissertation, Thesis, or Selected Project, ADV Form 8d, pages 1 and 2. This form will be provided by your department and is available online at the Graduate Studies website at http://www.byu.edu/gradstudies/forms.

3. Present your work and the completed ADV Form 8d to each member of your graduate committee and to your graduate coordinator or department chair for approval and signatures. Signatures should be in black or blue ink so they image properly.

4. After obtaining the signatures of your committee and your graduate coordinator or department chair, present your work to the dean or associate dean in your college who is assigned to review and sign the ADV Form 8d. Allow enough time to meet the library submission deadline for your intended graduation. Refer to the Graduate Studies website at http://byu.edu/gradstudies/resources for the current deadline dates.

D. Preparing and Submitting Your ETD, Copies, Forms, and Fees to the Library

All dissertations, theses, and selected projects are to be submitted to the library on the ETD website for cataloging in the digital library.

1. After your content has been approved by all levels, and you have inserted the preliminary pages, convert your work to PDF format, using the full professional version of Adobe. Add bookmarks and save your document. Log in to the ETD website and complete the required information about your work and desired level of access.

2. Upload your work and submit for approval. An email is sent to your department approver, who will then log into the ETD website and review your document. If it is approved, it moves on to the college approver. If your document is disapproved for any reason, you receive an email about the disapproval. You must make the requested changes, and resubmit for another review cycle.

3. After your document is approved by the college, your ETD status will display “Library Office.” At this status, you must prepare to take your ADV Form 8d to the library. Bound copies (personal or departmental) will be printed from the electronic PDF. Fees are listed on ADV Form 8d.

4. Master’s students: Print a copy of the title page for Graduate Studies.
   Doctoral students: Print a copy of the title page for Graduate Studies. Go to http://www.etdadmin.com/byu for Proquest / UMI Dissertation Publishing. Follow the instructions to login, upload your ETD on the UMI website, pay the required fee, and print the confirmation email verifying the completed submission. If you wish UMI to register your copyright, you may do so in the UMI website.

5. Deliver your ADV Form 8d and title page (and UMI confirmation email for doctoral students) to the Library Administration Office, 2060 HBLL, and pay any binding or mailing fees. If you are not having any copies bound, you must still deliver ADV Form 8d, and the title page to the library for validation; then deliver the validated ADV Form 8d to Graduate Studies, 105 FPH.

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A thesis submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Master of [Arts, Education, Fine Arts, or Science]
(or Educational Specialist)

[Committee Chair], Chair
[Committee Member]
[Committee Member]

Department of [Department Name]
Brigham Young University

[Graduation Month] [Year]

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ABSTRACT

[Title: Titles Must Be in Mixed Case and May Not Exceed Six Inches on One Line and Must Be in the Inverted Pyramid Format When Additional Lines Are Needed]

[Student Name]
Department of [Department Name], BYU
Master of [Arts, Education, Fine Arts, or Science] (or Educational Specialist)

[The abstract is a summary of the work with emphasis on the findings of the study. It must be single spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgement page and the body of the work.]

[Master’s students should ensure that the keywords are listed at the bottom of the abstract.]

Keywords: [keyword, keyword, keyword]
ACKNOWLEDGEMENTS

[This page is optional. Students may use the acknowledgements page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgements should be simple and in good taste.]
Faculty Vitae
HOWARD M. BAHR

Current Position: Professor

Education: B.A., Brigham Young University, 1962
           M.A., University of Texas, Austin, 1964
           Ph.D., University of Texas, Austin, 1965

Previous Positions: Research Associate, Columbia University, 1965-67
                   Assoc. Professor to Professor of Sociology, Washington State University,
                     1968-1973; Chairman, Department of Rural Sociology, 1971-73
                   Co-Investigator, Middletown III Project, 1976-79
                   Director, Family & Demographic Research Institute, Brigham Young
                     University, 1977-83

Classes Taught: 323        Race & Ethnic Relations
                 327        Sociology of Mormonism
                 370        Urban
                 610/611      Classical Theory

Research Interests: Race and ethnicity, especially Navajo-white relations in the Southwest;
                   Sociology of religion; Urban change and social problems; Family theory

Selected Publications:

                 Lanham, Md.: Scarecrow Press.


Bahr, Howard, David C. Dollahite, Emily Layton, Jennifer Y. Thatcher, and Anthony B. Walker.

                   Diversity, Empathy, and Community: The Relevance of Johann Gottfried Herder.” Rural

                   Intellectuals, and the Future of Mormon Orthodoxy.” Journal for the Scientific Study of
                   Religion 47(3):463-484.

Bahr, Howard, Louis Hicks, Mindy Judd Pearson, and Leif G. Elder. 2007. “Erasure,
                   City and Community 6(2):95-117.

Current Position: Professor

Education:  B.S., Brigham Young University, 1968  
M.S., Brigham Young University, 1969  
Ph.D., Washington State University, 1972

Previous Positions:  Assistant Professor, Department of Sociology, University of Texas at Austin.  
Professional Fellow, Bush Institute for Child and Family Policy, University of North Carolina at Chapel Hill

Classes Taught: 383 Juvenile Delinquency  
481 Crime, Justice, and Corrections  
681R Seminar in Deviance, Crime, and Corrections  
692R Seminar on Divorce and Remarriage

Research Interests: Separation, divorce, and remarriage; Prisoner reentry; Adolescent drug use; Evaluation of correctional programs

Selected Publications:


RALPH B. BROWN

Current Position: Professor
Director, International Development Minor
Executive Director and Treasurer, Rural Sociological Society

Education: B.A., Utah State University (Sociology)
Minors in Anthropology, Philosophy, Indonesian
M.S., Utah State University (Sociology)
Ph.D., University of Missouri Columbia (Rural Sociology)

Previous Positions: Research Associate, Small Ruminant Collaborative Research Support Program (USAID) Department of Rural Sociology University of Missouri-Columbia (1992)
Assistant Professor, Department of Sociology, Anthropology, and Social Work, Mississippi State University (1992-1997)
Associate Professor and Graduate Coordinator, Department of Sociology, Anthropology, and Social Work, Mississippi State University (1997-1998)

Classes Taught: 111 Introduction to Sociology
351 World Religions
360 Globalization and Social Change in Southeast Asia
429 Theory of Social Change and Modernization
528 Sociology of Rural Communities
590R Seminar in Rural Sociology
610 Classical Sociological Theory

Research Interests: Subsistence activities and natural resource dependency in industrialized societies and their effects on persistent rural poverty. The meaning of community to rural residents in mass consumer oriented societies.

Selected Publications:


VAUGHN R.A. CALL

Current Position: Professor

Education: B.A., Brigham Young University, Provo, Utah; 1970
           M.S., Brigham Young University, Provo, Utah; 1974
           Ph.D., Washington State University, Pullman, Washington; 1977

Previous Positions:

2008-present  Domain Lead, Veterans Rural Health Resource Center- Western Region
2007-present  Director, Gerontology Program, Brigham Young University
2006-present  Professor, Department of Sociology, Brigham Young University
2000-2006    Professor & Chair, Department of Sociology, Brigham Young University
1999-00       Professor, Department of Sociology, Brigham Young University
1994-99       Associate Professor, Department of Sociology, Brigham Young University
1993-94       Research Scientist, Center for Studies of the Family, Brigham Young University
1987-93       Associate Scientist, Department of Sociology, University of Wisconsin-Madison
1986-93       Project Associate, National Survey of Families and Households, Center for
               Demography and Ecology, University of Wisconsin-Madison
1983-86       Assistant Program Director, Career Development Program, Boys Town Center,
               Boys Town, Nebraska.
1980-82       Research Associate, Boys Town Center, Boys Town, Nebraska.

Grants: (most recent)
2012    Investigator, Interagency Personnel Agreement, Department of Veterans Affairs, $48,352
2011    Co-investigator, Measurements of telomere length and correlation with overall mental
        health levels in athletic senior citizens and a general population of seniors. BYU
        Gerontology Program (with Brent L. Nielsen, Dawson Hedges, & Michel Larson) $9,900.
2011    Co-investigator, Clinical, Demographic, Life-Event, and Genetic Associations with
        Error-Related Negativity in Older Adults: A Cross-Sectional Study, BYU Gerontology
        Program (with Michael Larson, Dawson Hedges, Brent Nielsen, & Thomas Farrer)
        $8,800.

Research Interests: Family in the life course, Research methods and statistics, Sociology of
                   aging, Sociology of education

Selected Publications:

Readiness, and Employment Outcomes: The Case of Latter-Day Saint Employment

Caplow T., Howard Bahr, and Vaughn Call. “The Middletown Replications: 75 Years of Change

and their aging family convoys: A life course model of parent care assessment and

Parker, M.W., Vaughn R. Call, R. Dunkle, and M. Vaitkus. “‘Out of sight’ but not ‘out of mind:’
Parent care contact and worry among military officers who live long distances from
CURTIS CHILD

Current Position: Assistant Professor

Education: B.S., Brigham Young University; 2002
M.P.A., Indiana University, Bloomington; 2004
Ph.D., Indiana University, Bloomington; 2011

Previous Positions: Associate Instructor, Indiana University

Classes Taught: 111 Introduction to Sociology
404 Qualitative Research Methods

Research Interests: Organizations, economic sociology, political sociology, civil society and the nonprofit sector, social movements, research methods

Selected Publications:


ERIC DAHLIN

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 1999
M.S., Brigham Young University, 2003
Ph.D., University of Minnesota, 2010

Previous Positions: Adjunct Instructor, University of Maryland

Classes Taught: 307 Data Analysis and Presentation
421 Complex Organizations
424 Political Sociology

Research Interests: Complex organizations, technology and innovation, institutional change, social networks

Selected Publications:


MIKAELA J. DUFUR

Current Position:  Associate Professor

Education:  B.A., Brigham Young University, 1994  
M.A., Ohio State University, 1996  
Ph.D., Ohio State University, 2000

Classes Taught:  318  Adolescent Development in the Family and Other Social Contexts  
326  Sociology of Education  
328  Sociology of Sport  
420  Understanding Modern Society  
426  Sociology of Work & Occupation

Research Interests:  Linkages between families and other institutions on child outcomes, sociology of sport

Selected Publications:


LANCE D. ERICKSON

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 1999
M.S., Brigham Young University, 2001
Ph.D., University of North Carolina at Chapel Hill, 2005

Previous Positions: Instructor, University of North Carolina at Chapel Hill

Classes Taught: 111 Introduction to Sociology
211 Family Interaction
307 Data Preparation & Management
460 Issues in Family Sociology

Research Interests: The Life Course, Adolescence, Transition to Adulthood, Family, Research Methods, Quantitative Methods

Selected Publications:


Erickson, Lance D., Steven McDonald, and Glen H. Elder, Jr. 2009. “Informal Mentors and Education: Complementary or Compensatory Resources?” *Sociology of Education*.


McDonald, Steven, Lance D. Erickson, and Glen H. Elder, Jr. 2007. “Adolescent Mentoring and Young Adult Employment.” *Social Science Research* 36(4): 1328-1347.

RENATA FORSTE

Current Position: Professor

Education: B.S., Brigham Young University, 1984
           M.S., Brigham Young University, 1986
           Ph.D., The University of Chicago, 1992

Previous Positions: Department of Sociology, Western Washington University, Bellingham, Washington (1992-1995)

Classes Taught: Soc 111 Introductory Sociology
                Soc 360 Sociology of the Family
                WS 222 Introduction to Women’s Studies

Research Interests: Demography (fertility, infant and child health), Family Formation (fathering, cohabitation)

Selected Publications:


BENJAMIN GIBBS

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2003
           M.S., Brigham Young University, 2005
           Ph.D., Ohio State University, 2009

Previous Positions: Instructor, Ohio State University

Classes Taught: 112 Current Social Problems
               322 Class Inequality
               326 Sociology of Education
               370 Urban Sociology
               422 Inequality and Society
               622 Social Stratification

Research Interests: Social Stratification, Sociology of Education, Family

Selected Publications:


TODD GOODSELL

Current Position: Assistant Professor

Education:
- B.S., Brigham Young University, Geography 1994
- M.S., Brigham Young University, Sociology 1998
- Ph.D., University of Michigan, Ann Arbor, Sociology 2004

Previous Positions:
- 2004-2005 Visiting Assistant Professor, Department of Sociology
  Indiana University – Purdue University, Indianapolis

Classes Taught:
- 310 Development of Sociological Theory
- 311 Contemporary Sociological Theory
- 330 Cultural Sociology
- 404 Qualitative Research Methods
- 460 Issues in Family Sociology
- 611 Contemporary Sociological Theory

Research Interests: Family, Culture, Sociological Theory, Qualitative Methods, Community

Selected Publications:


TIM B. HEATON

Current Position: Professor; Editor, *Biodemography and Social Biology*

Education: B.S., Brigham Young University, 1974  
M.S., Brigham Young University, 1975  
Ph.D., University of Wisconsin, Madison, 1979

Previous Positions: Postdoctoral Fellow in the Carolina Population Center and the Department of Sociology, University of North Carolina at Chapel Hill.

Classes Taught: 322 Class Inequality  
340 Sociology of Development  
345 World Populations

Research Interests: Family change in less developed countries, Marriage and divorce, Demographics of religious groups, evaluating small NGOs

Selected Publications:

Heaton, Tim B. “Religion and Family Change in Ghana.” Forthcoming in *Journal of Family Issues.*


JOHN P. HOFFMANN

Current Position: Professor; Department Chair

Education: B.S., James Madison University, 1984  
M.S., American University, 1985  
Ph.D., State University of New York at Albany, 1991  
M.P.H., Emory University, 1994

Previous Positions: Senior Research Scientist, National Opinion Research Center, University of Chicago; Visiting Fellow, Hokkaido University, Sapporo, Japan

Classes Taught: 307 Data Analysis & Presentation  
525 Sociology of Religion  
605 Linear Regression Analysis  
606 Intermediate Statistics  
681R Seminar on Crime and Deviance

Research Interests: Adolescent behaviors, Sociology of religion, Criminology

Selected Publications:


Hoffmann, John P. 2010. “A Life-Course Perspective on Stress, Delinquency, and Young Adult Crime.” American Journal of Criminal Justice 35:105-120.


CARDELL K. JACOBSON

Current Position: Professor

Education: B.S., Brigham Young University, 1966
M.A., Ph.D. University of North Carolina, Chapel Hill, 1969, 1971

Previous Positions: Assistant Professor, University of Wisconsin-Milwaukee
Associate Professor, Central Michigan University

Classes Taught: 112 Current Social Problems
323 Racial and Minority Groups
350 Introduction to Social Psychology
399 Internship
650 Advanced Social Psychology

Research Interests: Social psychology, Race & ethnic relations, Sociology of religion

Selected Publications:


STAN J. KNAPP

Current Position: Associate Professor

Education: B.A., Brigham Young University, 1987
M.S., Brigham Young University, 1989
Ph.D., Florida State University, 1996

Classes Taught:
- 311 Contemporary Sociological Theory
- 420 Understanding Modern Societies
- 460 Marriage & Family Interaction
- 550 Contemporary Family Theories
- 611 Contemporary Social Theory

Research Interests: Social Theory; Family Theory; Philosophy of Social Science; Sociology of Emotions; Social Organization of Claims of Knowledge/Expertise; Family and Social Change

Selected Publications:


KRISTIE J. R. PHILLIPS

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2000
           M.S., Brigham Young University, 2002
           Ph.D., Vanderbilt University, 2005

Previous Positions: Educational Consultant (2003 to Present)

Classes Taught: 113 Multicultural America
                326 Sociology of Education
                SecEd 353 Multicultural Education
                422 Social Stratification

Research Interests: School choice, neighborhood effects on educational outcomes, education policy, and Teacher quality

Selected Publications:


Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2001
           Ph.D., Princeton University, 2012

Previous Positions: Assistant Instructor, Princeton University
                   Senior Programmer Analyst, Mathematica Policy Research

Classes Taught: 113 Multicultural America
                370 Urban Sociology

Research Interests: Cities, Evolution of Segregation, Race & Ethnicity, Social Disparities in
                   Housing Outcomes, Immigration, Sprawl, Suburbia, GIS

Selected Publications:


SCOTT SANDERS

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2002
           M.P.A. Cornell University, 2006
           M.S., Cornell University, 2008
           Ph.D., Cornell University, 2012

Previous Positions: Research assistant, Cornell Community and Regional Development
                   Institute, Cornell University

Classes Taught: 340 Sociology of International Development

Research Interests: International development, Poverty, Internal migration, GIS and spatial methods

Selected Publications:


CAROL J. WARD

Current Position:  Associate Professor; Graduate Coordinator

Education:  B.A., North Texas State University, 1973
            M.A., North Texas State University, 1976
            Ph.D., University of Chicago, 1992

Previous Positions:  Instructor and Research Director, Dull Knife Memorial College, Northern Cheyenne reservation, Lame Deer, Montana, 1987-1990.

Classes Taught:  301 Applied Social Research
                 323 Racial and Ethnic Groups
                 326 Sociology of Education
                 404/604 Ethnographic Techniques
                 623 Race & Ethnic Relations

Research Interests:  Race and ethnic relations, Social change and development, Education, Rural studies, Community, Poverty

Selected Publications:


