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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 also available in electronic format on the department’s website (sociology.byu.edu). It is a supplement to the policies and procedures found in the BYU Graduate Catalog (https://gradestudies.byu.edu/sites/default/files/gradestudies.byu.edu/files/files/catalog/current-catalog.pdf) and Policy Manual (https://gradstudies.byu.edu/page/policies-and-procedures).

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.

A. About BYU

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 who are committed to the mission of the institution and who maintain an international reputation in their various areas of expertise. They are active in research endeavors and are dedicated teachers.
B. About the Graduate Program in Sociology at BYU
Approximately 10 students are enrolled in the sociology graduate program at BYU every year. 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. While faculty have a number of different research interests, including international development, urban and rural studies, family, criminology and deviance, and the life course, to name a few. 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 peers will assist you in these endeavors. When possible, first year graduate students will attend the American Sociological Association meetings held every year in August. Attendance and active participation in professional meetings is part of your graduate training, please plan accordingly (see Section III.E). 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 coursework in Sociology follows three phases. In the first phase you are expected to complete the sequence of required course work. This includes 14 hours of required course work. The specific courses are identified in the section on degree programs (pages 9). The second phase of your graduate career will include Specialty Area courses and Electives particular to your substantive area of interest. For the Master’s degree, 15 credit hours of Electives are necessary. The third and final phase of your graduate program is the Thesis. Master’s students complete 6 hours of Thesis credits and are expected to finish their degree program within two years. See page 7 for information on time limits.

A. Monitoring Progress

The Department formally evaluates your performance three times a year at the completion of the Fall and Winter semesters and at the end of the Summer term. You are evaluated by those professors you have worked with as a TA/RA, Advisee, or Student in their class(es). The Departmental Graduate Committee (a 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 assistantship assignments and other professional activities). Students must maintain at least a 3.0 GPA, and individual course grades must be at least a B-, to qualify as satisfactory progress. Students must also have completed all work responsibilities at a high level of competence and are expected to be making progress on professional activities as outlined on p. 2. Students must keep their paperwork, records, and documentation up to date with the Graduate Secretary to maintain satisfactory overall progress.

The Departmental Graduate Committee rates your performance as “Satisfactory,” “Marginal,” or “Unsatisfactory,” indicating the reasons for a low rating if necessary, and inviting you to respond to the evaluation and comply with a set of stated conditions for remaining in the program. Examples of “Marginal” or “Unsatisfactory” include, but are not limited to, receiving an incomplete or lower than a B- grade in any course, failure to fulfill TA/RA responsibilities, lack of progress in the program, and missing key thesis/program deadlines (See Sec. IV-G for details). 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 an action plan to resolve issues concerning your progress in a satisfactory way and appropriate time frame. Because the performance rating is conducted by the Department Graduate Committee, the action plan, once developed and approved by your advisor, must be submitted to the Department Graduate Committee for approval. If the “Marginal” or “Unsatisfactory” is the result of an incomplete or insufficient grade in a course, in addition to your advisor’s approval, you must also obtain approval from the instructor of record and include the specific steps you will take to make up for the unsatisfactory performance in the course(s). Action plans must be submitted to the Graduate Committee within 30 days from the date the evaluation was received. Furthermore, failure to fulfill the approved action plan within the approved time frame can result in an “Unsatisfactory” in a subsequent term without the option of an additional redress.
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 research is a vital component of the graduate program, most graduate awards given by the Department are in the form of research assistantships. Typically, the department does not accept students who are not supported by university, college, or departmental funding. Supplementary awards may be granted depending on funding availability.

Assistantships are awarded for Fall and Winter Semesters for 20 hours per week. Progress in underway to provide research and applied internships in the Spring or Summer term. Students will meet with the graduate coordinator and their thesis advisors to discuss potential options for Spring/Summer internships.

We do not encourage employment outside of the program, especially during the Fall and Winter Semesters. The program is designed for students full time commitment. As a general rule, students cannot work for another BYU unit while employed within the Department of Sociology. This practice serves to protect the students’ time—which is intended to facilitate a timely thesis defense and graduation—as well as the Department’s investment in students. Rare exceptions can be considered via petition to the graduate coordinator and committee.

The Graduate Secretary will initiate new contracts for each eligible student at the end of each semester. It is the student’s responsibility to respond to requests for information, signatures, etc., from the Graduate Secretary in a timely fashion. Failure to provide such information could result in an incomplete contract, and thus, the student would not receive an assistantship for that semester. This means that the student’s employment would be terminated for that semester, and the student would be sanctioned for not making satisfactory progress through the program. It is also the student’s responsibility to note paycheck schedules and to have adequate plans in place to accommodate breaks in the University’s payment schedule.

B. Requirements and Selection
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 up to two 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) during Fall and Winter semesters unless you are in the thesis stage of your graduate career. During the thesis stage, you must be registered for 2 credit hours in the semester (or 1 credit hour in the term) for which the award is granted.

The University follows specific tax rules regarding student employment and credit hour registration. As a general rule, students must be enrolled in classes to be employed within the Department. When students follow the prescribed pathway through the MS program, this is typically not an issue during the Fall and Winter Semesters. However, if students do not register for credit hours as prescribed in the handbook or if they wish to seek employment within the Department during the Spring and Summer terms, they will need to align their enrollment with University tax rules. Because these rules can potentially change at any time,
students should discuss their employment and credit hour enrollment with their thesis advisor and the graduate coordinator.

Graduate Assistantships are assignments. When students enter the program, they are assigned to a temporary advisor who sometimes acts as their work supervisor. Students are matched to their temporary advisors/work supervisors based on the research interests stated in their application to the program, the needs of the Department, and a number of other factors that facilitate the management of the graduate program. These assignments are not solely dependent on students’ interests and therefore do not automatically change as students’ interests shift. Any change in students’ assistantships should be carefully considered and discussed with the graduate coordinator, work supervisors, temporary advisors, and/or permanent advisors.

**Graduate Assistantships are professional internships with explicit obligations. Assistantships are thus considered to be 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. Students who do not fulfill their work duties will be sanctioned for not making satisfactory progress in the program, and they will have the remainder of their contract for that semester or term cancelled may not receive additional funding from the department in the future.** Combined with the expected course load, this constitutes at least the responsibilities and efforts of a full-time job; students should therefore not engage in additional outside employment. Faculty to whom you are assigned as an 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 assignment will be a productive experience for you, the faculty, and the Department.

A Master’s degree in sociology is a research degree. To provide the greatest possible opportunities for students to get research training that can propel them into PhD programs or good nonacademic career tracks, the department makes every effort to assign students to work on research. We also discourage students from teaching their own class; students who teach their own class often have difficulty staying on track to graduate on time because of the demands of teaching. Students who have a strong interest in teaching and want to teach their own class before leaving our program need to have successfully defended their theses before the term in which they would teach. For example, a student could defend her or his thesis in Spring term but not submit her or his thesis and apply for graduation until Summer term. Such a student could then teach a class independently after the bulk of thesis requirements were completed. Students interested in such a model must be very aware of University deadlines for thesis completion and graduation applications. In addition, the department plans courses well in advance; students who are interested in teaching a course should discuss their plans with their advisor and the graduate coordinator as early in their programs as possible.
C. 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 Research Assistant or failure to make satisfactory progress on program requirements may result in suspension of an assistantship. If you receive such an evaluation, the Graduate Coordinator will inform you. MS students may receive assistantship funding from the Department for two years if they meet the above criteria. The Department typically does not provide funding for any student who extends beyond the two-year mark.

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

For information on awards external to department, contact:

Student Loans
Financial Aid Counselor Appointments:
D-148 ASB
Provo, UT 84602-1009
(801) 422-4104
(801) 422-7075

Application
Application materials and information about eligibility and repayment requirements are available in the Financial Aid Office. Students applying for loans must first complete a FAFSA application.

Deadlines
Students must submit all application materials for any BYU need-based loans and federal loans by the last day of enrollment, or by June 30 (whichever comes first).

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://graduatestudies.byu.edu/content/funding for a listing of fellowships and grants. We encourage students to apply for the Graduate Research Fellowship Award (http://graduatstudies.byu.edu/content/graduate-research-fellowship-award) in their first year of study. Students who are studying gender may qualify for the Ella Carpenter Jensen Scholarship (http://womensstudies.byu.edu/scholarships/). Other support may be available through the Redd Center (http://reddcenter.byu.edu/Pages/apply-for-an-award), the Kennedy Center (http://kennedy.byu.edu/), or other campus units. Consult your advisor concerning additional funding opportunities. Please note the deadlines for each award/fellowship. The deadlines for some
awards/fellowships may disqualify students attempting to finish the program quickly (within a year).

**E. Travel Funding**

**Funding for Travel to Conferences**

In a typical year, the department funds support travel to the American Sociological Association (ASA) annual meeting in August. Students are strongly encouraged to work with faculty members on projects that can be submitted to this conference by the January deadline in the first year. Advisors and work supervisors will often be the best sources of information on which additional conferences student may want to attend. Supported travel to conferences must take place within three months of graduation. The department can support travel to one conference per student per calendar year; if you present at more than one conference, the department may be able to provide partial support if funds are available. Consult with the graduate coordinator about funding in such circumstances. Please keep the graduate coordinator appraised of your plans to attend conferences, even if you do not yet know if you are accepted, so that travel funds can be budgeted appropriately.

To receive travel support from the department (other than ASA), students must be presenting at the conference in question. Presentations may be in any form (including posters). Students must fill out a travel application ([https://purchasing.byu.edu/forms/student-travel-auth](https://purchasing.byu.edu/forms/student-travel-auth)) with estimates for various travel expenses. This application must be signed by the graduate coordinator and approved by the College before purchases are made. Work closely with the graduate secretary to ensure that your travel application is correctly completed.

Aside from the cohort trip to ASA, department funds for travel are complex; please consult this handbook carefully and work closely with the graduate coordinator and the graduate secretary to ensure travel is handled correctly so you can receive maximum funding. Flights must be booked through the BYU Travel and Purchasing Office (801-422-3872). Once the travel application described above has been approved, the graduate secretary will provide you with a department account number containing funds to pay for your flight. Call the Travel Office at the number above and ask to speak with an agent concerning your flight. They will ask for Student Travel Authorization form that you will scan to their email address and the department account number to pay for your flight. Forward your ticketing information to the graduate secretary for budgeting purposes.

All other travel expenses must be handled through reimbursement—the student must pay for the item and be reimbursed by the University. This includes lodging, meals, and transportation to and from airports and in the host city. While reimbursement is generally smooth, please plan ahead to be able to accommodate these expenses until you receive your reimbursement. **KEEP ALL RECEIPTS** (even for a $2 bus ticket). The University may refuse to reimburse expenses for which no receipts are available. When you return from the conference, bring your receipts to the graduate secretary for help in completing the reimbursement paperwork. Note that the sooner you complete your paperwork, the sooner you will receive your reimbursement.

Finally, Graduate Studies rules make reimbursement for conference registration complicated. While these expenses are handled via reimbursement, such reimbursement is often delayed, sometimes for as much as several months. Again, please plan ahead to prepare to bear these costs.
for the time before reimbursement. When you register for a conference, provide a receipt to the graduate secretary and keep a copy for yourself.

We encourage students to seek other funding for travel; this can provide more conference opportunities, as well as awards to add to your CV. Possible funding sources include Graduate Studies (https://gradstudies.byu.edu/page/research-presentation-award) and the Kennedy Center (http://kennedy.byu.edu/), as well as individual associations sponsoring conferences.

**Funding for Research Travel**
The department may occasionally have funds to help support student travel for research purposes (such as gathering data). Please consult with the graduate coordinator to inquire as to the availability of such funds. To receive such funds, students must complete an application that includes 1) a one-page description of the research to be funded, including the activities during the travel; 2) a budget; and 3) a letter of support from their thesis advisor.
IV. THE MASTER’S DEGREE PROGRAM

A. Orientation of New Students
New students are only admitted for Fall Semester. The first activity for new graduate students is an orientation session. 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.

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. Securing a permanent advisor is recommending in the Winter semester of your first year. Your thesis 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. While you should carefully consider topical match as you approach faculty to ask them to chair your committee, be aware that the department has set standards about the number of committees faculty may serve on, both to encourage faculty to mentor students and to protect junior faculty research time. Faculty members may be unable to accommodate late requests if they already serve on the designated number of committees, or they may have to serve only on the committees that most closely match their own research. Consult with the graduate coordinator and your temporary advisor if you have questions about selecting your 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 at least one other committee member must be from the Sociology Department. All members of your thesis committee must be designated as Graduate Faculty by the University; listings of Graduate Faculty can be found under each department’s listing in the University Catalogue. 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 Graduate 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 Members form (https://sociology.byu.edu/Plugins/FileManager/Files/Documents/Change%20in%20Committee%20Members.pdf). All changes must be approved by your existing committee and signed-off by the Graduate Coordinator. Forms are available at https://sociology.byu.edu/Pages/student-forms.

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

Master's students must submit the Program of Study to the Graduate Coordinator for signature and to the Department 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. Failure to submit a Program of Study by the end of the first semester in the program will result in a rating of Unsatisfactory for that semester. (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 academic year. Failure to do this will result in your termination from the program. Specific accommodations may be made by petition for students in the final stages of their theses; see the Graduate Coordinator to discuss such petitions.

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 at the 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 in the Graduate Studies Handbook for details).

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 under very rare circumstances entertain a petition to extend beyond the allotted time to finish the respective degrees. Requests for extensions are rarely granted and are strongly discouraged. 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.
**Recommended Timeline.**

Though the University allows up to five years for completion of the Master’s degree, it is the expectation in the Department of Sociology that all students will complete their degrees in two years (see p. 11). The policy above concerning extensions beyond the University’s five-year time limit are for emergency situations only; students who think they may need such extensions need to be in early and constant contact with the graduate coordinator. Master’s 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 10 required course credits (Sociology 600, 605, 610, and 598R).
2. Complete a Program of Study and a Graduate Committee Form; get signature of the Graduate Coordinator and turn in to the Graduate Secretary for submission to Graduate Studies.

**Winter Semester –**
1. Complete 4 required course credits (Sociology 604 and 598R) and 6 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 as approved by committee chair.
2. Continue to work with thesis chair and committee to prepare for a prospectus 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 graduation with committee chair for April.
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 generally be held by early March. In rare circumstances, if a delay for August graduation is necessary, a defense must generally be held by mid-June.
5. An approved thesis draft must be placed in the Sociology Department office at least two weeks prior to the scheduled thesis defense date.
**E. Course Work**

There are 14 credits of required core courses for the Master’s degree.

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

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 **9 hours** must be Sociology courses and a maximum of 6 credits may be taken outside the Department with approval of your graduate committee.

**Substitutions.** Graduate students will typically not be permitted to substitute any of the core courses. Under the rare circumstances that a substitution would seem appropriate, the substitution must be approved by your advisor and the graduate committee. Requests for substitutions should be defended in writing and submitted, along with an endorsement from your advisor, to the graduate coordinator for review by the graduate committee.

**Directed research/readings.** Up to six of your elective credits can be for directed research and/or readings courses; any enrollment beyond this must be approved by the graduate committee. Directed research/readings credits are especially useful for learning from a professor whose expertise is in an area where the department currently does not offer a course, for preparing for thesis research and writing, and for earning credits during summer months. Directed research/readings credits will not be awarded for carrying out the normal activities associated with your research assistantship. Moreover, they will not be awarded for doing routine thesis research. Rather, they should be seen as preliminary to, or supplemental to, assistantship work or thesis research (e.g., learning a new method, becoming familiar with a new area of scholarship, etc.).

Students wanting to take a directed research/readings course are welcome to approach a faculty member to discuss the possibility of creating one. Faculty members are not obligated to oversee directed research/readings courses, since these courses are additions to a faculty member’s regular teaching load. If the faculty member agrees to oversee the course, then the student and the faculty member will fill out the Directed Readings/Research Form (https://sociology.byu.edu/FileManager#/Documents/Plugins/FileManager/Files/Documents/Directed Readings Form.docx) that establishes the parameters and expectations for the course in a manner commensurate with the expectations of graduate education in the department. The student will give this form to the graduate coordinator, who will provide an add code to enroll in the class.

**Undergraduate courses.** Graduate students cannot receive credit towards the MS by completing undergraduate courses. However, with the instructor’s support, and by consent of the graduate committee, you may organize a directed readings course that incorporates material from an undergraduate course supplemented with additional material that will make the course sufficiently rigorous to warrant graduate credit. Requests for directed readings courses of this nature should be
defended in writing and submitted, along with an endorsement from the instructor, to the graduate coordinator. It should include the undergraduate syllabus as well as the supplementary readings, assignments, and other expectations that differentiate the directed readings course from the undergraduate course.

**F. Examinations**
Completion of your thesis is marked both by approval of a final written product and by an oral defense. This oral defense to your graduate committee constitutes the final comprehensive examination.

**G. 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 fall semester of your second year. 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 https://sociology.byu.edu/Pages/Graduate-Student-Forms-.aspx. Candidates must provide *at least two weeks* for their committee to read and provide feedback on the prospectus before the oral defense. Failure to successfully defend your prospectus by the end of the fall semester of your second year will automatically result in a “Marginal” rating in your next evaluation by the Department Graduate Committee.

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 Master’s Thesis, your thesis chair and other members of your 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 Secretary at least two weeks prior to the defense. The form for this is available at https://gradstudies.byu.edu/. In addition, an unbound copy of your Thesis should be given to the Department Secretary 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. The master’s candidate must be physically present on campus for the final oral examination.

You must be registered for at least 2 credits the semester you defend and the semester you graduate.
There are four possible outcomes to the Oral Defense:

1. **Pass**
   - If the decision is to Pass, the committee may require minor revisions of the thesis or selected project, strengthening of your preparation in subject matter areas, or both.

2. **Pass with Qualifications** – 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.

3. **Recess** – 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.

4. **Fail** – If two or more examiners vote to Fail, your graduate degree program in Sociology is terminated

### H. Graduation

**Application for Graduation**
The University requires students to apply online for graduation. This application triggers review by Graduate Studies of your Program of Study and other materials to determine whether you are eligible for graduation in your selected semester or term. Any deficiencies in your paperwork or coursework will result in the application for graduation being rejected. Application for graduation is free and may be repeated if a student decides to delay graduation (for example, from Spring to Summer term). Application for graduation is tied to strict University deadlines; students should pay close attention to communications from Graduate Studies, the graduate coordinator, and the graduate secretary concerning these deadlines. The deadlines are also available on the Graduate Studies website ([http://gradstudies.byu.edu/](http://gradstudies.byu.edu/)).

**Walking in Graduation Ceremonies Prior to Graduation**
Students are encouraged to walk in the graduation ceremony that corresponds to the semester of their graduation. However, because the University only holds graduation ceremonies in April and August, students sometimes wish to walk in a graduation ceremony that does not correspond to the semester or term in which they actually graduate. When the ceremony is after the students’ official graduation, the student should contact the graduate secretary to ensure they are included in the printed program. Students who wish to walk in a graduation ceremony that takes place before their official graduation must go through an application process. The most common circumstance is a student who will actually graduate in August asking to walk in the April ceremony.

Any such requests must be approved by both the department and the college. The department graduate committee will approve student requests only under the following conditions: 1) the candidate must have successfully completed his/her prospectus, including all revisions/paperwork; 2) all other paperwork, including the Program of Study and the Committee Membership Form, must be up to date with the correct information for submission to Graduate Studies for graduation; 3) the student must have either a) completed all coursework listed on the updated Program of Study or b) be currently enrolled in the final courses listed on the updated Program of Study, with the exception of thesis hours to be completed before the actual graduation; 4) the candidate’s advisor must verify that the candidate’s progress ensures s/he will be able to graduate in the intended semester.
Once all of these requirements are met, the student may apply through the graduate secretary to the College to walk in a graduation ceremony outside of the semester in which they actually graduate. All applications to walk in an early graduation ceremony must be made to the department graduate coordinator no later than **MARCH 1** for walking in **April** graduation.
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 develop skills to teach and research through a sociological lens.

**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 121* (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 9 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 Analysis—Taught Fall Semester)
- *Soc 604* (Ethnographic Techniques—Taught Winter Semester)
- *Soc 610* (Seminar in Classical Social Theory—Taught Fall Semester)

**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 and following a petition to the department graduate committee. To petition for a third year you, not your advisor, must submit a written statement to the Department Graduate Committee detailing why you were unable to complete your thesis within the standard two years. In addition, you must submit a new time table for completing your thesis and the program, as well as if and how financial support for the extension will be provided. The Department Graduate Committee will evaluate your petition, as well as your overall performance and ability to meet other deadlines, such as the prospectus defense, when making the final decision on allowing a third year in the program. Petitions must be approved by the Department Graduate Committee before a third year can begin.
Advising Checklist for Master’s 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>
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<tbody>
<tr>
<td>Professionalization</td>
<td>Soc 598R Pro-Seminar†</td>
<td>Fall 2018 &amp; Winter 2019</td>
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<tr>
<td>Methods</td>
<td>Soc 600 Graduate Research Methods*</td>
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<tr>
<td>Qualitative Methods</td>
<td>Soc 604 Ethnographic Research Techniques</td>
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<td>Quantitative Stats</td>
<td>Soc 605 Multiple Regression Analysis*</td>
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<td>Soc 610 Classical Social Theory*</td>
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<tr>
<td><strong>14 Hours</strong></td>
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<td><strong>TOTAL REQUIRED CREDITS EARNED</strong></td>
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<table>
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**TOTAL CREDITS EARNED**
(35 Required for Degree)

* Prerequisite is strictly enforced for this course
† Must be taken in Fall and Winter Semesters of student’s first year

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Procedural Forms

http://sociology.byu.edu/Pages/Graduate-Student-Forms-.aspx

http://graduatestudies.byu.edu/
Most forms are located online at http://graduatestudies.byu.edu/content/all-forms. Others are available by request from Claire DeWitt (ADV Forms) or Logan Gillette (GS Forms)

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

Name ___________________________ BYU ID# _______________________

Date ___________________________

Degree ___________________________

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Member ___________________________ Signature ___________________________ Date ___________________________

Member ___________________________ Signature ___________________________ Date ___________________________

Member ___________________________ Signature ___________________________ Date ___________________________

For Office Use Only:

Entered into computer? Y / N Date: ___________________________

~ 24 ~
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:

<table>
<thead>
<tr>
<th>Chair</th>
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<td>Member</td>
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### ADD:

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<tr>
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</tbody>
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**DROP:**

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**ADD:**

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<td>Date</td>
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<tr>
<td>Member</td>
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**APPROVAL:**

<table>
<thead>
<tr>
<th>Graduate Coordinator</th>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>
# Program of Study

## Student Information

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

*See page 2 for Program Type, Requirement Type, and Requirement Satisfied By descriptions.

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.)

## Doctoral Skill Requirements

(See Item 4 on page 2.)

## 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>Original Signature of Graduate Committee Chair</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Printed Name of Graduate Committee Member</th>
<th>Original Signature of Graduate Committee Member</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Printed Name of Graduate Committee Member</th>
<th>Original Signature of Graduate Committee Member</th>
<th>Date</th>
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<table>
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<tr>
<th>Printed Name of Graduate Committee Member</th>
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<th>Date</th>
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<table>
<thead>
<tr>
<th>Printed Name of Graduate Coordinator or Department Chair</th>
<th>Original Signature of Graduate Coordinator or Department Chair</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>
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>
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<tbody>
<tr>
<td>30</td>
<td>10 (max. 7 Transfer)</td>
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<tr>
<td>36</td>
<td>10 (max. 9 Transfer)</td>
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<tr>
<td>40</td>
<td>10 (max. 10 Transfer, Senior/PBS)</td>
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<td>50</td>
<td>12 (max. 10 Senior/PBS)</td>
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<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.
# Program of Study Change

## Student Information

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<thead>
<tr>
<th>Name</th>
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<th>Semester/Term and Year Admitted:</th>
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<td>Fall, Winter, Spring, Summer, Year</td>
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<table>
<thead>
<tr>
<th>Program Type (Dissertation, Thesis, Selected Project, Project, Non-Thesis)</th>
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## Coursework Information

### Courses to Delete

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<th>Requirement Satisfied By*</th>
<th>Credit Hours</th>
<th>Course Title</th>
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### Courses to Add

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<th>Requirement Type*</th>
<th>Requirement Satisfied By*</th>
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</table>

*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. If more space is needed, use a second form.

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

If 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>
<th>Printed Name of Graduate Committee Chair</th>
<th>Original Signature of Graduate Committee Chair</th>
<th>Date</th>
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<tr>
<th>Printed Name of Graduate Coordinator or Department Chair</th>
<th>Original Signature of Graduate Coordinator or Department Chair</th>
<th>Date</th>
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Check here if these signatures constitute a change in the graduate advisory committee.
Schedule Prospectus Defense
SOCIOLGY DEPARTMENT

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:__________________________

~30~
Departmental Scheduling of Final Oral Examination
ADV Form 8c

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:
1. Apply for graduation (GRADAPP in AIM).
2. Submit copies of your work to each member of your graduate committee, your Graduate Coordinator or Department Chair.
3. After obtaining approval to have a final oral examination, work with your major department to arrange the date, time, and location of the exam.

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

☐ The Graduate Committee names listed below match the approved committee on my progress report.

This work: ☐ involves a patent OR ☐ has export control restrictions

Student Information

Name
Graduate Department
BYU ID number

Graduate Committee Recommendation

The graduate committee has reviewed and read the manuscript and certify that the student is ready for the final oral examination.

Printed Name of Graduate Committee Chair
Original Signature of Graduate Committee Chair
Date

Printed Name of Graduate Committee Member
Original Signature of Graduate Committee Member
Date

Printed Name of Graduate Committee Member
Original Signature of Graduate Committee Member
Date

Printed Name of Graduate Committee Member
Original Signature of Graduate Committee Member
Date

Printed Name of Graduate Committee Member
Original Signature of Graduate Committee Member
Date

Printed Name of Graduate Committee Member
Original Signature of Graduate Committee Member
Date

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

Examination Information for Publication

Proposed title of dissertation or thesis (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.

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) all 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.

☐ I have discussed with the student the needed form, ‘Request to Secure Dissertation or Thesis’ (ADV Form 8c).

Printed Name of Graduate Coordinator or Department Chair
Original Signature of Graduate Coordinator or Department Chair
Date

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.

☐ Check ADV08 to verify or update correct committee names.

Office Use Only
Distribution of Copies: ☐ Department (original) ☐ Student (copy) ☐ ADV08 Initials: ___________ Date: ___________

12/15
INSTRUCTIONS: (a) Complete both pages of ADV Form 8d and obtain the necessary signatures. (b) Deliver ADV Form 8d to Graduate Studies (105 FPH), once your ETD shows "Grad Office Review" status. For information on format and ETD submission, refer to the document Minimum Standards for Submitting Dissertations or Theses (ADV Form 11, available at http://www.byu.edu/gradstudies/forms).

<table>
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<th>Student Information</th>
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<td>1. Name (as it appears on your university record; please include appropriate punctuation)</td>
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<tr>
<td>First</td>
</tr>
<tr>
<td>2. BYU ID number</td>
</tr>
<tr>
<td>3. Graduation Date (month/year)</td>
</tr>
<tr>
<td>4. Email</td>
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<th>Dissertation or Thesis</th>
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<tr>
<td>5. Type of Submission</td>
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<td>□ Dissertation</td>
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| 6. Department |

7. Select a Release Status

My graduate committee and I agree that my work 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 export controls. The Request to Secure Dissertation or Thesis (ADV Form 8e, available on the Graduate Studies website) must be submitted to the Dean of Graduate Studies, 105 FPH, before submitting ADV Form 8d to Graduate Studies. The copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from BYU. At the end of the secure period, the work will be released for worldwide access.
- [ ] I have approval from my Committee Chair to request secure status and have completed ADV Form 8e, indicating
  - [ ] patent
  - [ ] export control restrictions
- [ ] Creative Works. This is an English MFA Creative Writing ETD and I have approval of my committee chair to select this status.

Doctoral Students

- [ ] I have also submitted my ETD to ProQuest/UMI Dissertation Publishing online (see ADV Form 13)
- [ ] I have filled out the Survey of Earned Doctorates online (see ADV Form 14)

Note: Student is responsible to order and pay for bound copies (personal and department). See gradworksonline.com.

Office Use Only:

Graduate Studies Date: ____________________________ Initials: ____________________________

- [ ] ADV 08 / [ ] ADV 01 / [ ] OP / [ ] Update Metadata / [ ] UMI Tracker (doc) Initials: ____________________________ Date: ____________________________

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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 or thesis and will allow distribution as specified on ADV Form Bd, page 1. 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 1, my dissertation or thesis 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 or thesis. I also retain the right to use in future works (such as articles or books) all or part of this dissertation or thesis.

Name ____________________________ Original Student Signature ____________________________ Date ________________

Committee, Department, and College Approval

As the candidate's graduate committee, department chair or graduate coordinator, and college dean, we have read the dissertation or thesis 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.

Signatures must be original or electronic through EchoSign.

Printed name of graduate committee chair ____________________________ Original signature of graduate committee chair ____________________________ Date ________________

☐ I request a bound copy

Printed name of committee member ____________________________ Original signature of committee member ____________________________ Date ________________

Printed name of committee member ____________________________ Original signature of committee member ____________________________ Date ________________

Printed name of committee member ____________________________ Original signature of committee member ____________________________ Date ________________

Printed name of committee member ____________________________ Original signature of committee member ____________________________ Date ________________

Printed name of committee member ____________________________ Original signature of committee member ____________________________ Date ________________

Accepted by the Department:

Printed name of graduate coordinator or department chair ____________________________ Original signature of graduate coordinator or department chair ____________________________ Date ________________

☐ I request a bound copy

Printed name of college dean or associate dean ____________________________ Original signature of college dean or associate dean ____________________________ Date ________________
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 request an Ecclesiastical Endorsement by logging into https://endorse.byu.edu and following the steps for a current student.

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. Aug 2012) 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 Aug 2012 graduation but wanted to change the date to apply for April 2013, simply select a new graduation date and click Go. In this scenario, only change the graduation application year to April 2013 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 or thesis 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
Graduate students must submit their dissertation or thesis electronically. The ETD website, http://etd.lib.byu.edu, has detailed information on the electronic submission requirements and formatting guidelines. It also has comprehensive tutorials to help you prepare your electronic document. Topics covered in the tutorials include headings, page numbering, generating an automatic table of contents, and converting to PDF (two methods). These tutorials can be found on two playlists, one for PC users and one for Mac users:

- Youtube Playlist for PC
- Youtube Playlist for Mac

To ensure the uniformity and continuity of style and format of all dissertations and theses submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide. Please do not use a past work submitted to your department as your guide. Check your work carefully against the following university format requirements before submitting it to your committee, department, and college for final approval.

A. University Format Requirements

MARGINS

☐ 1. Margins: 1 inch on all sides. (Change automatic margins and spacing set by Microsoft Word.)

FONT

☐ 1. Font should be black, a standard size (12 point for text, including titles and headings and 10 or 11 point for tables and figures)
☐ 2. Use a standard, easily readable serif typeface such as Times New Roman or Palatino. Ornamental typefaces, including script, may not be used.
☐ 3. No bold fonts or running headers in preliminary pages.
☐ 4. When converting your work to a PDF, embed all fonts, using the full professional version of Adobe Acrobat. Failure to embed all fonts will result in many font errors in a printed and bound document.

SPACING

☐ 1. See the sample for correct spacing: Sample Preliminary Pages for Dissertations and Theses (ADV Form 11a).
☐ 2. Use the correct template (choose thesis or dissertation).
   Preliminary Pages Template - Thesis (ADV Form 11b)
   Preliminary Pages Template - Dissertation (ADV Form 11d).
☐ 3. The title page is a combination of single and double-spaced lines, evenly spread from top to bottom with 1" margins (please use sample and template to ensure correct spacing).
☐ 4. The abstract is single-spaced with a double space between each paragraph.
☐ 5. The body of the work is double-spaced.

PAGE NUMBERING

All pages are counted and numbered correctly according to the following:

☐ 1. No roman numeral page numbers are to be on the first three preliminary pages (title page, abstract, an optional acknowledgements page).
☐ 2. Preliminary pages are to be counted in the pagination and, except for the first three preliminary pages numbered with lowercase roman numerals.
☐ 3. 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).
☐ 4. 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 (iii or iv)
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

TITLE
Use the Sample Preliminary Pages for Dissertations and Theses (ADV Form 11a) and Preliminary Pages Template - Thesis (ADV Form 11b) or Preliminary Pages Template - Dissertation (ADV Form 11d).

1. The title on the title page PDF is double-spaced and in an inverted pyramid format.
2. The title on the abstract page PDF is single-spaced and in an inverted pyramid format.
3. The words, capitalization, and the inverted format of the title must be exactly the same on the title page and on the abstract page.
   a. Capitalization is correct.
      i. Capitalize both words in hyphenated words (i.e. Reversed-Phase Liquid).
      ii. Capitalize prepositions 5 letters or more (i.e. After, Between, Through).
   b. Spelling is correct.
   c. Punctuation is correct (i.e. no period at end of title; capitalize the first letter after a colon; include comma and periods inside quotation marks; and colons and semicolons come after quotation marks).
   d. Italicize titles of books, periodicals, movies, and plays.
4. The title on the title page PDF matches the title on the ETD metadata online.

ABSTRACT
1. The title and body of the abstract are single-spaced with a double space between each paragraph.
2. Add keywords at the bottom of your abstract. Key words should include pertinent place names and full names of persons as well as descriptive words useful in automated retrieval. Capitalize proper nouns only. (See template for abstract spacing.)

NAME OF STUDENT
Enter your official name as it appears on your university record and include appropriate punctuation. Please note that your official name must be the same in the following places:
1. Approval for Final Dissertation or Thesis (ADV Form 8d)
2. Title page PDF in two places: a) after the title; b) after copyright (Copyright © 2014 David A. Hill).
3. Abstract PDF
   Note: If you made an official name change after you applied for graduation, contact Graduate Studies when your document is in the ETD system.

COMMITTEE MEMBERS
The committee members must be the same people on all of the following:
1. ADV Form 8d signature page
2. Title page PDF
3. Progress Report online

TITLES OF COMMITTEE MEMBERS
1. "Dr." or degree titles (PhD etc.) are not used with any committee member’s name.
2. "Chair" is listed after committee chair’s name following the comma (i.e. John R. Smith, Chair).

DATE
The month and year of the Dean’s signature must match on the following:
1. Title page PDF
2. ADV Form 8d

RELEASE STATUS
Release status/availability (secured is for patents or export controls only) must match on the following:
1. ETD metadata online
2. ADV Form 8d

OTHER
1. Copyright year and name on title page PDF are in correct order (Copyright © 2014 David A. Hill).
2. All signatures on ADV Form 8d must be original and on one page; if you have any electronic signatures, obtain them first (see Adobe e-sign: http://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/resources/echosign-instructions.pdf).  
3. Bookmarks are listed on left-hand side of the PDF and open automatically.  
4. ADV Form 8d must be original, not a copy.

B. Preparing Your Work for Approvals

1. Give a copy of your entire work, following the university format requirements specified, to each member of your committee two weeks prior to your oral defense.  
2. After your defense, complete Approval for Final Dissertation or Thesis (ADV Form 8d), pages 1 and 2. This form may be provided by your department and is also available online at the Graduate Studies website.  
3. Once your work has been defended, corrected, and approved, 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 final approval and signatures. Signatures should be in black or blue ink so they image properly. All signatures on ADV Form 8d must be original, on one page, with electronic signatures obtained first (see Adobe e-sign: http://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/resources/echosign-instructions.pdf).  
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 designated to review and sign the ADV Form 8d. Allow enough time to meet the submission deadline for your intended graduation. Refer to the Graduate Studies website for the current deadline dates: Graduation Deadlines (ADV Form 8). Note: Departments and colleges could have earlier deadlines.

C. Preparing and Submitting Your ETD and Forms

All dissertations and theses must be submitted on the ETD website: http://etd.lib.byu.edu.

1. After your content has been approved by all levels, including correctly formatted preliminary pages, convert your work to PDF format using the full professional version of Adobe Acrobat, embed all fonts, add bookmarks, and save your document. The Information Commons in the Library on level 3 (801-422-2927) has computers with Adobe Acrobat and can assist in converting files.  
2. Log in to the ETD website and complete the required metadata information about your work and desired level of access.  
3. 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, at either level, you will receive an email about the disapproval. You must make the requested changes, convert to PDF, embed fonts, add bookmarks again, and resubmit for another review cycle. Be sure to only use one account on the ETD website.  
4. After your document is approved by the college, your ETD status will display “Grad Office Review.” At this status level, you must take your ADV Form 8d to Graduate Studies (105 FPH). Graduate Studies will review and approve each ETD for cataloging in the digital library. If Graduate Studies finds errors in the first three preliminary pages (title page, abstract, acknowledgements) or in page numbering, they will need to be corrected. Please bring a thumb drive with your ETD, just in case you have to make minor edits.

DOCTORAL STUDENTS ONLY

- Complete this step once your ETD has the status of “Grad Office Review” before bringing ADV Form 8d to Graduate Studies. Submit your ETD to Proquest by going to: http://www.etdadmin.com/byu for Proquest Dissertation Publishing. Follow the instructions to login, upload your ETD on the Proquest website, and print the confirmation email verifying the completed submission. If you wish Proquest to register your copyright, you may do so in the Proquest website. See ETD Submission to the Proquest Website (ADV Form 13).

- Complete Survey of Earned Doctorates (SED) and print off SED certificate. See Survey of Earned Doctorates (ADV Form 14).

- Deliver your copy of the SED certificate and ADV Form 8d to Graduate Studies (105 FPH).

- If you need bound copies (departmental or personal) you may submit a PDF to gradworksonline.com.

NOTE for all ETDs: The BYU library catalogs and preserves the digital ETD. The library will print a single copy from the submitted ETD PDF file, bind it, and deposit that copy in Special Collections (Archives). There will not be a bound copy.
[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]

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]

Copyright © [Year] [Student Name]

All Rights Reserved

~ 41 ~
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.]
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: Soc 111 Introduction to Sociology
Soc 404 Qualitative Research Methods

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

Selected Publications:


MICHAEL R. COPE

Current Position: Assistant Professor

Education: B.A., University of Utah, 2002
M.S., Brigham Young University, 2009
M.A., Louisiana State University, 2011
Ph.D., Louisiana State University, 2015

Classes Taught: Soc 111 Introduction to Sociology
Soc 113 Multicultural America

Research Interests: Community, social change, social stratification, disasters, theory, identity formation

Selected Publications:


~ 48 ~
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: Soc 307 Data Analysis and Presentation
Soc 421 Complex Organizations
Soc 424 Political Sociology

Research Interests: Organizations, innovation, creativity, social networks

Selected Publications:


~ 49 ~
MIKAELA J. DUFUR

Current Position: Associate Professor, Graduate Coordinator

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

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

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

Selected Publications:


~ 50 ~
LANCE D. ERICKSON

Current Position: Associate 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: Soc 111 Introduction to Sociology
Soc 211 Family Interaction
Soc 307 Data Preparation & Management
Soc 460 Issues in Family Sociology
Soc 605 Multiple Regression Analysis

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

Selected Publications:


Erickson, Lance D., Scott Sanders, Michael R. Cope. (Forthcoming). “Lifetime Stayers in Urban, Rural, and Highly Rural Communities in Montana.” Population, Space and Place.


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 345 World Population
Soc 645 Population Analysis
WS 222 Introduction to Women’s Studies

Research Interests: Demography (child and adolescent health and well-being)

Selected Publications:


RYAN GABRIEL

Current Position: Assistant Professor

Education: B.A., Utah State University, 2011
M.A., University of Washington, 2013
Ph.D., University of Washington, 2016

Classes Taught: Soc 323 Sociology of Race and Ethnicity
Soc 405 Multiple Regression Analysis and Social Science Computing

Research Interests: Residential Segregation, Residential Mobility and Attainment, Race/Racism, Historical Sociology, Quantitative Methods

Selected Publications:

Gabriel, Ryan. “Mixed-Race Couples, Residential Mobility, and Neighborhood Poverty.” Social Science Research.

Gabriel, Ryan. “Gender and the Residential Mobility and Neighborhood Attainment of Black-White Couples.” Demography Forthcoming


BENJAMIN G. 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:
- Soc 112 Current Social Problems
- Soc 322 Class Inequality
- Soc 326 Sociology of Education
- Soc 370 Urban Sociology
- Soc 422 Inequality and Society
- Soc 622 Social Stratification

Research Interests: Social Stratification, Sociology of Education, Family

Selected Publications:


Fumarco, Luca, and Benjamin G. Gibbs. “Commentary: ‘How Much is the Player in the Window? The One with the Early Birthday’ Relative Age Influences the Value of the Best Soccer Players, but Not the Best Businesspeople” *Frontiers in Psychology* 8: 58

JOHN P. HOFFMANN

Current Position: Professor

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 (NORC), University of Chicago; Visiting Fellow, Hokkaido University, Sapporo, Japan

Classes Taught: Soc 307 Data Analysis & Presentation
Soc 325 Sociology of Religion
Soc 605 Linear Regression Analysis
Soc 606 Intermediate Statistics

Research Interests: Adolescent behaviors, Sociology of religion, Criminology

Selected Publications:


Hoffmann, John P. In press. “Cohabitation, Marijuana Use, and Heavy Alcohol Use in Young Adulthood.” Substance Use & Misuse.


JONATHAN A. JARVIS

Current Position: Assistant Professor

Education: B.A., University of Alberta, 1998
M.S., Brigham Young University, 2005
Ph.D., University of Hawaii at Manoa, 2015

Classes Taught: Soc 112 Current Social Problems
                Soc 323 Racial & Minority-Group Relations
                Soc 380 Deviant Behavior & Social Control

Research Interests: Globalization, Education, Family Structure and Influence

Selected Publications:


Forste, Renata and Jonathan Jarvis. 2007. ““Just Like His Dad”: Family Background and Residency with Children among Young Adult Fathers.” Fathering: A Journal of Theory, Research, and Practice about Men as Fathers 5:97-110.
MELISSA S. JONES

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2011
M.A., The University of Oklahoma, 2014
Ph.D., The University of Oklahoma, 2018

Research Interests: Gender, Deviance, and Crime; Intimate Partner Violence; Child Maltreatment; Family and Crime; Crime Theory; Victimology; Incarcerated Women

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: Soc 310 Foundations of Social Inquiry
Soc 311 Contemporary Social Theory
Soc 361 Theoretical Foundations of Marriage and Family
Soc 490R Sociology of Suffering
Soc 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:


Knapp, Stan J. Forthcoming. “Modernity and the Temporality of Marital and Familial Relations.” Accepted for publication in an edited book under review with a publisher.
JANE L. LOPEZ

Current Position: Associate Professor

Education: B.A., Stanford University, 2005
M.S., Oxford University, 2006
Ph.D., University of California, San Diego, 2018

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:


RICHARD B. MILLER

Current Position: Chair

Education: B.S., Brigham Young University, 1982
M.S., Brigham Young University, 1984
Ph.D., University of Southern California, 1989

Previous Positions: Director, Brigham Young University, Associate Dean, Brigham Young University, Program Director, Kansas State University

Classes Taught: SFL 160 Introduction to Family Science
MFHD 556 Individual and Family Aging
MFT 793 MFT Research

Research Interests: Family Therapy

Selected Publications:


HAYLEY PIERCE

Current Position: Assistant Professor

Education: B.S., Brigham Young University, 2013
M.S., Brigham Young University, 2014
Ph.D., University of California, Berkeley 2018

Previous Positions: Instructor, Brigham Young University, Reader,
UC Berkeley, Teachers Assistant, Brigham Young
University

Classes Taught: Soc 111 Introductory Sociology

Research Interests: Sociology, Demography, Maternal and Child Health, Gender,
International Evaluation

Selected Publications:

Pierce, Hayley, Ashley L. Gibby, & Renata Forste. 2016. “Caregiver Decision-
making: Household Response to Child Illness.” Population Research and

Heaton, Tim B., Ben Crookston, Hayley Pierce, and Amoateng Acheampong. (2016) "Social
Inequality and Children’s Health in Africa." Journal for Equity in Health, 15:92

in Rwanda: Implications for Child Nutritional Status and Survival.” Social Science and
Medicine, 107:61-7.
JACOB S. RUGH

Current Position: Associate 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: Soc 111 Introductory Sociology
Soc 113 Multicultural America
Soc 370 Urban Sociology

Research Interests: Cities, Evolution of Segregation, Race & Ethnicity, Discrimination, Housing, Foreclosure Crisis, Immigration, Latinos.

Selected Publications:


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SCOTT R. SANDERS

Current Position: Assistant Professor

Education: B.A., Brigham Young University, 2002
            M.P.A. Cornell University, 2006
            M.S., Cornell University, 2007
            Ph.D., Cornell University, 2013

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

Classes Taught: Soc 340 Sociology of International Development
                Soc 405 Regression Analysis

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

Selected Publications:


KEVIN SHAFER

Current Position: Associate Professor

Education: B.A., The Ohio State University, 2002
M.A., The Ohio State University, 2005
Ph.D., The Ohio State University, 2009

Previous Positions: Assistant Professor, Brigham Young University, Adjunct Professor, University of Utah, Assistant Professor, Arkansas State University

Classes Taught: Soc 111 Introductory Sociology
Soc 460 Issues in Family Sociology
Soc 590R Special Topics in Sociology

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

Selected Publications:


CAROL J. WARD

Current Position: Associate Professor

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

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

Selected Publications:
Honoring Ralph B. Brown, Carol Ward, Rural Sociology, 80 (1) 2015: 1-5.


Analysis of Integrated Engineering and Social Science Approaches for Projects in Developing Communities, by Parry Garff, Eric Dahlin, Randy Lewis and Carol Ward, in International Journal for Service Learning in Engineering, Dec. 2013.
