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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 and Policy Manual (https://gradstudies.byu.edu/).

This handbook includes specific departmental requirements for graduate degree programs in Sociology as well as links to 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.

About the Graduate Program in Sociology at BYU

Approximately 8 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 are active in research, teaching, and service, providing numerous opportunities for students to play a major role in many research and professional projects. 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.

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B. Professional Activities
A graduate degree is a professional degree; therefore, we place considerable emphasis on your professional socialization. You are encouraged 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 (please consult with the graduate committee if you prefer to attend an equivalent conference). 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.

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 11). 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 9 for information on time limits.

A. Monitoring Progress
The Department formally evaluates your performance two times a year at the completion of the Fall semester and at the end of the Summer term. You are evaluated by those professors you have worked with as a teaching assistant/research assistant, advisee, and as a student in their class(es). The Departmental Graduate Committee (a committee that oversees graduate affairs 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 at time of graduation, 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. Keep your progress report updated monthly, it can be found at my.byu.edu or use this link: https://gradprogress.sim.byu.edu/. For documentation on how to use "Grad Prog," use this link: https://exsc.byu.edu/00000173-a0a8-d8c2-a37b-e8ba11e10000/gradprog-instructions-for-students-pdf.

The Graduate Committee will rate your performance as “Satisfactory,” “Marginal,” or “Unsatisfactory,” and will indicate the reasons for a low rating if necessary and invite you to respond to the evaluation and comply with a set of stated conditions for remaining in the program. Examples of “Marginal” or “Unsatisfactory” may 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 benchmarks.
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 two forms of financial awards: assistantships and tuition awards. Assistantships are awarded for Fall and Winter Semesters for 20 hours per week. There are two options in the Summer for assistantship support. The first is two work 10 hours in the Spring and 10 hours in the Summer term. The second is to work either 20 hours in the Spring or 20 hours in the summer. Work assignment in the Spring and Summer months are considered "internships." Most students pursue and "academic internship" where they work with a sociology professor on research. Alternatively, students may pursue an "industry internships." The Graduate Committee encourages students to seek paid industry internships but the department Spring/Summer assistantship support may be applied to these opportunities in consultation with the Graduate Coordinator.

Tuition awards are awarded after the add/drop deadline in Fall and Winter semester in the first and second year of the program. Award amount varies based on cohort sizes but is usually over 50% of the cost of tuition.

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, 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. One "marginal" rating typically does not impact employment. 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. AFICA rules stipulate that students must be enrolled in classes to be employed within the Department. If students do not register for credit hours during the Spring and Summer terms but seek an assistantship, they must first consult with the graduate secretary to ensure compliance with federal law.

Graduate Assistantships are assignments. When students enter the program, they are assigned to a temporary advisor who is often also 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 canceled and 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. Weekly reports of job related activities are required to be submitted to the department every Monday morning during the semester term. 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.

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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.

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.

C. Graduate Financial Support 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-155 ASB
Provo, UT 84602-1009
(801) 422-4104

Application
Application materials and information about eligibility and repayment requirements are available in the Financial Aid Office (see https://gradstudies.byu.edu/page/costs-financial-aid). 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
There are also other opportunities around campus (e.g. Womens’ Studies, The Kennedy Center, etc.); we encourage you to seek them out. 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).

D. Travel Funding
Funding for Travel to Conferences
In a typical year, the department funds support travel to the American Sociological Association (ASA) (or similar conference) 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. If presenting research, the department can support travel to one additional conference. 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.

Conference presentations may be in any form (including posters). Work closely with the graduate program manager to arrange travel.
All other travel expenses must be handled through reimbursement (and must first be preapproved). 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. For example, possible funding sources include Graduate Studies and the Kennedy Center, as well as individual associations sponsoring conferences such as the American Sociological Association.

**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.

### 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. (2nd year graduate students are also expected to attend). You will learn about program expectations and opportunities that await you as a graduate student in sociology at BYU. You will also be assigned a 2nd year graduate student mentor.

#### B. Faculty Advisor and Graduate Thesis Committee
By the beginning of your first regular semester of course work, you will be assigned a temporary faculty advisor who will help you to develop your program of study and thesis committee. Securing a permanent advisor is recommended in the Winter semester of your first year (and is often your temporary advisor). 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. Your advisor 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 the MyBYU portal. All changes must be approved by your existing committee and signed-off by the Graduate Coordinator.

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 through the MyBYU portal.

Continued assistantship funding cannot be awarded until the Program of Study is submitted to MyBYU portal. 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.

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

In few occasions will transfer from another university be considered. Credit taken at other accredited universities in the United States or in Canada may 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.
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 is for emergency situations only; students who think they made 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 through MyBYU portal

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 through MyBYU portal.

Spring/Summer –
1. Complete 3 elective credits (directed readings) 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 mid-March. In rare circumstances, if a delay for August graduation is necessary, a defense must generally be held by mid-June.
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/student-forms) 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.
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. Consult your advisor for examples and expectations. 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 "grad prog" portal in myBYU.

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 may 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 two possible outcomes of the oral defense of the prospectus:

1. Prospectus Approved – Proceed with your Thesis
2. 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 48 hours prior to the defense. The process should be initiated using myBYU, "gradprog".

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

1. **Pass**
2. **Pass with Qualifications** – 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/).
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*)

* 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. Note that assistantships and tuition awards are limited to the first two years in the program. 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 timetable 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>
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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