

HANDBOOK FOR GRADUATE STUDENTS

Department of Sociology

University of South Carolina

Columbia, SC 29208

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Preface

This handbook complements but does not replace the *Graduate Studies Bulletin*. Students should obtain a copy of the *Graduate Studies Bulletin* (<http://www.gradschool.sc.edu>) that was in effect when they were admitted, since the rules stated therein constitute a contract between the students and the University regarding the terms of graduate study. If a program is revised while the student is in the process of earning a degree, the student may choose to satisfy the requirements of the program they were admitted under, or the revised program, but the student may not combine elements from the two. Students should read this document and the *Graduate Studies Bulletin* thoroughly.

Administration

The Graduate Program Committee and the chairperson of the Sociology Department administer the graduate program, subject to review by the full faculty. Any request by a student to waive departmental criteria for a degree upon presentation of evidence indicating he/she has met them in another manner will be decided by the Graduate Program Committee subject to review by the full faculty.

A student may at any time bring pertinent information to the attention of the Graduate Program Committee, preferably before the committee acts on a matter affecting the student. The comments of the student's advisor or other appropriate faculty are useful to the Graduate Program Committee, and the student may arrange for these to be heard.

Financial Aid

Departmental Assistantships

A limited number of departmental graduate assistantships are available each year. Assistantships are awarded by the Graduate Program Committee. Students awarded assistantships receive a stipend and a reduction in tuition fees. Normally, assistantships are half-time (20 hours/week) or quarter-time (10 hours/week), although other arrangements are possible. Acceptance of an assistantship constitutes a contract between the Department and the student and the student is considered a part-time employee of the University of South Carolina.

Graduate assistants are required to enroll for a minimum of six credit hours during a semester. Graduate assistants are assigned to individual faculty members, who are responsible for determining the duties of their assistant(s).

Funded Faculty Research Assistantships

Assistantships may also be available on faculty research projects supported by external funding sources (grants). Individual faculty members should be consulted regarding the availability of such funds. See the "Policies and Procedures" section of this handbook for more details.

Instructorships

An Instructor is hired as a temporary faculty member. For more information, consult the "Policies and Procedures" section of this handbook.

Other Sources of Financial Aid

Graduate students are encouraged to seek financial support outside the Department. Information about scholarships, fellowships, grants, loans and the like may be obtained from the University Office of Financial Aid. In addition, The Graduate School's web site (<http://www.gradschool@sc.edu>) provides useful information about financial support (e.g., calls for dissertation grant applications). The Graduate Program Committee posts notices of possibilities for funding when such information comes to its attention.

Full-Time Status

A student is classified as full time for academic purposes if they are enrolled for nine or more hours during a fall or spring term and six or more during the summer session.

Students may not register for more than 15 graduate credit hours during the semester. A student must enroll for at least one credit hour during any semester during which thesis or dissertation progress is made and resources of the university are used. Generally, once specific course requirements are met, students enroll for Master's thesis (799) or Doctoral dissertation (899) credits to maintain access to the university and its facilities.

Graduate assistants must enroll for a minimum of six credit hours, and may normally carry no more than 12 credit hours per semester. Graduate assistants carrying six or more hours are classified as full time students.

Residency and Time Requirements

The Graduate School imposes residency requirements (time spent at the Columbia campus) and limits the time allowed for completing master's (6 years) and Ph.D. (8 years--in addition to the time spent earning a master's degree) degrees. Students should consult the *Graduate Studies Bulletin* for details. Students who matriculate slowly though the program may be able to revalidate courses (see the *Graduate Studies Bulletin*).

Grade Requirements

Satisfactory progress in the graduate program is determined in part by students' grades. A grade of *A* in a course indicates that the work was excellent and the student has manifested the ability and effort required for graduate-level work. A grade of *B+* indicates that the work was adequate and a grade of *B* indicates that the work was only marginally adequate.

M.A. students must maintain a B average for all graduate courses taken at the University of South Carolina. After completing twelve hours of graduate credit at the University, students whose cumulative GPA falls below a 3.0 (on a 4 point scale) are dropped from the program without further review. Also, students receiving a second grade of C+ or below are dropped from the program without further review.

Ph.D. students must maintain a B average on all post-M.A. graduate courses taken at the University of South Carolina. After completing twelve hours of post-M.A. graduate credit at the University, students whose cumulative GPA falls below a 3.0 (on a 4 point scale) are dropped from the program without further

review. Also, students receiving a second post-M.A. grade of C+ or below are dropped from the program without further review.

Grades of *Incomplete* are awarded at the discretion of the faculty member teaching the course. The student receiving an *Incomplete* must complete the work in the time specified by the professor (but not to exceed 12 months), or else the grade will automatically revert to an *F*. Students are strongly advised to avoid *Incompletes*: they can be an enormous burden, especially if completed during a regular semester when the student is already taking a full load of courses. Furthermore, an *Incomplete* implies that the student is not completing work in a timely manner.

Taking Courses Outside the Department

Taking elective courses outside of the Department can be an effective way to round out the educational experience. However, students should consider whether such courses apply toward fulfilling their course requirements (see “Degree Requirements” below).

Monitoring Matriculation

The Graduate Program Committee continually monitors the records of students in order to confirm that satisfactory progress toward the degree is being achieved. The Graduate Program Committee informs students who are not making satisfactory progress with respect to departmental standards for grades and examinations, and The Graduate School’s rules for matriculating in a timely manner. When appropriate, the Graduate Program Committee takes action that removes a student from the program. Students have the right of appeal (see the *Graduate Studies Bulletin*).

Program of Study

The Graduate School requires each student to submit to it a Program of Study. The *Graduate Studies Bulletin* suggests that programs for the M.A. should be filed during the first semester and no later than after the completion of the first twelve hours. Programs for the Ph.D. should be filed after admission to candidacy. Program of Study forms are available from The Graduate School <http://www.gradschool.sc.edu>. Based on departmental requirements (see “Degree Requirements” below), individual interests, and consultation with the student’s major professor, students should fill out a program of study form as completely as possible and pass it on to the director of the Graduate Program Committee. The director will review the draft of the program, make needed modifications, and return it to the student for comments. Once a final program of study is agreed to, the document is submitted to The Graduate School.

Applications for Degrees

All candidates for degrees must file formal applications during the last academic term before graduation with the Dean of The Graduate School. A non-refundable graduation fee, set by the University Graduate Division, must accompany each application. Application deadlines are early each semester (including summer sessions). Information about deadlines are available from the Graduate School (<http://www.gradschool.sc.edu>).

Degree Requirements

The M.A. degree requires a minimum of 31 graduate credit

hours, including six hours of thesis preparation. The Ph.D. requires a minimum of 36 additional credit hours, including 12 hours of dissertation preparation.

Master of Arts

The minimum requirements for the M.A. are:

1. SOCY 701 (3 hours).
2. SOCY 702 (1 hour).
3. Six hours of theory: SOCY 710 and one additional course from SOCY 711-719, 760, 761, and 814.
4. Six hours of research methods: SOCY 730 and one additional course from SOCY 720-729, 739, 749, 751, and 841.
5. Six hours of electives: (SOCY 500-789). A maximum of three credit hours earned from other departments may be applied toward this requirement.
6. SOCY 796 (3 hours).
7. Six hours of SOCY 799.

For transfer students who do not hold a master’s degree, some program requirements may be waived if the student has taken a course or its equivalent in graduate work elsewhere and earned a grade of A (excluding A-). However, such waivers may not exceed six credit hours to be applied toward the 30-credit hour requirement for the master’s degree. Students requesting a waiver must inform the Graduate Program Committee in writing. The Graduate Program Committee evaluates the files of students to determine whether a waiver is warranted.

As students near the end of their course work, they select a Thesis Committee composed of at least three members of the Department’s faculty. Faculty members have the right of refusal. The student chooses one faculty member to serve as director. The director of the Thesis Committee notifies the director of the Graduate Program Committee in writing of the composition of the Thesis Committee. This notification is placed in the student’s file. The director of the Graduate Program Committee informs the chairperson of the Department and the dean of The Graduate School of the composition of the Thesis Committee. Pursuant to the rules of The Graduate School, the Department and The Graduate School must approve the Thesis Committee. Working with the Thesis Committee, the student prepares a thesis proposal. The Thesis Committee has the right to approve, request revisions, or reject the proposal. The committee also conducts an oral comprehensive examination to determine if the student has acquired the theoretical and methodological background required to complete the proposed research. For full-time students, this examination usually occurs late in the first semester of the second year of study. Students who fail the M.A. comprehensive examination twice are removed from the program without further review.

If the Thesis Committee approves the proposal and the oral examination, all members sign a letter stating that the student has passed the comprehensive examination. The director of the Thesis Committee provides a copy of this letter to the chairperson of the Department and gives the original letter to the director of the Graduate Program Committee. The original letter is placed in the student’s file. The director of the Graduate Program Committee notifies the dean of The Graduate School that the student has passed the comprehensive examination.

After the student submits the thesis for evaluation, the Thesis Committee conducts an oral examination to determine if the proposed work has been successfully completed. The committee members have the right to approve, request revisions and further

analysis, or reject the thesis. The M.A. degree is granted only after the Thesis Committee approves the thesis, all members sign the title page, The Graduate School accepts the approved thesis, and all other requirements are met.

Doctor of Philosophy

The minimum requirements for the Ph.D. are:

1. SOCY 701 (3 hours).
2. SOCY702 (1 hour).
3. Twelve hours of theory: SOCY 710 and three additional courses from SOCY 711-719, 760, 761, and 814.
4. Twelve hours of research methods: SOCY 730 and three additional courses from SOCY 720-729, 739, 749, 751, and 841.
5. SOCY 796 (3 hours).
6. Eighteen hours of electives (SOCY 500-891). A maximum of six credit hours in 500-level courses may be applied toward the Ph.D. A maximum of nine credit hours earned from other departments on campus may be applied toward this requirement.
7. Six hours of SOCY 799.
8. Twelve hours of SOCY 899.

In accordance with The Graduate School's regulations, all students entering the Ph.D. program must pass a written Ph.D. candidacy examination. The candidacy examination covers classical scholars (theory) and multivariate modeling with cross-sectional data (methods), and is taken early in the first Fall semester of residence. In passing both parts (theory and methods) of the examination, the student is admitted to candidacy and may work toward meeting the remaining requirements that lead to the Ph.D. degree. Students who do not pass both parts of the candidacy examination will be expected to acquire the needed knowledge by attending courses beyond the Ph.D. requirements or by individual study. In either case, the failed part(s) of the examination must be taken again at the end of the following Spring semester. Failing the candidacy examination a second time will result in removal from the program without further review. Administration of the examination, which is taken during a four hour period in the physical confines of the Department of Sociology, is the responsibility of the Graduate Program Committee. Computers, a blank disk, and a quiet place to work will be made available to the students. Students may not use books, journal articles, notes, information saved on disks, etc. during the examination period. The examination will be evaluated within two weeks unless exceptional circumstances arise.

After advancement to candidacy, the Graduate Program Committee, acting as the Program Advisory Committee, oversees the subsequent progress of each doctoral candidate toward the Ph.D. degree.

After advancement to candidacy, each doctoral candidate must file an approved program of study. This program of study should be completed before the end of a Ph.D. student's first year in the program.

For a transfer entrant with an M.A. degree, some program requirements can be waived if the student has taken a course or its equivalent in graduate work elsewhere and earned a grade of A (excluding A-). However, such waivers do not reduce the minimum number of post-M.A. credit hours (36) that must be completed at the University for the Ph.D. Students requesting a

waiver must inform the Graduate Program Committee in writing. The Graduate Program Committee evaluates the files of students to determine whether a waiver is warranted.

The Graduate School's foreign language competence requirement may be fulfilled by passing an examination that demonstrates a reading knowledge of one foreign language. These examinations are normally administered by one of the foreign language programs at the University. English may be accepted as a foreign language for students whose native language is not English, with the approval of the dean of The Graduate School and the chairperson of the Department. The foreign language requirement may also be met by completing a fifth research methodology course with a grade of B or higher.

Area Requirements

In addition to successfully completing course work, three area requirements must be passed. Normally, completion of these requirements coincides with the completion of course work. All students must meet both the theory and the research methodology area requirements. Written theory and research methodology area examinations are given once a year, but students with excellent grades in the relevant courses earn a waiver from the examinations. All students must also pass a written and an oral examination in a research specialty of their choosing.

Exam I (Theory) & Exam II (Research Methodology)

Complete four courses, with grades of B or higher, offered by the Sociology Department in the area of theory (*research methodology*). By obtaining a grade point average of at least 3.5 and receiving no grade lower than a B in the first four courses completed, the student earns a "pass" on this requirement and the examination is waived. Students who obtain a grade point average of 4.0 in the first four courses completed earn an "honors" on this requirement and the examination is waived.

Transfer students may also earn a waiver to the theory (*research methodology*) examination. No more than six hours in either area may be transferred. The Graduate Program Committee determines whether a course merits transfer credit. A grade of A (excluding A-) or better is necessary for a course to be considered for transfer credit. All further courses completing either requirement must be taken at the Department of Sociology at the University of South Carolina, and these courses must yield a grade point average of 3.5 or higher. All grades just noted refer to the first course or sequence of courses taken at the respective programs. Courses taken later with higher grades cannot be substituted for the first one(s). By obtaining a grade point average of at least 3.5 and receiving no grade lower than a B in the first four courses completed, the student earns a "pass" on this requirement and the examination is waived. An "honors" evaluation is achieved, and the examination is waived, if a 4.0 grade point average is received in the first four courses.

Students who do *not* receive a "pass" or "honors" through course work may meet the requirement by obtaining a grade of "pass" or "honors" on a written examination. This examination is offered once each year in the Autumn (*Spring*) and is composed, and graded, by all of the resident faculty members who have taught at least one of the theory (*research methodology*) courses listed below to at least one of the students taking the examination. The committee formed by these professors is the Theory Examination Committee (*Research Methodology Committee*). The members will select a chairperson who will be

chiefly responsible for organizational matters such as calling meetings. Examination questions should be limited to the material that was covered in the theory (*research methodology*) course work of each student. Because different students may take different theory (*research methodology*) courses, or different students may take the same course from different professors (and the content of the course may vary across professors), each student's examination must be designed for that student. It is expected that each faculty member contributing one or more questions to the examination will limit their questions to the material that is covered in their course(s). In this way, particular questions on the examination can normally be identified as being associated with a particular course that was offered by a particular professor. If a non-transfer student has not taken a particular course from a particular professor, s/he will not be expected to answer the question(s) that is (are) associated with that particular course and that particular professor. If a transfer student received transfer credit for a particular course, s/he will be expected to answer the question(s) that is (are) associated with that particular course. Prior to taking an examination, it is expected that a transfer student will consult with faculty members who are responsible for contributing questions that derive from the courses that the student was allowed to transfer from another program. Any student may consult with members of an examination committee prior to the examination. The faculty members who compose the examinations should take care that each student's examination is as comparable as possible in terms of the rigor of the questions and the amount of time needed to answer the questions.

Administration of the examination, which is taken during a four hour period in the physical confines of the Department of Sociology, is the responsibility of the Graduate Program Committee. This responsibility includes providing the Theory Examination Committee (*Research Methodology Committee*) with a list of the students taking the examination and the relevant courses (and who taught the courses) that each student has completed. Computers, a blank disk, and a quiet place to work will be made available to the students. Students may not use books, journal articles, notes, information saved on disks, etc. during the examination period. The examination will be evaluated within two weeks unless exceptional circumstances arise. Each faculty member who contributes one or more questions to the examination will be responsible for evaluating the answer(s) to their question(s). Each faculty member will limit their evaluation of answers to the questions they submitted. However, members of the committee may jointly write one or more questions and jointly evaluate them.

After the individual members of the Theory Examination Committee (*Research Methodology Committee*) have made their evaluations, the committee will meet to discuss how well each student performed on the examination. Based on this discussion the committee will evaluate whether a student's grade is "honors," "pass," or "fail." A majority (>50%) of the committee must agree on an overall evaluation of "pass" for a student to be assigned a grade of "pass." If the committee unanimously agrees on an overall evaluation of "honors," the student is assigned a grade of "honors." A faculty member will abstain from the evaluation of a particular student if the student did not answer a question to which the faculty member contributed. The written examination may be attempted twice; a student who fails in a second attempt will not continue in the Ph.D. program.

The following courses may be used to meet the theory

requirement: Sociology 710, 711, 712-719, 760, 761, and 814.

The following courses may be used to meet the research methodology requirement: Sociology 720, 721-729, 730, 731-739, 749, 751, and 841.

Exam III (Research Speciality Examination)

Students must pass a written and oral examination in a research speciality of their choosing. Each student will form a Research Speciality Examination Committee made up of at least two faculty members from the Department of Sociology. The student will select one member as chairperson of the committee. The chairperson of the committee will write a letter informing the director of the Graduate Program Committee of the composition of the committee and the speciality area of the examination. This letter is placed in the student's file. In consultation with the committee, each student will prepare a list of appropriate readings. The length of the reading list will vary by research area, but as a guideline it should consist of about 25 books and 100 journal articles/book chapters. Reading lists must be approved by all members of the committee. Most reading lists will continue to evolve as a student prepares for the examination: new items may be added, unnecessary ones deleted. The reading list should define a broad substantive area of sociological research that is roughly equivalent to a commonly recognized sociological speciality. A student may not devise an examination exclusively in theory or research methods; however, the substantive literature should be linked to broader issues of theory and method in sociology as a whole. We encourage students to conceive of, and design, the research speciality examination in such a way that it serves as a bridge between their graduate course work and their dissertation proposal.

The student, in consultation with the Research Speciality Examination Committee, will arrange for an examination time. Students will answer a question or questions prepared by the committee. The questions should reflect key sociological issues raised by the reading list as well as broader issues of theory and method that may be relevant to the speciality area. The answers together may be no longer than 30 typed, double-spaced pages (plus the bibliography) with one inch margins, using a twelve point font. Students will have 96 hours to complete the examination. They may work at any site, and are free to use any books and personal notes during the examination period. If requested by the student, the Department will provide a quiet place to work and access to a computer.

The written examination will be evaluated by the Research Speciality Examination Committee within two weeks unless exceptional circumstances arise. Shortly thereafter the student and the committee will meet for the oral part of the examination. Based on the written and oral parts of the examination, committee members will evaluate the student's performance. Available grades are "honors," "pass," and "fail." A two-thirds evaluation for "pass" is required for a grade of "pass." A unanimous evaluation for "honors" is required for a grade of "honors." Grades of "honors" and "pass" indicate that the student has demonstrated mastery of the readings, as evidenced by an ability: to synthesize creatively diverse perspectives and findings in a way that has the potential to extend the existing literature; to discuss relevant works at a detail sufficient to demonstrate that they have been read and understood; to think critically about the reading and to provide reasoned judgments about their worth and utility; to write coherent and organized

prose. Failed examinations will display an absence of these qualities.

After the examination, the chairperson of the Research Speciality Examination Committee will write a letter informing the director of the Graduate Program Committee of the outcome of the examination. All committee members will sign the letter. The original letter is placed in the student's file. The examination may be attempted twice; a student who fails in a second attempt (regardless of whether or not the student has changed their research speciality since the first examination) will not continue in the Ph.D. program.

Dissertation

As students near the end of their course work, they select a Dissertation Committee composed of at least four members, one of whom is from outside the Department. Faculty members have the right of refusal. The student chooses one faculty member to serve as director. The director of the Dissertation Committee notifies the director of the Graduate Program Committee in writing of the composition of the Dissertation Committee. This notification should include a completed Doctoral Committee Appointment Request form, which is available from the department's office. A student's Dissertation Committee assumes the role of the Program Advisory Committee. Working with the Dissertation Committee, the student prepares a dissertation proposal. Once the proposal is submitted to the Dissertation Committee, a comprehensive examination is held. By the rules of The Graduate School, a Comprehensive Examination Committee is appointed by the chairperson of the Department and approved by the dean of The Graduate School. Normally, the Dissertation Committee serves as the Comprehensive Examination Committee. The comprehensive examination includes a written component, usually the dissertation proposal, and an oral component. The content of the examination may include any topics for which the student is responsible. If the Comprehensive Examination Committee concludes that the student has successfully completed the oral examination and approves the proposal, all members sign a letter stating that the student has passed the comprehensive examination. The director of the Dissertation Committee provides a copy of this letter to the chairperson of the Department and gives the original letter to the director of the Graduate Program Committee. The original letter is placed in the student's file. The director of the Graduate Program Committee notifies the dean of The Graduate School that the student has passed the comprehensive examination. Students who fail the Ph.D. comprehensive examination twice are removed from the program without further review.

After passing the comprehensive examination, the student is expected to pursue dissertation research and writing. Once the student is prepared to defend the dissertation, a Dissertation Examining Committee is formed. By the rules of The Graduate School, the Dissertation Examining Committee is appointed by the chairperson of the Department and approved by the dean of The Graduate School. This committee is composed of at least four members, one of whom is from outside the Department. Normally, the Dissertation Committee serves as the Dissertation Examining Committee. In addition to reading the dissertation, the committee conducts an oral examination of the student. The committee members have the right to approve, request revisions and further analysis, or reject the dissertation. The Ph.D. is granted only after the Dissertation Examining Committee

approves the dissertation, all members sign the title page, The Graduate School accepts the approved dissertation, and all other requirements are met.

Code of Conduct

Plagiarism, collusion, or other forms of cheating are grounds for expulsion from the graduate program.

POLICIES AND PROCEDURES

Graduate Student Files

POLICY

To effectively administer the graduate program, the Department will maintain files concerning the progress of graduate students toward their degrees. Such a file will be opened upon receipt of documents from The Graduate School, and maintained throughout a student's pursuit of a degree. Once the final degree has been granted by the University, a file will be retained in inactive status. The Department determines the content of and access to these files in accordance with administrative needs and with attention to the privacy interests of each student.

PROCEDURES

1. Upon application to The Graduate School and the department, the department will open a file for each potential graduate student, referred to hereafter as the admission file.
 - a. This file will contain all correspondence between the student and the department, and all copies of documents forwarded to the department by The Graduate School. All applicants to be considered in the regularly scheduled admission cycle should have such files. The director of Graduate Studies is responsible for maintenance of these files.
 - b. Following admission into the program, the admission file of a student becomes that student's permanent file in the department. Admission files of students not accepted into the program normally will be destroyed at the end of the following semester. Each student's permanent file is to be treated as confidential, and access is restricted to the graduate faculty.
2. Each graduate student may inspect his or her own permanent file, with the exception of any materials in them which have been placed there with the express intent that it be confidential from the student (such as letters of reference contributed in the admission process). Such materials should be removed before any inspection of the file by the student.
3. Materials may be added to the permanent files of graduate students in the following ways:
 - a. The director of the Graduate Program Committee is responsible for inserting updated copies of the student's university transcripts into the file (old copies may be destroyed when new ones are inserted).
 - b. Copies of official letters from the Graduate Program Committee, the chairperson of the Department, and other official correspondence (such as notification of advancement

to candidacy, assignment of fellowships, evaluation of assistantship performance, notification of completion of degree requirements, and so on) should be inserted in the file when such correspondence is mailed.

c. Official correspondence from each student to the department concerning matters related to participation in the program should be placed in the file as received.

4. In addition to the confidential permanent files maintained by the department, graduate students have the same right as faculty to maintain open files accessible to the public. These open files may be created at the discretion of each graduate student, and may contain any information desired by that student. Such information might include a copy of a curriculum vitae, course descriptions for courses in which the student has contributed assistance to a faculty member, descriptions of research assistance activities, or copies of publications. Such open files are not required for any graduate student.

Assignment of Assistantships

POLICY

1. Faculty members in the department generating external sources of funding for graduate assistantships should confer with the director of the Graduate Program Committee in order to select students for such assistantships.

2. Other faculty members will be assigned graduate assistants by the director of the Graduate Program Committee, in consultation with the chairperson of the Department, conforming as much as possible to the needs and interests of each student and faculty member.

3. Students who are awarded a half-time assistantship (20 hours per week) should understand that pursuing their scholarly activities and meeting the demands of their assistantship constitute a full-time job. Scholarly performance and the ability to fully carry out the duties of an assistantship are likely to be undermined by taking on additional employment. The Department strongly discourages additional employment while receiving a half-time assistantship inasmuch as the unintended consequences of such employment can be the loss of an assistantship due to unacceptable performance.

PROCEDURES

1. Faculty generating external sources of support generally will have priority in selecting graduate assistants, since such support strengthens the department's program and usually is connected to professional activities beneficial to the student, the faculty member, and the department as a whole.

a. Faculty with such support available should notify the director of the Graduate Program Committee in writing, in a timely manner, to allow at least a month for inspection of files of available students and prospective students.

b. The student should be contacted in advance by both the department and the faculty member concerned, to determine whether such an assignment is acceptable to the student.

2. Students supported by regular departmental assistantships are assigned to departmental faculty by the director of the Graduate Program Committee, in consultation with the chairperson of the

department, taking into consideration as much as possible the needs and interests of each student and faculty member.

a. Both students and faculty are free to consult with the director of the Graduate Program Committee and request initiation or termination of an assignment.

b. Duties of an assistantship are specified by the faculty member and may vary from case to case and semester to semester, subject only to the specification that all duties associated with a departmentally-funded assistantship should conform to established departmental policies and procedures.

c. A student may decline or resign from a particular assignment. Depending on the circumstances of such a case, the director of the Graduate Program Committee, in consultation with the Graduate Program Committee and the chairperson of the Department, may attempt to secure an alternate assignment. However, the student should be aware that he or she is considered to be resigning from the assistantship--not just the assignment--and there is no certainty that an alternative assignment will be made.

d. A faculty member may decline the assignment of a particular student. In such a case the director of the Graduate Program Committee will attempt to secure an alternate assignment, but in the event no replacement can be found, the faculty member should be aware that he or she is considered to be declining departmental assistantship support itself.

e. Faculty who generate external sources of support for graduate assistance should be included along with others in receiving regular departmental assistance. External support should not be regarded as a substitute, but rather as a supplement, to the assistance afforded a faculty member.

3. Assistantships supported by the regular departmental budget are assigned for a normal term of two semesters.

a. For entry-level students, assistantships may be provided for a total of four semesters or until completion of requirements for the M.A. degree, whichever comes first.

b. For post-M.A. students, assistantships may be provided for a total of six semesters, or until completion of requirements for the Ph.D. degree, whichever comes first.

c. Continued support depends on: (1) a high level of performance in the duties of the assistantship as determined by the Graduate Program Committee in consultation with the supervising faculty members and the chairperson of the Department and (2) excellence of overall performance while matriculating through the program as indicated by course grades, faculty assessments, scholarly activities (e.g., presenting papers at professional meetings) and, when applicable, performance on candidacy and area examinations.

4. Assistantships supported by the regular departmental budget include commitment by each graduate assistant of five hours per semester (out of a total 250-300 hours) to the departmental pool of large class proctor assignments.

a. Each graduate assistantship includes a five-hour assignment to this pool. The five hours are subtracted from the total time commitment available to the faculty member holding that student's regular assignment.

b. Instructors needing large-class proctoring assistance for exams should request the appropriate assistance from the departmental office one week before the exam to allow time to notify students of pool assignments and allow for needed adjustments in schedules.

5. Departmental funds for the summer support of graduate students will be allocated in the following way. Students will apply by notifying the chairperson of the Graduate Program Committee in writing of their interest and by submitting a one page explanation of proposed summer activities. Students should clear the proposal with the faculty member with whom they expect to work and both the student and the faculty member should sign the letter.