Guide to Graduate Study
Department of Sociology

INDIANA UNIVERSITY
BLOOMINGTON

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Introduction

The graduate program in sociology at Indiana University consistently ranks among the top programs nationally. The program provides world class training in sociological research and teaching. Hallmarks of Indiana sociology include a congenial, supportive community and a highly structured graduate program. A measure of our success is the excellent placement of our graduates into a range of professional positions, including academic and non-academic employment.

How to Use this Guide

This Guide to Graduate Study provides an overview of the requirements for completing Masters and PhD degrees, as well as information on graduate policies and resources in the Sociology Department and more broadly at IU Bloomington. This guide is intended to function largely as a reference document. When students have a query about a particular policy or are embarking on a new stage in the program, they should read relevant section(s) of this Guide. Students should also read the entire Guide when beginning the program and skim it annually thereafter.

This Guide applies only to graduate students in the doctoral program in sociology at IU (who also complete a Masters degree as a requirement along the way to a PhD). The Sociology Department also offers a 4+1 or accelerated Masters degree to undergraduate students pursuing their Bachelors degree at Indiana University. This Guide does not apply to students pursuing this 4+1, or accelerated, Masters degree.

Institutional Orientation

Sociology Graduate Program

The Department of Sociology's graduate program is run on a day-to-day basis by the Director of Graduate Studies and Graduate Administrative Assistant. The **Director of Graduate Studies (DGS)** (SOCDGS@iu.edu) is an administrative position held by a professor in the department. Typically, every three to four years the current DGS steps down and is replaced by another professor. The DGS advises students on coursework, achieving academic milestones, and progressing through the program more generally. The DGS also sets and maintains day-to-day graduate processes in consultation with the Graduate Administrative Assistant. The **Graduate Administrative Assistant** (SOCGRAD@iu.edu) is a permanent, full-time staff position. The Graduate Administrative Assistant manages graduate systems and helps students navigate the program institutionally in a variety of ways, including helping students with eDocs, waivers, and enrollment.

The Graduate Affairs Committee, entire department faculty, department Chair, and AI Coordinator are also central to the graduate program. The **Graduate Affairs Committee** includes the DGS, three other faculty, and two students. This committee spearheads major graduate program policy, such as changing course requirements, and may assist with students' annual reviews. Major graduate program changes recommended by the Committee are discussed and voted on by the **full faculty**. All tenure-track faculty also serve as empirical paper readers, advisors, and members of qualifying exam and dissertation committees. The **Department Chair** sets the graduate course schedule, assigns tasks to the Graduate Affairs Committee, and oversees the Department more generally. The **AI Coordinator** is a member of the faculty who assigns Associate Instructor positions in coordination with the DGS.

College of Arts and Sciences

The Department of Sociology is located within the **College of Arts and Sciences**, typically called "**the College**." The College oversees graduate education for all College graduate programs, which includes setting college-level requirements and running fellowship and travel funding competitions. This work is overseen by the **Associate Dean for Graduate Education**. The Associate Dean also heads the **College Graduate Office**, which houses full-time staff who do the day-to-day work of administering graduate education in the College. There is also a College **Committee on Graduate Education,** which consists of several tenure-track College faculty who help set college graduate education policy under the direction of the Associate Dean. Graduate students do not typically interact directly with the College, apart from receiving notifications of College fellowships, travel funding, and academic probation from the Associate Dean for Graduate Education. The College Graduate Office also maintains a useful [graduate student portal](#) with information on academic procedures, financial support, etc.

Graduate School

The sociology program, along with all graduate programs at IU (inside and outside the College), is also overseen by the **Graduate School**. This unit is formally called the **Indiana University Graduate School Bloomington (IUGSB)**, but was previously called the University Graduate School (UGS). So Grad School, GSB, and UGS are all used to refer to this unit. The Graduate School sets graduate stipends, rules, and requirements for all of IU Bloomington, which are set out in the [Graduate Bulletin](#). (Note that this Bulletin is updated every academic year. Be sure to consult the Bulletin for the appropriate year.) It also approves eDocs and provides a few fellowships, orientation events, and mentoring resources. The Graduate School is headed by the **Dean of the Indiana University Bloomington Graduate School**. Most oversight of the Sociology program, such as consideration of requests for waivers in special circumstances, is the responsibility of the **Assistant Dean for Academic Affairs**. Typically, graduate students do not interact directly with the Graduate School beyond receiving email notifications of approved eDocs.

Office of International Services (OIS)

The [Office of International Services](#) (OIS) assists all international students with immigration requirements, including processing I-20s and evaluating Curricular Practical Training (CPT) requests. International students must fulfill academic and work requirements that do not apply to domestic students. For example, international students may work no more than 20 hours a week during the academic year and must be enrolled full time. International students should always consult directly with the OIS office as needed. Student should not rely on advice from other international students because immigration requirements change over time and differ across immigration statuses.

Graduate Student Association (GSA)

The [Graduate Student Association](#) (GSA) represents and advocates for the collective interests of sociology graduate students. All graduate students automatically become GSA members upon joining the Sociology program. Through various elected positions, as well as elected and volunteer committees, the GSA communicates with faculty and staff on issues of importance to graduate students, including faculty hiring and departmental policy. The GSA also runs a student mentoring program, coordinates social activities, and presents a mentoring award to one faculty member each year.

GSA elected officers and positions on department committees include: President, Secretary, Treasurer, Executive Committee (2), Personnel Committee (2), Graduate Affairs Committee (2), Undergraduate Affairs Committee (2), Research Infrastructure Committee (1), GPSO Representative, Social Committee (4), Graduate Recruitment Committee (4), Public Sociology Forum (2), Diversity Equity and Inclusion Committee (3).

Karl F. Schuessler Institute for Social Research (SISR)

The [Karl F. Schuessler Institute for Social Research](#) (SISR) was established in 1963 to promote and facilitate research in sociology. It operates as an arm of the Department of Sociology, although its services extend to other units. The SISR Director is a member of the Sociology faculty and the Institute's funds come from the College of Arts and Sciences. SISR has its own building located on Third Street, which houses a graduate student lounge, computer lab, and offices. Department seminars, graduate classes, and meetings are also held regularly at SISR.

The Institute provides office space and computing facilities for externally-funded research projects, trains sociology graduate students to conduct sociological research using a variety of methodologies, serves as a locus of computer services to the sociology department and its units. It also hosts presentations of sociological research, assists sociology faculty in obtaining funding for their research, provides access to computers and technical assistance to graduate students, and serves as a repository for widely used public-access data sets as well as for data gathered by SISR and the Center for Survey Research.

Social Science Research Commons (SSRC)

The [Social Science Research Commons](SSRC) facilitates social science research across IU Bloomington. It has a physical space in Woodburn Hall with computer labs and meeting spaces. It also provides methodological training, information on software, manages data resources, and other research support. Together SSRC and SISR run the [Workshop in Methods](WIM). SSRC also maintains an archive of materials from previous WIM presentations. The SSRC is directed by Clinical Associate Professor Emily Meanwell.

The Irsay Institute

[The Irsay Institute] is a research center with the mission of catalyzing innovative, transdisciplinary research at the intersection of health and social sciences. There is a close connection between the Sociology Department and Irsay because Irsay was founded and is currently directed by Distinguished Professor of Sociology Bernice Pescosolido. Irsay provides research space and grant support for its members, runs an ad hoc seminar series, and offers a [graduate fellowship]. Several sociology graduate students have been awarded these Irsay Fellowships and have offices at Irsay.

Center for Research on Race & Ethnicity in Society (CRRES)

The [Center for Research on Race & Ethnicity in Society] (CRRES) is a research center that promotes research on race and ethnicity. CRRES is housed in KSISR and provides research and travel grants, a speaker series, and ad hoc symposiums. Several sociology faculty and graduate students are CRRES affiliates and regularly attend CRRES events. Two sociology faculty also served as past CRRES Directors.

Other Campus Units

Many students benefit from attending seminars and working with faculty in other units. These include units in which Sociology faculty are affiliated or have joint appointments (e.g. [Kinsey Institute], [East Asian Languages and Cultures]), units that are tenure homes of sociologists affiliated with the Sociology Department (e.g. [O'Neill School of Public and Environmental Affairs]), and other units of interest to Sociology students. Faculty in other departments can and do serve on dissertation committees for sociology students. For example, students focusing on organizations often have a sociologist from the O'Neill School on their committee. Other units, such as area studies centers, are also a source of funding for travel to conferences or for predissertation fieldwork visits for those doing international fieldwork. Students should contact other units of interest to join email lists that announce seminars, funding, and other opportunities.

Milestones and Degree Requirements

Milestones Overview

The Sociology Department offers a Doctorate (PhD) and a Masters (MA), but these two degrees are part of one seamless graduate program in which all students are working towards a PhD and admitted directly to the PhD program. The Masters degree and its requisite requirements are all requirements for the PhD. (Students who already have a Masters degree when they enter the program typically use courses from their prior degree to fulfill some IU course requirements for the PhD.)

Progression through the program can be divided into **two main stages**: an early, more structured stage and a later, candidacy stage. In the **early stage**, students are working towards three **milestones**, completing **required coursework**, an **empirical paper** (formerly known as the MA paper or essay), and a **qualifying exam**.

After completing these early milestones, students become **PhD candidates** and are considered "ABD" – "all but dissertation." The two **milestones** for this **later, candidacy stage** include the dissertation **proposal defense** and **dissertation defense**. PhD candidates spend most of their time between these milestones, collecting and analyzing data for the dissertation and writing it up.

Students typically take seven years to earn the PhD with some taking six or eight. To help student students meet this long-term goal, there is a **timeline** for when milestones should be completed along the way. The first milestone is the empirical paper, which students are expected to complete in their second year. Students should finish required coursework and take the qualifying exam in their third year. Students formally become candidates in their fourth year and should defend their proposal by their fifth year.

Figure 1. Milestones timeline.
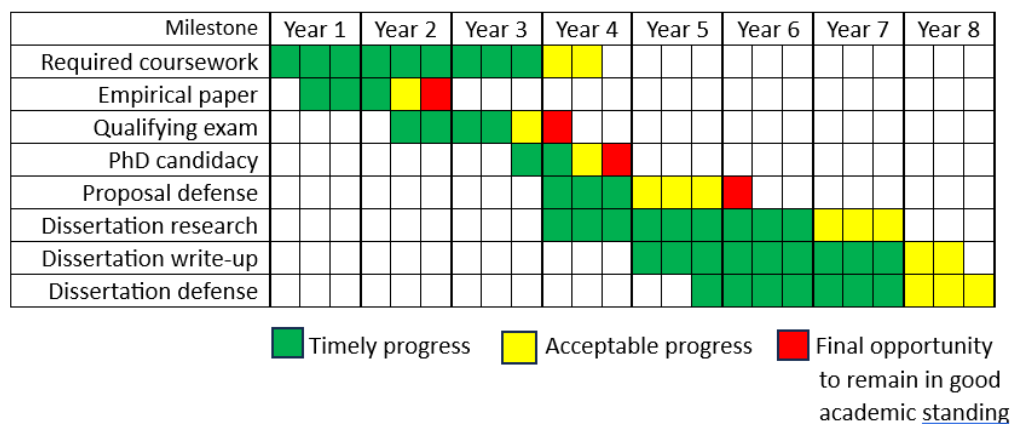
As shown in Figure 1, this timeline incorporates **flexibility**, which allows for different paces and contingencies. Periods of timely progress, which are the expected times for completing a milestone are shown in green. Periods of acceptable progress are in yellow. Periods that are the last acceptable time to complete a milestone while remaining in good academic standing are shown in red. Students who do not complete milestones by the end of these red semesters may be placed on academic probation and are at risk of losing department funding.

Formally completing and documenting most milestones requires an **eDoc**, which are electronic forms accessed via One.IU.edu. Students must initiate eDocs and upload any required documents. The Graduate Administrative Assistant also assists students with completing eDocs. After initiation, an eDoc is routed to others in the university who must approve it, such as the DGS or advisor, minor representative, and committee members. Finally, eDocs end up at the Graduate School, which must give final approval. eDocs can take up to four weeks to be routed and fully processed. Students should account for this routing time in their schedules. See **Appendix A** for a table summarizing the specific eDocs required for each milestone.

When the Graduate School evaluates an eDoc, they consult relevant requirements listed in the Bulletin. Since Bulletins can vary over time, students may choose the Bulletin pertaining to any academic year they were enrolled in the program. For example, a student who entered the program in Fall 2024 may identify the 2024-25 Bulletin as the reference for their candidacy eDoc or the 2025-26 Bulletin if they prefer. They may not use the 2023-24 Bulletin.

All requirements for the MA and PhD degrees appear in the Sociology entry of the **Graduate School Bulletin**, which is also shown in **Appendix B**. University-wide rules that apply to all graduate degrees at IU Bloomington are also provided in the front end of the Graduate Bulletin. The Bulletin is updated on an annual basis and any changes in degree requirements are integrated into the Sociology entry of the Bulletin.

Required Coursework

As described in the Sociology entry of the Graduate Bulletin (Appendix B), **90 credits** are required for the PhD. **Up to 30** of these credits may be fulfilled through enrollment in **S869** (PhD Thesis) and may be taken when the student is working on their dissertation and already a candidate. **At least 60 credits** for the PhD must be from other sources besides S869. These 60+ **non-S869** credits are fulfilled through required coursework in sociology, a PhD minor, and other optional classes or reading and research credits.

There are 12 sociology classes that all students **must take** comprising:

- Proseminar Series (3 credits total)
    1. S500: Pro-Seminar in Sociology (1 credit)
    2. S501: Sociology as a Vocation (1 credit)
    3. S502: Launching Your Academic Career (1 credit)

- Foundational Courses (6 credits total)
    4. S530: Introduction to Social Psychology (3 credits)
    5. S540: Sociological Theory (3 credits)

- Sociological Research Practicum (SRP) Series (9 credits total)
    6. S566: Sociological Research Practicum I (3 credits)
    7. S567: Sociological Research Practicum II (3 credits)
    8. S568: Sociological Research Practicum III (3 credits)

- Introductory Methods and Statistics (9 credits total)
    9. S558: Advanced Research Techniques (3 credits)
    10. S554: Statistical Techniques in Sociology I (3 credits)
    11. S650: Statistical Techniques in Sociology II (3 credits)

- Publishing Seminar (3 credits total)
    12. S700: Publishing Sociological Research (3 credits)

Students must take an **additional four** sociology classes, which they may **choose from among limited options** to fulfill additional requirements. These additional course requirements include:

- Advanced Substantive Courses – Any **two** S660 or S617 courses (6 credits)

- Advanced Methods Course – **One** S651 or S652 course (3 credits)

- Elective – **One** other graduate sociology class, usually S660 or S651/2 (3 credits)

While it is not required for the degree, most students must also take **S506: Teaching of Undergraduate Sociology** (3 credits). Students must take this teaching course the first time they teach their own class as an AI, which means S506 is typically needed to maintain funding.

All students must also complete a **PhD minor** in another field. Students may choose any minor listed in the "outside minor" section of the sociology entry in the Graduate Bulletin or choose another PhD minor with DGS approval. Minor requirements can be found in their specific entries in the Graduate Bulletin. Most minors require 12 credits (four classes), but some require 9 or 15 credits. A minor representative, typically the DGS for the unit administering the minor, approves minor coursework for the Candidacy eDoc. A minor representative must also be a member of the student's dissertation committee unless the minor unit waives this right.

Many sociology students choose to minor in **Social Science Research Methods**, which is usually administered by a Sociology faculty representative. Advanced sociology methods classes count toward this minor (but cannot be double counted for both sociology and the minor simultaneously). Starting in 2025-26, this Social Science Research Methods requires only **9 credits**. Prior to 2025-26, this minor required 12 credits.

Most students will need three to nine **additional non-S869 credits** to meet the requirement of at least 60 non-S869 credits. The number of additional credits required, if any, depends on whether students take S506, their chosen minor, and transfers of graduate credit. It is recommended that students earn additional credits by taking reading (S864) and/or research credits (S866):

- **Qualifying exam**: Students can register for **3 credits of S864** (not S869) when studying for a qualifying exam. The first reader of the qualifying exam will be the default instructor for these S864 credits.

- **Faculty collaboration**: Students may work with faculty on research projects for research credit. Students may register for an appropriate number of **S866** credits, which will typically vary from 1 to 3, in a semester or summer term when they are actively working on a project with faculty.

Students who enter the program with a Masters degree typically **transfer graduate credits** from prior coursework to fulfill some IU PhD course requirements. For example, theory and substantive courses from sociology Masters degrees at other institutions are often comparable to IU offerings. Masters in other disciplines can also be used to fulfill the outside minor requirement. Classes from prior Masters degrees may also be transferred to IU as "undistributed credits." These undistributed credits do not count towards a specific course requirement, but do count towards the total credit count. To transfer graduate credits from other institutions to IU, the DGS evaluates students' transcripts and syllabi to assess which classes are eligible for transfer and how they should be transferred (undistributed or as a specific IU course). Typically, this evaluation is done the summer before the first year. The Graduate Administrative Assistant then submits a transfer request to the College Graduate Office, which makes final decisions on transfers.

Students meet with the DGS every semester to discuss what classes to take the following semester, as well as their longer-term plans. At **registration meetings**, students complete an enrollment sheet, which the DGS signs to document approval. The enrollment sheet is then given to the Graduate Administrative Assistant who gives permission in the registration system for students to enroll. Permission is required for enrollment in all sociology graduate classes. (Students who have completed their required coursework do not have to meet with the DGS for registration. The Graduate Administrative Assistant will give permission for candidates to enroll in S869 or G901 as appropriate.)

Instructors occasionally give students **incomplete ("I) grades** in courses when students do not finish all work required for the course. When giving an incomplete, instructors must also complete a [Graduate Incomplete Grade Form](#), in which they give the reason for the incomplete and list the deliverables that students must submit along with deadlines. Instructors may specify that students must complete work within a few weeks or months. They may also follow the default IU policy of an incomplete grade converting automatically to an F after one year. Students should be sure to complete all work needed to resolve incompletes by the instructor's specified deadline. Three incomplete grades also flag students for academic probation by the College.

Typical Coursework Pathway

During the **first year** of graduate study, students take several required classes with fixed timing. In the Fall Semester, first-year students must take S500 (Proseminar in Sociology), S558 (Advanced Research Methods), and S554 (Statistical Techniques in Sociology I). In the Spring Semester, they must take S501 (Sociology as a Vocation), S650 (Statistical Techniques in Sociology II), and S566 (Sociological Research Practicum I). Typically, students also take two other required classes in the first year, comprising S530 (Introduction to Sociology Psychology) in the Fall and S540 (Sociological Theory) in the Spring. Alternatively, since advanced seminar offerings (S660/S617) change every year, students may take an advanced seminar in their first year and then defer S530 or S540 to their second year. In the Summer between their first and second years, students also take S567 (Sociological Research Practicum II). (Students who enter the program with a Masters degree may pursue a slightly different program of study, depending upon their transfers of previous coursework.)

In the **second year**, students complete the Proseminar and Sociological Research Practicum series and take more elective and minor courses. In the Fall, they take S502 (Launching Your Academic Career) and S568 (Sociological Research Practicum III), as well as two elective sociology classes and/or minor courses. In the Spring, they take additional elective and/or minor courses.

Students typically finish all required coursework during the **third year**. Students often take S506 (Teaching of Undergraduate Sociology) in the Fall and S700 (Publishing Sociological Research) in the Spring of their third year. S700 is often the last required sociology class that students take because a draft of a research paper (often the completed empirical paper) is a prerequisite.

Circumstances can extend coursework into a **fourth year** when students must wait until a particular class is offered or are taking extra classes. For instance, Preparing Future Faculty (PFF) courses S606 and S706 are extra classes that are offered only every three years. Students who complete the PFF certificate or are pursuing a Masters in Applied Statistics need more time to complete coursework. Students may also choose to take additional non-required coursework later in their graduate careers, even after becoming PhD candidates.

A figure showing the typical timing of course offerings is below. A table summarizing the **typical coursework pathway** for a student entering the program without a Masters degree is provided in **Appendix C**. The department also tracks all students' progress through these degree requirements with an academic tracking sheet, which is shown in **Appendix D**.

Figure 2. Typical timing of course offerings.

Course	Year 1			Year 2			Year 3		
Proseminar series (S500, S501, S502)	■	■		■					
S558 (Methods)	■								
SRP (S566, S567, S568)		■	■	■					
Statistics series (S554 and S650)	■	■							
S530 (Social psychology)	□			□			□		
S540 (Theory)		□			□			□	
S651/S652 (Advanced methods)					□			□	
S660/S617 (Advanced substantive)	□	□			□			□	
S506 (Teaching)							■		
S700 (Publishing)					□			□	
Electives	□			□			□		
PhD minor	□			□			□		

■ Fixed timing   □ Optional timing
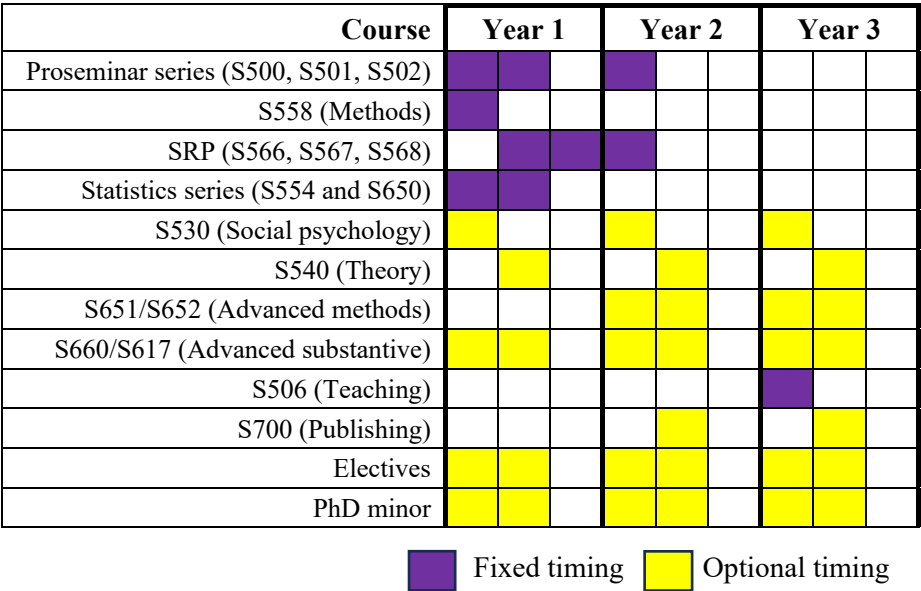
Empirical Paper and Sociological Research Practicum (SRP)

All students are required to complete an independent research paper, known as the **empirical paper**. Preparing this empirical paper includes formulating a research question, identifying a theoretical framework and/or conceptual background, analyzing (and possibly collecting) data, and writing it up. This empirical paper is **required of all students** – whether or not they enter the program with a Masters degree. This paper is often used later as the basis for participation in S700 (the publishing course) and may ultimately be published in a sociology journal.

The empirical paper is completed through enrollment in the Sociological Research Practicum (SRP), which is a three-course series bridging the first and second years:

1. S566: SRP I - Spring of first year
2. S567: SRP II - Summer between first and second year
3. S568: SRP III - Fall of second year

Enrollment in this SRP series also fulfills the nine SRP credits required from S566, S567, S568, and/or S569. If needed, students may earn SRP credit through enrollment in S569 with permission of the DGS.

A faculty instructor teaches S566 and S568, while Clinical Associate Professor Emily Meanwell teaches S567 during a summer session. Students do *not* have to be in residence in Bloomington in the summer when taking S567.

The empirical paper must be approved by **three readers**. Typically, the faculty instructor who teaches S566 and S568 will serve as the **first reader**. Students will choose a **second reader** from among the faculty in consultation with the faculty instructor. The S567 instructor, Clinical Associate Professor Emily Meanwell, serves as a **third reader**. (Alternatively, the faculty instructor may serve as second reader and another faculty member as first reader if circumstances warrant. For example, if a student's empirical paper requires methodological or substantive expertise that another faculty member is uniquely suited to provide.) Approval of the empirical paper is documented with an email from the first reader to the Graduate Administrative Assistant and the DGS with a cc of the second and third readers.

The empirical paper should be **approved** by the end of the Fall semester of the second year when students complete S568. Students have until the **beginning of their third year** though, which gives another semester and summer to complete the paper while remaining in good academic standing. Students who do not complete this milestone by the beginning of their third year will be placed on academic probation and are at risk of losing department funding. If circumstances warrant a further extension, however, the student may request that academic probation be deferred with the approval of their First Reader.

Regular grades (A, B, etc.) are given for S566 and S567 based on students' completion of deliverables during those classes. Students receive a grade for the S568 course only if the empirical paper is approved by their three readers before the end of the course. If the empirical paper is not approved by the end of the Fall semester, students receive an Incomplete (I) in S568. The faculty instructor changes Incompletes to a regular grade once the empirical paper is approved.

This version of the SRP and universal empirical paper requirement **began** with the cohort entering the program in **Fall 2024**. Previously, the SRP requirement included participation in a faculty-led research project and an essay (thesis) for Masters students.

Masters Degree Conferral

Students are eligible for a Masters degree once they complete the empirical paper and all **Masters coursework**. (Students who entered the program with a Masters degree in sociology already do not earn another Masters.) As described in the sociology entry of the Graduate Bulletin, the Masters coursework comprises **30 credits total** with 15 credits from required courses. Specific requirements for the Masters degree comprise:

- Sociological Research Practicum (SRP) Series (9 credits total)
    1. S566: Sociological Research Practicum I (3 credits)
    2. S567: Sociological Research Practicum II (3 credits)
    3. S568: Sociological Research Practicum III (3 credits)

- Other Masters courses (6 credits total)
    4. S554: Statistical Techniques in Sociology I (3 credits)
    5. S530: Introduction to Social Psychology (3 credits)

- Empirical paper approved by three readers

After completing these Masters requirements, students initiate the **Master's Application for Advanced Degree eDoc** available on One.IU.edu. Once the eDoc is approved, the Masters degree is conferred and reflected immediately on the official transcript. A diploma is mailed to the home address listed in SIS, which takes three to six months to arrive.

Students may choose to mark conferral of their **Masters** degree at an IU **graduation** ceremony. To participate in graduation students must first initiate the Master's Application for Advanced Degree eDoc, which also serves as the Commencement participation application. (The eDoc is not processed by the Graduate School until the student completes all requirements for the degree.) The due date for this eDoc is usually September 19 for December Commencement and February 19 for May Commencement. The Graduate Administrative Assistant sends an email early in the semester with details. Information on the ceremony and how to order custom IU apparel may be found on the [Commencement](#) website.

Qualifying Exam

The qualifying exam is a three-day, take-home exam consisting of 3-5 questions on a substantive area of the student's choosing. This substantive area should be a commonly recognized specialty within sociology. For example, typical choices include medical sociology, gender, family, organizations, and race/ethnicity. Students may *not* take the exam exclusively in methods or theory.

The qualifying exam is designed to bridge coursework and the dissertation proposal, which usually proposes a dissertation that falls within the substantive area of the exam. Studying for the exam prepares students to do research and teach a graduate course within their chosen area. A passing exam demonstrates a student's mastery of the substantive area, as evidenced by an ability to: discuss relevant work in sufficient detail to demonstrate they have read and understood it; synthesize diverse perspectives and findings in a way that has potential to extend existing literature; think critically about readings and provide reasoned judgments about their worth and utility; and write clear and coherent prose.

The exam is graded by a qualifying exam committee of **three readers**. The first two readers are faculty with expertise in the substantive area and chosen by the student. (The first reader and chair of the committee often becomes - or already is - the student's advisor.) The third reader is a generalist reader appointed by the DGS. The first and second readers formulate the exam questions and all three readers grade the exam.

The exam may be **attempted twice**. A student who fails the first time may take the exam a second time. Students who fail a second time are dismissed from the program.

Timing

Students should take the qualifying exam during their **third year**. Fall semester of their fourth year is the final opportunity to take the exam while remaining in good academic standing. Students who fail to complete the exam by Fall of the fourth year are at risk of losing department funding and may be put on academic probation.

Qualifying exams are **offered four times** during the academic year: the third week of the Fall semester, the week after Thanksgiving break, the third week of Spring semester, and the week after Spring break. Students may choose any three-day (72-hour) period within these designated weeks, but must start an exam during regular business hours (ie. between 8:00am and 5:00pm). Students may also take the exam in the summer if the date is approved by all committee members and the DGS.

Procedures

When students start planning for a qualifying exam, they focus on choosing the substantive area and two readers. This early preparation involves meeting with faculty who are potential readers. Next, students create a **reading list** in consultation with their readers. The length varies, but lists should consist of about 30 books and 100 articles

and/or book chapters covering both contemporary and classic literature in the chosen area. Students may consult examples of exam topics, reading lists, and exam questions from other students. These materials are available in the 0365-BL-SOC-GRAD-RESOURCES folder in Teams and upon request from the Graduate Administrative Assistant.

Students must inform the Graduate Administrative Assistant during **the first week of the Fall semester** that they plan to take the qualifying exam that year. An email will be sent out soliciting this information from students just before the start of the academic year. (Students who plan to take a qualifying exam in the third week of the Fall semester must provide this notification earlier because there must be at least two months between sending the reading list to the DGS and the exam date.)

Students must submit names of their first and second readers, their reading list, and a 1-2 paragraph description/rationale of the proposed substantive area to the Graduate Administrative Assistant and DGS **at least two months before** the date they plan to take the exam. The DGS must approve the reading list and will appoint the third, generalist reader. Once this third reader is appointed the Graduate Administrative Assistant will inform the student and the other readers.

Students **prepare for the exam** by reading the materials on their list, writing syntheses, and answering practice questions. Often, the first reader facilitates this process by providing practice questions and feedback. Students also decide on the exact three-day (72-hour) period of the exam and inform the Graduate Administrative Assistant. During this preparation period, the first reader will also formulate 3-5 exam questions in consultation with the second reader and send them to the Graduate Administrative Assistant. Exam questions will reflect sociological issues raised by the reading list, as well as broader issues of theory and method relevant to the area.

Students **take the exam** at a location of their choosing. The Graduate Administrative Assistant emails the exam to the student at the start of the exam period. The student must email answers back within 72 hours. Collectively, the answers may be no longer than **30** typed, double-spaced **pages** with one-inch margins and an 11 or 12-point font. Cited references should be included, but do not count towards this page limit. Students must work alone during the exam, but may consult notes and readings. (Students may *not* use ChatGPT or other AI resources during the exam, nor may they consult or receive help from any person. Plagiarism and collusion during the exam are grounds for expulsion as set out in IU policy.) If the student requests, the Graduate Administrative Assistant will try to provide a place to work and access to a computer for the exam.

If a student encounters an **emergency** just before or during the exam that will affect their performance, they should contact the DGS as soon as possible. The DGS will consider the situation, as well as other circumstances outside the student's or committee's control, to determine what accommodations (if any) are fair and reasonable.

The qualifying exam committee will grade the completed exam within **three weeks** during the academic year. If the exam is taken during the summer, the committee has until the third week of the Fall semester to evaluate it. Each committee member assigns a **grade** of **pass or fail**. A unanimous vote of all three members is required for passing. The first reader informs the Graduate Administrative Assistant of the grade in an email with a cc to the other readers. The student will be informed of their grade via email from the first reader or the Graduate Administrative Assistant. Students are encouraged to meet with their first reader to discuss more detailed feedback.

The date of a student completes their qualifying exam has important ramifications. First, the date the student completed (and passed) the qualifying exam will be the **effective date of candidacy** given by the Grad School. In turn, students have seven years from the date of the qualifying exam to complete the PhD. Second, after passing their qualifying exam, students must **continuously register** in the program. See the candidacy section for more details.

PhD Candidacy

Becoming a PhD Candidate marks the transition to the dissertation stage of the program when students are considered "ABD" – "all but dissertation." Achieving candidacy has three requirements:

1. Completion of **empirical paper**.
2. Completion of all **required coursework**, including sociology coursework and the outside minor comprising at least 60 non-S869 credits.
3. Passing grade on **qualifying exam**.

When students reach this stage, which is usually marked by passing the qualifying exam, they **choose an advisor** who will chair their dissertation committee (if they haven't already done so). Students may wish to discuss this choice with the DGS and should send an email to the DGS and Graduate Administrative Assistant to inform them of who they chose as their advisor.

To officially become a PhD candidate, students initiate the **Nomination to Candidacy for the PhD Degree eDoc** available at One.iu.edu. This eDoc will be routed to the advisor and outside minor advisor for their approval and then to the Graduate School for final approval. Students receive notification that their PhD candidacy is approved via email. The effective date of candidacy given in this email is the date the student passed their qualifying exam, which predates approval of the eDoc.

As described in the Graduate Bulletin, PhD **candidacy expires seven years from the date of the qualifying exam**. For example, a student that completed their qualifying exam on 9/5/2025 will have a candidacy expiration date of 9/5/2032. Students must complete all further requirements for their degree, including successfully defending the dissertation and depositing it with ProQuest, before this expiration date. If warranted,

students may apply for a one-time extension of their candidacy. The DGS must submit an extension request to the Associate Dean of the Graduate School explaining why it is needed. If a student's candidacy lapses, they must withdraw or request a reinstatement of candidacy. Reinstatement requires revalidation of coursework, taking a new qualifying exam, and permission of the Dean and Department Chair.

Once students pass their qualifying exam (and are eligible for candidacy), they **must continuously enroll** during the academic year until they complete their degree. While students must enroll every Fall and Spring semester, they typically do not have to enroll in the Summer. **Students do have to register in the Summer if they deposit their dissertation that Summer**. Candidates usually enroll in S869 or G901, but may enroll in other classes. Students must also still register for at least 6 credits during semesters that they are on an SAA contract, otherwise they may register for just 1 credit. (Enrollment in G901 is always 6 credits by default.) International students and students with fellowships or other outside funding may have different enrollment requirements.

PhD candidacy is *not* **entirely synonymous with G901 eligibility**. To enroll in G901 credits, students must complete all candidacy requirements *and* have completed 90 credits total. For candidacy, students must complete all required coursework (the 60+ credits of non-S869 credits), but do not (yet) need all 90 credits required for the PhD (which also includes up to 30 S869 credits). (See the Readings and Research Credits section for more info on S869 vs G901.)

Proposal Defense

The first milestone of the later, candidacy stage focused on the dissertation is the proposal defense. To prepare for the proposal defense, students must choose members of their dissertation committee, secure IRB approval for the dissertation research, and complete a dissertation proposal.

A **dissertation committee**, also called a PhD research committee in official IU terminology, must have at least **four IU faculty** members. The graduate school requires that one committee member be a representative of the minor field, but this requirement is often waived at the student's request. Students should work with the Graduate Administrative Assistant to secure a minor representative waiver if needed. (Note that students who minor in Social Science Research Methods may not need this waiver because Sociology faculty often represent this minor.) It is not generally recommended, but students may also choose to have one, or even two, additional member(s) on their dissertation committee. These extra members do not have to be IU faculty. They may be former IU faculty or sociologists at other institutions with expertise that is highly relevant to the dissertation. Students should consult with their advisor, and possibly the DGS, about choosing committee members. Students should also meet with potential committee members to discuss their dissertation plans.

Students must secure **IRB approval** for their proposed dissertation project before the proposal defense (and before conducting any research with human subjects for the dissertation). Dissertation projects follow the typical IRB procedures and requirements that students may have already completed for their empirical paper or other projects. The student's advisor serves as the Principal Investigator (PIs) for the IRB approval.

After formulating a dissertation research project in consultation with their advisor, students prepare a **dissertation proposal**. Exact requirements of the proposal are up to the discretion of the advisor. Typically, proposals are 20-30 page documents that set out the research question(s), situate the question(s) within a theoretical framework and/or conceptual background, and identify contributions of the proposed research to existing research. Proposals also include detailed descriptions of how all data will be collected and analyzed for each analytical chapter. Appendices with preliminary results or data collection instruments are often included as well, such as descriptive tables for variables in quantitative analyses, interview guides, and memos summarizing results from early ethnographic observations. Students also consult other committee members as they work on the proposal as needed.

The student schedules the **proposal defense** once they complete the proposal and their advisor says they are ready. At that time, the student typically circulates the complete proposal to all committee members and requests their availability for meeting. The defense must be scheduled for a time when all committee members can be present for a two-hour meeting, which may be held in-person or remotely. Students should contact the Graduate Administrative Assistant to schedule a room. Students also prepare a short (5-10 minute) presentation for the defense.

The defense itself is run by the advisor who is also the dissertation chair. The defense begins with committee members discussing the proposal without the student present, the student then presents an overview of the proposed research, and the committee provides feedback to the student. The defense ends with the committee again conferring without the student present and then the student returns for a final discussion of next steps. The committee may approve the proposal as is, request major or minor revisions, or request additional materials or information. Requested revisions or additional materials may need to be approved by the committee as whole or just the advisor.

Once any revisions are approved, the student informs the Graduate Administrative Assistant and initiates the **Nomination of Research Committee eDoc** available at One.IU.edu. Initiating this eDoc requires submitting the approved proposal, IRB approval, and committee members' names. The eDoc will then be routed to all committee members for their approval, eventually ending with the Graduate School.

The date the Grad School gives final approval of this research committee eDoc is important. The Grad School mandates a **six-month waiting period** between final approval of this committee eDoc and the dissertation defense date. Students who plan to defend their dissertation at the end of an academic year in April or May, must defend their proposal early in the Fall semester.

Dissertation Defense

Dissertating

After the proposal defense, students focus on carrying out the research described in the proposal and writing it up. Dissertations vary in style and length, but are usually at least 120 pages long with five chapters, including an introduction with conceptual background, three empirical chapters, and a conclusion. Some dissertations are similar in style to books, while others approximate three journal articles united by a theme. It is also common for dissertations in a book style to include separate methods chapters or chapters devoted to the background of the case(s) or institution(s) being studied.

Completion times vary depending on the scope of the project, the methods used, and other factors. For example, a skilled analyst could finish a dissertation comprising analysis of secondary survey data in as little as six months. By contrast, students with ethnographic and/or interview-based dissertations usually need two years (roughly a year to collect data and another to finish analyzing data and write it up). Students typically work closely with their advisor at this stage, meeting regularly to discuss their progress and sharing chapter drafts for feedback. Interactions with other committee members at this stage vary, ranging from regular interactions to sharing only a complete dissertation draft later in the process.

Sometimes students need to add or replace committee members. To make changes to the dissertation committee, students initiate a **PhD Research Committee Change eDoc** at One.IU.edu. The committee at the dissertation defense must match the committee on record with the Grad School. A common reason for changing committees is faculty leaving or entering the department. Faculty who leave IU may continue serving on committees as internal IU members for one year. Students should always contact the Graduate Administrative Assistant to determine the exact date when a former IU faculty member no longer qualifies as an internal member. (Dates can vary depending on whether the faculty member formally ended their employment versus being on leave.)

Preparing for the Dissertation Defense

Once the dissertation is complete and their advisor says they are ready, students prepare for the dissertation defense. As with the proposal defense, students typically circulate a complete dissertation draft to all committee members and request their availability to meet during a two-hour period for the defense a couple months in the future. The defense must be scheduled for a time when all committee members can be present. An in-person defense where everyone is present in the same room is preferred, but defenses may be held remotely online if needed. Students should also notify the Graduate Administrative Assistant that they will defend so they can guide them through the many bureaucratic steps required in the last stages of the degree.

Once a defense date is selected, students initiate a **PhD Defense Announcement eDoc**, which requires submitting an accessible summary of the dissertation that is 150-300 words long. This announcement eDoc must be received by the Grad School at least 30

days before the defense date. Students should initiate it **at least 40 days before** the chosen defense date to allow sufficient time for it to be processed and approved. As noted in the proposal defense section, the dissertation defense date must also be at least six months after the date the Nomination of Research Committee eDoc was approved.

After filing the defense announcement, students should prepare a **presentation** for the defense. The presentation will provide an overview of their results and contributions and should be about 10 minutes in length. Students may also go ahead and **format the dissertation** according to specifications required for depositing. Formatting specifications are available at this [Doctoral Dissertation Guide website](#).

Day of the Defense

The dissertation defense, which comprises a final examination for the PhD, is similar in format to the proposal defense. After the Chair convenes the defense, the student leaves the room for a few minutes, allowing the committee to confer about the dissertation. The student then returns to the meeting and presents an overview of the dissertation findings and contributions. This presentation is about ten minutes long. Each member of the committee then asks the student questions and provides feedback. The student then leaves the room again, allowing the committee to determine if the student passed the examination and if any revisions are needed. Finally, the student returns and the Chair informs them if they passed and what revisions (if any) are required. Sometimes all committee members must approve revisions. Other times only the Chair needs to approve revisions.

On the day of the defense the student also initiates the **Defense Signature Collection eDoc**, which records approval of all committee members. Each member of the committee must verify the student successfully defended the dissertation by approving this eDoc. The timing of when faculty approve this eDoc depends on the agreement on revisions made at the defense. If no revisions are required, all committee members will immediately approve the eDoc. If revisions are required, the faculty who must approve the revisions will sign off on the eDoc after approving the revisions.

After the Defense

Students complete any **revisions** requested at the defense and submit them to the Chair and/or other committee members as appropriate. They should also remind faculty to sign off on the Defense Signature Collection eDoc once revisions are approved.

Once the dissertation is approved, the student **informs the Graduate Administrative Assistant** who will change all "R" grades in S869 and G901 to "A" grades.

Finally, the student must **format** and **deposit** the dissertation. All dissertations must be appropriately formatted and deposited with ProQuest before a PhD is granted. The formatting specifications required for depositing are available at this [Doctoral Dissertation Guide website](#). Instructions for depositing with ProQuest are available in the [submission section](#) of this guide. ProQuest will check the formatting of the

submitted dissertation and often request formatting corrections within two weeks of the initial deposit. Students must complete requested corrections as specified.

All of these steps must be completed at least **two weeks before the candidacy expiration date**, which is seven years after the date of the qualify exam. A complete dissertation, including any revisions, must be approved by all committee members (via the Defense Signature Collection eDoc), appropriately formatted, and deposited with ProQuest. (Only the initial deposit must be completed two weeks before the candidacy expiration date. If ProQuest requires formatting corrections, those corrections must be completed and accepted by ProQuest before candidacy expires.)

IU requires that students be enrolled when they deposit their dissertation. Thus, students who **deposit during the summer must register** for G901 or one credit of S869 that summer. One credit of S869 costs roughly $1500. To avoid this cost, students should deposit during the academic year or ensure they have a semester of G901 eligibility remaining. Sometimes the College pays summer enrollment costs for students depositing in the summer, but it is not guaranteed. (Students who deposit during the academic year will always be enrolled following the continuous enrollment requirement.)

To mark conferral of their PhD, students may participate in an IU graduate **commencement**. At this ceremony, the student will process in academic regalia and be hooded by their Dissertation Chair on stage as their name and degree is announced. To participate, students must initiate a **PhD Commencement Participation eDoc** via One.IU.edu before the appropriate deadline. Students may participate in commencement before defending their dissertation. For example, students may participate in a May graduation, but defend or deposit in June or July. Details on commencement and the commencement application process are available at commencement.indiana.edu.

Funding

Most students are financially supported by the department through Student Academic Appointments (SAAs). Funding guarantees and offers typically apply only to the academic year; they do not include additional summer funding.

Student Academic Appointments (SAAs)

Funding is usually provided through **Student Academic Appointments (SAAs)**, in which students work up to 20 hours per week for a stipend, fee remission, and health insurance. The stipend is set annually by the Graduate School and is $24,000 for the 2025-26 academic year.

There are three types of Student Academic Appointments (SAAs). **Graduate Assistants (GAs)** usually assist a faculty member with teaching a large class of undergraduates. Typical activities include grading, responding to student email, and attending the undergraduate class. GAs may also have administrative and research related duties. **Associate Instructors (AIs)** teach their own undergraduate class or are lab instructors for statistics or methods courses. Some students also work as **Research Assistants (RA)** on faculty research projects.

Students start out as GAs and then become AIs later. Specifically, students usually work as GAs during their first two years and as AIs in their third through fifth years. In the fifth through seventh years students work as GAs or AIs according to department needs. The DGS assigns faculty supervisors and courses to students working as GAs, while the AI Coordinator assigns courses to AIs in coordination with the DGS. Individual faculty hire RAs when they have funding to do so and typically hire advanced students with G901 eligibility.

The university requires all students with SAAs be **in residence**. Students must live in Bloomington, or nearby, to be appointed as GAs and AIs. International students for whom English is a second language are also required to pass the Test of **English Proficiency** for Associate Instructor Candidates (**TEPAIC**) before becoming an AI.

Funding Limits

The department **guarantees five years** of funding to all students admitted to the program. (There are rare exceptions in which students admitted with special circumstances do not receive this five-year guarantee.) In 2025-26, students are eligible for up to three additional years of funding (eight years total). Starting in 2026-27, students will be **eligible for up to two more years** of funding (seven years total).

Funding, even guaranteed funding, depends on students' **satisfactory performance**. As stated in admittance letters, reappointment as a SAA is contingent on satisfactorily performing duties associated with the SAA, making satisfactory progress toward the

degree, continuous enrollment, and maintaining a cumulative GPA of at least 3.3. Funding after the fifth year still requires students stay in good academic standing, but also depends on department needs and the number of allotted SAAs. GAs' and lab instructor AIs' performances are reviewed every semester by their faculty supervisors. The AI Coordinator reviews the work of AIs teaching their own classes.

The time limits on funding – of eight years total in 2025-26 and seven years total from 2026-27 onwards – are based on **individual funding caps** mandated by the College in January 2025. All IU funded SAAs, including department GAs and AIs, all internal (IU-funded) fellowships, faculty-funded RAs, and SAAs in all units count towards this individual funding limit. The department maintains funding tracking sheets for each student to track their progress towards this individual funding cap, as well as their sources of funding. Examples of this funding sheet appear in **Appendix E**.

The only type of funding that does **not count** towards the cap are **external fellowships** or grants that a student secures themselves. Examples of such student-won external funding include NSF Graduate Research Fellowships, NSF/ASA Doctoral Dissertation Research Improvement Grants that pay stipends, FLAS Fellowships, and Fulbright Fellowships. For example, a student who was funded by a Fulbright Fellowship in their sixth year would still be eligible for seven years total of department funding and, thus, could be funded on a department SAA in their eighth year.

Students who have **exceeded their individual funding cap** may not hold an SAA provided by the department or any other unit within the College, but they may work hourly for faculty or be hired on an SAA by a unit outside the College. In their January 2025 email announcing this new policy, the College also stated that "rare exceptions to the time caps above can be considered by the College Graduate Office with appropriate justification."

Fellowships

The department encourages students to apply for fellowships, which provide stipends that allow students to pursue their degree without having to work. Most fellowships require students to be PhD candidates working on dissertations, but some support students in earlier stages. The department, the College, and the Grad School provide several internal fellowships, which usually provide stipends at the SAA rate. There are also external fellowships funded by the federal government and other organizations. Fee remissions and health insurance of students supported by fellowships are covered in different ways, depending on the exact fellowship. Some fellowships include fee remissions and cover health insurance. Typically, however, internal fellowships require students to be G901 eligible (and then the funder covers just the low G901 fees). Typically, the College covers fee remissions for students awarded external fellowships while the department provides health insurance.

Internal Fellowships

A list of fellowships funded and/or administered by the department is provided in **Appendix F**. This list also includes stipend information, eligibility requirements, how to apply, and estimated deadlines for each fellowship. Exact deadlines and procedures for all fellowships administered by the department are announced via an email to all graduate students every November.

The department offers four fellowships that provide a stipend and health insurance for one semester or an entire academic year to students who are G901 eligible. Applications for **department fellowships** are due in mid January. Applications for the Advanced Department Fellowship (ADF) and Preparing Future Faculty (PFF) Fellowship are submitted via an email to socgrad@iu.edu. Applications for the Lindesmith-Mullins and Stewart Family Fellowships are submitted via IU Scholarships at One.IU.edu. (See the IU Scholarships section for more information.) The Graduate Fellowships Committee evaluates applications and selects the awardees, apart from the PFF Fellow who is selected by the PFF Director. Students are notified in March or April of the outcome of their applications. Winners are also awarded certificates at the Graduate Awards Ceremony.

The list in Appendix F includes four fellowships funded by the College or Graduate School for which the department selects nominees. The department nominates two students (collectively) for the College Dissertation Fellowships (research and completion), one student for the John H. Edwards Fellowship, and one for the Graduate Pathways Fellowship. Deadlines for **College and Graduate School Fellowships** are roughly two weeks before deadlines set by the College and are generally in early January. (For example, the 2023 deadline was January 5.) Students submit applications by emailing socgrad@iu.edu. The Graduate Fellowship Committee selects nominees and then the Graduate Administrative Assistant submits selected applications to the College. The College directly notifies winners via email, usually in early April. Department winners are also announced at the Department's Graduate Awards Ceremony.

Information provided by the College on their Fellowships and Awards is here. (See the conference travel section for information on how the department selects nominees for College Travel Awards.) The Graduate School also maintains a list of IU and external fellowships and awards. Many Area Studies Centers at IU also administer Foreign Language and Area Studies Fellowships that students who plan on doing international fieldwork may be interested in.

External Fellowships

There are a variety of external fellowships offered by the federal government, foundations, and other funders. Most external fellowships support students while they are working on their dissertations, but a few fellowships do fund students in earlier stages. Many external fellowships are also restricted to US citizens. Given dramatic changes in federal funding in 2025, many government-funded fellowships may no longer be offered. Students should check that government-funded fellowships are still being offered. International students should also carefully check eligibility requirements for all fellowships.

An incomplete list of external fellowships and grants:
- National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP) – provides three years of generous funding and is one of the few fellowships for early career students
- National Science Foundation (NSF) Doctoral Dissertation Research Improvement Grant (DDRIG) administered through the American Sociological Association
- Mellon/ACLS Dissertation Improvement Fellowship
- American Association of University Women (AAUW) International and American Fellowships
- Fulbright Hays Doctoral Dissertation Research Abroad
- NAEd/Spencer Dissertation Fellowship
- National Institute of Health (NIH) Individual Predoctoral Fellowship (F31)
- Horowitz Foundation for Social Policy Dissertation Grant
- Foreign Language and Area Studies (FLAS) Fellowships

Applications for external fellowship are typically due in October and November for the following academic year. Students should **notify the DGS when applying to any external fellowships**. The DGS will also work with the College and Department Chair to ensure students who are awarded external fellowships receive fee remissions and health insurance as needed.

Summer Funding

Department funding guarantees, which are fulfilled by SAAs and fellowships, only apply to the academic year. The department does not guarantee summer funding. The department does have several Associate Instructor (AI) and Graduate Assistant (GA) positions to cover summer classes though. For example, in Summer 2025 there were six AI positions and 13 GA positions. These classes take place, generally online, during the first or second six-week sessions. The department will notify students of summer GA and AI positions via email. The DGS makes summer GA and AI assignments based on student's interest, expertise, academic standing, and availability of alternative funding sources. Individual faculty also provide some students summer funding through research assistant (RA) positions and hourly work. The department attempts to ensure that every student has at least some summer funding.

Hourly Work

Some students supplement SAA and fellowship stipends with hourly work. This work is paid for and supervised by individual faculty, and sometimes the department, who want to hire students to complete work on a short-term basis. The work can include research, teaching, and/or administrative tasks. Rates generally vary from $15 to $25 per hour depending on the skills required. Students must submit time sheets for hourly work via the Kuali system, which is then approved by their faculty supervisors. All hourly appointments **require permission from the DGS and the student's advisor** (if other than the DGS). This permission is documented via email to the Graduate Administrative Assistant (socgrad@iu.edu). Hourly appointments also require the hiring faculty to complete a [temporary hourly hiring form] available on the department intranet. The appointment must be fully processed and approved before the student may begin working.

Hourly work appointments are relatively straightforward for domestic students on SAA contracts, but there are restrictions for international students and often for students on fellowships. Domestic students are allowed to work up to 29 hours a week for IU during the academic year. Thus, **domestic** students on SAA contracts may also work **up to 9 hours** per week for hourly pay. International studies are typically limited to working only the 20 hours on their SAA contracts that is part of their graduate training, but may usually work hourly in the summer or during holiday breaks. Students on F-1 visas may work as an hourly employee in addition to their SAA contract if the work provides practical experience in their field and they have Curricular Practical Training (CPT) authorization, but this CPT authorization requires that the experience be integral to their degree. Restrictions also vary over time and across migration statuses. **International students should always consult directly with the Office of International Services (OIS) and receive permission before embarking on hourly appointments**. Violating employment rules can result in immediate deportation. Fellowships often have restrictions on working for pay while being supported by the fellowship. Students on fellowships should also carefully examine requirements and/or contact the fellowship funder.

Awards and Small Grants

The department offers some funding for research expenses and methods training. Students may apply for up to $1,000 in research funds to support an independent project through the **Sheldon Stryker Graduate Research Grant**. Students who want to pursue additional methodological training through ICPSR at the University of Michigan should apply for the **Schuessler Scholarship for Study at ICPSR**. This scholarship covers the registration fee for one general session during the summer. To be considered for the Schuessler Scholarship, students must also apply for the Clifford Clogg Scholarship administered by ICPSR. Applications for the Stryker Grant and Schuessler Scholarship are due on 1 March and are submitted via IU Scholarships at One.IU.edu.

The department also nominates students for the Graduate School's **Grants-in-Aid** competition. Grants-in-aid provide up to $1,000 to cover unusual expenses incurred in connection with doctoral research. Such unusual expenses include, for example, travel to special libraries, transcription costs, and specialized equipment. It does not include funds for normal living expenses, tuition, or computers. The Graduate School holds both Fall and Spring competitions for Grants-in-Aid. Students submit applications via email to socgrad@iu.edu in mid-January or mid-September. (Exact department deadlines depend on the Graduate School deadlines and are announced via an email to all graduate students.) The Graduate Administrative Assistant then forwards applications directly to the Graduate School.

Department **awards** that recognize excellent in teaching, research, and service also provide awardees with additional funds. Deadlines for these awards are 1 March and students submit applications to socgrad@iu.edu and/or to IU Scholarships via One.IU.edu.

A list of all department awards and small grants is provided in **Appendix G**. Students are also notified of the annual Spring competition via email in January. The Graduate Fellowship Committee reviews all applications and selects winners of these awards and small grants (and nominees in case of the Grants-in-Aid). Awardees are announced at the Graduate Awards Ceremony in April. Unless otherwise noted on the award website, funds for Department, College, and Graduate School awards are distributed via bursar accounts.

Applying for Fellowships and Awards via IU Scholarships

Starting in 2024-25, the university requires nearly all department fellowships and awards be administered through a new system called **IU Scholarships**, which is available at One.IU.edu. IU Scholarships is a single portal for students to locate and apply for funding across the university. It is intended to optimize funding opportunities by matching students to awards they are eligible for, but may not be aware of.

To be considered for these funding opportunities, students must first complete a **general application.** This general application can be completed at **any time** during the academic year, but students will not be considered for awards in the system until it is submitted. For graduate students the general application consists of answering only seven required questions, electronically signing, and submitting. (The general application contains many more questions which are designed for undergraduate applicants and are not relevant to graduate students.)

The College created a guide for all students on how to navigate to and complete this general application, which is available on the graduate Teams folder. There is also a Sociology-specific version of this IU Scholarships Guide available on our department website. Once students complete the general application, they can complete applications for specific fellowships and awards administered through the Department

of Sociology (and other units). Students must complete separate applications for each specific award or fellowship (termed "**opportunities**" in IU Scholarships terminology) by the posted deadline. These opportunities state what materials are required to apply, such as a CV and research statement. Students may also refer to the department website listing of [departmental awards](#) for materials required to apply for each opportunity. Deadlines and other information are also provided in the lists of fellowships and awards provided in Appendices F and G. Students are encouraged to contact the Graduate Administrative Assistant for assistance with IU Scholarships.

Procedure

- **Step 1:** Complete the **general application** by answering only the **7 required questions** marked with *

  NOTE: One required question is whether the student will file a **FAFSA** for the coming year. International students should always say "no" to this question. Domestic students will usually say "no" too. Domestic students may be eligible for some opportunities that do require filing a FAFSA though. If you are a domestic student and interested in those opportunities, say "yes."

- **Step 2:** Apply for specific sociology fellowships and awards ("**opportunities**")
    1. Lindesmith Mullins Fellowship ("IUB-Elizabeth Ione Mullins Fellowship")
    2. Glen D. and Dorothy E. Stewart Family Scholarship
    3. Gerald D. Suttles Fellowship in Doctoral Ethnographic Research
    4. Schuessler Scholarship for Study at ICPSR ("IUB-Karl F. Schuessler Endowment in Sociology")
    5. Sutherland Teaching Award ("IUB-Sutherland Award Fund")
    6. Robert V. Robinson Social Action Award
    7. Sheldon Stryker Graduate Research Grant ("IUB-Sheldon Stryker Graduate Scholarship")
    8. Schuessler Award for Graduate Research ("IUB-Karl F. Schuessler Award")

NOTE: Advanced Departmental Fellowships (ADF), the Preparing Future Faculty (PFF) Fellowship, and department nominations for College and Graduate School awards and fellowships are *not* applied for via IU Scholarships.

Other Program Policies

Mentoring and Annual Reviews

Students are guided by multiple mentors as they move through the program. In the early stages, the DGS serves as all students' primary advisor. The DGS guides student through coursework and integrates them into the program through the proseminar series and individual meetings. After the qualifying exam, the DGS is no longer the primary mentor, but continues to advise students. The DGS still checks in to make sure students are reaching milestones appropriately and meets with students to address any issues that arise. The DGS also runs the job market workshops for advanced students.

The DGS also carries out **annual reviews** of all graduate students at the end of each academic year. In April, students complete annual progress reports in which they reflect on their progress and describe future plans. The DGS reviews these progress reports, tracking sheets, and other records. The DGS may also consult with the Graduate Affairs Committee or other faculty on students' progress. The DGS then writes a letter to each continuing student with an evaluation of their progress, an update on their funding, and advice for the coming year(s). The Graduate Administrative Assistant emails the letters to students in May, as well as their advisor (if other than the DGS).

In their first-year, students also meet with a **first-year faculty mentor.** This additional mentor serves to further integrate students into the department by immediately introducing them to one more faculty member. Some students meet with first-year mentors several times, while others meet once a semester. The DGS assigns first-year mentors to student based on research interests and backgrounds.

New students also benefit from peer mentoring from an **advanced graduate student mentor**. Student mentors help their early-career colleagues navigate graduate student life both personally and professionally. These peer mentors are assigned by the Graduate Student Association. First-year students may request that they be paired with someone who shares research interests, methodological emphases, or personal characteristics, such as international status or someone of the same race/ethnicity.

Figure 3. Timeline of formal mentors in the sociology program.

Program stage	Primary advisor	Other formal mentors
First year	DGS	• First-year faculty mentor • Advanced student mentor
Pre-candidacy	DGS	• Empirical paper readers • Qualifying exam committee
Candidacy	Research advisor	• Dissertation committee • DGS

As described in the empirical paper and qualifying exam sections, students are also mentored by several **other faculty** in the early stages of the program. Through the SRP sequence, they are mentored by their first, second, and third readers of the empirical paper. Similarly, as they prepare for qualifying exams, students are mentored by first and second readers of their qualifying exam. Students also receive informal mentoring from faculty in working groups, classes, and research seminars.

In the candidacy phase, the primary advisor is a faculty member that chairs the dissertation committee. Students must choose this **research advisor** after completing the qualifying exam, but may do so earlier if they choose. Students should notify the DGS and Graduate Administrative Assistant of their chosen advisor by email. Students' interactions with advisors varies over time and across advisor/student pairs, but typically ranges from regular (bi)weekly meetings to ad hoc meetings once a semester.

As described in the proposal defense section, students also choose (at least) three other faculty to serve as **dissertation committee members.** Students formally select their advisor and other committee members by initiating the PhD Nomination of Research Committee eDoc after defending their dissertation proposal.

Students may choose to **change advisors** and committee members at any time. Typically, such changes are precipitated by students' research interests or dissertation plans changing or faculty leaving and entering the department. It is recommended that students discuss such plans with the DGS. Students should also meet with the potential new advisor(s) and usually their former advisor. Once students are ready to officially change advisors, they should notify the DGS and Graduate Administrative Assistant via email. If the student has already defended their dissertation proposal and filed a Nomination of Research Committee eDoc, they must also initiate a **PhD Research Committee Change eDoc** to formally change their advisor or other dissertation committee members.

The Sociology Department is committed to following best practices in mentoring and advising relationships. In 2020, faculty and graduate students worked together to create a documented, titled "**Advising and Mentoring Relationships: Best Practices**," which is available on the department website. The document clarifies expectations and responsibilities as much as possible for mentors, advisors, and students. The document also offers best practices for supervisory relationships between faculty and graduate assistants/associate instructors/research assistants, professional relationships among faculty members, graduate students, and staff members, and peer mentoring among graduate students. This document is intended to be revised as needed.

Reading and Research Credits: S864, S866, S869, and G901

The program involves much reading and research outside of formal classes. This work is recognized through enrollment in S864 (Readings in Sociology), S866 (Research in Sociology), S869 (PhD Thesis), and G901 (Advanced Graduate Research). The formal titles of these course numbers can be misleading or confusing though. This section provides an overview of when and how to register for these different credits.

S864 (Readings in Sociology) functions as an **independent readings course** presided over by a faculty member. Students typically register for 3 credits of S864 when studying for a **qualifying exam.** Students may also take S864 when an advanced course they would like to take is not offered by the department or will not be offered while the student is taking courses. So, in lieu of taking an advanced course, students create a reading list in consultation with an appropriate faculty member, complete the readings, and write synthesis paper(s) and/or perform other work.

The work undertaken in these independent S864 courses is sometimes comparable to advanced substantive (S660/S617) or methods (S651/S652) courses. In such cases, students may request the S864 course be substituted for the relevant S660, S617, S651, or S652 course. Such requests must be approved by the DGS, as well as the Graduate School. After the DGS gives permission, the student initiates a **Course Substitution eDoc** with the assistance of the Graduate Administrative Assistant. If the Grad School approves the substitution, the S864 course effectively becomes an S660, S617, S651, or S652 course and can be counted toward the relevant coursework requirement.

S866 (Research in Sociology) provides credit for unpaid **research** undertaken with a faculty member. Collaborating with faculty on projects is an important way for students to acquire research skills and learn how to publish. Sometimes faculty have funds to pay students to work as research assistants, but often such funds are not available. S866 provides a way for students to collaborate with faculty while earning formal credit. Enrolment in S866 requires permission of the faculty collaborator and supervisor.

To register for S864 and S866, students must **complete an [Agreement Form for Independent Reading and Research Credits](#)** available on the department's [student portal](#) page. While students are responsible for completing the form, they must consult with their chosen instructor to do so. Completed forms are due by the end of the first week of the term the student wants to take the credits. The Graduate Administrative Assistant will forward the completed form to the specified instructor to make sure they approve. Once the chosen instructor gives their approval, the Graduate Administrative Assistant will give the student permission to enroll.

S869 (PhD Thesis) recognizes work on dissertations, but also earlier reading and research undertaken before candidacy. Students start registering for S869 credits from their first years in the program and continue to do so through the candidacy and dissertation stage. Registering for S869 credits is also an important means of earning **up to 30** of the 90 total credits required for G901 eligibility and the PhD degree.

G901 (Advanced Graduate Research) is a six credit-hour course that eligible students may enroll in up to **six times.** In 2025-26, the fee for one semester (6 credits) of G901 is only $150. (Note though that international students must also pay international fees while registered for G901.) Only PhD candidates who have completed **90 total credits** are eligible to register for G901. Note that students supported by Department fellowships must register for G901 and are required to be G901 eligible. Typically, faculty also limit RA positions to students registered under G901. (Note that some students who became candidates before the Fall 2021 semester were eligible for a two-semester extension of G901. Thus, some advanced students had eight semesters of G901 under this covid-related exception.)

Figure 4. Comparison of requirements for PhD candidacy and G901 eligibility.

	PhD Candidacy	G901 Eligibility
Empirical paper	Yes	Yes
Required coursework	Yes	Yes
Qualifying exam	Yes	Yes
90 total credits	No	Yes

The **G901 six-semester limit** allows students to complete their dissertation at little cost over three years. Some students take more than three years however. Students should use G901 semesters judiciously and carefully track how their remaining G901 semesters match up with their completion timeline. Under the continuous enrollment requirement, candidates must always register during the academic year. If students use all six semesters of G901, they must still enroll in at least 1 credit of S869 during the academic year. If students deposit their dissertation during the summer, they must also enroll during that summer. (See the dissertation defense section for more details on this depositing enrollment requirement.)

Withdrawing and Leaves of Absence

Not all students who enter the program leave with a PhD. Some students find graduate school is not a good fit for them, their career goals change, or they encounter changes in their personal life. Sometimes students do not want to permanently leave the program, but want to take time away to reconsider future plans, try out other opportunities, or take care of unexpected events. Students considering leaving the program temporarily or permanently should **meet with the DGS** to discuss their individual circumstances.

The DGS and the College Graduate Office must approve temporary **leaves of absence**. To request a leave of absence, students should contact the DGS. The DGS will then work with the student to prepare a formal request for the College. Such requests include completing a return plan, which sets out the conditions and timing of a student's return. Leaves of absence may not be used to catch up on current coursework, prepare for exams, or work on dissertations.

Students may choose to **withdraw** from the program at any time. To withdraw, students should send an email to the DGS explicitly stating their intention to withdraw and the effective date. The **effective date** is the last day they will be a student in the program, which typically falls on the last day of a semester. In many cases, the best time to withdraw is after earning the Masters degree. This timing gives sufficient time for a student to be thoroughly acquainted with graduate school, but also leave with a degree in hand after only a couple years.

Preparing Future Faculty (PFF) Program

A unique aspect of the IU sociology program is the Preparing Future Faculty (PFF) program. It prepares students to be future faculty by training them in teaching and service, as well as providing other professional development opportunities that go beyond research. The PFF program began in 1995 and gained further support in 1997 with a national PFF grant. The original architects were Distinguished Professor Bernice Pescosolido and Rudy Professor Brian Powell. The PFF program is undoubtedly a major reason why Indiana became the only top-ranked Sociology Department to ever win the American Sociological Association's [Distinguished Contributions to Teaching Award](#) in 2001. PFF Founder and current Co-Director Brian Powell also won this award as an individual in 2020.

The current PFF program features a three-course series on teaching that culminates in a PFF certificate and PFF conference held every January. This work is supported by a PFF Fellow who helps guide students through teaching their first undergraduate class and chairs the planning committee for the PFF conference. (See the fellowship section for more information on applying to be a PFF fellow.) The PFF program also sponsors ad hoc workshops on teaching-related topics and occasionally coordinates shadowing opportunities at nearby colleges.

PFF Courses and Certificate

Students who complete a three-course series on undergraduate teaching earn a certificate in pedagogy. The courses train students on pedagogy in a variety of settings, including large research universities and small liberal arts colleges. The courses are:

1. **S506: The Teaching of Undergraduate Sociology**. This course leads students through all facets of teaching their own undergraduate course for the first time. Topics include preparing syllabi, delivering informative lectures, leading effective discussions, and dealing with student problems.

2. **S606**: **Issues in College Pedagogy**. This course covers issues and problems facing higher education today and requires students to reflect on how their own teaching experiences are linked to these larger issues.

3. **S706: Research in Higher Education**. Students connect teaching to research by engaging in active scholarship on teaching and learning. Students engage in an individual or collaborative project and write a paper that may ultimately be published in a journal like *Teaching Sociology*.

The first course (**S506**) is **required of all students teaching** their own undergraduate class as an Associate Instructor **for the first time**. Students typically teach for the first time in their third year, which means most students must take S506 in the Fall of their third year. (Some students take this course later or not at all if they have alternative sources of funding from research assistantships or external fellowships.)

The other two courses (**S606 and S706**) are optional. These optional PFF courses are usually offered as successive eight-week courses in the same semester every two or three years. Students who want to complete the PFF certificate should enroll in these courses whenever offered. PFF certificates are awarded annually at the Graduate Awards Ceremony.

PFF Conference

A PFF conference is held every January and targets IU graduate students of all career stages and disciplines. The one-day conference features panels and roundtables on career options, pedagogy, funding sources, professional opportunities, and other career-related topics. Panelists usually include professors from IU and nearby colleges who represent a diverse array of disciplines and backgrounds. The Conference is funded by the Graduate School and organized by a Planning Committee comprised entirely of graduate students. The PFF Fellow chairs the Planning Committee and other members are often sociology students.

Conference Travel Funding and Reimbursement

The department would like to fully cover the cost of all graduate students attending one conference a year. Unfortunately, given limited resources, it is not possible to meet that ideal. So, the program attempts to equitably distribute department funds across students presenting at conferences. The department also facilitates students' ability to find and use travel funds from other sources. The current conference travel policy was updated in May 2025 and went into effect in June 2026 for fiscal year 26.

Department Conference Funds

The department only supports travel to conferences in which the student is **presenting a research paper or poster**. Students must be the presenter, not just a coauthor of a paper being presented by someone else. Other conference roles, such as chair and discussant, are not eligible for support either.

The department **guarantees** some funding for **one conference** per fiscal year. Currently, the department guarantees up to **$425 for national** (and international) conferences and up to **$250 for regional** conferences. National conferences, such as ASA and PAA, receive more support because registration and travel costs are higher than for regional conferences, such as NCSA and ESS. (In 2024-25, the department also gave $50 towards presenting at a second conference. Funding for second conferences was discontinued for 2025-26 to increase support for first conferences.)

Travel Reimbursement and Bundling

All department conference funds are provided as **travel reimbursement**. The downside of travel reimbursement is that students must prepay and be reimbursed after travel is completed. The upside is that reimbursement allows students to **bundle** support from multiple sources. For instance, a student may combine $425 of department support with another $300 from an individual faculty member.

The department will not reduce funds given to a student if they receive support from another source, but students are limited by the amount they spend on the conference. For instance, if a professor provides a student $300 to attend ASA, the student may add it to the $425 from the department and reimburse up to $725 in travel costs for ASA. If the student only spent $600 to attend the conference though, they would only be reimbursed for $600. If a student uses some, but not all of their department funds on a first conference, they may use the remainder for a second conference. For instance, if a student uses $300 of the $400 from the department to attend a conference, they may use the remaining $100 of department funds on a second conference that year. Students are encouraged to use support prudently, however. For instance, if a fellowship or professor fully funds conference travel, the student should forgo department support.

To facilitate bundling, the DGS will consider everyone who requests department funding as a potential nominee for the **[College of Arts and Science Graduate Travel Awards](#)**. The DGS also emails all students to solicit applications from students who are also attending conferences, but did not apply for department funding. The College provides Fall and Spring Travel Awards for which the department is allowed to submit two or three nominees each time. College deadlines are in late October for the Fall travel award and late March for the Spring travel award. For example, in 2024-25, the Fall deadline was 25 October (for travel between July 2024 and March 2025) and the Spring deadline was 17 March (for travel between January 2025 and August 2025). At least two weeks before the College deadline, the DGS reaches out to the three nominees and requests that they complete the College Travel award application via IU Scholarships that is needed to complete their nomination.

Funding Request Deadlines

There are three deadlines for requesting department funds:
1. **May 1** for ASA and other conferences from July 1 thru October 31
2. **October 1** for conferences from November 1 thru March 31
3. **March 1** for PAA and other conferences from April 1 thru June 30

These deadlines match up with the College deadlines, while providing a third deadline to accommodate ASA's August timing. All students who apply for the May and October deadlines will automatically be considered as possible nominees for the Fall College Travel Award. Those who apply for the March deadline will automatically be considered for the Spring College Travel Award.

(Due to the August date, ASA technically falls under both the Fall and Spring College Travel Awards. ASA travel will be completed before the October deadline for the Fall College Travel Award. So, if a student receives the College Fall Travel Award for ASA, they will only be able to use it to further reimburse any expenses not already reimbursed by department funds. Students likely will not yet know they will be attending ASA at the time of the Spring College award. So, students may request to be nominated for the Spring travel award for ASA.)

Students **must submit a funding request by the appropriate deadline to receive department funds** – even if they are not sure they will use the funds. Sometimes travel plans are not set because students don't yet know if their paper has been accepted or their travel plans are contingent on finding sufficient funding. If students are allocated funding for a particular conference, but do not use them the student will maintain eligibility for department funds for a(nother) conference they do attend. They must complete another form for the appropriate deadline though.

Allowable Expenses

Following [university guidelines](), the following expenses are eligible for travel reimbursement:

- Conference **registration**
  (Note that registration is cheaper if you are already member of the relevant association. If membership and registration fees are paid simultaneously when registering, membership fees may be counted as conference travel expenses.)
- **Flight or mileage** if driving your own car
  (Students cannot be reimbursed for rental car expenses.)
- **Hotel** or other lodging
  (Student's name must be on receipt; hotels will split bills, ask at check-in.)
- Airport **shuttle** or taxi
- **Meals,** per diem only ([Per diem]() provides a set amount of funds based on conference location for meals and other incidental expenses without having to provide receipts.) Documentation for per diem eligibility depends on lodging arrangements:
  - If you paid for lodging – The hotel/lodging receipt with your name on it.
  - If you stayed with a friend or family member – Provide a note stating the dates of stay, city, state, and name of individual you stayed with.

All expenses require **receipts,** except for mileage and per diem. Receipts must reference the vendor's name, the date and amount of transaction, and the method of payment. Lodging receipts must also be itemized and show the location. Airfare receipts must show airfare segments. All original receipts must be submitted within 10 days of the trip return date. Students should use a phone to scan copies of receipts for their personal records.

All travel reimbursement is done through direct deposit. Please note that the sign up for reimbursement direct deposit is different from that for payroll direct deposit (although both can use identical bank account information). To sign up for **reimbursement direct deposit** go to this link. You must be registered for reimbursement direct deposit at least two weeks before travel.

Steps

1. Complete a Student Travel Funding Request form **by the appropriate May, October, or March deadline** for the conference travel date. (Students only need to complete this form if requesting department funds.)

2. Complete the Student Pre-Travel Authorization form **at least two weeks before the travel date**. This form will ask for all sources of support, including department funds and faculty provided funds. Students should upload emails or other documentation of all support sources. (All students that will be reimbursed with any IU funds must complete this form.)

3. **Submit original receipts** to the Financial Administration Coordinator within 10 days of the last travel day.

The Graduate Administrative Assistant (socgrad@iu.edu) assists students with any questions on these steps and travel reimbursement more generally. Both forms are available on the student portal.

Office Space

Sociology students have access to graduate lounges, computer labs, and group offices for working and socializing in Ballantine Hall and SISR. Students may also hold office hours in Ballantine Hall. As a research institute there are limitations on the use of SISR space; SISR spaces should *not* be used for office hours or undergraduate instruction more generally. SISR spaces available for student offices also shift over time because the building houses other units on campus.

This graduate office policy sets out how individual office spaces are distributed. The policy was created in 2023-24 and went into effect in Spring 2024. In general, individual office spaces are assigned according to the following **general principles**:

1. Assign as much space as possible, while leaving adequate group and first-come-first-serve spaces
2. Each student gets only one assigned space at most (and only if in residence)
3. AIs get offices in Ballantine and other students working as GAs or RAs get offices in SISR (when possible)
4. Students in the same cohorts will be assigned spaces together (when possible)
5. Offices are typically assigned for the academic year, but may be reviewed or tweaked on a semester basis

Space Inventory

There are about 32 workstations available for individual assignment to students, including 14 spots in Ballantine Hall and about 18 in SISR. There are also 19 first-come-first-serve workstations, including 5 in Ballantine and 14 in SISR.

Workstation refers to a desk/table and chair, usually located in a group office. Workstations do not necessarily include a desktop computer or monitor(s). Computers and/or monitors are installed by sochelp when available though. (Students' computer preferences are solicited in the annual student office survey described below.)

Ballantine Hall graduate student spaces include four offices on the seventh floor (733, 734, 746, and 740A) and a graduate lounge (740):
- Private office for AIs and GAs to hold office hours: BH 734
- Individually assigned workstations
    - BH 733: 3 spots assigned to Stewart Fellow, PFF Fellow, and one more senior AI
    - BH 740A: 6 spots assigned to first time AIs
    - BH 746: 5 spots assigned to senior AIs
- First-come-first-serve space in graduate lounge (BH 740)
    - 4 cubicles with desktop computers
    - 1 printing station
    - 1 table with desktop computer
    - 6 seats at oval table for group work or more social individual work
    - 2 couches for socializing and more relaxed work
- Storage:
    - 10 lockers on ground floor that can be used on an annual basis by any student. (Building manager cuts off locks every May.)
    - Locked cabinet where AIs may store exams overseen by Graduate Administrative Assistant.

SISR spaces include a graduate lounge, computer lab, and several rooms functioning as offices.
- Collaboration room: Room 301 can be booked for private use for zoom or in-person meetings using a google docs sign-up sheet. It has two tables, a desktop with large wall monitor, and a lounge chair.
- Assigned workstations – about 18 spots in various rooms
- First-come-first-serve spaces
    - Computer lab
        - 9 workstations with dual monitors
        - 2 workstations with single monitors
        - 1 printing station
    - Graduate lounge
        - 3 workstations
        - 4-5 other desks/tables (without computers)
        - 1 large couch

- Storage: Several small lockers available on an annual basis in computer lab. Students provide own locks.

Space Assignments

The Graduate Administrative Assistant schedules **private office hours** in BH 734 for all AIs and GAs each semester. Before the start of each semester, the Graduate Administrative Assistant will solicit preferred times from all AIs and GAs who want to hold office hours in BH 734 during the semester. Based on submitted preferences, the Graduate Administrative Assistant will create a schedule that accommodates as many students and their preferences as possible. AIs' requests are prioritized over GAs' requests.

The DGS **assigns individual offices** in Ballantine and the SISR Director assigns offices in SISR for each academic year. The process begins in April with distribution of an office survey to graduate students via email. Students who want an individually assigned workstation must complete this survey by the specified deadline. Next, the DGS creates a **ranked list** of students who want individually assigned space based on 1) seniority (year in program), 2) progress in program (absence of incompletes and meeting milestones on time), and, for AIs, 3) teaching excellence (as measured by PFF certification and teaching awards). Ties are broken with a random number draw.

The DGS assigns offices to **AIs** in **Ballantine**. Following longstanding tradition, the SISR Director first assigns offices in **SISR** to students working as **RAs** on faculty-led projects and to students supported by fellowships. The SISR Director then assigns any remaining spaces in SISR to **GAs** (and if needed AIs) based on the DGS's ranked list of students who requested offices. The Graduate Administrative Assistant emails office assignments to students over the summer. Offices turn over on **1 August**.

Job Market Preparation

Most students apply to academic jobs during their sixth, seventh, or eighth years in the program. Sociology job ads are posted in the American Sociological Association's job bank starting in the summer and the first applications are due at the end of August for positions starting the following Fall. Students receive individualized mentoring on the job market from their advisor and other dissertation committee members. The DGS and Graduate Administrative Assistant also run job market workshops and provide other assistance for all students on the market.

The DGS oversees two **job market workshops**, one in May and another in August. The May workshop is an introductory session that covers how the job market works, what materials are needed, and how to prepare materials over the summer. Example materials from former IU students are also distributed at the workshop and available on the 0365-BL-SOC-GRAD-RESOURCES folder in Teams. The August workshop focuses on preparing for interviews and job talks. It also provides an opportunity to review and address additional questions as the application process gets going.

Job applications typically require three **letters of reference** emailed or uploaded to an online system directly by the letter writer (not the applicant). The Department centralizes this process for students and faculty writing letters under the Graduate Administrative Assistant. Upon request of a student, faculty recommenders send template(s) of their letter(s) to the Graduate Administrative Assistant. The Graduate Administrative Assistant then sends out (or uploads) letters as needed. The student and Graduate Administrative Assistant share a google doc to facilitate this process. The Graduate Administrative Assistant also maintains a separate "on the market" email address (socotm@iu.ed) for all job market communication with students.

The DGS and other faculty also assist students with finding **non-academic jobs**. Typically, pursuing non-academic jobs is more individualized. Students should meet with their advisor, the DGS, and/or other faculty to discuss the types of non-academic jobs that might be a good fit for them and how to find and apply for them. Students can also contact program alumni to request informational interviews. Upon a student's request, the DGS will look through the alumni list to identify alumni working in types of organizations or geographic areas that may be of interest to the student. Students should also take advantage of resources provided by the **Walter Center for Career Achievement**, which include workshops on non-academic jobs, meetings with career coaches, practice interviews, and free headshot photos.

Appendix A. Program milestones, documentation, and timing.

Milestone	Requirements	Documentation	Timely Progress	Final Deadline
Empirical paper	Paper approved by three readers	Email from first reader to socgrad@iu.edu and socdgs@iu.edu	Fall semester of second year (December ~18)	Before beginning of third year (August ~20)
Required coursework	60+ credits fulfilling all sociology Masters and PhD requirements and PhD minor	Transcript; department tracking sheet	Third year	End of fourth year
Masters degree*	Empirical paper and required Masters coursework	Master's Application for Advanced Degree eDoc	Second or third year	na
Qualifying exam	Selection of two readers, reading list, and passing grade on exam	Email from first reader to socgrad@iu.edu and socdgs@iu.edu	Third year	Fall of fourth year
PhD candidacy	Empirical paper, all required coursework, and qualifying exam	Nomination to Candidacy for the PhD Degree eDoc	Fall of fourth year	Summer of fourth year
Proposal defense	Selection of dissertation committee, dissertation proposal, IRB approval, and oral defense	PhD Nomination of Research Committee eDoc	Fourth year	Fall of sixth year
Dissertation defense	Complete dissertation, oral defense, formatted and deposited dissertation	Dissertation Defense Announcement eDoc; Defense Signature Collection eDoc (Optional: PhD Commencement Participation eDoc)	Sixth or seventh year	Seven years from date of qualifying exam

*Students do not earn a Masters degree in sociology if they already have one when entering the program.

Note: All eDocs must be initiated by the student and are available at One.IU.edu.

Appendix B. Sociology entry in the 2025-26 Graduate Academic Bulletin.

Master of Arts Degree

Admission Requirements
All students are admitted directly to the sociology Ph.D. program and must complete M.A. requirements, including the courses and empirical paper, as part of the Ph.D. Students are awarded the M.A. degree enroute to the Ph.D., unless they already have an M.A. in sociology from another institution when admitted to the Ph.D. program.

Course Requirements
A total of 30 credit hours, including 9 credit hours of the Sociological Research Practicum (S566, S567, S568, and/or S569), S554, and S530. An introductory undergraduate statistics course, such as S371, is a prerequisite for S554.

Grades
Students must maintain a grade point average of at least 3.3 (B+) in all course work. No grade below B in sociology courses will be counted toward this degree.

Empirical paper
The empirical paper requirement is fulfilled by enrollment and participation in S566, S567, S568, and/or S569 and preparation of an acceptable research paper.

Doctor of Philosophy Degree

Admission Requirements
Completion of a Bachelors degree (or equivalent training) at a recognized institution with a grade point average of 3.3 (B+) or higher, a writing sample, curriculum vitae, personal statement, and three letters of recommendation. Graduate Record Examination General Test scores are optional.

Course Requirements
A total of 90 credit hours, consisting of no fewer than 60 credit hours of course work (including the 30 credit hours counting toward the M.A.) and up to 30 credit hours of dissertation research (S869). The required courses are those specified for the M.A. (9 credits of SRP, S554, and S530), a Proseminar series (S500, S501, S502), S540, S558, S650, S700, one advanced methodology course (S651 or S652), two advanced substantive courses (S660 or S617), and one elective course.

Grades
Students must maintain a grade point average of at least 3.3 (B+) in all course work. No grade below B in sociology courses will be counted toward this degree.

Outside Minor
Required (usually 9-15 credit hours); may be chosen from African American and African Diaspora Studies, African Studies, Anthropology, Business, Criminal Justice, Cultural Studies, East Asian Studies, Economics, Education, Gender Studies, Geography, History, History and Philosophy of Science, Human Sexuality, Latin American and Caribbean Studies, Latino Studies, Law, Political Science, Public Affairs, Religious Studies, Russian and East European Studies, Social Science Approaches to Health and Healing Systems, Social Science Research Methods, Statistics or European Studies. A field not listed may be chosen with approval of the director of graduate studies.

Qualifying Examinations
All doctoral students are expected to demonstrate proficiency in sociological methods either by achieving a GPA of 3.3 (B+) or above in the required statistics and methods course sequence (S554, S558, S650, one advanced methods course), or by passing a doctoral examination in methodology. In addition, students must pass a written qualifying exam in a research specialty of their choosing. This qualifying exam is to be completed by the start of the student's fourth year in the graduate program.

Dissertation Proposal
Students must pass an oral defense of their dissertation proposal.

Final Examination
Oral defense of the dissertation.

Appendix C. Coursework map with credits in parentheses.

Year	Fall Semester	Spring Semester	Summer
1	• S500: Proseminar (1) • S558: Methods (3) • S554: Statistics I (3) • S530: Soc Psych (3)	• S501: Soc Vocation (1) • S566: SRP I (3) • S650: Statistics II (3) • S540: Theory (3)	• S567: SRP II (3)
2	• S502: Career (1) • S568: SRP III (3) • Advanced substantive course (S660/S617) (3) • Advanced methods (S651/S652) **or** minor course (3)	• Advanced substantive course (S660/S617) (3) • Advanced methods (S651/S652) **or** minor course (3) • Minor course (3)	• S864: Rdngs (3) Qualifying exam preparation
3	• S506: Teaching **or** elective (3) • Minor course (3)	• Elective (3) • Minor course **or** S866: Research (3) • S700: Publishing (3)	

Notes: Students need **one** advanced methods course (S651 or S652), **two** advanced substantive courses (S660/S617), and **one** elective in sociology (typically S660, S617, S651, or S652). Minor requirements vary, but the Social Science Research Methods minor is 9 credits (three classes) and most other minors are 12 credits (four classes).

S506 is not required for the degree, but is required to teach. Most students must take S506 to maintain funding. Additionally, to meet the required 60-credit threshold, students must generally take S506 or three other non-S869 credits.

Appendix D. Academic tracking sheet used to track students' progress through required coursework, including hypothetical examples with 9 and 12 credit minors.

Name:		SID:		Year Started:	Updated	
Required Courses						
Course		Semester		Grade	Credits	
S500: Proseminar						
S501: Sociology as a Vocation						
S502: Launching Your Career						
S510: Social Organization						
S530: Social Psychology						
S540: Social Theory						
S554: Statistical Techniques I						
S558: Advanced Research Techniques						
S566: Soc Research Practicum I						
S567: Soc Research Practicum II						
S568: Soc Research Practicum III						
S650: Statistical Techniques II						
S700: Publishing Sociological Research						
				SRP Total	0	
				Required Credits	0	
Other Sociology Requirements						
Course		Semester		Grade	Credits	Fulfilled Requirement
						Advanced methods (S651, S652)
						1st Adv. Substantive (660/617)
						2nd Adv. Substantive (660/617)
						Elective
				Other Required Credits	0	
Elective Credits						
Course		Semester		Grade	Credits	
				Elective Credits	0	
PhD Thesis Credit						
Course		Credits Earned		# of Semesters Taken		
S869				▮▮▮▮▮		
G901		▮▮▮▮▮				
Minor:						
Course		Semester		Grade	Credits	
				Minor Credits	0	
				Non-S869 Credits	0	
				Total Credits	**0**	

Name:	SID:	Year Started:	Updated	
Hypothetical Student	na	Fall 2022		

Required Courses				
Course	Semester	Grade	Credits	
S500: Proseminar	Fall 2022	A	1	
S501: Sociology as a Vocation	Spring 2023	A	1	
S502: Launching Your Career	Fall 2023	A	1	
S530: Social Psychology	Fall 2022	A	3	
S540: Social Theory	Spring 2023	A	3	
S554: Statistical Techniques I	Fall 2022	A	3	
S558: Advanced Research Techniques	Fall 2022	A	3	
S566: Soc Research Practicum I	Spring 2023	A	3	
S567: Soc Research Practicum II	Summer 2023	A	3	
S568: Soc Research Practicum III	Fall 2023	A	3	
S650: Statistical Techniques II	Spring 2023	A	3	
S700: Publishing Sociological Research	Spring 2025	A	3	
		SRP Total	9	
		Required Credits	30	

Other Sociology Requirements				
Course	Semester	Grade	Credits	Fulfilled Requirement
S651: Survey Data Analysis	Fall 2023	A	3	Advanced methods (S651, S652)
S660: Race and Mental Health	Fall 2023	A	3	1st Adv. Substantive (660/617)
S660: Public Ideas	Spring 2024	A	3	2nd Adv. Substantive (660/617)
S660: Social Origins of Health Inequality	Spring 2025	A	3	Elective
		Other Required Credits	12	

Elective Credits				
Course	Semester	Grade	Credits	
S506: Undergraduate Teaching	Fall 2024	A	3	
S864: Readings in Soc (Qualifying exam)	Fall 2026	A	3	
S866: Research in Soc	Spring 2025	A	3	
		Elective Credits	9	

PhD Thesis Credit			
Course	Credits Earned	# of Semesters Taken	
S869	30	███████	
G901	███████		

Minor: Social Science Research Methods			
Course	Semester	Grade	Credits
Methods course in other department	Fall 2023	A	3
Methods course in other department	Spring 2024	A	3
S652: Ethnography	Spring 2025	A	3
		Minor Credits	9
		Non-S869 Credits	60
		Total Credits	**90**

Name:	SID:	Year Started:		
Hypothetical Student	na	Fall 2022		
Required Courses				
Course	Semester	Grade	Credits	
S500: Proseminar	Fall 2022	A	1	
S501: Sociology as a Vocation	Spring 2023	A	1	
S502: Launching Your Career	Fall 2023	A	1	
S530: Social Psychology	Fall 2022	A	3	
S540: Social Theory	Spring 2023	A	3	
S554: Statistical Techniques I	Fall 2022	A	3	
S558: Advanced Research Techniques	Fall 2022	A	3	
S566: Soc Research Practicum I	Spring 2023	A	3	
S567: Soc Research Practicum II	Summer 2023	A	3	
S568: Soc Research Practicum III	Fall 2023	A	3	
S650: Statistical Techniques II	Spring 2023	A	3	
S700: Publishing Sociological Research	Spring 2025	A	3	
		SRP Total	9	
		Required Credits	30	
Other Sociology Requirements				
Course	Semester	Grade	Credits	Fulfilled Requirement
S651: Survey Data Analysis	Fall 2023	A	3	Advanced methods (S651, S652)
S660: Race and Mental Health	Fall 2023	A	3	1st Adv. Substantive (660/617)
S660: Public Ideas	Spring 2024	A	3	2nd Adv. Substantive (660/617)
S660: Social Origins of Health Inequality	Spring 2025	A	3	Elective
		Other Required Credits	12	
Elective Credits				
Course	Semester	Grade	Credits	
S506: Undergraduate Teaching	Fall 2024	A	3	
S864: Readings in Soc (Qualifying exam)	Fall 2026	A	3	
		Elective Credits	6	
PhD Thesis Credit				
Course	Credits Earned	# of Semesters Taken		
S869	30			
G901				
Minor:				
Course	Semester	Grade	Credits	
Course in other department	Fall 2023	A	3	
Course in other department	Spring 2024	A	3	
Course in other department	Spring 2024	A	3	
Course in other department	Spring 2025	A	3	
		Minor Credits	12	
		Non-S869 Credits	60	
		Total Credits	**90**	

Appendix E. Funding tracking sheet used to track students' funding sources and progress towards the individual funding cap.

NAME:		International student?		
Year		**Fall**	**Spring**	**Summer**
1	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
2	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
3	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
4	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
5	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
6	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
7	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
8	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
0	Total **semesters** of funding counted as college funding			
0	Total **years** of funding counted as college funding			
	(Limit of 8 years starting in 2025-26, ie. no funding in 9th year and beyond)			
	(Limit of 7 years starting in 2026-27, ie. no funding in 8th year and beyond)			

NAME:	Hypothetical Student	International student?	no	

Year		Fall	Spring	Summer
1	Main funding	GA S100 Steffy	GA S100 Steffy	
2020-21	College funding? (1 or 0)	1	1	
	Hourly appointment(s)			
	Other funding notes?			$2000 recruit fellowship
2	Main funding	GA S316 McManus	GA S320 Knight	
2021-22	College funding? (1 or 0)	1	1	
	Hourly appointment(s)	Hallet hourly	Hallet hourly	Powell hourly
	Other funding notes?			
3	Main funding	AI S100	AI S100	AI S102
2022-23	College funding? (1 or 0)	1	1	
	Hourly appointment(s)			
	Other funding notes?			
4	Main funding	FLAS	FLAS	GA S100 Miller
2023-24	College funding? (1 or 0)	0	0	
	Hourly appointment(s)			
	Other funding notes?			
5	Main funding	RA Perry	RA Perry	RA Perry
2024-25	College funding? (1 or 0)	1	1	
	Hourly appointment(s)			
	Other funding notes?			
6	Main funding	ADF fellowship	AI S320	AI S102
2025-26	College funding? (1 or 0)	1	1	
	Hourly appointment(s)			
	Other funding notes?			
7	Main funding	GA S316 Allendorf	AI S370 lab	
2026-27	College funding? (1 or 0)	1	1	
	Hourly appointment(s)			
	Other funding notes?			
8	Main funding			
year	College funding? (1 or 0)			
	Hourly appointment(s)			
	Other funding notes?			
12	Total **semesters** of funding counted as college funding			
6	Total **years** of funding counted as college funding			
	(Limit of 8 years starting in 2025-26, ie. no funding in 9th year and beyond)			
	(Limit of 7 years starting in 2026-27, ie. no funding in 8th year and beyond)			

Appendix F. Fellowships funded or administered by the department that provide semester or academic year stipends.

Fellowship	Description	Stipend	Eligibility	Deadline	How to apply
Advanced Department Fellowship (ADF)	Department support for students' research, especially in years 4-6	Semester at SAA rate	Must use G901	Mid January	Email socgrad@iu.edu
Lindesmith-Mullins Fellowship	Most prestigious department prize recognizing excellence in research	Academic year at SAA rate	Must use G901	Mid January	IU Scholarships via One.IU.edu
Stewart Family Scholarship	Most prestigious department prize recognizing excellence in teaching, intended to support those planning on a career as teacher in a college or university	Semester at SAA rate	Must use G901	Mid January	IU Scholarships via One.IU.edu
Preparing Future Faculty (PFF) Fellowship	Fellowship for students interested in college pedagogy. PFF fellow mentors first-time AIs, organizes PFF conference, and supports PFF program more generally	Academic year at SAA rate	Must use G901	Mid January	Email socgrad@iu.edu
College Dissertation *Research* Fellowship	College support for students to make significant progress on their dissertations	Academic year at SAA rate	Must use G901; No prior College dissertation fellowship	~January 5 (depends on college deadline)	Email socgrad@iu.edu (Department sends nominations to college)
College Dissertation *Completion* Fellowship	College support for students to complete doctoral degree (in last year of program)	Academic year at SAA rate plus $2,000-3,000	Must use G901; No prior College dissertation fellowship	~January 5 (depends on college deadline)	Email socgrad@iu.edu (Department sends nominations to college)
John H. Edwards Fellowship	IU prize recognizing superior scholastic ability and intellectual capacity, as well as good citizenship and character	Academic year at SAA rate plus $2,000-3,000	Must use G901	Mid January (depends on college deadline)	Email socgrad@iu.edu (Department sends nominations to college)

Graduate Pathways Fellowship	Support for students to undertake internships relevant to a non-academic career path	Semester or academic year at SAA rate; Summer at $6,000	Candidate in years 4-7 pursuing non-academic career	~July 31 (depends on college deadline)	Email socgrad@iu.edu (Department sends nominations to college)
Irsay Graduate Fellowship*	Support to work on a sociomedical research project under mentorship of an Irsay Faculty member	Semester at SAA rate	Must use G901; Sociomedical interests	Mid January (Set by Irsay)	Submit to Irsay as required

*The Irsay Fellowship is not administered by the department, but is included in this list because many sociology students apply for it.

Appendix G. Awards and small grants given or administered by the department.

Award or Grant	Description	Prize	Eligibility	Deadline	How to apply
Sutherland Teaching Award	Recognizes excellence and commitment to teaching and other pedagogical activities	Cash award varies	Sociology student with teaching experience	1 March	IU Scholarships via One.IU.edu
Schuessler Award for Graduate Research	Recognizes excellence in a written research paper	Cash award varies	Any sociology student	1 March	IU Scholarships via One.IU.edu
Robert V. Robinson Social Action Award	Recognizes student whose service, teaching, and research has brought about constructive change in community-at-large	Up to $500	Any sociology student	1 March	IU Scholarships via One.IU.edu
Gerald D. Suttles Fellowship in Doctoral Ethnographic Research	Recognizes excellence in the use of ethnographic methods in doctoral research	Cash award varies	Sociology student working on dissertation with ethnographic component	1 March	IU Scholarships via One.IU.edu
Schuessler Scholarship for Study at ICPSR	Funds tuition for methodological training through ICPSR at University of Michigan	Registration fee for one ICPSR general session	Sociology student who applies to ICPSR Clifford Clogg Scholarship	1 March	IU Scholarships via One.IU.edu
Sheldon Stryker Graduate Research Grant	One-time support of expenses for an independent research project that promises to significantly advance a sociology student's research agenda	Research funds up to $1,000	Sociology student conducting independent research	1 March	IU Scholarships via One.IU.edu
Grant-in-Aid (Graduate School)	Provides fundings for unusual expenses incurred in connection with doctoral dissertation research, e.g. travel to special libraries, consultant payments, specialized equipment	Up to $1,000	PhD candidate enrolled full time	Mid January & Mid September	Email socgrad@iu.edu (Department sends nominations to Grad School)

Distinguished Master's Thesis Award **(Graduate School)**	Campus-wide award for outstanding masters thesis; Department may nominate one thesis per year	$1,500	Faculty nomination & received masters degree from IU and completed thesis in last two academic years	Early September (Varies based on Grad School deadline)	Empirical paper reader emails socgrad@iu.edu (Department sends one nomination to Grad School)
University Distinguished PhD Dissertation Award (Graduate School)	Campus-wide award for outstanding dissertation; Department may nominate one dissertation per year	$5,000	Faculty nomination & completed PhD during last two academic years	Early April (Varies based on Grad School deadline)	Committee member emails socgrad@iu.edu (Department sends one nomination to Grad School)