

Doctoral Program in Sociology

Student Handbook 2017/18



Department of Social and Behavioral Sciences
School of Nursing
University of California, San Francisco
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INTRODUCTION

Overview of the Department of Social & Behavioral Sciences

The Department of Social and Behavioral Sciences (SBS) is one of four departments within the School of Nursing (SON, located at the Parnassus Campus). SBS is home to three distinct programs of study: 1) the Doctoral Program in Sociology; 2) the Doctoral Program in Nursing with an emphasis in Health Policy; and 3) the Masters Program in Nursing with an emphasis in Health Policy. SBS is located at the Laurel Heights Campus at 3333 California Street, Suite 455, San Francisco, CA 94143-0612. The SBS front desk telephone number is (415) 476-3964; the fax number is (415) 476-6552. SBS also has a faculty office at SON (located in Room N627, office phone number is (415) 502-4259). There is also a doctoral student lounge at SON and a student lounge at Laurel Heights, in suite 477.

A Brief History of the Department and the Doctoral Program in Sociology

In 1960, under the leadership of Dean Helen Nahm, the UCSF School of Nursing began to recruit sociologists to conduct research related to health, to teach research methodology to selected students in the Master's Program in Nursing, and generally to provide, through substantive course work, emphasis upon social aspects of health and illness. Anselm Strauss was hired to direct this program of research and to emphasize the use of qualitative methodologies in nursing research.

By 1968, the sociology faculty had created and gained Regential approval for a Ph.D. degree-granting program in sociology. Their objectives were and continue to be: 1) to train sociology and health profession students for advanced careers in research and teaching in the sociology of health and illness and 2) to establish on the UCSF campus a nationally and internationally recognized department for sociological research and training, especially in medical and health areas. The Graduate Program in Sociology began as the only doctoral program specializing in medical sociology in the state of California and the first of a limited number of such programs in the United States. In 2008, the Doctoral Program in Sociology celebrated its 40th Anniversary as a degree-granting program.

In 1972, the School of Nursing departmentalized, and the Doctoral Program in Sociology was incorporated into an interdisciplinary department called Social and Behavioral Sciences. For three decades, this was the only degree-granting program housed in SBS. In 2002, funding from a Health Resources Service Administration (HRSA) grant helped to establish both a master's and a doctoral program in Nursing with an emphasis in Health Policy within SBS.

Statement of Goals for the Doctoral Program in Sociology

The principal aim of the Program is to educate students interested in professional careers as sociologists in academic and/or applied contexts with an emphasis on the study of issues in health, illness, medicine, health care and the analysis of health and public policies. Coursework in the program is aimed at enabling students to:

- develop their understanding of and capacities to use social theory;
- develop both qualitative and quantitative research skills, and statistical capacities;
- develop sociological perspectives on the many dimensions of health, illness, medicine, and health care;
- develop the focused, independent research project necessary for completion of the doctoral dissertation; and
- contribute to the advancement of sociological knowledge

ORGANIZATION

Academic Overview

UCSF is an all-graduate health sciences campus that consists of four separate professional schools (Medicine, Dentistry, Nursing, and Pharmacy). Each of these schools manages its own professional degree programs. The Graduate Division is composed of all of the graduate academic (non-professional) programs, graduate academic students, and postdoctoral scholars across the four schools. UCSF is one of the 10 campuses in the University of California (UC) system, one of California’s two public education systems. The President of the UC system is Janet Napolitano, who is accountable to the UC Board of Regents. The person in charge of UCSF is called the Chancellor. On July 17, 2014, Dr. Sam Hawgood was appointed as the Chancellor of UCSF. Each of the four schools that comprise UCSF is headed by a Dean. The Dean of the School of Nursing is Dr. Catherine L. Gilliss.

Students in the Doctoral Program in Sociology are administratively located in both the School of Nursing and the Graduate Division. This means that students in the Doctoral Program in Sociology will sometimes need to submit paperwork to the School of Nursing and, at other times, to the Graduate Division. Brandee Woleslagle Blank, SBS’s Graduate Program Administrator, will help students fill out the appropriate paperwork and contact the right people.

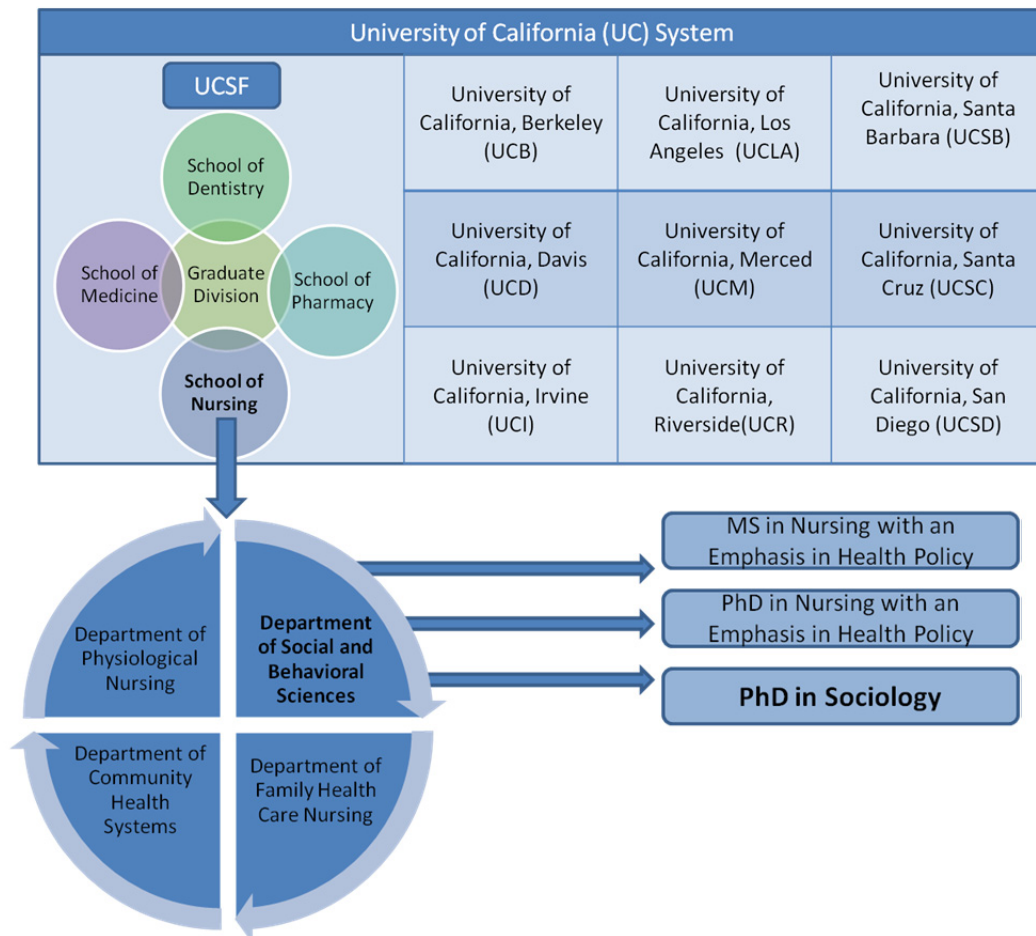


Chart 1. Location of UCSF Sociology Doctoral program within the UC system

Administrative Staff

SBS has a dedicated administrative staff that provides a variety of services to both students and faculty. Although students will likely have the most contact with the Graduate Program Administrator, it is worthwhile for students to familiarize themselves with other Department staff. **Table 1** lists the administrative staff of SBS, their titles, contact information, and reasons why students might seek their assistance.

Table 1. Department of Social & Behavioral Science: Administrative Staff

Title	Name Contact Information <i>click links to e-mail</i>	Come see me about...
Director of Operations and Finance	Regina Gudelunas Regina.Gudelunas@ucsf.edu (415) 476-9302	<ul style="list-style-type: none"> Contract & Grant Proposal Submissions
Graduate Programs Manager & Department Analyst	Brandee Woleslagle Blank Brandee.Woleslagle@ucsf.edu (415) 476-3047	<p>Most student/academic issues including but not limited to:</p> <ul style="list-style-type: none"> fee remission (through fellowships) course schedules, curriculum leaves of absence/withdrawal incompletes and grade changes administration of qualifying exams questions about University forms residency issues and paperwork administration of dissertation Sociology website door codes and keys SBS Xerox machine student room issues and needs meeting planning; room reservations SBS Scholarships & Fellowships
Financial Analyst	Cynthia Mercado-Scott Cynthia.Mercado-Scott@ucsf.edu (415) 502-4502	<ul style="list-style-type: none"> SBS copy codes paying SBS copy bills GSR pay scale
Administrative Assistants	SBS (415) 476-3964 IHA (415) 502-5200	<ul style="list-style-type: none"> SBS and IHA office administrative assistance

Faculty

SBS has seven core faculty members who are all members of the UCSF Academic Senate, serve as academic advisors for students, and teach the core courses in the Department (see **Appendix A** for core faculty contact information). The Chair and Vice Chair of the Department rotate appointments approximately every three years. The faculty member who serves as Vice Chair usually assumes the Chair position in the next term. In addition to the positions they hold within the Department, core faculty members also serve in a number of capacities on UCSF and School of Nursing committees. Table

2 lists each of the core faculty members, their rank, and role in the department, contact information, and areas of academic interest.

In addition to the core faculty, there are many faculty who are affiliated with SBS as researchers, adjunct instructors, or principal investigators.

Table 2. Department of Social & Behavioral Sciences: Core Faculty

Name Contact Information	Title <i>Departmental Role</i>	Areas of Expertise Research Methods
Rina Bliss Catherine.Bliss@ucsf.edu (415) 502-2601	Associate Professor of Sociology	Sociology of race, gender and sexuality in medicine, scientific controversies in genetics, qualitative research methods
Susan Chapman susan.chapman@ucsf.edu (415) 502-4419	Professor of Nursing <i>Director, Nursing Health Policy Master Studies</i> <i>Co-Director, Nursing Health Policy Doctoral Studies</i>	Health workforce supply and demand analysis, strategic planning, job satisfaction and career commitment workforce diversity and career development Long term care workforce and planning for the future care of older and disabled populations Examining the dynamics of the global health workforce
Kristen Harknett Kristen.Harknett@ucsf.edu (415) 476-9860	Assoc. Professor of Sociology	Areas of Interest: unstable work schedules and worker health and well-being, kin and social support, family demography, quantitative methods, and policy evaluation
Ruth Malone Ruth.Malone@ucsf.edu (415) 476-3273	Professor of Nursing <i>Director, Nursing Health Policy Doctoral Studies</i>	Health policy & ethics; community health; phenomenology; ethnography; media analysis; policy theories; tobacco industry and media influences on tobacco use, policies and perceptions, particularly among African Americans and gays and lesbians marginalization and targeting; public relations and public health; global corporate influences on health policy and practices; roles of emergency departments in the context of health system change; theoretical work on place and health services qualitative research, historical/archival and policy research

Table 2(cont.). Department of Social & Behavioral Sciences: Core Faculty

Name Contact Information	Title <i>Departmental Role</i>	Areas of Expertise Research Methods
Ulrike Muench Ulrike.Muench@ucsf.edu (415)502-3165	Assistant Professor Nursing, Health Policy	healthcare workforce, applied health care economics, roles of nurses and nurse practitioners, comparative health care systems, patient outcomes quantitative research methods
Howard Pinderhughes Howard.Pinderhughes@ucsf.edu (415) 502-5074	Associate Professor of Sociology <i>Department Chair</i>	sociology of violence, race and ethnic relations, stratification, social change <i>youth, violence, and public health</i> qualitative methods, focus groups, interviews, survey methods
Janet Shim Janet.Shim@ucsf.edu (415) 514-9392	Professor of Sociology <i>Director of Doctoral Program</i>	Social inequalities in health; sociology of science, technology, and medical knowledge; intersectionality (race, gender, class); expert/lay knowledge Epidemiological knowledge and practices; social inequalities in heart disease; biomedicalization in cardiovascular medicine; qualitative research methods, interviews, grounded theory

ACADEMIC REQUIREMENTS

Overview

The academic requirements for completing the Doctoral Program in Sociology are summarized in **Table 3** and discussed in more detail below. The average time to degree for students in the Doctoral Program in Sociology is between 5 and 7 years. The student “life cycle” is divided into three unique but interdependent stages: 1) coursework and qualifying exams in Social Theory , Medical Sociology, and Methods; 2) preparation of the Dissertation Proposal; and 3) the Dissertation. *Also see Appendix S*

Table 3. Summary of Academic Requirements for Doctoral Program in Sociology

<p>A. Coursework (to be completed in first two to three years)</p> <p><i>Social Theory Sequence</i> (offered in odd years; e.g., 2017/18)</p> <ul style="list-style-type: none"> • S212A Classical Theory • S212 B Contemporary Theory • S212C Symbolic Interactionism and Poststructuralist Theory <p><i>Medical Sociology Sequence</i> (offered in even years; e.g., 2018/19)</p> <ul style="list-style-type: none"> • S207, Sociology of Health and Illness • S208, Social Psychology of Health and Illness • S260, Health Policy <p><i>Quantitative Methodology Sequence</i> (in a student’s first year)</p> <ul style="list-style-type: none"> • S289A, Quantitative Methodology I • S289B, Quantitative Methodology II <p><i>Qualitative Methodology Sequence</i></p> <ul style="list-style-type: none"> • N212A, Qualitative Data Collection and Methods (Spring of student’s first year) • S285A, Qualitative Methodology I (Fall of student’s second year) • S285B, Qualitative Methodology II (Winter of student’s second year) <p><i>Area of Emphasis</i> (Coursework only, but relates to Third Area Exam, see Table 4)</p> <p><i>Advanced Statistics Course</i> (to be worked out with advisor)</p> <p>S237 <i>Qualitative Proposal Preparation Seminar</i> (year 1)</p> <p>S215 <i>Dissertation Proposal Seminar</i> (year 2)</p>
<p>B. Qualifying Exams (to be completed in first two years)</p> <p>Social Theory Qualifying Exam (offered in odd years; e.g., 2017/18)</p> <p>Medical Sociology Qualifying Exam (offered in even years; e.g., 2018/19)</p> <p>Methods assessed at the end of years 1 and 2</p> <ul style="list-style-type: none"> • Submit forms by end of second year • Advancement to candidacy (necessary to receive dissertation level funding) occurs the quarter after qualifying exams and forms approved • Begin search for appropriate dissertation research funding after approval
<p>C. Dissertation Proposal</p> <ul style="list-style-type: none"> • Form Dissertation Committee and submit forms: done after passing all qualifying exams and preferably sooner. • Meetings with Dissertation Committee members: as needed • Dissertation Proposal: Submit within six months after completion of qualifying exams. • Dissertation Proposal Defense : one month after proposal submitted
<p>D. Dissertation</p> <ul style="list-style-type: none"> • Summer after year 3: apply for Dissertation funding • Meetings with Dissertation Committee members: as needed • For June commencement inclusion, complete draft due April 1 to Committee Chair • Dissertation defense: prior to graduating; scheduled when approved by Chair

Coursework

Coursework in the Doctoral Program in Sociology consists of the core curriculum, electives in at least one declared area of emphasis, and two student-run seminars, *S237 Qualitative Proposal Preparation Seminar* (year 1) & *S215 Dissertation Proposal Seminar* (year 2). For a complete list of the courses offered by faculty in the Department of Social and Behavioral Sciences, please see **Appendix C** or visit <http://coursecatalog.ucsf.edu/sociology>

Attendance

Students are expected to attend all scheduled classes both in core curriculum and in elective courses. Most faculty will count student attendance and participation as an essential component to the final grade. It will likely negatively impact your grade if you miss more than one class meeting during a quarter. You must let faculty know when and why you will not be in class. Read your course syllabi carefully concerning attendance and participation in class.

Core Curriculum

For the first two years, students are focused primarily on coursework. The Doctoral Program in Sociology requires courses in both methods (quantitative in the first year and qualitative in the second) and sociology (the Social Theory and Medical Sociology sequences). Section A of **Table 3** provides a more detailed description of the courses that constitute the core curriculum.

Areas of Emphasis

Beyond the core curriculum, the doctoral program has three areas of substantive emphasis: (1) global health and global health policy; (2) race, class, gender and health inequalities; and (3) science, technology and medicine studies. Students must select at least one area formally but are encouraged to take courses in each of the different areas. By the end of their third year, students are expected to have completed at least 2 courses in their emphasis/es. **Table 4** lists the areas of emphasis, the faculty associated with each, and the courses associated with each area.

Table 4. Areas of Emphasis For Doctoral Program In Sociology

<p>GLOBAL HEALTH and GLOBAL HEALTH POLICY Faculty Contacts: Max, Pinderhughes, Chapman, Malone, Muench</p> <ul style="list-style-type: none"> • S206 Corporate Influences on Hlth/Health Care • S210 Proseminar in Health Policy • S219 Social Policy & Aging • S222 Healthcare Economics and Policy • S223 Perspectives on Social Policy & Health • S225 Organizational Analysis of U.S. Health Care • S227 Adv Sem Org. Analysis of U.S. Health Care • S235 Tobacco Control Policy Issues • S246 Communications & Policy Leadership • S284 Health Care Economics • S202 Future of Health and Healthcare 	
<p>RACE, CLASS, GENDER AND HEALTH INEQUALITIES Faculty Contacts: Pinderhughes, Bliss, Shim</p> <ul style="list-style-type: none"> • S201 Violence as a Health Problem in U.S. • S236 Race/Class Factors in Health Inequality • S238 Feminist Theory • S245 Gender, Race and ST&MS • S254 Social Science Dimensions of HIV/AIDS • S286 Gender and Health • S204 Global and Local Health Disparities and Inequalities • S233 Sociology of Aging • S277 Seminar on Disability 	<p>SCIENCE, TECHNOLOGY AND MEDICINE STUDIES Faculty Contacts: Bliss, Shim</p> <ul style="list-style-type: none"> • S245 Gender, Race, & ST&MS • S282 Science, Tech & Medicine Studies • S249 multiple occasional electives

Electives and Courses in Other Departments and Schools

In addition to SBS course offerings, students have the opportunity to take courses and attend lectures and seminars in other graduate and post-graduate programs on the UCSF campus (e.g., Medical Anthropology, Epidemiology & Biostatistics, History of Health Sciences, Health Psychology, Center for Health and Community).

Students are encouraged to take advantage of the courses offered by our “sister” program, the Medical Anthropology Program in the Department of Anthropology, History, and Social Medicine (DAHSM) located in Suite 485 of Laurel Heights. A complete list of the courses offered by faculty in Medical Anthropology can be found at <http://dahsm.ucsf.edu/courses-on-offer/>. Students should be aware that since Medical Anthropology Program is administratively a joint program between the UCSF School of Medicine and the UC Berkeley (UCB) Department of Anthropology, classes may follow the UCB semester schedule and/or be offered on the UCB campus. Berkeley’s academic calendar can be accessed at <http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current>.

Through the intercampus exchange program, students may also take courses on other UC campuses (e.g., Berkeley, Santa Cruz, Davis, Los Angeles) and at cooperating schools in the area (e.g., Stanford <http://registrar.ucsf.edu/current-former-students/registration/stanford-exchange> and the University of San Francisco). See **Appendix E** (or visit <http://registrar.ucsf.edu/registration/intercampus-exchange>) for the intercampus exchange form. The completed form (two signatures from the home campus and the two signatures from the host campus) must be turned into the Graduate Division **at least three weeks** before the quarter or semester begins. Remember, scheduling may differ from that of UCSF and it is the student’s responsibility to coordinate this process with the assistance of the Graduate Program Administrator.

Also, students may cross-register for courses at any of the member colleges and universities that make up the San Francisco Consortium (<http://registrar.ucsf.edu/current-former-students/registration/sf-consortium>): the University of San Francisco, San Francisco State University and Hastings College of the Law.

Filing a Study List

The process of enrolling in courses is called “filing a study list” and must be completed online in your Student Portal. You log into the Student Portal (<https://myaccess.ucsf.edu/>) with your MyAccess ID and password. When filing a study list, students may be asked for how many units they wish to register for a particular course. Please attend one first class session and read the syllabus carefully. The syllabus should tell you the number of units and whether a course may be taken for a “Letter” grade or on a “Pass/Fail” basis. All required core courses **MUST** be taken for a letter grade and for the maximum number of units. If students are not sure how many credits for which to register, they should contact the Graduate Program Administrator or Director.

The dates for filing a study list are set by the Office of the Registrar, and can be found at: <http://registrar.ucsf.edu/registration/study-list-filing>. Study list filing normally opens 7 weeks prior to the start of the quarter. Registration received after the deadline will be subject to a **\$50 late fee**. You will need to clear any holds you may have before you can complete your minimum enrollment requirements, and if you receive financial aid, you will need to meet your minimum enrollment requirement before the registrar will release your financial aid.

Adding or Dropping a Course

Students have the opportunity to add or drop classes from their study list (using the same online process as filing a study list) **until a certain date each quarter. Signatures are required – be sure to allow sufficient time.** To change your study list after the study list filing period closes, you must file a Study List Change Petition and pay a \$5 fee. The deadlines for add/drop are found online at <http://registrar.ucsf.edu/registration/change-study-list>.

Any questions about registration should be addressed to the Office of Admission and Registrar (OAR). The OAR is located in Millberry Union West, Room 200 and can be reached at 415-476-8280. The mailing address is 500 Parnassus Avenue, Box 0244, San Francisco, CA 94143-0244.

Enrolling in an Independent Study Course (S248 or S249)

An Independent Study course allows a student to select special problems to investigate on an individual or collaborative basis. These studies may be conducted through readings, the collection or analysis of empirical data, or the development of conceptual analysis or of methodologies. Independent Studies are arranged directly with a faculty member. Students must ensure that they have the correct options when signing up for these courses as discussed with the instructor; that is, the grading option and quarter must be as discussed with the faculty and the correct faculty name must be chosen during registration. Once an Independent study is arranged, the student must also fill out an Independent Study Form. This form becomes the only official record of what was done for your course and is kept in your permanent record. The form can be downloaded from <http://sociology.ucsf.edu/current-student-resources> under “UCSF Forms”.

Full-Time Student Status

Graduate students are required to maintain “full-time” student status at all times during the academic year. Full-time status is considered enrollment in 8 quarter units. Units may be formal course work and/or research units.

However, students may apply for part-time enrollment, which must be approved by the dean of the Graduate Division or a designated representative, for reasons of occupation, family responsibilities, or health. Part-time students pay a reduced tuition charge and may register for up to 6 quarter units. Prior to advancement to candidacy, doctoral students who are classified as part-time will accrue time to the degree at one-half the rate of full-time students for those quarters in which they were approved for part-time study. An approved application for part-time enrollment must be filed with the Office of the Registrar by the published deadline and before paying fees.

Incompletes

In the Doctoral Program in Sociology, “Incomplete” grades (“I”) will be given only in cases of personal illness or personal/family crisis. The Graduate Division specifies that Incompletes **must** be completed within one year of the end of the course or turn into a grade of “F”. When a student is permitted to take an Incomplete, the Faculty of Record will set a date by which the course must be completed, a date set at faculty discretion. This may be earlier than the Graduate Division maximum of one year. To replace an “I” with a grade, submit your coursework to the faculty of record and then submit the completed form (**Appendix F**) to the Office of Admission and Registrar. Please be advised that there is a \$5 fee for removing a provisional grade.

Grade Point Average (GPA)

Graduate students are required to maintain a cumulative grade point average of 3.0 in all academic coursework and must make satisfactory progress toward their degree. You must also earn a passing grade in each core course to sit for qualifying exams — a grade of B or better is considered a passing

grade. UCSF transcripts are available on-line at the UCSF Office of the Registrar:
<http://registrar.ucsf.edu/transcripts/ordering-transcripts>

Citation and Plagiarism Policies: Doctoral Sociology Program

NOTE: These policies apply only to *Sociology* students. Doctoral and Masters *Nursing* students are expected to follow the citation practice guidelines of the School of Nursing (see *School of Nursing Student Handbook*).

The Doctoral Sociology Program has adopted the American Sociological Association's Style Guide 5th Edition (Washington, DC: ASA, 2014) for use in all student papers, qualifying exams, theses, dissertations, etc. Significantly, *these are the guidelines in use for all ASA journals*.

You can view the ASA Style Guide online at <http://owl.english.purdue.edu/owl/resource/583/01/>. There are writing tips and extended examples on citing all kinds of different sources. All papers submitted by students for courses, qualifying examinations, and the dissertation will be expected to follow the ASA Citational Guidelines. Additionally, if a website is cited or quoted, the date the site was consulted should be provided along with the URL.

Penalties for Violating ASA Citational Practices by Sociology Students:

Failure to follow these guidelines may result in the work being returned to the student ungraded, for resubmission in proper form, with penalties vis-à-vis the course grade to be determined by the official Faculty of Record (FOR).

Please do not turn in any work that is not your own original effort and thinking. Any paper that contains evidence of having been copied or uses the work of others without appropriate citation may receive an "F" grade. Any incidence of plagiarism may also be grounds for dismissal. Students are reminded to seek guidance from TAs, the course instructor, and editorial assistance if needed; however, the work you submit *must* be the product of your own thought, study and learning. If plagiarism is carried out at the level of the third area exam or Doctoral Dissertation, the core faculty will assess the violation and consider student dismissal from the Program as an option.

Details on the department's and University's plagiarism policies can be found in this handbook, the UCSF Graduate Division Handbook, the Nursing PhD Student Handbook, and the UCSF Code of Student Conduct. There is also a CLE site titled "SON TurnItIn," where you can find additional information on plagiarism, and instructions on how to access the TurnItIn service to identify portions of your paper that come from other texts. This information is at <https://courses.ucsf.edu/course/view.php?id=159>

Definitions of Plagiarism:

Plagiarism is defined by Webster's *Third New International Dictionary of the English Language* as follows: "To steal or pass off as one's own (the ideas or words of another); use (a created production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source."

Guidelines on how to avoid plagiarism:

Part A. Taking *Words* from Others' Work

ANY TIME you copy a phrase, a part of sentence, or whole sentences from another person's work, you MUST:

(1) put quotation marks around them,

- (2) cite or reference the publication or source (whether published or not), AND
- (3) indicate the page number(s) from which that quote came.
- (4) If a website is cited or quoted, the date the site was consulted should be noted along with the URL to that page of the site.

Part B. Taking *Ideas* from Others' Work

ANY TIME you take an idea, approach or concept from another person's work, you MUST:

- (1) cite or reference the publication or source (whether published or not);
- (2) under some citation conventions (depending on the journal or press), you must also indicate the page number(s) on which the idea, concept or approach is discussed
- (3) If a website is cited, the date the site was consulted should be noted along with the URL to that page of the site.

Part C. Taking Notes While Reading Others' Work

If you write or type notes for yourself while reading, you MUST:

- (1) enclose text copied from readings in quotations *in your notes*, AND
- (2) include citations and page numbers, including webpage information, URL, and data accessed for online sources, as above.
- (3) When using your notes in your own work, you must pay careful attention to whether you are ***taking words*** (Part A above) or ***taking ideas from others' work*** (Part B above), and follow the correct citational practices for each.

Students must follow ALL of the rules for Parts A, B, and C above ALL of the time. If you have any doubts about the source of text you're using for your paper, please use TurnItIn.com to help you identify portions of your work that come from other authors and texts, and correct all issues before submission.

Penalties for Plagiarism by Sociology Students:

Given the gravity of plagiarism, the faculty approved the following penalties for coursework-related violations:

1) The first such suspected event requires a formal meeting of the student, the Faculty of Record or other faculty of the course, the student's Academic Advisor, and the Director of the Doctoral Program in Sociology (or the department Chair). The suspected incident of plagiarism will be discussed. The student will be asked whether they wish to continue in the Doctoral Program; if so, they will need to discuss the situation at hand openly and assure the faculty that they now fully understand the plagiarism guidelines. The student will be formally warned that termination as a student will be invoked should a second instance occur. Faculty may require additional work for the course.

2) The second instance of suspected plagiarism in a course requires a meeting of all the individuals noted in #1. If proof of the instance of plagiarism is established, the student will be informed that their tenure as a doctoral student will be terminated. At the discretion of the faculty, the student may be allowed to withdraw from the Doctoral Program in Sociology rather than have the Program initiate termination proceedings with the Graduate Division.

Qualifying Examination

Examinations are required at the end of each of the first two years and must be successfully completed before a student can advance to candidacy. Administratively, **the totality of these multiple examinations is considered your Qualifying Examination.**

There are three areas of examination: 1) Social Theory, 2) Medical Sociology, and 3) Methods. The examinations for Social Theory and Medical Sociology are given as in-house and take-home essays. The examinations for Methods are assessed by review of final papers and presentations at the conclusion of coursework in quantitative methods (S289A and B) and qualitative methods (N212A, S285A and B).

Qualifying Examinations in Social Theory and Medical Sociology

Requirements

In order to take these exams, students must have successfully completed all relevant work with a 'B' grade or better for each of the courses for which exams are being offered. Students who have an Incomplete in **any** of the core courses for which exams are offered will be unable to sit for qualifying exams until all Incompletes are formally removed from the student's record.

Format

At the end of each of the first two years, students will sit for a qualifying examination related to the core social theory and medical sociology courses. Each set of qualifying exams will include two 3-hour in-house exams and one 4-day take home exam. Students and faculty together decide as a group which exam will be the one completed at home. (The format of the Methods qualifying examination is explained on the next page.)

Scheduling

Typically, exams are given toward the end of June or early July. Students will have the opportunity to present suggested dates for exams to the faculty for approval.

It is expected that all students in the first and second year cohorts will take exams on the scheduled dates. Exam dates are chosen in advance so that any travel, social, or work obligations can be scheduled so as not to conflict with the exam dates. Only in cases of personal illness or personal/family crisis, will faculty consider offering "makeup" qualifying exams. If students have any questions regarding their eligibility to sit for exams (i.e., Incompletes) or think they will be unable to sit for qualifying exam(s) on the scheduled date(s), it is their responsibility to contact the Graduate Program Administrator and the faculty for the course on which the exam(s) is being given.

Evaluation

To ensure fairness in grading, students' exams are graded using blind review. That is, exams will be identified by a letter-number combination rather than by name. Exams will be graded and typically returned during the beginning of Fall quarter.

There are five possible grades that a qualifying exam can receive: 1) High Pass; 2) Pass; 3) Low Pass; 4) Conditional Pass /Rewrite; and 5) Not acceptable. The first three categories all indicate that a student has passed their qualifying exams. Those students who receive a conditional pass on an exam will need to write additional responses to the question (topic and length to be determined by the faculty member offering the exam) called a "rewrite." **Rewrites will be due to the Graduate Program Administrator approximately one month after the date that qualifying exams were returned.** A student who receives a "not acceptable" grade on their exam(s) will be academically assessed immediately by the core faculty. The student may be prohibited from continuing in the program.

Qualifying Examinations in Quantitative and Qualitative Methods

Format

The third and final areas of examinations are those that measure competence in quantitative and qualitative methods and are assessed at the conclusion of the methods coursework.

Students must successfully complete the S289A/B and S285A/B methods course series in quantitative and qualitative methods. Faculty from outside the Sociology program will be asked to attend final student presentations in S289B and S285B, to participate in the Q&A sessions following each presentation, and to review students' final papers on the quantitative analyses and qualitative pilot projects. Based on these materials, the faculty will evaluate whether students have achieved basic competency in quantitative and qualitative methods and will serve on the Qualifying Examination committee as listed in (c) and (d), below.

Selecting Committee Members

Students must select four faculty members (one Chair and three other faculty members) as their Examination Committee and must submit the form, "**Application for Qualifying Examination**" (<http://graduate.ucsf.edu/forms/>). This form should be submitted to the Program Administrator in the second year before the start of the Spring quarter.

The chair of the Qualifying Exam Committee **may not** serve as chair of the Dissertation Committee. Consequently, it is suggested that students decide on their dissertation chair first and work backwards. At least one member of the committee must be a faculty person from outside the Department of Social and Behavioral Sciences/Institute for Health and Aging. Students may include up to two non-UCSF Academic Senate faculty members as part of the same committee.

With these University rules in mind, the committee will be composed of four faculty as follows:

- a) One faculty member who taught in the sociological theory course series
- b) One faculty member who taught in the medical sociology course series
- c) One faculty from outside the Sociology program (but can be within the Department) with expertise in quantitative methods
- d) The School of Nursing faculty who will serve as the co-instructor for your S285A/B courses methods (see section on *Format*, above)

Completing the Qualifying Examination Application

Students must list all four of their committee members on the document entitled "**Application for Qualifying Examination**" (<http://graduate.ucsf.edu/forms/>) which should then be submitted to the Graduate Program Administrator. On this form students are expected to identify the "subjects for which the applicant should be held for examination." Students in the Doctoral Program in Sociology should list: 1) Medical Sociology, 2) Sociological Theory, and 3) Special Area Examination. Students are encouraged to file the "**Application for Qualifying Examination**" as soon as possible. In general, this is by the start of the Spring quarter in the second year; at this point all of the instructors, and therefore your committee members, will have been announced. Please refer to Appendix R for more information on normative progression.

In order to submit the "**Application for Qualifying Examination**" a student must be registered. Additionally, students must have completed at least one quarter in residence (i.e., at UCSF) in the last year and have a grade point average of at least 3.00 in all course taken in graduate standing. Lastly, students must be in good financial standing with the OAR (i.e., have all tuition and fees paid through to the current quarter). The Graduate Division document "**Application for Qualifying Examination**" must

be submitted at least one week prior to the date when students wish to have officially completed the Exam.

Reporting Completion of the Qualifying Examination

When all of the committee members approve, the form **“Report on Qualifying Examination for Admission to Candidacy”** (<http://graduate.ucsf.edu/forms/>) is completed, signed by the Chair of the Committee and given to the Graduate Program Administrator to process. This will generally be done between the Summer at the end of the of the second year and Fall of the third year.

Advancing to Candidacy

Once students have successfully completed all of the Qualifying examinations in Social Theory, Medical Sociology, and Quantitative and Qualitative Methods, have submitted the Application for Qualifying Examination and the successful Report on Qualifying Examination forms, they are eligible to apply for advancement to candidacy providing that there are no other deficiencies, such as incomplete grades. In practice, students can turn in both the **Report on Qualifying Exam** and the **Application to Advance to Candidacy** to the Program Administrator at the same time.

The form **“Application for Candidacy for the Degree of Doctor of Philosophy”** can be found online at <http://graduate.ucsf.edu/forms/>. **Your advancement to candidacy takes effect the quarter following submission of the application.** Students will be expected to list a dissertation committee and a dissertation title/topic on the application. Do not worry – neither are set in stone, and can be changed at any time using the appropriate form. **Students must also pay a \$90 application fee.**

Keep in mind that at least **three quarters** in registered student status must elapse between advancement to candidacy and conferral of the degree.

Some students who have completed all coursework and passed all Qualifying Exams may not be ready to list a dissertation committee and complete the Application for Candidacy form. Those students should register for **S221 (8 units) with their Qualifying Exam Chair listed as the instructor** for each quarter until they are ready to Advance to Candidacy. Once a student is Advanced, they must register for **S299 (0 units)** each quarter until they graduate.

Proposal and Completion of Dissertation

Format

The final stages of the Doctoral Program in Sociology are the preparation of the Dissertation Proposal and completion of the Dissertation. The dissertation represents the culmination of a student's experience and knowledge gained in the program. The dissertation should be a work of independent research which makes an original contribution to knowledge in the student's academic discipline, and should be of sufficient depth and quality to be published.

Students have the option of doing a "book length" manuscript or a series of 3 publishable articles to complete the dissertation requirement. For tips on structuring the Dissertation refer to the Graduate Division website for the document, "Guidelines for Thesis, Dissertation and Manuscript Guidelines", found at: <http://graduate.ucsf.edu/submitting-thesis-or-dissertation> . Please discuss with your Dissertation Committee Chair the relative advantages of a book-length manuscript versus the three publishable paper series for different kinds of career trajectories and disciplinary communities and audiences.

Administrative Details

Prior to beginning dissertation research, there are a number of administrative details that need to be handled. First, students must select at least three faculty members (one Chair and at least two other faculty members) to serve as their Dissertation Committee. At least two members must be Academic Senate faculty from SBS (see below). Second, students must submit the "**Application for Candidacy for the Degree of Doctor of Philosophy**" (<http://graduate.ucsf.edu/forms>). Third, students should register for **\$299 (0 units)** with their Dissertation Committee Chair listed as the instructor for each quarter that they are working on their Dissertation. Fourth, students should prepare a "dissertation proposal" (see "**The Dissertation Proposal**" on the next page and Appendix G) to be submitted to their committee. The dissertation proposal should be completed by June 1 of a student's third year. Lastly, students will formally meet with their committee members to discuss the proposal. Students are responsible for responding to faculty comments on the proposal called the "dissertation proposal defense" and revising as necessary, before starting the dissertation research.

Guidelines for Choosing the Dissertation Committee

As of June 2016, there are no longer any stipulations around the inclusion of non-academic senate members on dissertation committees. The student is required to have a committee of at least 3 members and the chair of the dissertation committee cannot be the same as the chair of the qualifying exam committee. When including a non-UCSF Academic Senate faculty member(s) on a dissertation committee (this includes non-UCSF faculty and UCSF Adjunct faculty), a student must have the Director of the program sign their Application for Candidacy form in addition to the signed approval of the advisor and dissertation chair.

Selecting a Chairperson

The chair of the Dissertation Committee must be affiliated with the Department of Social and Behavioral Sciences (In-residence faculty are members of the Academic Senate). Adjunct faculty and In-residence faculty persons may also serve as committee Chair and/or members. The Chair of your Dissertation Committee is your official advisor during this period and should be listed as such.

Selecting the Committee Members

A minimum of 3 faculty members, including the Chair of the Committee, are required to be on your dissertation committee.

The Dissertation Proposal

The Proposal is generally about 30 pages long not including the bibliography and appendix. The Proposal typically includes:

- I. Statement of the Research Problem
- II. Review of the Literature
- III. Theoretical Approach(es)
- IV. Methodological Approach(es)
- V. Plan and Schedule of Work
- VI. Potential Contributions to the Discipline
- Bibliography
- Appendices
 - A. Draft of Human Subjects (IRB) Application

We require the dissertation committee to meet twice, once at the outset of the project to discuss, amend and approve the research plan (known as the “dissertation proposal defense”), and the second time upon completion of the dissertation project (known as the “final defense”). Once the dissertation proposal has been finalized to the satisfaction of the Dissertation Committee Chair, the student arranges a meeting time for the full committee. The Graduate Program Administrator will organize a room for both meetings and they will also prepare a flier to announce the final defense of your completed dissertation to SON. The dissertation proposal defense is scheduled for 90 minutes, while the final defense requires two hours. To accommodate faculty from other campuses, a conference call can be arranged as needed.

Filing Fees

Students who have completed all requirements for the degree except filing the dissertation may apply for filing fee status for the quarter in which they plan to graduate. Filing fee status is currently \$162. Note: you cannot apply for filing fees and advance to candidacy in the same quarter, nor can you register for classes nor use University facilities. Filing fee status is granted **one time only**. Filing fee status does not count towards the three-registered-quarters rule to graduate; that is, you must have registered for three full-fee quarters between advancing to candidacy and graduation. If you do not graduate in the quarter that you are on filing fee status, you must register, paying full tuition and fees, for all subsequent quarters until you successfully file your dissertation. See <http://graduate.ucsf.edu/forms> for the filing fee application and further information.

Dissertation Defense

You should allow one month for your committee to read your dissertation before the scheduled defense. They should be given a complete draft (including bibliography) only after it has been approved for distribution by the Chair of your committee. Once you are ready to schedule your defense, please contact the Graduate Administrator who will help with these arrangements. As you near completion of the dissertation, be sure to consult with the Graduate Division webpage devoted to the “Thesis, Dissertation, and Manuscript Guidelines”, at <http://graduate.ucsf.edu/submitting-thesis-or-dissertation> as well as the Graduate Division website <http://graduate.ucsf.edu/forms> for necessary forms.

An oral defense of your dissertation is required. The defense will be attended by all members of your committee who may ask you any question about your dissertation. The School of Nursing requires a 2-hour defense. The first hour is a public event, open to family, friends, other students and faculty. It consists of a 40 minute overview of the dissertation research (usually with a PowerPoint presentation),

followed by a 20+ minute question period. After this segment is completed, the student and dissertation committee meet privately for 1 hour, hopefully concluding with a sign-off on the form. This is usually followed by a small celebration to which the student is welcome to invite family, friends, other students, etc.

Students should **bring your Dissertation Cover Page** (<http://graduate.ucsf.edu/forms>) with you to your dissertation defense to acquire the required committee member signatures. All committee members will need to sign this form at the close of your defense if you have passed. When you obtain the cover sheet, you will also get a packet of information with specific details regarding submitting your dissertation to the Graduate Division. Carefully check the final date when you can turn in your dissertation and to avoid additional fees.

Filing/Submitting the Dissertation

At the beginning of the quarter in which you expect to complete and submit your dissertation, you should contact the Graduate Division and ask to be placed on the **provisional degree list**. *The deadline for submitting the dissertation is the last working day of the quarter in which you expect to graduate.* If you are unable to submit the dissertation by that deadline, you *must* register for the subsequent quarter(s) until you successfully turn in your dissertation. **Plan your completion as far in advance as is feasible. Students who wish to walk in the graduation ceremonies in June must submit by April 1 a complete draft of the data chapters of their dissertation to their chair.** It is **very** strongly advised that students do not go through graduation until after the defense is at least scheduled, and preferably completed.

Formal filing of the dissertation is a complicated and often stressful set of tasks as described in the Graduate Division document Dissertation Guidelines found at: <http://graduate.ucsf.edu/submitting-thesis-or-dissertation>. Be sure to allow yourself plenty of time for final revisions and preparation for filing. Students are expected to provide all members of your committee and the department with *copies of your final completed dissertation as submitted to the Graduate Division*. You may do this by providing a double-sided copy (bound or in a 3-ring binder), an electronic file, or by ordering copies from University Microfilms. Please ask your chair and/or the Graduate Administrator any questions you may have about these procedures.

Online Submission of Your Thesis/Dissertation/Manuscript

This submission will be reviewed by the Graduate Division and must include the following:

- 1) Full PDF copy of your thesis, dissertation, or manuscript with correct pagination
- 2) First page of the PDF: scanned copy of the title page for your program with the signature of each committee member.
- 3) Last Page of the PDF is the signed library release form.

In addition, the following must be returned to the Graduate Division before the submission can be considered:

- 1) Original Signed title page (Hard copy)
- 2) UCSF Survey of Doctoral Recipients' Experiences
- 3) Survey of Earned Doctorates

An electronic copy of the dissertation may also be submitted to the Graduate Administrator for the department's files. Your Committee Chair can provide additional information and counseling on the dissertation and defense.

Graduation Ceremonies

Sociology graduates may participate in either or both the School of Nursing and/or the Graduate Division ceremonies. These are only held in May and/or June each year. Formal academic regalia is required and can be easily rented or purchased well in advance. There are forms to fill out. Please contact the Graduate Administrator by April 1st if you plan to go through any graduation ceremonies. It is the custom for your Dissertation Chair to place the hood designating you as a Ph.D. around your neck during the formal ceremony, known as “hooding.”

CONGRATULATIONS!!

ACADEMIC ADVISING

Overview

'Academic advising' is a broad term used to describe a variety of activities performed by faculty and staff on behalf of students such as suggesting coursework, reviewing scholarly work, serving on a committee, helping with career planning, etc. Students are encouraged to seek assistance from a variety of faculty, including those who are formally identified as their advisors and those who serve informally in that capacity as employers, instructors, mentors, and future colleagues. Formal academic advisors will also function in an administrative capacity alongside the SBS Graduate Program Administrator to chart students' progress in the program. The faculty Doctoral Sociology Program Director is a key resource.

Academic Advisors

Every first-year student is assigned a core faculty member as an advisor. Decisions are based on current faculty advisee load with an effort to match the particular interests of students and faculty. Academic advisors help students through the first two years of the program when the focus is coursework.

Students should plan to meet with their advisors at least once a quarter. **It is expected that students contact their advisors to make the arrangements for these meetings.** These meetings provide regular opportunities to monitor and evaluate each student's progress, adjust his or her individualized program according to emerging needs, and provide assistance with specific problems. Equally important, they provide a chance for informal discussions about theory, research ideas and methods, and for developing the kind of student-mentor relationships that can contribute so powerfully to the development of an academic career. See Appendix I: Advisor/Advisee Checklist for a roadmap for these meetings.

Committee Chair Guidelines

The Dissertation Committee Chair serves as the formal academic advisors for students once the qualifying exams are passed. The faculty member who served as a student's academic advisor may or may not serve as that student's Dissertation Chair. However, the faculty member who chairs a student's Qualifying Exam Committee **may not** chair a student's Dissertation Committee.

Assessing Students' Academic Progress

All doctoral students are evaluated at the end of each year. In Sociology, this includes:

- 1) a student self-evaluation including a curriculum vita (CV) (see **Appendix H**)
- 2) a conversation between the student and his or her advisor
- 3) a special meeting of the core faculty in which all students' progress is discussed

All students are expected to submit completed student self-evaluations along with an updated CV to the Graduate Program Administrator and to your advisor. *Students should then contact their advisor to schedule a meeting to discuss the Student Self-Evaluation.*

Students with performance problems are identified and a plan of action is discussed. Problems generally involve students not completing their work in a timely fashion or poor performance in coursework. Students may not have more than one outstanding Incomplete by the official end date of spring quarter. Any extenuating circumstances affecting progress can of course be addressed in the self-evaluation. Records are kept on each student's progress both during and after the program. For more, see: <http://sociology.ucsf.edu/progression-policy>

FINANCES

Overview

Being a student in the Bay Area is an expensive experience. This section will introduce the main costs (tuition and fees) that students need to know about and will cover some of the sources of financial support (fellowships, TAs, employment) available to them. It will also explain the process through which out-of-state students can establish California residency (this should be done in time to have California residency before the start of a student's second year, refer to the following pages on California Residency and Nonresident Classification).

Students who receive federal financial aid must adhere to the regulations to maintain Satisfactory Academic Progress. The SAP policy can be found at <https://finaid.ucsf.edu/application-process/eligibility-requirements/satisfactory-academic-progress-graduate-division>. A brief overview of the policy can be found in Appendix S.

Tuition and Fees

There are two classes of payments made by a student (or on a student's behalf through fellowships, etc): 1) tuition and 2) fees. In their first year "**nonresident supplemental tuition**" is paid by those students who are not residents of California, including international students. While all students pay "tuition" each year, **international students must also pay nonresident supplemental tuition every year**. Those students who are U.S. citizens hailing from states other than California are **strongly encouraged to declare residency** as soon as possible in order to avoid paying the supplemental tuition beyond their first year of studies. Please see the details below that refer to the timing of this paperwork.

"Fees" is the general term used for a set of mandatory charges that all students must pay (or have covered on their behalf). **Table 5** on the next page lists the specific charges that constitute fees as an annual charge and broken down by quarter. **Table 5** also indicates the difference in charges for California residents and for nonresidents. For more information on tuition and fees, please visit <http://registrar.ucsf.edu/registration/fees/nursing>

Table 5. UCSF School of Nursing Tuition & Fees, 2017/18

	Annual	Fall	Winter	Spring
Student Services Fee	\$1,128.00	\$376.00	\$376.00	\$376.00
Tuition	\$11,502.00	\$3,834.00	\$3,834.00	\$3,834.00
Community Centers Facilities Fee	\$149.00	\$50.00	\$50.00	\$49.00
Graduate and Professional Students Association	\$27.00	\$9.00	\$9.00	\$9.00
**Associated Students of School of Nursing	\$21.00	\$7.00	\$7.00	\$7.00
Associated Students of Graduate Division	\$36.00	\$12.00	\$12.00	\$12.00
Student Health Insurance Premium	\$5,029.00	\$1,677.00	\$1,676.00	\$1,676.00
California Resident Total	\$17,892.00	\$5,965.00	\$5,964.00	\$5,963.00
*Nonresident Supplemental Tuition	\$15,102.00	\$5,034.00	\$5,034.00	\$5,034.00

**Students enrolled in Sociology program are charged the annual Associated Students of School of Nursing.

*The annual nonresident tuition will be reduced to "\$0" for a maximum of three calendar years for graduate academic doctoral students advanced to candidacy. Eligibility begins first academic term following advancement to candidacy. Students who continue to be enrolled or who re-enroll after receiving reduced fees for three years will be charged full nonresident tuition; the current rate is \$5,034.00 per quarter.

California Residency and Nonresident Classification

California Residency is a formal legal classification for University tuition purposes. A California resident (defined by UC policy) is a financially independent adult who has lived in California for more than one year (at least 366 days) prior to the first day of instruction for the term during which they are claiming residency.

Students who do not meet these criteria or have not applied for California Residency are considered nonresidents and subject to nonresident tuition (NRT) and fees. **The Department will not support NRT and fees beyond a student's first year on the assumption that once eligible, students are responsible for applying for California Residency.** International students are not eligible for California Residency status, and therefore will be responsible for paying NRT on their own. After an international student advances to candidacy, NRT is reduced.

To gain California Residency classification, students must submit a petition (called the Statement of Legal Residence <https://registrar.ucsf.edu/registration/residency>) to the UCSF Registrar's office showing that they have lived in California for more than one year. Non-resident new students are expected to apply for CA residency as soon as possible.

Petitions and documentation must be submitted **at least three weeks prior to the following dates:**

Fall Quarter – July 15; Winter Quarter – October 15; Spring Quarter – January 15

If after reading <http://registrar.ucsf.edu/registration/residency> you have any questions regarding timing for establishing California Residency, please contact the Graduate Program Administrator.

Sources of Financial Support

There are three main sources of financial support available to assist students in financing their graduate education: 1) fellowships and grants; 2) employment and appointments with fee-remission; and 3) student loans. This section will focus on the first two forms of financial support. For more information on student loans, see Student Financial Services at <http://registrar.ucsf.edu/new-students/financial-aid>.

Fellowships and Grants

Students in the Program have access to a number of different types of funding that help to defray the costs of being a student (fellowships) or the costs of conducting research (research grants) and presenting findings at conferences (travel grants). This section will address the intramural fellowships and grants available to students through UCSF. For information on extramural (non-UCSF) fellowships or grants, students should visit <http://graduate.ucsf.edu/extramural-fellowships>.

Return-to-Aid Fellowship (formerly Dean's Health Sciences Fellowship)

Since Fall 2003, monies have been made available by the Dean of the Graduate Division to the Department in the form of block grants. The monies are distributed amongst the students at the discretion of program faculty. **The awards may be made only to students entering their first through fifth year of study** who have a minimum 3.0 grade point average. No citizenship restrictions apply to the distribution of these funds. The funds allow the Program to meet our students' needs because of their flexibility: variable stipends, fees, and tuition are paid over one or more months of the academic year. The Program distributes the funds according to a calculus that includes but is not limited to need, merit, cumulative financial support from the Department, and the number of years a student has received Program funding.

Graduate Division Fellowships

The Graduate Division offers a limited number of fellowships and grants for which the Department nominates <http://graduate.ucsf.edu/merit-based-fellowships>. A letter of support from the Department accompanies each nomination. This is another reason why it is so important for students to hand in an updated curriculum vita with their annual review. Students should also make every effort to keep the Department aware, through the Academic Program Coordinator, of important accomplishments that might enhance the chances of being awarded a fellowship. The following list shows some of the awards that are available to students, but this list is not fully comprehensive. Please see the link provided above for the latest information from the Graduate Division.

Eugene Cota-Robles Fellowship Program

Incoming students from cultural, racial, linguistic, geographic, and socioeconomic backgrounds that are currently underrepresented in graduate school are eligible to be nominated for this program. Applicants should demonstrate one or more of the following characteristics: childhood experience that was an impediment to advancing to graduate study; academic research interests focusing on the cultural, societal, or educational problems as they affect educationally underrepresented segments of

society; intention to use the doctoral degree toward fostering diversity in the field of education or in society.

Research Grants

Students are encouraged to individually apply for NSF and NIH pre-doctoral and dissertation awards and foundation grants. Please discuss this with your advisor to determine the best timing to apply for such awards.

Century Club Funds: Through the generosity of annual giving by School of Nursing Alumni, Century Club funds are available for the support of dissertation research. These funds are administered through the Office of Student Affairs of the School of Nursing. The maximum award per doctoral student is \$600. The purpose of the funds is to defray the costs of data collection. These funds may be used for transcription of qualitative interviews. For more information, contact the School of Nursing's Office of Student Affairs.

Travel Grants

- School of Nursing, Office of Research provides some funding for sociology students who have presented at a professional conference for the current academic year. A request for sociology students to apply for these funds is sent out the first of each year with awards made at the end of June.
- Graduate Student Association Conference Travel Funds are explained at: <http://graduate.ucsf.edu/travel-awards>
- Sociology has limited travel funds available through 2018. Application information is found at: <http://sociology.ucsf.edu/sbs-scholarships-and-fellowships>

Employment and Appointments

The Doctoral Program in Sociology has a diverse student body which includes students with a variety of different employment arrangements. Some students will enter the program with either full- or part-time jobs outside of the University. Other students will enter the program as full or part-time UCSF employees (career staff employees) and be eligible for reduced fees through UCSF's Employee Fee Reduction program. Still other students will enter the Program seeking employment at UCSF. This section will focus on these last two categories of students, with a greater emphasis on those seeking employment at UCSF at an appropriate student academic title.

Graduate Division Policy on Student Employment

Generally speaking, it is the policy of Graduate Division that full-time employment is incompatible with full-time graduate study. During the academic year, a graduate student (other than a career staff employee) may not be employed in any capacity by the University at more than 50% time.

However, beginning in their second year, students in good standing may request a waiver of this policy to the Graduate Division to increase the proportion of time worked beyond 50%. Such requests will not be accepted from Hartford Foundation Fellows whose appointment is equivalent to 50% time. Students should send a letter of request for ones waiver to the Doctoral Program Administrator for the

Chair and Advisor's approval. The letter will be submitted to the Graduate Division for approval by the Graduate Administrator. Employment at 100% time (40 hours per week) is permitted during the summer months (June, July, and August) and between academic terms (parts of December and January).

Students seeking employment on campus should be clear that they are looking for an academic and **NOT** a staff title. Positions are announced / forwarded via email and on the SBS Sociology Facebook page <http://www.facebook.com/UCSFSociology>

Many students are hired on faculty grants (both inside and outside of the Department). Students should form relationships with faculty on the UCSF campus with whom they share research interests; this will increase the possibility that students are cognizant of when faculty receive grant funds. Your advisors can help to introduce you to faculty on the UCSF campus to facilitate this process.

Staff titles are not eligible for the Fee Remission programs discussed below. Registered graduate students should not be appointed to any academic title other than Graduate Student Researcher (GSR), Teaching Assistant (TA), Reader, Tutor, Remedial Tutor, or Junior Researcher. Since there are no undergraduate students at UCSF, TAs are rare. The primary way that students get experience/training in university instruction is by teaching courses at one of the local state universities (San Francisco State, CSU East Bay, San Jose State, Sonoma State) or at University of San Francisco. Such teaching appointments require either a Master's Degree or formal advancement to candidacy at UCSF which is the equivalent of the Master's Degree in our program. You will receive a copy of this form in the mail from the Graduate Division; it serves as proof of advancement.

Employee Fee Reduction Program (for career status employees)

A regular status employee (one who has worked for a minimum of 6 months and passed probationary period at a career position) at 100% time or more is eligible for two-third's fee reduction of both the University Registration Fee and the Educational Fee when enrolled in a regular session courses of up to nine units or three courses per quarter. Students who work at 50% percent or more time and in a career position (a position established at a fixed or variable percentage of time at 50 percent or more of full time, which is expected to continue for one year or longer) are eligible for fee reductions, the two-third's figure is adjusted accordingly. In addition, a position originally designated as a casual position but held by the same incumbent for thirteen consecutive months at 50% or more time is considered a career position.

Working while on Fellowship

Students can supplement a fellowship (unless otherwise specified in the award, for example Hartford Foundation) with a 25% time (the allowable **maximum** is 10 hours per week) student academic appointment or with other awards.

Compensation & Benefits

The wages for students working as Graduate Student Researchers are based on a UC-wide salary scale for the compensation of GSRs (available at <http://www.ucop.edu/academic-personnel-programs/compensation/>). Similar to other academic personnel, students employed as GSRs and TAs are given a 2% range adjustment each year, effective in October of that year. Prior to accepting (or even applying) for a GSR position, students should review the GSR salary scale and job responsibilities.

There are no health benefits associated with student academic titles because all UCSF students must purchase the UCSF Student Health Insurance as part of their regular tuition/fees. Student academic appointments are not considered employment and do not accrue sick or vacation leave.

Fee Remission Programs

The partial and full fee remission programs cover resident tuition, fees, and non-resident tuition (NRT, if applicable). Information regarding reduced fees is available on the Graduate Division's web site: <http://registrar.ucsf.edu/registration/reduced-fee-enrollment>. You may also contact the Graduate Program Administrator with questions or the Graduate Division should you have further questions about fee remissions.

Partial fee remissions are available to registered UC students in good academic standing who are appointed in one of a combination of eligible titles (Graduate Student Researcher (GSR), Teaching Assistant (TA), Reader, Tutor, Remedial Tutor I and II, Junior Researcher) at 25% time or greater for a full academic term, i.e., working at 25% for 3 consecutive months during the academic quarter or equivalent thereof, a minimum of one quarter (Fall, Winter, and Spring Quarters only). The percent time of employment can come from several different positions; for example, a student would qualify for partial fee remission if s/he is working, in one quarter, 15% in one GSR position and then another 10% in another position.

No application is necessary for this, but students should remind the Graduate Program Director and the Graduate Program Administrator, as well as prospective employers, of their eligibility. Administrators in the department where a student works in one of the titled positions listed above must fill out a Graduate Academic Student Fee Remission Authorization/Cancellation Form for each quarter and fees are then offset automatically, or students receive reimbursement if fees are paid out of pocket. Note the quarter or annual durations at the top of the form. The offset is charged to the funding source (usually a grant or departmental teaching funds) that pays the salary. Students whose fees are paid by a fellowship or traineeship are not eligible for a partial fee remission.

UCSF provides **full fee remission** for eligible graduate students who hold Graduate Student Researcher appointments working at 25%. Again, if more than one appointment is held concurrently, the total effort level determines whether the student qualifies for fee remission. The offset is charged to the fund source(s) that pays the salary.

Fee remissions are non-taxable. Therefore, fee remission benefits are not included in gross earnings reported to the IRS. A Graduate Academic Student Fee Remission Authorization/Cancellation Form must be filled out by the hiring department with the appropriate account and fund source specified, and concurrence by the Graduate Division.

Graduate Student Researcher (GSR) is the only approved academic title eligible for full fee remission. If the appointment is split between two or more funding sources, the fee remission will be split in the same manner. The combination of student academic appointments must equal 25%-50% to be eligible for fee remission. More information about fee remission through academic appointment can be found at: <https://graduate.ucsf.edu/appointment>

Defined Contribution Plan

To satisfy state and federal requirements, University of California employees who are not otherwise covered by a retirement system contribute to the UC Defined Contribution Plan (The DC Plan) in lieu of paying Social Security taxes. The DC plan is qualified under section 401(a) of the Internal Revenue Code (IRC). Administered by the University of California Retirement System for the sole benefit of participants and their beneficiaries, the DC plan provides retirement benefits based on participants' contributions, plus earnings. The Plan is part of the UC Retirement Savings Program, record kept by Fidelity Investments Tax-Exempt Services Company (FITSCO). Additional information on the plan is provided in the Summary Plan Description available online through <http://atyourservice.ucop.edu> or www.netbenefits.fidelity.com.

Participation in the Defined Contribution Plan Pre-Tax Account (DCP) is mandatory for students who work at UC. These contributions may come only from income paid through the UC payroll system and

are deducted from gross salary which reduces taxable income. DCP are at 3% less than \$19 a month. If you leave employment, you can have the following options for your money in the DC plan:

- Leave your money in the plan (only an option if amount is more than \$2000)
- Take a full distribution (payable to you; this option must be taken if amount is less than \$2000)
- Arrange systematic withdrawals from your Plan Balance
- Directly rolled over to a traditional IRA or employer-sponsored plan

Tax Information

Resources and answers to some common questions are provided below. The University does not offer tax advice. Students are responsible for the accuracy of their tax payments, and are encouraged to contact qualified professionals when seeking tax advice.

Taxes on Financial Assistance

Most financial assistance to graduate students (except loans) is taxable under the terms of the Tax Reform Act of 1986. Total tax liability for students on various different types of support should be comparable, but some students will have taxes withheld during the year, while others will not. Those students not subject to income tax withholding are still required to report and pay taxes on their income.

Fellowship and Training Grant Income

The University does not issue a Form 1099 or W-2 for fellowships or training grants to degree candidates, and does not withhold taxes from the stipend portions of fellowships or training grants. **Fellowship and grant funds used to pay tuition, fees, and course-related expenses are not subject to tax, but funds used for living expenses are taxable.** Students should therefore report the portion of their awards used for living expenses as income and are responsible for the payment of estimated taxes. Students on a non-immigrant visa (F-1 and J-1) are in an exceptional category, and must consult with the Human Resources representative in the Faculty Sponsor's department.

Payroll Appointments

Students who receive some or part of their funding through GSR appointments receive wages, (payments for services), which are subject to income tax withholding. The University will issue a W-2 to any student who held a payroll appointment at the end of each calendar year identifying total income received and taxes withheld. Tax withholding amounts may be adjusted by completing a W-9 form, which should be available in the office where the payroll appointment is set up.

International Students

The University reports awards made to international students to the IRS. A percentage of such fellowship stipends are withheld for federal tax, unless the student's home country has a tax treaty with the United States that exempts its citizens from withholding. State tax is withheld for international students and other nonresidents of California if they receive over \$1,000 per month or \$10,000 per calendar year. Students may call the Foreign Tax Unit of the disbursements Office (415/642-3002) to see if there are tax treaties between the United States and their country of residence.

Tax breaks for Graduate and Professional Students

The 1997 Taxpayer Relief Act includes substantial tax breaks for college students and their families. Graduate students who have children or other family members attending college may qualify for the Hope Scholarship Tax Credit (<http://www.finaid.org/otheraid/hopescholarship.phtml>) for undergraduate study, and graduate students repaying student loans may qualify for the student loan interest deduction. For more information on the educational provisions of the 1997 Taxpayer Relief Act, see <http://www.govtrack.us/congress/bills/105/hr2014>

More information is available in the following IRS publications:

Title	Number
Educational Expenses	508
Highlights of the Tax Reform Act of 1986	1339
Scholarships and Fellowships	520
Tax Withholding and Estimated Tax	505
U.S. Tax Guide for Aliens	519
U.S. Tax Treaties	901
Your Federal Income Tax	17

Appendix A: Contact List of SBS Core Faculty

Name Contact Information	Title <i>Departmental Role</i>
Catherine Bliss Catherine.Bliss@ucsf.edu (415) 502-2601	Associate Professor of Sociology
Susan Chapman susan.chapman@ucsf.edu (415) 502-4419	Professor of Nursing <i>Director, Masters Studies in Health Policy Co-Director, Doctoral Studies in Health Policy</i>
Kristen Harknett Kristen.Harknett@ucsf.edu (415) 476-9860	Associate Professor of Sociology
Ruth Malone Ruth.Malone@ucsf.edu (415) 476-3273	Professor of Nursing <i>Director, Doctoral Studies in Health Policy</i>
Ulrike Muench Ulrike.Muench@ucsf.edu (415) 502-3165	Assistant Professor of Nursing
Janet Shim Janet.Shim@ucsf.edu (415) 514-9392	Professor of Sociology <i>Director, Doctoral Program in Sociology</i>
Howard Pinderhughes Howard.Pinderhughes@ucsf.edu (415) 502-5074	Associate Professor of Sociology <i>Department Chair</i>

Appendix B: Helpful Web Addresses

Sociology home page

<http://sociology.ucsf.edu/>

MyAccess

<https://myaccess.ucsf.edu/>

School of Nursing

<https://nursing.ucsf.edu/>

Graduate Division

<https://graduate.ucsf.edu/>

Registrar

<http://registrar.ucsf.edu/>

Academic Calendar

<http://registrar.ucsf.edu/academic-calendar>

Student Health and Counseling

<http://studenthealth.ucsf.edu/>

Office of Career and Professional Development

<http://career.ucsf.edu/>

Student Disability Services

<http://sds.ucsf.edu/>

Student Inside Guide

<http://insideguide.ucsf.edu/>

Office of Student Financial Aid

<http://finaid.ucsf.edu/>

Appendix C: Sociology Course Listing

The up-to-date course listing can be accessed at: <http://coursecatalog.ucsf.edu/sociology>

CORE MEDICAL SOCIOLOGY COURSES	
S 207: Sociology of Health and Medicine	Course introduces student to classical perspectives in medical sociology and development of a critical perspective in the field to serve as a foundation for independent and advanced study in medical sociology.
S 208: Social Constructions of Health and Illness	Course deals with crucial sociological issues that arise in phenomena generally termed “illness,” “sickness,” “health,” “care,” and the socio- cultural, material and historical contexts in which these phenomena are constructed or emerge.
S 260 : Policy and Politics of Health	Course examines health care policy and politics in terms of historical and contemporary issues related to access, quality, and cost. Organizational, financing, and labor market issues are included, along with strategies for social change.
CORE SOCIOLOGICAL THEORY COURSES	
S 212A Sociological Theory: Classical	Course examines and evaluates classical contributions to sociological theory. The main objective is the generation of a critical capacity with respect to received theory in both its formal and substantive varieties.
S 212B Sociological Theory: Contemporary	Course examines and evaluates contemporary contributions to sociological theory. The focus is on 20th century developments including the Frankfurt School, functionalism, neo-Weberian thought, risk theory, feminist theory, globalization.
S 212C Sociological Theory: Symbolic Interactionism/ Poststructuralism	Course focuses on symbolic interactionism, Foucault and other French poststructuralists, Bourdieu and field theory.
CORE METHODS COURSES	
S 285A Qualitative Methods I-Research	Course reviews major types of qualitative research methods, emphasizing assumptions. Students pursue their own projects from CHR approval through design, entree, ethics, data gathering techniques (interviewing, observing), data recording and management. Introduction to data analysis.
S 285B Qualitative Methods II-Analysis	Course compares and contrasts modes of qualitative analysis emphasizing grounded theory, phenomenology and ethnography. Examines issues in establishing plausibility, credibility, and adequacy. Intensive data analysis and examination of the problems of presentation of findings with focus on questions of authority and preparation of text. Students complete their independent pilot projects. Students are strongly encouraged to develop presentations or papers for publication based on their independent projects. These projects often serve as pilot research for the dissertation.
S 289A Advanced Quantitative Research Methods I	Course emphasizes methods and basic statistical techniques, with a focus on ordinary least squares regression. Students are given a grounding in basic statistical techniques used in sociological and other social science research while laying a foundation for more intermediate and advanced statistical techniques that will be covered in the second-quarter course. Course also covers methodological issues and challenges confronted by those conducting survey research or using survey research data; and skills to critically assess research with attention to assumptions, conceptualization, measurement and other crucial aspects of research. Students begin an independent data analysis project.
S 289B Advanced Quantitative Research Methods II	Course focuses on categorical dependent variable analysis and techniques for longitudinal analysis including multi-level hierarchical modeling and analysis of survival data. Course provides students with a more advanced look at specific quantitative techniques typically used in social science research; continuation of skills to assess assumptions, conceptualization, measurement, analysis, interpretation and inference; and hands-on experience in conducting quantitative research through completion of an independent data analysis project. Students are strongly encouraged to develop presentations or papers for publication based on their independent projects. These projects often

	serve as pilot research for the dissertation.
N 212A Qualitative Data Collection & Ethics	Course provides an introduction to qualitative methods, an overview of various methodologies, and covers issues in the ethical conduct of research. It is particularly designed for students planning to take the S285AB sequence in qualitative methods in the following fall and winter quarters. It provides a structured opportunity to conceptualize and design a pilot qualitative project, complete an IRB application, and submit it to the UCSF IRB for approval, permitting students in S285AB to collect and work with their own pilot data.
Advanced Statistics	Students are required to take a course at the introductory level or higher within the first two years, depending on the individual's prior preparation. UCSF offers a wide range of statistics courses, from applied regression analysis to analysis of variance and multivariate methods.
CORE SEMINARS	
S215 Dissertation Proposal Seminar	This course provides a positive and reflexive forum where students writing their dissertation proposals can meet to discuss their proposals, their progress, and any challenges they may experience along the way. Meetings are student centered and focus on skills helpful in completing the dissertation proposal in a timely manner.
S237 Proposal Preparation Seminar	Course provides a forum where students meet to discuss and refine research questions and study designs to propose for their pilot qualitative study, to be further developed in N212A and conducted in S285AB, described above. Offered in the Winter quarter of Year 1
Professional Development Seminar (offered as S248)	Series of five biweekly seminars, covering topics on professional skills and development, including publications, being on the job market, different kinds of jobs available to medical sociologists, and working in multidisciplinary settings. Each year students and faculty are consulted for topics they would like to see covered. Offered in the spring quarter of each year
ADDITIONAL METHODS COURSES	
S 285C Advanced Qualitative Methods	Advanced qualitative analysis usually focusing on one particular approach. Emphasis is on student-presented data and their conceptualization.
S 289C Advanced Quantitative Methods	Examines the complexity of issues and challenge of advanced quantitative research in measurement models, complex survey analysis, longitudinal design and analysis, and meta analysis. Advanced quantitative methods seminar.
ADDITIONAL COURSES	
S 201 Violence as a Health Problem in the United States	Class explores the scope and etiology of violence in the United States. Discussion includes the links between different types of violence, examination of competing theoretical approaches to explain the causes of violence, and different Policy approaches to resolve and prevent violence.
S 204 Global and Local Health Inequalities and Disparities	Course examines sociological theories of globalization, with emphasis on structural-level drivers of local and global health. Course emphasizes the confluence of factors, including sex/gender, race/ethnicity, class, sexualities, power relations between the Global North and South and transnational organizations to understand the intersections between structural shifts, social inequality, and prevention and policy solutions to health.
S 206 Corporate Influence on Health/Healthcare	Course examines the positive and negative contributions of corporate entities to health, health care and health policy within the US and globally, focusing on developing critical thinking and policy analysis skills related to system-level structural-economic factors that influence health. Includes content from research and theoretical literature related to corporate personhood, rights, responsibilities and accountability and its application to health policy and ethics discourse.
S 210 Proseminar in Health Policy	Focuses on specific Policy research, analysis and implementation strategies and aims to extend knowledge of the varied scope of health Policy research and analysis.

S 211 Information Technology & Organizational Change	Course examines electronic medical records (EMRs) in health care organizations, focusing on: EMR capabilities, use, costs and benefits; factors affecting costs and benefits; theories of innovation diffusion; the relationship between IT and organizational changes; EMR health policy options.
S 215 Dissertation Proposal Seminar	This course provides a positive and interactive forum where students writing their dissertation proposals can meet to discuss their proposals, their progress, and any challenges they may experience along the way. Meetings are student centered and focus on skills helpful in completing the dissertation proposal in a timely manner.
S 219 Social Policy and Aging	Course will expose students to a range of conceptual perspectives from the social & policy sciences on the subject of aging and social policy, including theories of aging, retirement policy, ideologies of approaches to aging policies, income security policies, health care and long-term care policies, disability issues, and aging and diversity, as well as future issues related to social policy in aging. The course focuses primarily, but not exclusively, on aging in the United States.
S 222 Healthcare Economics and Policy	Critical analysis of economic, sociological and political factors that affect health care. Examines U.S. health policies that impact on access, quality, costs, delivery systems, professional practices, and reform.
S 223 Perspectives on Social Policy and Health	Course will examine the impact of family and welfare policy on health status, health care access, and health outcomes. The course will explore theories on the historical constructions of poverty and the poor and governmental policies affecting poor and working class employment, family supports, income subsidy, childcare, and access to health care. The course will examine the debates over universal access to health care and the impact of social constructions of poverty on the debate.
S 225 Organizational Analysis of U.S. Healthcare	Develops capacity to understand and conduct systematic research on health care orgs. Covers theoretical perspectives on organizations: contingency theory, resource dependency, organizational ecology, inst. theory, networks, strategic management, economic perspectives. Perspectives are considered in the context of studies of organizations including: hospitals, HMOs, mental health agencies, nursing homes, biotech firms, and academic health centers.
S 227 Advanced Seminar in Organizational Analysis of U.S. Health Care	Seminar allows those who have completed an introductory course in organizational analysis to extend their capacity to conduct theory based research in health care settings. The seminar considers recent applications of theoretical perspectives such as institutional theory and participants develop an analytical framework for a research project of their choice using a generic model, weekly readings and class discussion
S 230 Sociocultural Issues in AIDS	Examines the history and social psychology of AIDS in relation to health, illness, disease, and death. Includes demographic trends, the cost burden, and special problems of minorities, women, and caregivers, along with Policy issues.
S 233 Sociology of Aging	Examines the sociology of aging including a review of theoretical perspectives, current and historical trends in aging, factors related to the aging process, effects of aging on individuals and families, and formal and informal service systems for an aging population.
S 235 Tobacco Control Policy Issues	Focuses on developing students' understanding of the key issues in and evolution of tobacco control policies in the United States and internationally. Lectures and readings in the history of tobacco control prepares students to engage in weekly discussions and prepare case studies of particular tobacco control policies.
S 236 Race/Class Factors in Health Care Delivery	Course examines racial and class membership impact on access to health care services, variations in the quality of those services, and how professional and subprofessional roles in the health care system are organized along racial and class lines.
S 237 Proposal Preparation Seminar	This course provides a positive and reflexive forum where students pursuing the S285 qualitative methods course can meet to discuss their proposals, progress and challenges. Meetings are student-centered and focus on skills helpful in developing a successful pilot project proposal and preparing for the qualitative research ethics course. This seminar will facilitate a supportive and informative environment for student-to-student discussion.

S 238 Feminist Theory	Course provides an in-depth examination of seven different feminist theories with direct application to contemporary health issues. Emphasis is on current contributions and debates, with special attention to the relations between feminist theories and issues for research in gender, race and health.
S 245 Gender, Race, Science and Technology	Course presents the historical and contemporary issues of gender and race in and produced by the biological and medical sciences. Includes epistemological problems, feminist perspectives, postcolonial topics and scientific work.
S 246 Communications and Policy Leadership	Course focuses on developing students' skills in various types of policy- relevant communications and leadership across different Policy venues.
S 248 Individual Special Studies S 249 Group Special Studies	Students select special problems to investigate on a collaborative (S248) or individual (S249) basis. Studies may be conducted through readings, the collection or analysis of empirical data, or the development of conceptual analysis or of methodologies.
S 272 Doctoral Research Seminar	Course addresses logic of research design and execution for students. Clarification of research question, delineation of work plan, and orientation to relevant theoretical literature on available empirical data.
S 277 Seminar on Disability	Course covers social and medical models & theories of disability & handicap. Areas covered include definitions, utility of role theory, models of identification and causation, and social perspectives on disability policy
S 282 Science, Technology and Medicine Studies	Course examines early functionalist and Marxist theories, Kuhn's work, social constructionist, ethnomethodological, interactionist, neofunctionalist, critical, and neo-Marxist perspectives. Focuses on laboratory, controversy, technological, and representational studies and organization and funding. Links history and philosophy emphasizing current STS research on medical topics.
S 284 Health Care Economics	Course examines basic economic theory as applied to the healthcare sector. This will include the structure of health care service and labor markets and the analysis of critical economic and cost issues relevant to public policy.
S 286 Gender and Health	Course introduces major theoretical and substantive themes salient to social studies of gender and health. Includes theories of women's and men's health, the women's health movements, the paradoxes (bio)medicalization. Takes up women's and men's own experiences of health, the body, technology, and medicine as well as biomedical representations as gendered; gendered micropolitics of health care, interactions and macropolitical structures within which gender and health are shaped and transformed.

- S221 Qualifying Examination
- S299 Dissertation

Appendix D: Course Schedule

The SBS Course schedule is updated at: <http://sociology.ucsf.edu/sbs-course-schedule>

Fall 2017

Course Title	FOR	Meeting Time	Day	Room Number
S210 Proseminar in Health Policy	Dubbin	12-1	Thur	CL-223 (except Nov 9) N-617 (Nov 9 only)
S246 Communications & Policy Leadership	Chapman	1-3	Thur	S-168
N253 Theories of the Health Policy Process	Malone	1-3	Wed	N-729
S285A Qualitative Methods I	Bliss	1-4	Tue	N-417/423
S289A Advanced Quantitative Research Methods I	Muench	8:30 - 12:30	Wed	LHTS 340 (RWAV except: GBR on 1st Weds of month)
S212A Sociological Theory: Classical	Pinderhughes	1-4	Wed	LHTS 340 (RWAV)
S206 Corporate Influences on Health & Health Care	Malone	3-5	Thur	S-159

Appendix E: Intercampus Exchange Programs

You can download the Intercampus Exchange Program application from:
<http://registrar.ucsf.edu/sites/registrar.ucsf.edu/files/Exchange.pdf>

Intercampus Exchange

The University of California Intercampus Exchange Program allows graduate students to take courses on another campus of the University while remaining registered on the home campus. It provides the opportunity for contact with scholars, fields of study, and facilities not available on the home campus. The student pays fees only to the home campus and grades for courses taken at the host campus are reported to the Registrar for inclusion on the student's UCSF transcript. Intercampus Exchange Forms are available on-line at <http://registrar.ucsf.edu/forms> .

Four signatures are required:

- Graduate advisor
- Dean of Graduate Studies on the home campus
- Chair of the department in which the desired course is offered on the host campus
- Dean of the Graduate Division on the host campus.

Home campus signatures are required before the host campus will approve. Forms must be submitted to the Graduate Division at least three weeks before the quarter begins so that the Registrar's office can make arrangements for filing of study lists, etc. UCSF students must list Intercampus Exchange courses on the UCSF study list in order to receive proper credit. Study lists and other forms may be required for the host campus as well. Courses taken on another campus must be directly related to the student's degree program. Lower division undergraduate courses may not be taken on Intercampus Exchange.

The San Francisco Consortium

Several institutions in San Francisco cooperate in a consortium arrangement in which any regularly enrolled, full-time, matriculated student of a member institution may register for courses offered by other member institutions. No extra cost to the student or institutions is involved except for those students wishing to take a course at the University of San Francisco and Golden Gate University. The consortium arrangement applies only to regular sessions of the academic year and excludes summer session, intersession and extension courses. Cross-registration is limited to one course per term at one other institution. Application forms and specific instructions are available on-line at <http://registrar.ucsf.edu/forms> .

Members of the San Francisco Consortium are:

- University of San Francisco (USF) (students from consortium member institutions who enroll at USF will be charged the USF per-unit tuition rate published in the USF class schedule for that term and will be expected to make payment at the time of registration.)
- University of California San Francisco
- San Francisco State University
- Hastings College of the Law
- Golden Gate University (students from consortium member institutions who enroll at GGU will be charged a per-unit tuition rate published in the GGU class schedule for that term and will be expected to make payment at the time of registration.)

UCSF - Stanford Exchange

A similar exchange program exists with Stanford University. Forms for cross registration are available in MU200W and on-line at: <http://registrar.ucsf.edu/sites/registrar.ucsf.edu/files/StanfordEx.pdf>

Appendix F: Removal of Provisional Grade

The “Removal of Provisional Grade Petition” can be downloaded, here:

<http://registrar.ucsf.edu/sites/registrar.ucsf.edu/files/ProvGrade.pdf>

A grade of E, I, Y, or NP may be revised by any term paper, examination, or other exercise required by the instructor. This petition is valid only when endorsed and filed with the Registrar. The Registrar will send the endorsed and paid petition to the instructor to obtain the revised grade.

Incomplete Grades

The grade I is assigned when a student's work is of passing quality but incomplete for good cause. Assignment of an incomplete grade is at the discretion of the course instructor. Students should not request an incomplete grade unless they are unable to complete the work because of sudden illness, personal emergency, or other good cause. An incomplete grade is not to be regarded as the solution to poor performance in a course. An incomplete grade must be removed within one calendar year or by the end of the quarter in which it is next offered. If it is not removed, the grade of F may be assigned. A student must petition to have the I grade removed. A fee will be charged upon submission of the petition.

The course instructor must file the petition with the Registrar. The Registrar will then send the instructor a grade report request. After a grade is received, the I grade will be changed on the permanent record. An I grade can delay a student's progress toward the degree since the Graduate Division will not allow a student to advance to candidacy, apply for filing fee, or graduate with an incomplete grade on the record. Students will be reminded of the need to remove I grades by the Graduate Division.

Appendix G: Tips for Structuring the Dissertation Proposal

ROUGH OUTLINE OF DISSERTATION PROPOSAL

(total of about 30 pages plus bibliography and exclusive of appendices)

1. INTRODUCTION/STATEMENT OF THE PROBLEM
 - a. Basic Research Question – well framed
 - b. Theoretical Approach
 - c. Substantive Issues
2. REVIEW OF THE LITERATURE
3. THEORETICAL APPROACH(ES)
4. Methodological Approach(ES)
 - a. What methods do you plan to use and why.
5. PLAN AND SCHEDULE OF RESEARCH WORK
 - a. precisely what you are going to do, where, when, and how schedule:
 - i. months 1-p: data collection and analysis
 - ii. months q-t:
 - iii. months u-z:
 - b. date of planned submission to committee
 - c. tentative outline of the dissertation
6. IMPLICATIONS OF THE RESEARCH FOR SOCIOLOGY

Bibliography

Appendices

- A. Draft or Completed and Approved Human Subjects Application

DISSERTATION-IN-PROGRESS MATERIALS

You should begin drafting the following items that can be changed and polished as your work progresses:

- 1 page dissertation proposal/abstract
- 3 page dissertation proposal/abstract
- 5 page dissertation proposal/abstract
- 5 page dissertation proposal/abstract with chapter outline and narrative paragraph of each chapter
- 1 (or more) page dissertation table of contents (to what audiences do different chapters speak?)

These documents become the basis of your grant applications for outside (non-UCSF) funding as well as internal funding.

Appendix H: Annual Student Progress Self- Evaluation*

Student Name: _____

Advisor's Name: _____

Year entered program: _____

Status: Doctoral student

The purpose of this self-evaluation is provide an opportunity for you to reflect on your academic and professional goals, to review past activities and the extent to which they contribute to meeting those goals, and to assess additional resources, opportunities, and activities you need to continue to make progress towards those goals.

Consider this document as a means of sharing information with your advisor, and of structuring your conversations with her/him. To aid you in this self-evaluation, the advising checklist is appended to this form.

This self-evaluation will only be reviewed by you, your advisor, the Graduate Program Director, and the Graduate Program Administrator. This self-evaluation form does not influence any funding decisions.

1. List courses taken during the past year on this campus and at other schools. Also list courses planned for the coming year.

Courses (with faculty name) taken this year:

Courses (with faculty name) planned for the coming year:

- 2. Describe your current research plans and trajectories (your own as well as any collaborative research, and any pilot quantitative and qualitative research projects; include both within and outside of UCSF).** You may also describe other creative work such as blogs, book reviews, editorials, and policy-related work. For 3rd+ year students, describe your TAE and/or dissertation project plans and progress.
- 3. Describe any teaching you have done in the past year, including TAships, course instructor, and/or guest lectures.**
- 4. Based on the advising checklist, evaluate your own progress in the following areas: i) course work ii) research iii) presentations iv) publications v) teaching and vi) menteeship.**
- 5. A major part of your socialization is to develop a sociological perspective. What this means can differ depending on what other disciplines your work interfaces with. To help you assess your development of a sociological perspective, consider some of the following questions: How well do you think you are moving towards being able to articulate research? questions that are sociological, and understanding what it means to frame something sociologically? Are you making progress in using a sociological vocabulary, and being able to think and speak with a sociological voice? How effective do you feel as a reader of sociological literature? Are you making progress in learning how to write for a sociological audience, and for sociological venues? Please respond to any or as many of these questions as seem appropriate. Also underscore where you think you could use some assistance from your mentors or advisor.**
- 6. Please reflect on your strengths and challenges you have as a writer. What do you feel you need help on?**
- 7. Think about and discuss with your advisor any special circumstances that may have affected your academic progress (e.g., employment, family matters, health).** You do not need to provide this information in writing on this form if you prefer not to, but do consider whether there are issues to discuss with your advisor.

8. What are your goals regarding progression in this program, your research and other intellectual work, and other professional development?

Short-term goals (within 1 year):

Medium-term goals (within 2-3 years):

Long term goals (3+ years):

9. What research skills, methods or substantive background do you need to bolster the chances that you can successfully meet your research goals in the coming year?

10. What assistance, if any, do you need to bolster the chances that you will successfully meet your other academic and professional goals this next year?

11. What skills or assistance do you need , if any, in the coming years to bolster the chances that you continue to meet your medium or longer term career goals?

12. List all UCSF, UC, and external grant-type funds you have received this past academic year, e.g.:

- Employed as GSR/TA [Name of PI & how long employed]
- Dean's Health Sciences?
- Mentorship Award?
- NSF Dissertation Improvement Grant amount?
- etc

13. List the titles of grants and funding sources you have applied for since entering the program (to the best of your memory) by academic year and whether you were successful. (This is for faculty eyes only so we can see where it is worthwhile to encourage students to apply.)

14. List grants and funds you plan on applying for in the coming year.

15. Obtain feedback from your advisor on your CV. Additionally, contact your advisor to schedule a time to discuss this self-evaluation and your progress more generally.

**Please return your responses to Brandee Woleslagle Blank and your advisor,
and**

BE SURE TO INCLUDE YOUR CURRENT CV

Email: Brandee.Woleslagle@ucsf.edu & cc your advisor.

PLEASE BE SURE that your CV lists all professional meetings you have attended and the titles of presentations and/or poster sessions... and publications of course!

*May vary slightly year to year

Appendix I: Advisor/Advisee Annual Review Checklist

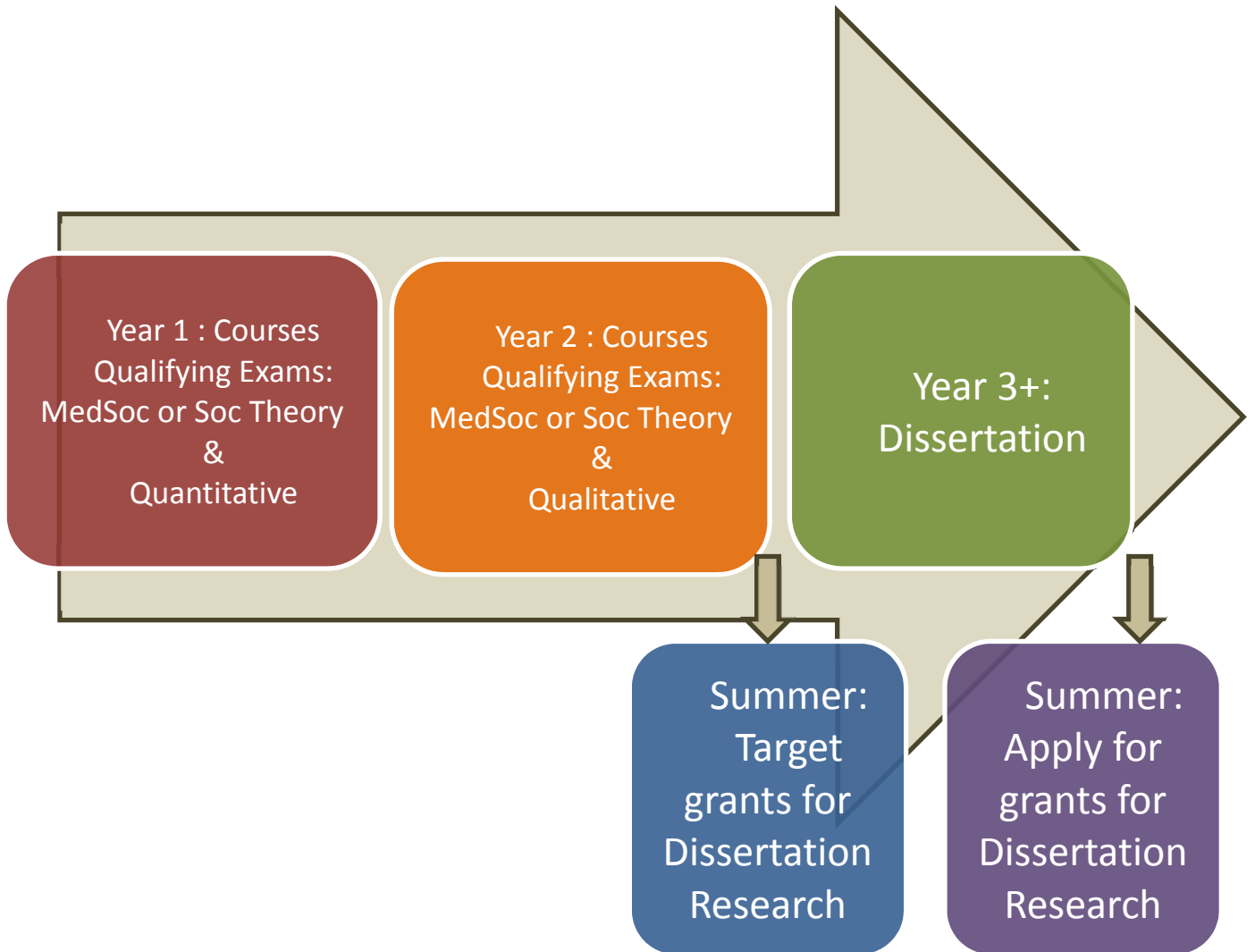
Year 1	Year 2
<ul style="list-style-type: none"> • Potential qual pilot projects • Course planning at UCSF & other Universities • Funding for year 2 • Plans for publications/presentations: discuss skeletal outlines, master’s theses and other projects. Faculty projects • Conference presentations/attendance • Connections at UCSF and beyond (Other faculty; Networking; Jobs) • Consider professional association memberships; join ASA/SSSP/4S/etc & listservs • Goals for grad school and career: this year; 2-3 years; long term • Timeline for graduation • [consider Office of Career and Professional Development class, “managing grad school burnout”] • Time management 	<ul style="list-style-type: none"> • Debrief Year 1 performance • Review qual project progress – Plan if it will have future life as presentation/pub (carries into year 3) • Course planning • Begin discussion of dissertation topics and committee membership • Research directions/changes • Funding for Year 3 (thinking ahead to dissertation planning) • Options for diss funding • Plans for pubs/presentations (carries into year 3) including: Qual pilot project into pub or presentation; Quant pilot project; Faculty projects; Course papers • Conference presentations/attendance • Connections at UCSF and beyond • Goals for grad school and career: this year; in 2-3 years; Long term • Timeline for graduation
Year 3	Year 4 and Beyond
<ul style="list-style-type: none"> • Debrief year 2 performance • Review qual project progress – Plan if it will have future life as presentation/pub and/or dissertation topic • Decide if there more classes needed /gaps to fill • Qual Exams status and ABD timeline • Dissertation: sites, sources; phenomena, feasibility; from topics to research questions; methods; preliminary data collection needed? • Funding for Year 4 (especially dissertation funding): identify opportunities; plan/make timelines for writing applications • Plans for pubs/ presentations, especially strategy in terms of disseminating to different intellectual communities/ audiences • Conference presentations/attendance • Connections at UCSF and beyond • Goals for grad school and career; get on job listservs, get to know what they’re all about • Timeline for graduation 	<ul style="list-style-type: none"> • Debrief previous year’s performance • Meet with dissertation advisor every 1-2 mos. • Quarterly reports to dissertation committee • Continue discussion of dissertation funding, if necessary • Plans for pubs/presentation • Discuss prioritizing first- vs co-author opportunities (i.e., work, own research, faculty research) • Conference presentations/attendance • More focused conversation re: career • Reconsider professional association memberships, building networks, especially if interests have shifted; consider if greater focus in professional identity is needed. • (Yrs 4-5) Get to know postdoc opportunities, try to make contact with postdoc programs • Timeline for graduation

Appendix J: Academic and Administrative Calendar, 2017/18

You can see an updated calendar at: <http://registrar.ucsf.edu/academic-calendar>

Fall Quarter 2017	49 days of instruction	
Fall quarter begins	September 13	Wednesday
Instruction begins	September 28	Thursday
Veterans Day holiday	November 10	Friday
Thanksgiving holiday	November 23	Thursday -
	November 24	Friday
Class instruction ends	December 8	Friday
Final exams	December 11	Monday -
	December 15	Friday
Christmas holiday	December 25	Monday -
	December 26	Tuesday
New Year's holiday	December 29	Friday
Fall quarter ends	December 31	Sunday
Winter Quarter 2018	48 days of instruction	
New Year's holiday	January 1	Monday
Winter quarter begins	January 1	Monday
Instruction begins	January 8	Monday
Martin Luther King, Jr. Day holiday	January 15	Monday
Presidents Day holiday	February 19	Monday
Class instruction ends	March 16	Friday
Final exams	March 19	Monday -
	March 23	Friday
Cesar Chavez, Sr. Day holiday	March 30	Friday
Winter quarter ends	April 1	Sunday
Spring Quarter 2018	49 days of instruction	
Spring quarter begins	April 2	Monday
Instruction begins	April 2	Monday
Memorial Day holiday	May 28	Monday
Class instruction ends	June 8	Friday
Final exams	June 11	Monday -
	June 15	Friday
Spring quarter ends	June 17	Sunday

Appendix K: Basic Planned Flow of Doctoral Program



Appendix L: Guidelines for Submitting Written Work

Basic expectations:

- all written work should be handed in already grammatically edited and spell checked
- use a consistent citation practice throughout each piece of work
- hand in bibliography with all sections or other pieces of work
- attach an outline or table of contents of all major pieces of work: papers, exams, etc.

Individual faculty may have additional expectations. You should always ask your paper reader, advisor and/or committee members how they would like materials distributed to them. You are wholly responsible for articulating this properly.

Appendix M: Requesting Letters of Recommendation or for Faculty to Read Papers

Basic expectations:

- be sure to plan ahead and give faculty several weeks to read a paper or write a letter-- the longer advance request the better
- provide faculty with copies of all important materials (e.g., job announcement, fellowship description)
- provide clear, clean, readable materials and requests with deadlines
- if you are also sending in materials (e.g., research proposal, cover letter, CV), provide faculty who are writing letters on your behalf with a copy of what you are sending well in advance of the due date.

Individual faculty may have additional expectations. You should always ask how they would like materials handled.

Appendix N: Student Grant Proposal Preparation Timeline

Department of Social and Behavioral Sciences /Institute for Health & Aging Grant Proposal Preparation Timeline

PI: _____

Funding Agency: _____

	PERSON RESPONSIBLE	DATE DUE	COMPLETION DATE
Meet with Advisor	PI	6 months prior to agency deadline	
Meet with DOF about Resources	PI		
Request two other SBS/IHA faculty to review and provide feedback of your draft proposal. These faculty members may also serve as reviewer and will provide signature for your CHR application for non-peer reviewed proposal	PI	8 weeks prior to agency deadline	
Send RFP, Program Announcement or Grant proposal guideline(s) to the Research Management Services Coordinator (RSC). Meet with RSA to discuss proposal deadline, agency, title of project, budget, budget justification, consultants, subcontractors, procedure, current, policy	PI and Research Management Services Coordinator	6 weeks prior to agency deadline	
Finalize budget and budget justification with Research Management Services Coordinator	PI and Research Management Services Coordinator	3 weeks prior to agency deadline	
Paperwork for all consultants and subcontractors, completed and signed by authorized representatives, must be submitted to the Research Management Services Coordinator	PI and Research Service Analyst	3 weeks prior to agency deadline	
Any forms requiring SBS/IHA staff completion must be submitted to the Research Management Services Coordinator	PI	3 weeks prior to agency deadline	
Submit final proposal (in both disk or email and printed forms) including biosketch and/or CV's, other support, Human/Animal Subjects Approval, and conflict of interest disclosures that apply to this proposal to Research Management Services Coordinator	PI	8 days prior to agency deadline	
Submit Contracts and Grants form and budget to the Dean's Office for signature	PI and Research Management Services Coordinator	8 days prior to agency deadline	
Submit the completed proposal with Approval Form to Contracts and Grants .	PI and Research Management Services Coordinator	9:00 AM, 5 days prior to agency deadline	
* Proposals arriving less than 5 working days (to C&G) before the funding agency deadline will NOT be reviewed and will NOT be transmitted to the agency for consideration. Incomplete proposals will be returned to the Department without review.			
*It is the PI's responsibility to apply for and/or renew Human/Animal Subject approvals including obtaining two faculty's signature on CHR application for non-peer reviewed proposal. Incomplete proposals will be returned to the Department without review.			
* For all awards, CITI must be completed by all key personnel on the project. see training at: http://www.research.ucsf.edu/chr/Train/chrTrain.asp . Certification must occur prior to the issuance of new and competing renewal awards and at the time of non			
*Core salaries and fringe are budgeted at 6% of modified direct costs for non-federal contracts and grants. In some cases, Core expenses can be charged to federal or federal flow-through contracts and grants. Check with your Research Services Analyst. *Research Management Services Coordinator: Maggie Chow, TEL: 415.502.8752, Maggie.chow2@ucsf.edu *Research Services Analyst: Cynthia Mercado-Scott, TEL: 415.502-4502, Cynthia.mercado-scott@ucsf.edu			

revised 09/17/2012

Appendix O: Grant Proposal Preparation

SBS Timeline: It is important that you adhere to the SBS proposal timeline . The University recently implemented the Research Administration System. The proposal submission, negotiation, and post award administration are now partially submitted and processed online. Concurrent with this, NIH also implemented submission of proposals online through Grants.Gov. With these two new systems, you risk missing the online submission deadline if you do not adhere to the SBS timeline.

Mentor: Before starting your research, it is very important that you meet with your advisor/mentor to discuss your research, specifically your methodology. Once you have set the methodology, you will have a clearer understanding of your proposal and budget. Bring proposal guidelines (such Request for Application (RFA), Request for Proposal (RFP), and Program announcements to your meeting so that you can discuss them with your advisor.

Once you have decided where to apply, send a copy of the guidelines to your advisor and the Department Research Administrator (Cynthia Mercado-Scott).

Read and follow proposal application guidelines (RFA, RFP, and Program announcements). Most guidelines provide a checklist of requirements, ensure to follow and review the checklist.

Email your advisor regarding:

- Advisor's requirements for the proposal (such as letters of support from your advisor and chair, etc.)
- Specific dates that you can submit the draft proposal to your advisor for review and set a date for a feedback meeting, if necessary
- Requests for other faculty who can review proposal and provide feedback of the draft proposal

All research application will be submitted through Contracts and Grants via SBS. This is to ensure that the proposal is in compliance with University and Department's policies.

Appendix P: Funding Opportunities for Student Grants

Contract and Grants proposal submission are for research and training specific funding and does not include pre-doctoral fellowship.

UCSF FUNDING OPPORTUNITIES

Information on funding opportunities can be found at <http://osr.ucsf.edu/> and at <http://nursing.ucsf.edu/documents-and-downloads>

Other Funding Information

FedBizOpps/Commerce Business Daily - <https://www.fbo.gov/> Issued by the U.S. Government Printing Office (GPO), and published on the Web by Community of Science, FedBizOpps (FBO) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information over \$25,000 - all updated daily.

Pivot (formerly the Community of Science) - <http://pivot.cos.com/> with limited access. Pivot is the leading global resource for hard-to-find information critical to scientific research and other projects across all disciplines

Foundations On-Line - <http://www.foundations.org/grantmakers.html> This directory lists foundations and grantmakers by name.

Science Journal list of where to search for funding: <http://sciencecareers.sciencemag.org/funding>

NIH Grants and Funding Opportunities <http://grants.nih.gov/grants/oer.htm>

Appendix Q: Post Award Administration of Student Grants

Read and review all grant terms and guidelines of the award so that you have all the information to implement your research while ensuring compliance with the funding agency's policies and procedures.

As the Investigator of your dissertation award in collaboration with your mentor, you will have overall fiscal and scientific responsibilities of the award. You can find more of your responsibilities on <http://officeofresearch.ucsf.edu/> . This is the website for new investigators who are starting research at UCSF.

Financial Responsibilities:

There are 4 principles that you need to apply to all types of funding you may receive. The same principles are followed across the board in managing and using funds and resources at SBS. The principles are found at : <http://officeofresearch.ucsf.edu/> These responsibilities are:

Allowability: “Only allowable expenses may be charged to your project as determined by the terms and conditions of the award, and the University. These can vary by funding agency but allowable expenses usually include research supplies, research equipment and specialized services such as transcription services. Expenses that may not be allowed include administrative salaries, personal phone charges, or entertainment costs. Your Department will review these with you but it is ultimately your responsibility to ensure that you comply with the terms of your award.”

Allocability: “Only expenses that specifically benefit a project can be charged to that award. It is not appropriate to use funds from one project to pay for items used in a different project. As the Principal Investigator with spending authority, it is your responsibility to make sure that funds are spent only on costs necessary to complete the project, and that these expenses were appropriately charged to their designated project.”

Reasonableness: “This principle applies to what you pay for an item and is judged by what a prudent person would pay for such an item. For example, a prudent person might charge \$3,000 for a laptop computer loaded with standard software. However, charging \$30,000 for this \$3,000 system would not be reasonable.”

Consistency: “Charges should be consistently applied across the university. For example, transcription services would not be charged as a direct cost by one department and as an indirect cost in another department.”

As soon as you receive an award notify the Department Research Administrator. A DPA (department account)/fund will be set up to ensure award charges are properly posted in the account. A speedchart, a five digit code linked to your dpa/fund, will also be initiated to be used to expense charges on your award. It is the first 5 digits of a purchase order.

For all dissertation award and intramural research funding, SBS provides a monthly Budget Status Report (BSR) for your review. The BSR shows what was charged on the project, what will be charged (projections) to the project and the balance of the award. This will help you forecast and control spending.

Project Close-Out: It is very important that you meet with your Research Administrator 90 days prior to the end of the project to assure adequate completion of the original scope of work and orderly phaseout of the project. This will also ensure that you have all the necessary information to submit final scientific reports to the funding agency.

Your primary contact for pre and post award administration for the Department of Social and Behavioral Sciences (SBS) is:

Cynthia Mercado-Scott (Research Services Administrator)
(415) 502-4502
Cynthia.Mercado-Scott@ucsf.edu

or

Regina Gudelunas (Management Services Officer)
(415)476-9302
Regina.Gudelunas@ucsf.edu

Appendix R: SBS Sociology Student Progression: Normative Chronology

Task	Timeline	Notes
Courses	First two years	Social Theory Sequence in odd years (2017/18) Med Soc Sequence in even years (2018/19)
Qualifying Exams	End of each of the first two years in June/early July	MedSoc and SocTheory exams: 2 in-house, 1 take home will take place in early July. Returned to students at start of Fall quarter. If rewrites required, due 4 weeks after results are returned. Methods exams assessed at the end of courses 285B and 289B.
Career Development	Start within the first two years	participate in career development activities & SBS professional development colloquia
Qualitative pilot project planning	Year 1 – Winter Quarter	Take student run seminar
Qualitative pilot project CHR	Year 1 - Spring	N212A CHR for qualitative pilot project
Qualitative pilot project	Year 2 – Fall Quarter	S285A
	Year 2 – start of Spring Quarter	Turn in “Application for Qualifying Examination”. Select committee (1 chair, 3 members) *chair cannot be same as chair of dissertation
	Year 2 – end of spring quarter	Turn in “Report on Qualifying Examination” OR Register for S221 (8 units) every quarter until passed (Qualifying Examination chair as instructor)
Qual Exams to Dissertation Proposal Bridge	Year 3	Return to running ideas about dissertation research; consider feasibility, connections/entrée, sites. Go from phenomena you want to investigate and start to build research questions; operationalize research questions into interview/survey instruments/methods. Research options for dissertation funding
Advance to Candidacy	Quarter following completion of all qualifying exams	Turn in form and Include \$90 check to UC Regents. Done one quarter after completion of Qualifying Examination. To be effective for a particular quarter, applications must be received by the first day of that quarter; after the first day approval will be for the following quarter. Begin researching options for dissertation funding; take note of deadlines.
Form Dissertation Committee	One month after the Qualifying Exam is passed and preferably sooner.	Dissertation chair must be different than TAE chair. Program Director must sign forms in addition to the Advisor and Chair if non-academic senate members are included on the committee.
Dissertation Proposal	Ideally by June of Year 3; no later than 2 quarters following completion of TAE	See p. 16 for guidelines on preparing the Dissertation Proposal. Research options for dissertation funding; opportunities typically have deadlines in the fall so try to plan accordingly. Begin drafting CHR application.
Proposal Defense		One month after proposal submitted. Submit CHR application immediately after proposal has been defended.
Dissertation - work		Register for S299 (0 units) each quarter while working on Dissertation (Diss Chair as instructor) “Filing fees” for the quarter in which student plans to graduate (can only be on filling fees for ONE quarter). Articulate benchmarks with Chair, e.g., timelines for recruitment, data collection, data analysis, drafting of chapters. Meet with Chair every 1-2 months. Provide quarterly updates to committee. To participate in June graduation ceremony, complete draft of all substantive chapters due April 1 to Chair.

Dissertation Defense		<p>Scheduled when approved by Chair Contact committee members at least 2 months in advance to schedule defense Submit dissertation to committee at least 1 month before defense. Bring title page.</p>
Dissertation Submission		<p>Deadline for submission is the last working day of the quarter in which you expect to graduate - If you are unable to submit the dissertation by that deadline, you <i>must</i> either register and pay full fees or go on filing fee status for the next quarter. Follow online submission guidelines</p>
Graduation		<p>At least three quarters in registered student status must elapse between advancement to candidacy and conferral of the degree. At the beginning of the quarter in which you expect to submit your dissertation, contact the Graduate Division and ask to be placed on the provisional degree list. Candidacy for the doctoral degree is lapsed if a student has not completed requirements for the degree within four years after advancement to candidacy</p>

Appendix S: Policy on Student Progress: Requirements, Notification, Remediation and Review

1. Criteria for satisfactory academic progress

The policy regarding satisfactory academic progress in the Doctoral Program in Sociology is as follows:

First- and Second-Year Students

First- and second-year students meet with their graduate advisors at least once a quarter. Satisfactory academic progress in years 1 and 2 of the Program is marked by timely and successful completion of all courses, with grades of B or better in all required courses, and cumulative grade point average of 3.0 or above in all coursework. Student progress is assessed at the end of the year on the basis of course grades, the Annual Student Progress Self-Evaluation Form and an updated CV (both completed by the student), plus additional comments from course instructors and advisors about students.

Third-Year Students

Third-year students meet with their graduate advisors at least once per quarter. Students are evaluated on the basis of their progress toward and then successful completion of the qualifying exam. Substandard work or unprofessional conduct (as reported by course instructors or research supervisors) would constitute unsatisfactory progress toward the qualifying exam, as would failing grades in any courses taken in year two. Student progress is assessed at the end of the year on the basis of the Annual Student Progress Self-Evaluation Form and an updated CV (both completed by the student), plus course grades (if applicable), and additional comments from qualifying examination committee chairs and graduate advisors about students.

Students Who Have Advanced to Candidacy

Students must form their dissertation committee within one quarter (three months) of passing their qualifying exam, and submit and defend their dissertation proposals within six months of the exam.

Students must meet with the dissertation committee chair at least once per quarter. It is recommended that students communicate their progress to their committee members on a minimum of a quarterly basis, and confer with individual committee members about specific aspects of their dissertation research and writing as needed. Students are expected to complete all degree requirements within six years.

Student progress is assessed at the end of the year on the basis of the Annual Student Progress Self-Evaluation Form and an updated CV (both completed by the student), plus additional comments from dissertation committee chairs about students who might be struggling.

Unsatisfactory progress indicators include:

- Falling below a 3.0 GPA
- Grades below a B in any course
- Failing the qualifying exam the first time
- Failure to find a dissertation advisor
- Unsatisfactory research work (as reported by the dissertation advisor)
- Unprofessional conduct (as reported by the dissertation advisor, a course instructor, or other faculty)

- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of UCSF's Code of Conduct.

2. Process by which failing students will be notified and remediated

Students whose progress is unsatisfactory (according to one or more of the criteria listed above) will be notified in writing. The student will meet with the advisor and the Program Director to develop an individualized remediation plan to address the deficiencies. Additional comments and information about academic progress and deficiencies will be solicited from course instructors and other faculty where necessary. The meeting results in a memorandum of understanding (MOU) that clearly outlines specific steps and associated deadlines that the student must fulfill in order to remain in good academic standing. The MOU is then signed by the following parties: the student, the dissertation advisor (or graduate advisor if the dissertation advisor has not yet been chosen), and the Program Director. The MOU is filed in the student's academic file, and the Assistant Dean for Graduate Programs is notified.

Should the student be unable to fulfill any of the expectations according to the timeline outlined in the MOU, the student will be subject to dismissal from the program. Depending on the student's standing in the program, s/he may be allowed to leave with a terminal master's degree. The process for in-depth review of a student's eligibility for dismissal will follow the UCSF Divisional Procedure for Student Grievance in Academic Affairs, section 4.0 (<http://senate.ucsf.edu/0-bylaws/stugr.html>), and will be conducted by the core faculty in the Doctoral Program in Sociology.

3. Composition of the in-depth review committee, should one be necessary

All core faculty in the Doctoral Program in Sociology will comprise the in-depth review committee.