



Graduate Program Handbook

Department of Sociology
University of North Texas

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Department Organization

The faculty and staff of the UNT Department of Sociology handle most of the department's administrative operations. The department chair, Dr. Matthew Painter, serves as the chief executive of the department and its primary liaison with administrators at the college and university levels. (The department is part of the College of Liberal Arts and Social Sciences, commonly referred to as "CLASS.") Two staff members also provide dedicated administrative support: Philachon (Phila) Tarlton serves as the Administrative Coordinator, and Spencer Austin serves as the Graduate Program Specialist.

The department's graduate programs are overseen by the Director of Graduate Studies, Dr. William Scarborough, who also chairs the Graduate Studies Committee. This committee makes admissions decisions and reviews and recommends changes to the graduate curriculum. Dr. Scarborough also serves as Advisor for Graduate Studies, a role in which he provides general academic advising to graduate students and monitors their progress toward degree completion.

Each graduate student forms an individual graduate committee that is chaired by their faculty advisor/major professor and includes several additional faculty members. Graduate committees mentor students and evaluate their academic work. These committees are established when a student files their degree plan, typically in the second semester of study and no later than after completing 18 credit hours of coursework.

For most graduate program questions, particularly those involving administrative processes, students should first contact the Graduate Program Specialist, Spencer Austin. Questions related to student employment should be directed to the Administrative Coordinator, Phila Tarlton. For general academic advising, students should consult their major professor or the Graduate Advisor, Dr. William Scarborough. Lastly, for guidance on research agendas and professional development, students should reach out to their faculty advisor/major professor and other members of their graduate committee.

Faculty Ranks

UNT uses faculty rank titles consistent with those at other US research universities. Most new tenure-track faculty are appointed as Assistant Professors and are expected to meet the requirements for tenure and promotion to Associate Professor by the end of their sixth year. Promotion to Professor (often referred to as "Full Professor") generally occurs no sooner than six years after promotion to Associate Professor. Tenure and promotion decisions are based on a rigorous evaluation of a faculty member's research, teaching, and service to the university.

In addition to tenured and tenure-track faculty, the department also employs non-tenure-track faculty with multi-year Lecturer appointments. These faculty members undergo a rigorous review process focusing on teaching and service. Lecturers with sustained records of excellence may be promoted to Senior Lecturer and subsequently to Principal Lecturer.

Master of Science Degree

The minimum program for the MS in Sociology consists of 30 hours beyond the bachelor's degree. Master's students are required to take the following courses or their equivalents:

- SOCI 5050 – Sociological Theory
- SOCI 5200 – Research Methods and Design
- SOCI 5210 – Introduction to Social Statistics

Students must establish an advisory committee and prepare a degree plan approved by the committee. The candidate's committee is composed of three faculty members, with at least two from Sociology, one of whom serves as the major professor.

Thesis Option

Of the required minimum of 30 graduate hours for the master's degree, 24 hours must be graduate sociology courses, including 6 hours of SOCI 5950 – Thesis. A minor of 6 graduate hours in a related field must be approved by the chair of the sociology department and the student's major professor. Students must complete and defend a thesis proposal before completing and defending their thesis. Successful defense of a thesis completes the requirements for the master's degree.

Non-Thesis Option

Of the required minimum of 30 hours for the master's degree, 24 hours must be graduate work in sociology. A minor of 6 graduate hours may be taken in courses outside of sociology with the consent of the department chair and the student's major professor.

Satisfactory performance on the Comprehensive Examination completes the requirements for the non-thesis master's degree. The comprehensive examination, as determined by the candidate's committee, may be written or oral. The oral exams normally last one and one-half hours and the written exam length varies by format.

Pass-Through Program

Students in the Pass-Through Master's-to-Doctoral program complete the master's degree on the way to completing their doctorate. Pass-through students need to complete a master's thesis, and they do not need to reapply after completing the master's degree. The preferred approach is for pass-through students to complete the master's degree requirements, including the thesis, before beginning their doctoral coursework. Communicate with the Graduate Advisor and Graduate Program Specialist about your intent to apply to the pass-through program and submit an application to the Toulouse Graduate School.

Doctor of Philosophy Program

The minimum program for the PhD in Sociology consists of 72 hours beyond the bachelor's degree or 42 hours beyond the master's degree. All students are required to complete the following:

- A minimum of 9 semester hours in research methods and statistics. All courses must be at the 6000 level, and a minimum grade of B must be achieved for each. SOCI 6301 is required. Note that SOCI 5210 is required as a prerequisite for SOCI 6301 unless students receive permission that prior coursework satisfies this requirement. SOCI 5210 does not count toward the 9 PhD-level hours in methods and statistics, but it can be counted as one of two 5000-level courses allowed for PhD students.

- A minimum of 6 semester hours in sociological theory at the 6000 level. A grade of B or better must be achieved for each course.
- A minimum of 9 credit hours in a concentration area approved by the advisory committee, including at least 6 hours at the 6000 level.
- A minimum of 9 semester hours of electives.
- A minimum of 9 semester hours of dissertation.
- A minimum of 24 semester hours must be taken at the 6000 level.

Students may earn limited credit in an internship as part of their PhD course work.

To fulfill UNT's residency requirement, a student must carry a full load of 9 hours each term/semester for two consecutive long terms/semesters at UNT or 6 hours for three consecutive terms.

The degree plan of the individual student must be completed by the end of the first semester of the second year of graduate work or before completion of 18 semester hours in the program and completion of the doctoral qualifying paper.

Advisory Committee

The student must establish an advisory committee and prepare a degree plan approved by this committee. The advisory committee is composed of at least three members, with at least half of the committee being from the full-time UNT Sociology faculty. Other members may be from the Texas Woman's University faculty or represent a second concentration within Sociology or a minor outside the program. The major professor (chair) must be a full-time UNT Sociology faculty member. All doctoral students must choose a concentration area in consultation with their major advisor and advisory committee and submit a doctoral qualifying paper.

Doctoral Qualifying Paper

All doctoral students must choose a concentration area in consultation with their major advisor and advisory committee and submit a doctoral qualifying paper. The purpose of the qualifying paper is to determine the student's grasp of foundational works, the current state of the literature, and how the student's proposal expands on the latter. The committee should have some indication if the proposed study is 1) feasible in the general time frame provided and 2) advances the literature, either theoretically or methodologically, in notable new ways that are not addressed by current studies.

The qualifying paper committee is the student's advisory committee as indicated on their approved degree plan. A successful defense is a necessary benchmark to move to the prospectus stage and graduate in a timely manner. To receive a "pass" on the qualifying paper, it must be approved by all members of the advisory committee following a shared rubric. The committee can require students to revise their submission and resubmit it.

Resubmissions have a time frame of one month to address the comments of committee members. The successful completion of the qualifying paper is a prerequisite for admission to candidacy for the degree. Admission to candidacy is granted by the appropriate graduate dean upon recommendation of the student's advisory committee, and the department chair and graduate director, and also is based upon the student's academic record.

Dissertation Proposal

Students will complete a thesis or dissertation proposal in consultation with their committee. The purpose of the proposal is to set out a plan for the project. It is best to see the proposal as an

agreement between the student and the committee. You must orally defend a proposal that meets the approval of your committee before you begin the process of writing your thesis or dissertation. A well-formulated proposal should be about 15–30 double-spaced pages. Proposal formats can vary, so consult with your committee for more precise information.

Dissertation

Under the direction of the advisory committee, the candidate must write a dissertation representing original research. It must make a significant contribution to the discipline of sociology in the student's area of concentration.

The student must orally defend a written dissertation proposal that meets with the approval of the student's advisory committee before the dissertation is written. The final written dissertation must be defended orally before the committee and approved by them.

Degree Plan

Once a graduate student has chosen their major professor, they need to file a degree plan with the Toulouse Graduate School. Degree plan templates can be found on the department website. Students should complete their degree plan in consultation with their major professor and the Graduate Director. For questions about the administrative process relating to filing a degree plan, they should contact the Graduate Program Specialist. The degree plan must be filed before completion of 18 semester hours in the program and, for doctoral students, no later than the second year of graduate work and prior to taking the concentration exam.

Proposal Defense

Students conducting a thesis or dissertation must orally defend a proposal that meets the approval of their committee before they begin the process of writing their thesis or dissertation.

Oral Defense

The oral defense is the final step for either a thesis or dissertation. Each member of the student's committee must attend, either virtually or in person. Other faculty and students may attend as well. A defense typically lasts at least one hour, although it often takes longer. Students must talk with their chair about how the defense is to be conducted. Generally, committee members ask questions about how the student conducted the research and analyzed their data. Other faculty and peers may then ask questions.

If a majority of committee members vote that a student successfully defended their thesis or dissertation, the student passes the defense. The vote is conducted in "closed session" with only committee members present. Often a committee will recommend a pass with revisions. All edits and/or revisions must be completed before the thesis/dissertation can be submitted to the Graduate School.

Submitting Thesis/Dissertation to the Toulouse Graduate School

Students at UNT use an online application called Vireo to submit their finalized theses and dissertations. More information about uploading to Vireo can be found on the Graduate School's

website. The submission will be reviewed, and any recommended edits or format revisions must be completed and submitted prior to graduation.

Graduation

UNT has three graduation periods (Spring in May, Fall in December and Summer in August). However, the university holds only two commencements, in May and December. August graduates are invited to attend the December commencement ceremony. More information about the graduation process and deadlines can be found at: <https://tgs.unt.edu/new-current-students/graduation-information>

Commencement information, including regalia information, can be found on the commencement webpage: <https://commencement.unt.edu/>

Timeline to Degree Completion

For master's students, all coursework and other requirements must be completed within five years. Credits more than six years old at the time of first registration for graduate work are not transferable from other institutions. Individual courses which are over 8 calendar years old lose all value for degree purposes.

For doctoral students, all work must be completed within a period of eight years from the date doctoral credit is first earned. No course credit beyond the master's degree that is more than 8 years old at the time the doctoral program is completed will be counted toward the doctorate.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat the comprehensive exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up to date in their major and minor fields. Students expected to exceed the time limit should apply for an extension of time before their seventh year of study. For time extension procedures and forms, contact the Graduate Program Specialist.

The following is a recommended timeline that includes courses and thesis/dissertation milestones. We suggest structuring your education according to this long-term schedule, which is organized so that MS degrees can be completed in two years and PhD degrees can be completed in three.

Master's Degree Timeline: Thesis Track

Year in program	Semester	Courses	Thesis Milestones
1	Fall	<ul style="list-style-type: none"> • SOCI 5210 Intro to Statistics • SOCI 5050 Sociological Theory • SOCI Elective 	<ul style="list-style-type: none"> • Identify topic for thesis. • Secure thesis committee chair • Form thesis committee (chair + 2 faculty)
	Spring	<ul style="list-style-type: none"> • SOCI 5200 Research Methods and Design • SOCI Elective • SOCI Elective 	<ul style="list-style-type: none"> • Defend thesis proposal • Begin IRB if needed for thesis research

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			<ul style="list-style-type: none"> • If thesis is quantitative, students must enroll in SOCI 5301 Intermediate Statistics as an elective
2	Fall	<ul style="list-style-type: none"> • SOCI 5950 Master's Thesis • SOCI Elective • SOCI Elective 	<ul style="list-style-type: none"> • Conduct thesis research in summer and fall • Make substantial progress in writing thesis
	Spring	<ul style="list-style-type: none"> • SOCI 5950 Master's Thesis • SOCI Elective (optional) • SOCI Elective (optional) 	<ul style="list-style-type: none"> • Defend thesis by March and submit to Toulouse Graduate School through Vireo for Spring graduation.
<p><i>Note.</i> Only two courses outside sociology may count toward students' master's coursework and require approval from the graduate advisor and chair.</p>			

Master's Degree Timeline: Non-thesis Track

Year in program	Semester	Courses	Comprehensive Exam Milestones
1	Fall	<ul style="list-style-type: none"> • SOCI 5210 Intro to Statistics • SOCI 5050 Sociological Theory • SOCI Elective 	
	Spring	<ul style="list-style-type: none"> • SOCI 5200 Research Methods and Design • SOCI Elective • SOCI Elective 	
2	Fall	<ul style="list-style-type: none"> • SOCI Elective • SOCI Elective • SOCI Elective 	<ul style="list-style-type: none"> • Form exam committee consisting of a chair and 2 sociology faculty members. • Request committee to generate questions by end of semester to prepare for exam early next semester
	Spring	<ul style="list-style-type: none"> • SOCI Elective • SOCI Elective (optional if unfunded) • SOCI Elective (optional if unfunded) 	<ul style="list-style-type: none"> • Take exam at beginning of semester and submit results by March for Spring graduation.
<p><i>Note.</i> Only two courses outside sociology may count toward students' master's coursework and require approval from the graduate advisor and chair.</p>			

PhD Degree Timeline

Year in program	Semester	Courses	Milestones
1	Fall	<ul style="list-style-type: none"> • SOCI 5210 Intro to Statistics (unless given permission to opt-out) • SOCI 6101 Classical Theory (even years) or SOCI Elective (odd years) • SOCI 6000-level Electiveⁱ 	<ul style="list-style-type: none"> • Identify topic for dissertation • Secure dissertation committee chair • Form dissertation committee (chair + 2 faculty)
	Spring	<ul style="list-style-type: none"> • SOCI 6301 Intermediate Statistics • SOCI 6102 Contemporary Theory (even years) or SOCI Elective (odd years) • SOCI Electiveⁱ 	<ul style="list-style-type: none"> • Begin comprehensive paper under chair/committee supervision • Submit comprehensive paper for committee review by end of semester or summer • Once passed, do not submit comprehensive paper results until coursework completed at end of year 2
2	Fall	<ul style="list-style-type: none"> • SOCI 6201 (Quant) or SOCI 62020 (Qual) Advanced Methods • SOCI 6101 Classical Theory (even years) or SOCI Elective (odd years) • SOCI Electiveⁱ 	<ul style="list-style-type: none"> • Begin dissertation proposal with aim to finish draft by end of semester • Submit IRB if needed for dissertation research
	Spring	<ul style="list-style-type: none"> • SOCI 5950 Master's Thesis • SOCI Electiveⁱ • SOCI Elective (optional if unfunded) 	<ul style="list-style-type: none"> • Defend dissertation proposal • Begin dissertation fieldwork, data collection, data analysis (continues into summer) • Immediately after semester, submit results of comprehensive paper to Toulouse Graduate School • Submit results of dissertation proposal. • Student should be ABD (all but dissertation) by end of Spring semester.
3	Fall	<ul style="list-style-type: none"> • SOCI 6950 Doctoral Dissertation (enroll in 3 credit hours only) 	<ul style="list-style-type: none"> • Continue data collection and analysis. • Begin writing chapters of dissertation under close advising of chair

	Spring	<ul style="list-style-type: none"> • SOCI 5950 Doctoral Dissertation (enroll in 6 credits if you will defend dissertation this semester. Enroll in 3 credits if you will defend dissertation in a future semester, including the summer) 	<ul style="list-style-type: none"> • Complete dissertation and defend to committee. • Dissertation defense and submission of dissertation to Vireo should occur by March for Spring graduation
<p>ⁱ One of these electives must be a 6200- or 6300- methods course.</p> <p><i>Note.</i> Students may count only two 5000-level courses toward their PhD coursework. Also, only two courses outside the department may count toward a student's PhD coursework, and they must be approved by the graduate advisor and chair.</p>			

What Classes to Take

Each of our graduate programs has a set of required core courses in addition to numerous elective options for students to tailor their graduate coursework. You cannot graduate without having taken and passed the required core courses.

Core Courses

You should enroll in these as soon as they are offered.

Master's Program

- SOCI 5050 Sociological Theory
- SOCI 5200 Research Methods and Design
- SOCI 5210 Introduction to Social Statistics

PhD Program

- SOCI 6101 Classical Theory
- SOCI 6201 Contemporary Theory
- SOCI 6301 Intermediate Statistics
- Either SOCI 6201 Advanced Quantitative Methods OR SOCI 6202 Advanced Qualitative Methods
- One additional 6200 or 6300 methods course

Electives

Students are required to fulfill additional credit requirements for their degree beyond the core courses. Our department offers numerous elective courses in substantive areas that fulfill this requirement. You may also enroll in additional methods classes and count those as electives if you have already fulfilled core requirements for the methods courses. Elective courses must be 3 credit hours each. Students are allowed to take only 2 classes outside of our department and they must be approved by the graduate advisor and chair.

Master's Program

- Students in the thesis-option MS program should take 5 elective courses
- Students in the non-thesis option MS program should take 7 elective courses

PhD Program

- PhD students should take 6 elective courses (for a total of 18 credits hours)

Our department offers the following elective courses:

- SOCI 5030/6030 Work and Organizations
- SOCI 5100 Social Psychology
- SOCI 5202 Qualitative Research Methods
- SOCI 5203/6203 Social Science Text Mining
- SOCI 5204 Qualitative Data Analysis
- SOCI 5230 Data management and Visualization
- SOCI 5300/6501 Social Stratification
- *SOCI 5305/6505 Sociology of Gender*
- *SOCI 5310 Seminar on Occupations and Professions*
- *SOCI 5315/6515 Intersectionality*
- *SOCI 5330/6502 Seminar on Race and Ethnicity*
- *SOCI 5350/6703 Seminar on Urbanization*
- *SOCI 5410/6603 Medical Sociology*
- *SOCI 5450/6402 Population and Society*
- *SOCI 5600 Criminological Theory*
- *SOCI 5700 Health and Aging*
- *SOCI 5900/6000 Special Problems*
- *SOCI 5940 Internship*
- *SOCI 6302 Advanced Statistics in Sociology*
- *SOCI 6401 Comparative and Global Sociology*
- *SOCI 6503 Sociology of Education*
- *SOCI 6504 Development and Social Change*
- *SOCI 6601 Health and Aging*
- *SOCI 6701 Sustainable Communities*
- *SOCI 6702 Environmental Sociology*

Some courses are dual-listed as 5000- or 6000-level course and are simultaneously offered at the master's and PhD level. In these courses, assignments and expectations will be clearly differentiated between master's and PhD enrolled students. Students may not enroll in the 5000-level section of these courses one semester and the 6000-level of the same course in a different semester.

One elective offering is SOCI 5940 Internship. Students interested in this option should secure an internship and then request approval from the graduate advisor and the chair for the internship to be used toward these credits. A faculty advisor should be identified for this course. Course requirements will be determined in consultation with the faculty advisor and will usually consist of successful completion of the internship and a series of reflection papers.

SOCI 5900/6900 Special Problems are independent study courses where students work one-on-one with a faculty member. Most commonly, students enroll in these courses when they are completing their qualifying paper for the PhD program. Students interested in Special Problems courses must obtain permission from the faculty who will advise on the course and enroll through a request to the department's Graduate Program Specialist.

Thesis/Dissertation Credits

In addition to coursework, students in our graduate program complete theses and/or dissertation in the fulfillment of their degree. Details on these requirements are included in the following section. As part of these activities, students should enroll in thesis/dissertation credits. These credits are designed as an independent study where students work toward the completion of their thesis/dissertation under the guidance of their thesis/dissertation chair.

Master's Program

- Thesis-track students must complete 6 thesis credits (SOCI 5950). Usually, students enroll in 3 credits in the fall semester of their second year and 3 credits in the spring semester of their second year. Students should enroll only in 3 credits a semester. Exceptions can be approved by the graduate advisor.
- Non-thesis track students should not enroll in thesis credits.

PhD Program

- PhD students are required to complete 9 credits in SOCI 6950 Doctoral Dissertation. These should be taken after the completion of all coursework. Students should enroll in only 3 credits a semester. Exceptions can be approved by the graduate advisor.

Thesis-track master's students and PhD students should be aware of the continuous enrollment policy at UNT. Once you begin taking thesis or dissertation credits (SOCI 5950 or SOCI 6950) you must continue each semester until you have defended your thesis or dissertation. There is a one-time exception to this rule allowing students to reduce their enrollment from 3 credit hours to one. Requests for this exception must be made to the students' chair and the graduate advisor.

How to Enroll in Classes

Students will receive a notification via e-mail when they are able to register for classes in the upcoming semester. Registration for the summer and fall usually opens in mid-March. Registration for the spring semester usually begins in mid-October. Students should register for classes as soon as possible to secure their spot.

To register for classes:

- Go to my.unt.edu
- Sign in with your EUID and password
- Use the "Enrollment" tile to access everything you need to add, drop, swap, and update course registration.
- The "Enrollment" tile includes your current class schedule, the class search, Visual Schedule Builder link to search for classes, your shopping cart, drop and swap, and Enrollment dates available for you.

Additional information is available with the myUNT Enrollment Guide.

Helpful Hint: Register for classes early so that they do not get dropped from the schedule. Classes need specific enrollment numbers to be offered; if a class doesn't meet those goals, it could be cancelled.

Withdrawals, Incompletes, and Leave of Absences

Withdrawal (W)

A student may withdraw from UNT at any time prior to two weeks before the first day of final examinations for fall or spring semesters or the equivalent dates for summer sessions by making a request in the Dean of Students Office. For withdrawals processed prior to the end of the sixth week of classes for fall or spring semesters or the equivalent dates for summer sessions, the grade of W is recorded for each course in which a withdrawn student was enrolled. After the sixth week of classes for fall or spring semesters or the equivalent dates for summer sessions, a withdrawn student receives grades of W only for those courses in which there were passing grades at the time of withdrawal; otherwise, the grade WF is recorded.

Incompletes (I)

Incompletes are non-punitive grades given in the last fourth of the semester only if the student is (1) passing the course; and (2) has a justifiable and documented reason (such as serious illness) for not completing the work on schedule. The student must file a Request-for-Incomplete form signed by both the Instructor and Department Chair. This form must clearly indicate what work needs to be completed and must set a maximum time (1 year or less) for completing the work. A student who does not complete the work within the designated time receives an F. Excessive Incompletes on your student record can jeopardize your graduate funding. Incompletes should be an exception, never a routine practice.

Leave of Absence (LOA)

Leave of absence applies to graduate students who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. If approved, the leave of absence may "stop the clock" for a maximum of one year on the time limit for the degree. A leave of absence form must be submitted to the Toulouse Graduate School and must have approval of the student's department chair or academic associate dean prior to submission to the Toulouse Graduate School. Once a student returns from an approved leave of absence of one year or longer, the student must submit an application through www.applytexas.org to reactivate the student record. Leaves will only be granted under conditions that require suspension of all activities associated with pursuing the degree. Scenarios such as military deployment and medical leave (including childbirth, adoption of a child, or to care for a sick parent) are examples of a leave of absence that may be approved to "stop the clock" on degree time limits.

More information on these and other academic policies can be found in the graduate catalog, <http://catalog.unt.edu/index.php>.

Grants & Scholarships

Our department and UNT offer many grants and resources to fund graduate student research (theses and dissertations) and conference travel. We also offer numerous scholarships and awards to recognize outstanding students, teaching assistants, and teaching fellows.

Thesis & Dissertation Small Research Grants

The Department supports students who have research expenses related to their thesis and dissertation projects. Students applying for these funds must obtain the approval of their major professor and the department chair. For more information, see: <https://sociology.unt.edu/graduate/funding-scholarships.html>

Travel Grants

The Department encourages students to present their work at major professional conferences. Departmental funds are available for travel each year with the following limits.

- Terminal master's students are eligible for a total of one conference trip while in the program at a cost of up to \$1,000 from the department
- Pass-through and PhD-only students are eligible for one conference trip per year while in the program, at a cost of up to \$1000 from the department.

Note that matching travel funds are often available from the College of Liberal Arts & Social Sciences and the Toulouse Graduate School. For more information, see: <https://sociology.unt.edu/graduate/funding-scholarships.html>

Scholarships

There are many university-wide scholarships available. The application deadline for these scholarships is March 1. More information can be found at <https://financialaid.unt.edu/how-apply-scholarships>

The Toulouse Graduate School offers a \$1,000 Academic Achievement Scholarship that includes a waiver for out-of-state tuition costs for graduate students. The scholarship and waiver are granted automatically, provided that fully admitted graduate students that meet the eligibility requirements submit a general application on UNT's Eagle Scholarship Portal. You can find more information here: <https://tgs.unt.edu/future-students/funding/awards>

The department also offers graduate student scholarships. The deadline for these departmental scholarships is March 1, the same as the deadline for university scholarships. A minimum GPA of 3.5 is required to be considered for graduate departmental scholarships. More information about these scholarships and how to apply can be found on the department website at <https://sociology.unt.edu/graduate/funding-scholarships.html>

Funding

The Department of Sociology offers a variety of funding opportunities to assist graduate students during their time at UNT. Students can apply for funding through employment, research grants, scholarships, and travel grants. Some students are awarded funding opportunities during the admissions process. Those who do not receive funding when admitted may apply during their time in the program. Students with funding must remain in good academic standing and be enrolled full-time. Renewal of employment funding is based on progress made in the program, performance evaluations, and funding availability.

Assistantships

Teaching Assistantships (TAs) require that graduate students spend up to 20 hours per week assisting department faculty and instructors. TA positions come with up to 6 hours of paid tuition in both the fall and spring semesters. To qualify for this tuition benefit, a student must be in good academic standing

and be a full-time graduate student. Students are considered for a renewal of this position based on funding availability, past TA performance, and satisfactory progress in the program.

Teaching Fellowships (TFs) require that graduate students either teach two courses independently each semester or teach one course as an instructor and serve as a teaching assistant in another course. The Department Chair, in consultation with the Graduate Director, makes specific work assignments based on the department's teaching needs and student research/teaching interests when possible. TF positions come with up to 6 hours paid tuition in both the fall and spring semesters. To qualify for this tuition benefit, a student must be in good academic standing and be a full-time graduate student. Students are considered for a renewal of this position if they are enrolled in the pass-through or doctoral programs based on funding availability, past TF performance, and satisfactory progress in the program.

Research Assistantships (RA) require that individual faculty members hire a graduate student to assist with preparing, conducting, and/or writing research. These positions are often funded through external grants.

Summer Funding

Summer funding is limited, and it must be applied for every year. Summer employment is for 5W1 and 5W2 sessions for TA and TF positions, with occasional RA opportunities available. Applications for summer funding are solicited around April of each year, and assignments are made as soon as possible. In most cases, summer TA assignments will not be announced until shortly before the summer session when the department can confirm that summer course enrollments are high enough to fund a teaching assistant. International students should take particular note of the limited summer funding because students with F-1 student visas are generally not permitted to work off campus in the summer. International applicants with questions about work and funding should visit <https://international.unt.edu>

Stipends

Students with assistantships will receive funding letters each year. Newly admitted students who receive assistantship offers will receive them in the spring or summer prior to their first semester of coursework. Continuing students will receive funding letters annually in the spring semester.

Employment outside the Department

Students must find and secure these opportunities independently from the department.

Tuition Benefits

The University recognizes the essential need to provide adequate benefits to sustain graduate students and their family. Benefit plans will be offered for assistantships for domestic and international students who meet eligibility requirements.

Tuition Benefit Program

The Tuition Benefit Program (TBP) is one of several programs UNT has developed to provide support for graduate students as they pursue their studies. The TBP provides a tuition supplement for eligible recipients. Because this award is tied to employment as a graduate assistant, hiring departments—not the Toulouse Graduate School—determine which graduate assistants receive the tuition benefit and what amount will be awarded. Students funded with assistantships usually receive 6 TBPs—coverage for 6 graduate credit hours. Advanced funded students enrolled in only 3 dissertation credits will receive 3 TBPs. More information on this program can be found [here](#).

Non-Resident Tuition Waivers

Many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver. The department must submit this waiver each semester to the Toulouse Graduate School.

After residing in the state for 12 consecutive months, a student may apply for reclassification as a resident for tuition purposes if they can provide unequivocal proof of the establishment of a domicile in Texas. For more information on reclassification, as well as the documentation required, please visit the Registrar's Office website.

Employment Benefits

Retirement

Graduate students with .5 appointments (TAs or TFs) can contribute to two retirement plans, a 403(b) and a 457 plan. The 403(b) plan is available to all student employees. Additional information is available [here](#).

Employee Assistance Program (EAP)

All employees have access to UNT's Employee Assistance Program, which offers numerous free or subsidized services. These include counseling (free for employees and their household members), elder care help, and assistance in identifying movers or pet sitters. There are many other services as well. A catalogue of services and information on how they can be accessed is available [here](#).

Graduate students are also encouraged to seek and secure external research grants and fellowships to fund their education and thesis/dissertation research. UNT offers the [Pivot Database](#) as a resource for identifying these opportunities.

Housing

Student Affairs has an [Off-Campus Housing Service](#) and their website has lots of information to help student navigate this process. They also collaborate with an organization called [Off-Campus Housing Source](#), where students can freely search for area housing, roommates, and sublease arrangements. If students would prefer a "family-style" housing situation, they can select "Contact Us" on the Off-Campus Housing Source site, complete the contact form, and someone from Off-Campus Housing Source will reach out to them directly. In addition, many students use services like [AirBnB](#) and [roomies.com](#), which provide long-term rental options.

Getting around UNT and Denton

Department Location

The Department of Sociology's main office is in [Sycamore Hall, Suite 288](#). The suite can be accessed by using the entrances on either the north or south side of the building. Sycamore Hall can be found on the map below surrounded by a red box. Should you require assistance in locating the office, please call our main line at 940-565-2296.

Graduate Program Handbook

UNT Department of Sociology



For a full-sized version of this campus map, follow [this link](#).

Parking

Parking at UNT can be limited, especially between 9:00 AM and 3:00 PM when most undergraduate courses meet. Students are encouraged to arrive at least 30 minutes before class and have more than one parking lot in mind since the lot closest to your class may fill up quickly. To ensure you find parking, please consider parking lots with plenty of open spaces such as Lot 20 at North Texas Boulevard. Lot 20 has a bus station where you can wait in comfort for a bus to take you to campus.

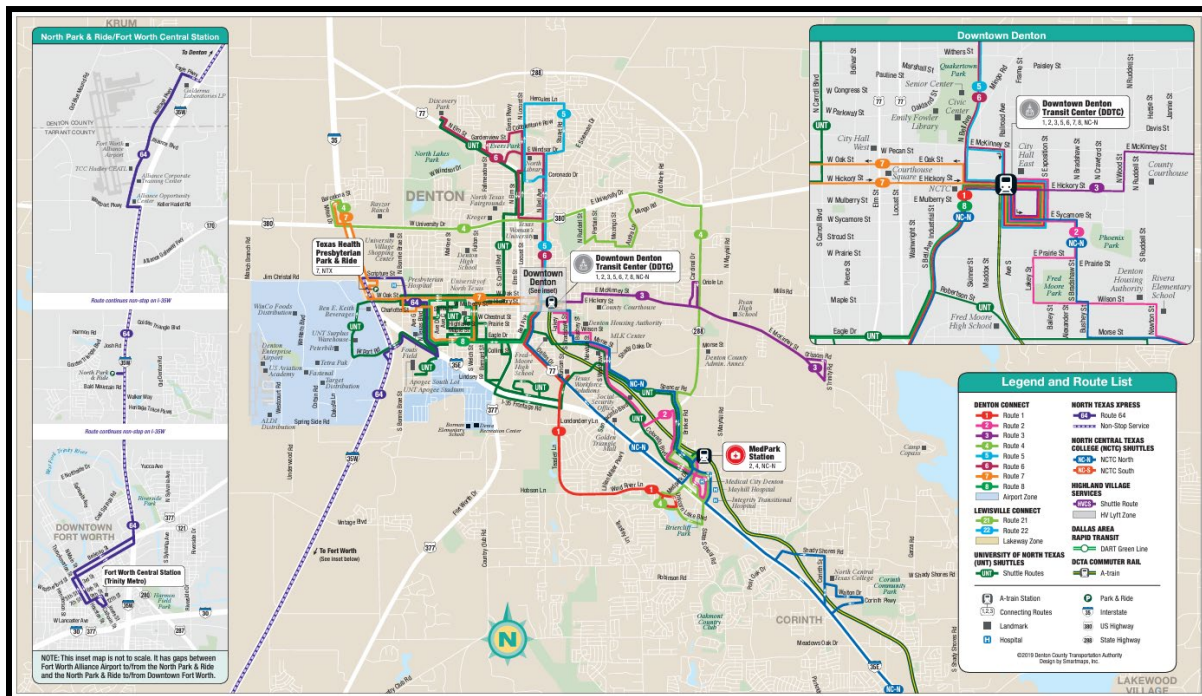
It is advisable that students purchase a parking permit through the [UNT Parking Portal](#) if they plan to park on campus. Should that option prove infeasible, they can use one of the paid parking garages. The [Union Circle Garage](#), located near the University Union building, is around a 4-minute walk from the department's offices in Sycamore Hall. They can also use the [Highland Street Garage](#), which is located immediately south of Wooten Hall and is around a 6-minute walk from the department.

There is some limited free parking in the neighborhoods around campus. Should students choose to use these parking options, they should observe proper distancing from stop signs and fire hydrants, refraining from parking next to curbs painted yellow or red, and be mindful not to block driveways.

For more campus parking information, follow [this link](#).

Public Transit and Other Transportation Options

UNT staff, faculty, and students can ride the UNT Campus Shuttle and Connect Bus services in Denton for free by presenting a valid UNT identification card. The UNT Campus Shuttle system offers a robust schedule of 15 bus routes that serve the entire UNT campus as well as many of the most widely used off-campus housing areas, local businesses, and attractions.



For a full-sized version of this area transit map by following [this link](#).

On-Campus Transportation

The UNT Campus Shuttle operates Monday through Friday during the academic year, with limited summer service offered from late May to mid-August. To look at UNT Campus Shuttle routes and arrival/departure times, you should download the Transit – Subway & Bus Times app from the [Apple App Store](#) or the [Android/Google Play Store](#). The free version of the app will provide you with a few shuttle routes and schedules, but you can pay \$5/month or \$25/annually to have full access to all routes and schedules. The subscription is not needed, but you might consider purchasing it if you intend to regularly use the shuttle for locations farther away from campus.

There are several nighttime on-campus transit options available to UNT personnel. Students can freely use the eRide service during the fall and spring semesters on Monday–Thursday from 7:00 PM–2:00 AM and Friday–Sunday from 4:00 PM–2:00 AM. To do so, call 940-565-3014 and provide the dispatcher with your first and last name, phone number, number of riders, pick-up location, and destination. In addition, the UNT Lyft program provides free rides on campus from 2:00 AM to 7:00 AM daily. The discount code can be found [here](#) under “Lyft from 2am to 7 am daily.” Note that both services are only available on campus and will not take you off or bring you back to campus.

Denton-Area Transportation

The Denton County Transportation Authority (DCTA) also offers the [GoZone On-Demand](#) rideshare service, which allows you to travel around Denton for \$0.50/mile. To use this service, download the

GoZone app from the [Apple App Store](#) or the [Android/Google Play Store](#). You may be granted a reduced fair pass if you qualify.

The DCTA also provides a comprehensive [University Pass Program](#) that offers a discount for students, faculty, and staff to use the A-train, the scenic commuter rail line that connects Denton and Dallas counties. The A-train is an efficient and environmentally friendly alternative to driving on I-35E, which is often congested. A-train passengers can transfer to the Dallas Area Rapid Transit (DART) Green Line at the Trinity Mills Station in Carrollton, allowing them to access the entire DART system as well as the Trinity Railway Express (TRE) that runs to Fort Worth. Passengers ride the A-train for free in the “free fare” zones between the Downtown Denton Transit Center and the MedPark Station, as well as between the Hebron Station and the Trinity Mills Station. UNT also offers a free “Park and Ride” service, which allows passengers to park at the Denton MedPark Station and ride the Colorado Express bus route into campus.

Regional Transportation

Finally, students who need to travel off campus but do not have access to a vehicle can use [FlixBus](#), a bus service that runs from Lot 20 to multiple cities across Texas and 11 other states. FlixBus offers amenities such as free Wi-Fi and an option to purchase “CO2 Compensation” tickets, where travel emissions are offset by contributions to Cleaner Cook Stoves in Rwanda, an UN-accredited Gold Standard Climate Protection Project. For convenience, download the FlixBus app from the [Apple App Store](#) or the [Android/Google Play Store](#).

For any questions or concerns about transportation at UNT, contact UNT Transportation Services by email at transportation.services@unt.edu, by phone at 940-565-3020, or in person by visiting their offices at the Highland Street Parking Garage, 621 Ave A, Denton, TX, 76201.

Departmental Resources

Graduate student Discord channel (email Sociology@unt.edu to be added):
<https://discord.com/channels/888164171378728970/890328352907485206>

Canvas page for undergraduate students and other student events in Sociology:
<https://unt.instructure.com/courses/83889>

Graduate Student Colloquium Canvas page: <https://unt.instructure.com/courses/11866>

Linktree to all of department social media accounts and links to set up advising appointments:
<https://linktr.ee/untsociology>

University Resources

Pohl Recreation Center

UNT provides students free access to the Pohl Recreation Center, a state-of-the-art recreation facility equipped with workout equipment, basketball and volleyball courts, pool, and many other amenities. The recreation center is a great way for active students to get involved with various programs, including

aquatics, esports, fitness, intramurals, outdoor pursuits, sports clubs, and other virtual resources. For more information, please visit the [UNT Recreational Sports website](#).

Writing Center

For students that are struggling to write papers or meet the formatting expectations of a certain professor, they can take advantage of [UNT's Writing Center](#). This peer-tutoring program provides writing support for undergraduate and graduate student writers across all disciplines via online or in-person appointments. Trained tutors can help students with structure, grammar, punctuation, citation styles and more. They will also teach students strategies and techniques to improve their writing for the long term. The Writing Center also provides specialized support for graduate students who are writing course papers, preparing texts for publication, or working to finish a thesis or dissertation. To schedule an in-person or Zoom appointment through Navigate, follow [this link](#). To schedule an asynchronous online graduate appointment, contact the Writing Center's graduate tutors directly via email at GradWriting@unt.edu.

Food Pantry

The [UNT Food Pantry](#) is located at the back of Crumley Hall in the Diamond Eagle Student Resource Center and is open to all currently enrolled students. In addition to food, students can request plasticware, laundry detergent, feminine hygiene products, toiletries, and can openers. Students who visit the Food Pantry may request to meet with a Dean of Students staff member to discuss any difficulties they may be facing, and the Dean of Students office can reach out and advocate for students to on-campus departments that may be able to help them. When appropriate, a referral to additional campus and/or community resources will be made, including the UNT Career Center, Student Money Management Center, etc.

Student Health and Wellness Center

The Student Health and Wellness Center (SHWC), located on the second floor of [Chestnut Hall](#), is the on-campus medical clinic for UNT students. SHWC provides comprehensive care for injuries, illnesses, and other medical conditions, and its clinic is equipped with an on-site laboratory for testing and x-ray facilities. Beyond treating immediate health concerns, SHWC emphasizes health education to ensure students remain healthy, focused on their studies, and on track for graduation and future professional achievements. Services include ADD/ADHD support, allergy injections, annual wellness checks, dietary guidance, gynecological care, immunizations, support for international students, primary healthcare, psychiatric services, travel medicine, and confidential STD testing. For more details about the services offered by the SHWC, please visit their website using [this link](#).

Career Center

One of UNT's most useful campus resources is the Career Center. This office helps students identify and achieve individual goals for career success through collaborations with campus, local, and global partners. They have career coaches and internship specialists who can meet with UNT students and alumni via in-person and virtual appointments, as well as by email and phone. Some of their other resources include mock interviews and a team that reviews résumés to ensure students are prepared to succeed in their chosen career. For more information, visit the Career Center's website, linked [here](#).

Campus Organizations

For information about UNT clubs and organizations, visit the [OrgSync](#) website.

Area Attractions

Denton

Bayless-Selby House Museum

Just a short walk from downtown, this historic house museum depicts life in Denton County at the turn of the 20th century.

Denton Community Market

This nonprofit producer-only farmers' market features locally grown foods as well as food trucks, art, live music, and kids' activities. Located close to downtown, it has been voted one of the top three "Best Community Events in Denton" for many years. Due to a recent grant received in partnership with the city, customers with SNAP benefits may now make qualified purchases at the market.

Denton County Courthouse Square

The focal point for local cultural festivals and celebrations, the square features the historic county courthouse as well as many shops and eateries. UNT students are especially fond of Recycled Books, a used book and music store that occupies three floors of the Wright Opera House. Another draw is the Denton Courthouse-on-the-Square Museum, a free-to-enter museum on the first floor of the courthouse that showcases local history and culture.

Fry Street

Located adjacent to UNT's Language Building, this area is a hub of nightlife and community engagement, featuring a wide array of bars, restaurants, and live music venues.

Quakertown Park

This public park was originally the site of Quakertown, a prosperous Black community that was forcibly removed by the city in 1921. It was renamed Quakertown Park in 2006 in recognition of the community that once thrived there. The park is home to the Denton Civic Center, Denton Senior Center, and the Civic Center Pool, and is the site of the Denton Arts & Jazz Festival, which attracts over 200,000 attendees each year.

UNT Sky Theater

This theater at the Environmental Education, Science & Technology Building offers educational planetarium shows and other programs for both kids and adults.

Dallas

African American Museum of Dallas

This intimate museum, located west of downtown Dallas at Fair Park, is the only African American museum in the US Southwest.

Dallas Arts District

The largest art district in the country, this sprawling section of downtown Dallas features arts venues, galleries, theaters, and museums that offer visitors an immersive experience in the visual and performing arts. Some prominent Arts District attractions include:

- AT&T Performing Arts Center, a multi-venue center that includes the Winspear Opera House and the Wyly Theatre, is the home of the Dallas Opera, the Dallas Theater Center, Texas Ballet Theater, Dallas Black Dance Theatre, and Anita N. Martinez Ballet Folklorico. In addition, the center produces original programming and partners with local and national organizations to present a wide range of cultural performances, including music, dance, Broadway shows, concerts, and lectures.
- Crow Collection of Asian Art houses over 4,000 pieces of art from across Asia. The museum is well known for its tranquil, meditative garden.
- Dallas Museum of Art is one of the largest and most significant art museums in Texas. It is known for its comprehensive collection and innovative exhibitions. General admission is free, but visitors are encouraged to order their tickets online ahead of time.
- Morton H. Meyerson Symphony Center is renowned worldwide for its excellent design and acoustics, attributed to architect I.M. Pei and acoustician Russell Johnson. It is the permanent home of the Dallas Symphony Orchestra and houses the famous Lay Family Organ.
- Nasher Sculpture Center, designed by the Pritzker Prize-winning architect Renzo Piano, houses a voluminous collection of modern and contemporary sculptures. Piano's innovative use of a glass-paneled roof ingeniously modulates sunlight to illuminate the sculptures without exposing them to damage.

Dallas Farmers Market

This market features local produce and handmade goods from local artisans.

Dallas Heritage Village

This large living history museum offers a glimpse into daily life in 19th-century Texas.

Dallas World Aquarium

This large indoor aquarium houses a diverse range of aquatic and land animals.

Deep Ellum

Just east of downtown, this historical neighborhood is celebrated for its music, arts, and culinary scene.

Meadows Museum

Located on the campus of Southern Methodist University, this museum features an impressive collection of Spanish art.

Perot Museum of Nature and Science

This large science museum has interactive exhibits on topics ranging from dinosaurs to space exploration.

The Sixth Floor Museum at Dealey Plaza

Housed on the sixth floor of the former Texas School Book Depository, this museum's exhibits include multimedia displays, photographs, and artifacts highlighting the events of President John F. Kennedy's assassination in Dallas on November 22, 1963, as well as the global implications of his presidency.

White Rock Lake Park

This 1,000-acre urban park in East Dallas is well known for the 9-mile loop that runs around the lake, making it ideal for jogging and cycling. The park also hosts picnic areas, dog parks, and the Dallas Arboretum and Botanical Garden.

Fort Worth

Amon Carter Museum of American Art

Specializes in American art and photography, with works ranging from the early 19th century to the present.

Bureau of Engraving and Printing

Offers a unique opportunity to see where billions of dollars are printed; tours are available.

Fort Worth Botanic Garden

The oldest botanical garden in Texas.

Fort Worth Stockyards National Historic District

This major tourist destination has daily cattle drives and other Western heritage events.

Fort Worth Zoo

Ranked one of the top zoos in the nation.

Kimbell Art Museum

Known for its architecture and a small, high-quality collection of European, Asian, and Pre-Columbian works.

Magnolia Avenue

Known for its “Near Southside,” this area offers a blend of historic charm and modern dining, shopping, and nightlife.

Modern Art Museum of Fort Worth

The oldest art museum in Texas, and one of the most prestigious, “The Modern” features post-World War II art in various media.

Sid Richardson Museum

A free museum featuring a collection of Western art, particularly works depicting the 19th-century American West.

Sundance Square

This prominent square in downtown Ft. Worth is filled with shops, restaurants, and entertainment venues.

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