*Graduate Advising Guidelines for Faculty and Students*

1. Timeline
	1. Master’s students, especially those who are funded, are expected to defend their thesis proposal no later than the end of their second year and their master’s thesis no later than the end of their third year in the program.
	2. The expected timeline for degree completion is on the department website in the graduate FAQs section: <https://sociology.unt.edu/graduate/faqs>
	3. Pass-through students are funded for a maximum of five years. PhD-only students are funded for a maximum of three years. Students and faculty should decide on research topics and data (for example using primary data requiring IRB approval and data collection versus secondary data) with this time frame in mind.
2. Degree plans: Forms can be found on the department website
	1. Encourage students to complete and submit their degree plans as soon as possible:
		1. A Master’s Degree Plan by the end of a student’s first year in the master’s program.
		2. A Doctoral DP by the end of the third year in the program for pass-through students/end of first year in the program for PhD-only students.
	2. Changes can be made later. The important thing is to have a DP on file with Toulouse
		1. Note that there is a Committee Composition Change form on the department website for when none of the specified course work changes, only the designated committee members.
3. Qualifying paper: Guidelines can be found on the department website
	1. The major advisor is responsible for filing the required qualifying examination results webform, which is available on  [tgs.unt.edu](http://tsgs.unt.edu/) > faculty & staff > forms.
	2. The major advisor must also email sociology@unt.edu with qualifying paper results for departmental records. Include the student’s name and “qualifying paper results” in the subject line.
4. Thesis/dissertation proposal
	1. It is the responsibility of the thesis/dissertation committee chair to get the thesis/dissertation proposal form signed and turned in for departmental records. The thesis/dissertation form is available on the departmental website.
	2. Thesis/dissertation committee chair: Also email  sociology@unt.edu with the results for departmental records. Include the student’s name and “thesis proposal results” or “dissertation proposal results” in the subject line.
5. Thesis/dissertation defense
	1. Toulouse provides the student with the defense form which includes instructions. The committee chair is responsible for the form during the defense.
	2. Faculty: All committee members must complete an evaluation form following the defense hearing and email it to the department graduate program director. The forms are available on the departmental website and s-drive.
	3. Email the signed defense form to sociology@unt.edu. The department staff will scan the form for dept records and also send the scanned form to Toulouse.