



UW-MADISON DEPARTMENTS OF SOCIOLOGY AND COMMUNITY & ENVIRONMENTAL SOCIOLOGY

Guidelines for Students Completing Minor Area Requirements

Reminders for all grad students:

* At UW-Madison, the Ph.D. minor requirement, which ensures breadth in doctoral training, involves a minimum of nine credits of advanced-level coursework in a field (or fields) outside the major area of study. “Advanced-level” courses are grad-only courses (those numbered between 700 and 999) and grad-undergrad courses (those numbered between 300 and 699) that are either specifically designed for graduate students or assess graduate students separately from undergrads. You’ll need to check with the graduate advisor in the department[s] you’d like to work in to find out which courses numbered 300-699 meet the Graduate School’s graduate work requirement.

* All courses must be taken for a grade (i.e., you may not audit courses or carry them on a pass/fail basis).

* The minor may include a maximum of three credits of independent study (e.g., 999); however, it may not include any thesis credits (i.e., 790, 890, 990).

* Only one course may be cross-listed with the major department; no courses may be taught by faculty in the major dept.

**** For Sociology graduate students completing an Option A minor (coursework in a single department):***

An Option A minor is defined and approved by the minor department. You’ll need to meet with the graduate advisor in that department to find out whether specific courses are required, what courses may be useful to you given your interests and goals, and when those courses are likely to be offered.

After you’ve completed the minor courses, you’ll need to fill out the minor agreement form. If the minor department has created its own form, please use it. If it has not, please use the Sociology Department’s form. Once you’ve filled out the form and obtained the required signatures from your faculty advisor and the minor department advisor, please give it to the Sociology graduate advisor who will place it in your file.

For Sociology graduate students completing an Option B minor (coursework distributed among two or three departments):

An Option B minor is designed by the student in consultation with his or her faculty advisor. You’ll need to determine which areas of study may be useful to you in enriching your understanding of sociology and providing a broad context for your dissertation research. Although the distributed minor is composed of courses in two or three different disciplines, it must be unified by a common focus; in other words, the courses must form a coherent topic.

After you’ve completed the minor courses, you’ll need to fill out the Sociology Department’s minor agreement form. Once you’ve filled out the form and obtained the required signature from your faculty advisor, please give it to the Sociology graduate advisor who will sign it and place it in your file.

For non-Sociology graduate students completing an Option A minor in Sociology:

An Option A minor in Sociology is composed of nine credits of graduate-level coursework in either the Department of Sociology or the Department of Community & Environmental Sociology. The departments don’t require students to take specific courses; instead you’re encouraged to meet with the Sociology graduate advisor to discuss your interests and goals and to find out which courses may be useful to you and when they’re likely to be offered.

You may enroll in any graduate-only courses (i.e., those numbered 700-999) with the exception of Soc 700, 790, 890, and 990. You may also enroll in any of the advanced graduate-undergrad courses (i.e., those numbered 300-699) listed here: Soc 361, 362, 476, 541, 573, 611, 617, 621, 623, 624, 626, 632, 641, 643, 645, 652, 655, 663, 674, and 678.

After you’ve completed the minor courses, you’ll need to fill out the Sociology Department’s minor agreement form. Once you’ve filled out the form and obtained the required signature from your faculty advisor, please submit it to the Sociology graduate advisor who will sign it and return it to you so you can give it to the graduate advisor in your home department.

PH.D. MINOR AGREEMENT

This form may be used by Sociology Ph.D. students completing an Option A minor, if the minor department doesn't require its own form, or an Option B minor; it may also be used by graduate students from other departments who are completing an Option A minor in Sociology.

Name:

Campus ID Number:

E-mail address:

Major Department:

I have completed:

An Option A minor (minimum 9 credits in a single department)

Department:

An Option B minor (minimum 9 credits focused on a common theme distributed among 2 or 3 depts.)

Departments:

Thematic Focus:

Note: An Option A minor is defined and approved by the minor department. In contrast, an Option B minor is designed by the student in consultation with his or her faculty advisor.

Please list minor courses below as they appear on your UW-Madison campus transcript.

Department Name	Course Number	Course Title	Number of Credits	Semester & Year completed	Grade

If you are requesting that graduate courses completed at another institution count toward the Ph.D. minor requirement, please attach the transcript[s] from the other university to this form, along with a memo from the relevant UW-Madison department[s] listing the courses taken elsewhere, the UW-Madison equivalents, and a recommendation regarding fulfillment of the requirement. Instead of listing the courses in the table above, simply write, "See attached transcript from [university name] and memo from [professor name and department name at UW-Madison]."

Approval

Option A minor:

Option B minor:

Faculty Advisor signature

date

Faculty Advisor signature

date

Minor Department signature

date

Sociology Graduate Advisor signature

date