Guide to Progressing Through the Sociology PhD Program at NYU

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Note to Readers: You can help make this document more useful. If you see confusing passages or errors, please contact Maria Abascal (m.abascal@nyu.edu). We will attempt to clarify and correct and release subsequent versions with new dates at the top of this page and in the file name.

1 This guide includes two kinds of requirements: a) those determined by the department, and b) those determined by NYU’s GSAS (Graduate School of Arts and Sciences). With respect to the latter, we have attempted to accurately summarize the most relevant requirements from the GSAS Bulletin and the GSAS Policies and Procedures Manual here, but they, rather than this Guide, are binding.
Guide to Progressing Through the Sociology PhD Program at NYU

This Guide, prepared by the Director of Graduate Studies, is intended to help doctoral students understand what they need to do to successfully navigate the PhD program. Our intent is to provide an informal, but thorough, explanation of requirements, procedures, and recommendations.

Kayla Huang (kayla.huang@nyu.edu), the Academic Administrator, can answer most questions about requirements that are not answered here. Other questions can be directed to the Director of Graduate Studies: Bart Bonikowski (bonikowski@nyu.edu). For intellectual advice regarding classes, research, and dissertations, ask relevant faculty members.

Required Courses:
Students must pass all required courses with a B or better.

- **Methods and Statistics** – 3 courses (12 points total)
  - SOC-GA 2332 Introduction to Statistics (4 points) – Fall of 1st Year
  - SOC-GA 2330 Introduction to Methods of Sociological Research (4 points) – Spring of 1st Year (covers qualitative and quantitative methods)
  - One other 4 point methods course of your choosing, i.e., one of the following:
    - Qualitative Research Methods (SOC-GA 2303 – 4 points). Two distinct courses are given under this number—Ethnographic Methods, and Qualitative Interview Methods. Students may take either for this requirement, and could take the other as an elective.
    - Other methods courses offered in the Sociology department, such as SOC-GA 3306 Research Methods: Event History, SOC-GA 2314 Longitudinal Statistics, SOC-GA 2308 Historical Comparative Methods, SOC-GA 2312 Advanced Multivariate Statistics, SOC-GA 2315 Experimental Methods for Sociological Research, or SOC-GA 2316 Introduction to Computational Text Analysis.
    - Methods courses taken outside the department (must be approved by DGS). E.g. APSTA-GE 2012 Causal Inference in NYU Steinhardt School of Culture, Education, and Human Development.

- **Theory** - 1 course (4 points total)
  - SOC-GA 2111 Classical Theory (4 points) – Fall of 1st Year

- **Research & Writing Seminar; Parts 1 and 2** – 2 courses, 1 paper (8 points total)
  - Research & Writing Seminar Part 1 (SOC-GA 3112 - 4 points) – Spring of 2nd Year
  - Research & Writing Seminar Part 2 (SOC-GA 3112 - 4 points) – Fall of 3rd Year
  - The goal of this sequence is to guide you through writing a
publication-ready article. The paper is informally called your “third year paper.”

○ Instructors have adopted a policy that students will not receive a grade for the second course of this sequence until they have submitted their paper to a journal for publication review (if students are not ready to submit when grades are due, they receive an incomplete in the course).

○ Students should submit their paper for publication by the end of the Fall semester (i.e., the conclusion of the course) and no later than the Spring semester of 3rd year. Working on the paper over the summer after 3rd year risks delaying one’s progress in the program and is strongly discouraged. **PLEASE NOTE: if a student does not complete the R&W requirements by the end of the summer after 3rd year, an incomplete grade in the course will automatically convert to an F and the student will be terminated from the program by GSAS. Extensions to an incomplete grade in R&W are possible only in exceptional circumstances and the decision whether or not to grant an extension is fully within the discretion of the course instructors. Any extensions must be requested and finalized prior to the conversion of an incomplete grade into an F.**

● **Pro-Seminar** – (4 points total)
  ○ Students will attend a weekly SOC-GA 3925 Mini-Seminar – Fall of 1st year. Its purpose is to provide students with valuable advice about how to succeed in a sociology graduate program, how to obtain an academic job at the conclusion of one’s Ph.D., how to develop an active research agenda as a professional sociologist, and how to excel as a teaching assistant and eventually a primary instructor.

● **Electives** – 11 courses (44 points total)
  ○ **Inter-University Consortium courses.** These are courses at universities in the New York area (Columbia, Princeton, CUNY Graduate Center, The New School, Rutgers, Fordham, and Stony Brook) that have a reciprocal enrollment agreement with NYU.
  ○ These courses ideally help you prepare for the General exam (discussed below), and develop knowledge in your areas of interest, including the topics covered by your Research and Writing Seminar paper and your dissertation.
Summary of Credits and GPA Requirements:

- 72 total credits
  - Most graduate courses are 4 points.
  - Full-time students must register for a minimum of 12 credits each semester during the academic year. Students may request for full-time equivalency if they are registered for less than 12 credits. Full-time equivalency is approved at the department’s discretion.
  - The MacCracken fellowship will not fund more than 72 credits. If you need to enroll in more than this (e.g. because you did not pass a course) you would need to pay tuition for the additional course.
  - **Transfer credits:** Any transfer of credit must be done in your first year, in consultation with the DGS. A maximum of 40 credits may be transferred. How many points you transfer in does not affect your ability to receive the MacCracken fellowship for 5 years. It does, however, reduce how many courses you are allowed to take for credit as part of your doctoral degree. **Furthermore, transferring 24 or more credits reduces the number of allowable years in the Sociology Ph.D. program from 10 to 7, as per GSAS policies.**
  
- At least 48 of 72 points must be Sociology graduate courses (includes Sociology Reading courses and Dissertation courses).
- At least 32 of 72 points must be in residence at NYU.
- If desired, 16 of the remaining points may be dissertation research or reading courses (with dissertation courses making up no more than 8 of those credits). Such courses are taken with a faculty member who must agree to supervise you in the course and set the requirements.
- **Courses taken outside the sociology department** must be relevant to your degree and approved by the DGS prior to registration.
- **GPA:** You must have a B (3.0) or better GPA to get the PhD.

**Academic Probation:** Students may be put on academic probation if their GPA is less than 3.0, if they have not completed at least 2/3 of attempted points, or if the department deems their progress inadequate. GSAS also requires us to put students on probation if they have not entered candidacy (completing courses, the comp/general exam and defending their dissertation proposal) by the end of the fourth year or if they have not defended their dissertation and satisfied all other Ph.D. degree requirement by their 10th year (or 7th year for those who transfer 24 or more credits from other programs). Probation is a non-punitive mechanism that does not remain on the student’s record and is intended to bring the student back into good standing by meeting a set of deadlines agreed upon between the student, DGS, and GSAS (note: once agreed upon, the terms of a probation typically cannot be changed and probation agreements cannot be extended). If the terms of probation are not met within the probation period, students are terminated from the program by GSAS.

**Incompletes:** A grade of Incomplete, “I,” relapses to “F” one year after the start of the semester in which the course was taken unless an extension of the incomplete grade has been approved by GSAS. For example, an incomplete received at the end of fall semester must have the grade submitted for the course before the beginning of the fall semester of the following year. This deadline can
be extended for up to a year if the professor of the course agrees and the student submits a request for extension to GSAS prior to the end of one year from the beginning of the semester in which the course was taken.

- **Grade of F:** MacCracken fellowship awardees receive free tuition for only 72 credits. Receiving a grade of “F” in a course would result in 0 credits being awarded. In order to obtain the required points needed for the failed course, you would be responsible to pay tuition for a course in order to attain the missing points.

- **Master’s along the way:** Students receive an M.Phil in Sociology when they enter Candidacy (all 72 credits & requirements completed, the Comp/General Exam, and dissertation proposal defended). It will be awarded automatically without filing any forms. If you are leaving the program earlier than this, under some circumstances an M.A. may be awarded; contact the DGS to inquire about the requirements.
Comprehensive Exam (for students admitted prior to Fall 2023)

- Students are required to take one (1) comprehensive exam on a subfield of their choice during spring semester of the second year. There is no preset menu of subfields. An exam subfield should be reasonably broad (e.g. Political Sociology, Gender, Race, Comparative-Historical Sociology, Family, Quantitative Methods, Inequality/Stratification). Any topic that two Sociology Department faculty readers deem acceptable is permitted.
- During fall semester, the Director of Graduate Studies (DGS) sets the date for the exam to be taken by the 2nd year cohort. It is usually in March or April.
- The comprehensive exam generally consists of approximately 3 essay questions. You take the exam at home. Questions for your exam are written by your readers and are emailed to you the morning of the exam. The answers are due via email 24 hours later. Students may use books, articles, the internet, and their notes.
- Students should begin preparing for the comprehensive exam after their 1st year. Preparation typically includes:
  - Choosing a broad subfield for the exam
  - Asking 2 faculty members with relevant expertise to be readers
  - Compiling a reading list that the 2 faculty readers approve
  - Reading and writing practice exam questions

General Exam (for students admitted Fall 2023 and beyond)

- Students are required to take a general exam at the end of the summer after 1st year. This is a new program requirement (previously a comprehensive exam was administered in the Spring of 2nd year) and the details are still being worked out. We expect to update students about the content and scope of the exam in the fall of 2023.
Workshops

- Although not given for academic credit, workshops are an important resource for developing students’ research capacities. They provide a place for students to present their research-in-progress and get feedback from faculty and students with expertise in the area.
- We recommend that students attend one of the departmental workshops regularly, and that they periodically present research in the workshop to get feedback.
- Currently the department has the following workshops, organized around topical areas: Crime, Law, and Punishment; Economic and Political; Ethnography; Inequality; Culture; Race and Ethnicity.

Dissertation

- The dissertation committee consists of at least three Sociology faculty advisers, one of whom is the Chair. With permission of the DGS, 1-2 advisers may be from outside the Sociology Department or University. Students select their advisers by asking them if they are willing to serve on the committee.
- Students should defend their dissertation proposal by the end of the fall semester of their 4th year. To begin the process of writing a proposal, you should choose a faculty member and ask this person if s/he is willing to chair your dissertation committee. Talk to your Chair about her or his requirements for a proposal. Generally, they are 15-30 pages in length, and include a clear statement of the research question(s), a discussion of theoretical issues the research will address, a review of relevant past empirical literature, a discussion of how the research will contribute to the literature, and a detailed discussion of the data and methods you will use to answer the question. Sometimes a proposal reads like the “front end” of a paper, up to but not including the “Results” section.
- When the dissertation is ready to defend, as assessed by the faculty advisers, a required oral exam (also called the “defense of the dissertation”) is scheduled. The Dissertation Committee must be composed of at least five members, three of whom must be full-time members of the FAS faculty. With permission of the DGS, 1-2 advisers may be from outside the Sociology Department or University (also called “outside readers”). Students select their outside readers by asking them if they are willing to serve on the committee.
- Passing the oral dissertation defense requires that there be no more than one faculty member voting no. If faculty members believe the dissertation still needs revision, the final papers are not signed until these revisions are completed.
- To receive the Ph.D., students must complete all above requirements, including any required final revisions to the dissertation, and submission of all required papers to GSAS by the date needed to graduate by the end of the 10th year of graduate study, unless the student transferred 24 or more credits toward the doctoral program, in which case all must be completed within 7 years. A probationary extension of one year can sometimes be granted, but requires a formal petition to GSAS submitted with a letter from the DGS(s) and your plan for completion.
Exemplar Progress Map for the First 4 Years:
The following is how a typical student may proceed through years 1-4 of the program:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Point Total by end</th>
<th>General Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 - Fall</td>
<td>Pro-Seminar (4)</td>
<td>12</td>
<td>Work on building an intellectual community around areas of interest; start developing research projects through the methods courses and electives.</td>
</tr>
<tr>
<td></td>
<td>Intro to Stats (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classical Theory (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 - Spring</td>
<td>Intro to Methods (4)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 other courses (4 credits each) – could be elective, methods, or theory courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 - Summer</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Year 2 - Fall</td>
<td>3 courses (4 credits each) – can be electives</td>
<td>36</td>
<td>Choose a paper project to pursue through the</td>
</tr>
<tr>
<td>Year 2 - Spring</td>
<td>Research &amp; Writing Seminar (4)</td>
<td>48</td>
<td>Research &amp; Writing Seminar. Prepare for comprehensive exam or general exam.</td>
</tr>
<tr>
<td></td>
<td>2 courses (4 credits each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2 – Summer</td>
<td></td>
<td>48</td>
<td>Receive dept. funding to work on your project for Research &amp; Writing Sem. Complete data collection (if needed) and most analysis.</td>
</tr>
<tr>
<td>Year 3 - Fall</td>
<td>Research &amp; Writing Seminar (4)</td>
<td>60</td>
<td>Complete the R&amp;W paper and submit it to a peer reviewed journal.</td>
</tr>
<tr>
<td></td>
<td>2 other courses (4 credits each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3 – Spring</td>
<td>Doctoral Dissertation (4)</td>
<td>68</td>
<td>Finish course work, start preparing dissertation proposal</td>
</tr>
<tr>
<td></td>
<td>1 other course (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 4 – Fall</td>
<td>Doctoral Dissertation (4)</td>
<td>72</td>
<td>Defend dissertation proposal</td>
</tr>
<tr>
<td></td>
<td>None</td>
<td></td>
<td>Complete and defend dissertation</td>
</tr>
</tbody>
</table>
Grievance Resolution Committee

PhD students who experience difficulties in their professional interactions with departmental faculty—for example, related to advising, mentorship, or course instruction—may raise these difficulties with the Grievance Resolution Committee. Students may bring issues before the committee by talking to the DGS, the department chair, the committee chair, or through a peer or other faculty member (in all cases, anonymously or not). More information can be found in the Grievance Resolution Committee Policy guide.

Other University Requirements

Academic Integrity. In the Ph.D. Program, and at NYU more broadly, students are expected and required to adhere to the highest standards of scholarship, research, and academic conduct. Students who engage in academic dishonesty will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of NYU and its colleges and schools. Violations may result in a failure on a particular assignment, failure in a course, suspension or expulsion from the University, or other penalties.

Students are often encouraged to seek outside assistance from tutors, writing coaches, and online resources. Such behavior need not constitute a breach of academic integrity, particularly when the intellectual contribution of completed work is that of the student, and when outside assistance is appropriately acknowledged. However, outside assistance in which the intellectual contribution is not the students’ own is categorically forbidden.

Following are examples of behaviors that compromise the academic and intellectual community of NYU. This list is not exhaustive. Students requiring clarification on acceptable and forbidden behavior should consult relevant faculty members and University resources (including, but not limited to, the academic integrity statement online at https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html).

- Plagiarism: presenting others’ work without adequate acknowledgement of its source, as though it were one's own.
- Cheating: deceiving a faculty member or other individual who assesses student performance into believing that one’s mastery of a subject or discipline is greater than it is by a range of dishonest methods.
- Any behavior that violates the academic policies set forth by the Department of Sociology and the Graduate School of Arts and Sciences.
- Sexual harassment.

Immunization. Before the first semester that students are enrolled, they must submit documentation to the Student Health Center verifying that they have been immunized for measles, mumps, rubella and meningitis. Failure to provide this information can result in disenrollment from classes and being prohibited from entering University facilities. More information is available here.

Maintenance of Matriculation Fees After Year 7. NYU will pay for up to 72 credits, as well as all University fees and health insurance, through a student’s 7th year in the program. If a student remains in the program for 8 years or more, they are responsible for
paying 100% of their maintenance of matriculation (hereafter referred to as MM), registration and services, and health insurance fees. Once students have completed 72 credits of coursework, they must be registered for MM (MAINT-GA 4747-004), every semester until graduation. Students who are in their 7th year or below will be registered for MM by the Graduate School; students in their 8th year or above will need to register themselves and pay the fee. The Academic Administrator will remind students each semester when it is time to register for MM. Non-registration of MM for two consecutive semesters will result in the student being considered by GSAS to have withdrawn from the program. To be readmitted, the student would need to reapply, and readmission might not be granted.

10 Year Time Limit. GSAS requires that all requirements (including the defense and submission of all forms) for the Ph.D. be finished within 10 years (7 years for those who transfer in 24 or more points of credit). One can request an extension via a probation agreement, but there is a strict rule that no more than one extension will be granted to a student. To apply for such an extension, you need a detailed schedule/plan of how you will finish on time, with a letter of support from your advisor and the DGS(s).

Accommodation for Students with Disabilities

- Students may have a disability that requires some accommodation such as extra time on exams.
- Any NYU student needing an accommodation for a disability is required to register with the Moses Center for Students with Disabilities. This must be done in advance of requesting and being granted an accommodation. The Moses Center will explain the required process.
Accessing Departmental Funding for PhD Students

Conference Participation Funding (All Years)
The Department of Sociology provides funds to Ph.D. students to help offset the cost of participation at conferences when (a) the student is presenting a paper at the meeting or conference and (b) the meeting or conference is not student-run. The Department will fund a maximum of $350 for a domestic conference and $500 for a conference that takes place abroad. Expenses reimbursable by the Department include conference registration, transportation, lodging, and meals (excluding alcohol, up to $50 per day). Students may not receive funding for more than two conferences per year.

Before applying to the Department for funding, students must first apply for a GSAS Dean’s Conference Fund grant: Make certain to review the information on the GSAS website carefully to be aware of upcoming application deadlines. Please note: You may apply for a Dean’s Conference Fund grant while awaiting confirmation of acceptance from conference organizers. Therefore, even if you have not received confirmation of your paper or poster being accepted into the conference, you should still apply for a Dean’s Conference Fund grant during the appropriate application period.

Once students have received a decision regarding their Dean’s Conference Fund grant application (either an award or a denial of funding), they can then apply to the Department for funding (or additional funding in the case where a GSAS award was received but more funding is needed for the conference in question). Applications for conference participation funding from the Department must be submitted exactly as follows:

1. Email your funding request to the Department Manager. The subject of your email should be: “[YOUR LAST NAME] - Request for Conference Participation Funding.”
2. The body of your email should include the name of the conference, the date(s) of the conference, the location where the conference is being held, and a link to the conference’s website. You should explicitly state how much funding you are requesting from the Department, keeping in mind the maximum amounts listed above. If you have received funding from a Dean’s Conference Fund grant, you must also explain why you need additional funding from the Department above the Dean’s Conference Fund award.
3. Your email must include two attachments. The first attachment should be the letter or email you received accepting your paper for presentation at the conference or, if not available, the preliminary program showing your presentation in it. The second attachment should be the email you received from GSAS either awarding or denying your Dean’s Conference Fund application.
Once received, requests will be reviewed by the Department Manager. Students will be notified of their funding award or denial within one week of the receipt of all materials. A list of conferences preapproved by the Director of Graduate Studies can be found below:

[Regional] Sociological Associations – e.g., Eastern Sociological Association
American Anthropological Association
American Association of Geographers
American Education Finance and Policy Association American Education Research Association American Society of Criminology
American Sociological Association
Association for the Study of Public Policy and Management (APPAM)
British Sociological Association
Conference on Empirical Legal Studies
European Society of Criminology
International Network of Analytical Sociologists
International Sociological Association (ISA)
International Union for the Scientific Study of Population Joint Statistical Meetings
Law and Society Association
Modern Modeling Conference
Population Association of America
Research Committees of the ISA
Social Science History Association
Society for the Advancement of Socio-Economics
Society for the Study of Social Problems
Sociology of Education Association
Participation in conferences not on the list above will require approval by the Director of Graduate Studies (to be obtained by the Department Manager).

If approved, students should contact the Department's Administrative Aide to initiate the reimbursement request via Albert. The Administrative Aide will then email you a one-time use link to an online form in Albert. You will need to complete and submit the online form and attach valid receipts and/or documentation. Upon submission, you will receive a confirmation email that includes your payment request ID.

Please include the following documentation with your online form:

- All original itemized receipts showing the item(s) purchased and the method of purchase (e.g., credit card);
- If being reimbursed for travel (e.g., airfare, rail), original boarding passes to and from the location of the conference;
- A copy of the conference program that lists participation in the conference; and
- A cover sheet with an itemized list of the items you are to be reimbursed for, as well as the total amount of your reimbursement request.

**Dissertation Proposal Research Funding (typically Years 1 through 3)**

The Department of Sociology makes funds available to Ph.D. students to aid in the preparation of their dissertation proposals. This funding is available to help students plan and begin work on their dissertations and can be used for a variety of purposes, such as the acquisition of data sets or other needed materials (including computer software packages), training in a particular set of methods or computer software package, travel to field sites to begin conducting research, launching a pilot study, or paying a publication fee in one of the two Sociology journals (*Socius or Sociological Science*) that require such fees after acceptance. These funds cannot be used to cover living expenses. The maximum award per student per academic year is **$1,000**.

In order to be eligible for funding, students must have completed at least one semester in the program and must not have submitted or defended their dissertation proposal. Applications for dissertation proposal research funding from the Department must be submitted exactly as follows:

1. Email your funding request to the Department Manager. The subject of your email should be: “[YOUR LAST NAME] - Request for Pre-Dissertation Proposal Research Funding.”
2. The body of your email should include what specifically you need to purchase and how much each item will cost, why you need the item and how it relates to your dissertation proposal and future work, your faculty advisor’s name, and when you intend to submit and defend your dissertation proposal.
3. Your email must include one attachment, which should be a letter or email from your faculty advisor stating his or her support of your purchase of the requested item(s).
Once received, requests will be reviewed by the Department Manager and the Director of Graduate Studies. Students will be notified of their funding award or denial within one week of the receipt of all materials.

If approved, students should contact the Department's Administrative Aide to initiate the reimbursement request via Albert. The Administrative Aide will then email you a one-time use link to an online form in Albert. You will need to complete and submit the online form and attach valid receipts and/or documentation. Upon submission, you will receive a confirmation email that includes your payment request ID.

Please include the following documentation with your online form:

- All original itemized receipts showing the item(s) purchased and the method of purchase (e.g., credit card);
- If being reimbursed for travel (e.g., airfare, rail), original boarding passes to and from the travel destination;
- A cover sheet with an itemized list of the items you are to be reimbursed for, as well as the total amount of your reimbursement request.

**Dissertation Research Funding (typically Year 4+)**

The Department of Sociology makes funds available to Ph.D. students to cover research expenses related to their dissertation work. Possible expenses could include travel to field sites or archives, computer software purchases, transcription costs, data analysis costs, or paying a publication fee in one of the two Sociology journals (*Socius* and *Sociological Science*) that require such fees after acceptance. These funds cannot be used to cover living expenses. The maximum award per student per academic year is **$1,000**.

In order to be eligible for funding, students must be in good standing with the department and GSAS. **Applications for supplemental dissertation research funding from the Department should follow the same guidelines as those listed above for Dissertation Proposal Research Funding.**

Students seeking external fellowships opportunities may use the Fellowship Finder. This database allows students to easily sort by field, citizenship, stage of study and more.
MacCracken Fellowship Policies

Students enter our doctoral program with a MacCracken Fellowship that pays for their tuition and provides five years of a stipend to live on, with amounts set by GSAS. Students are welcome to apply for external fellowships as well. These awards may provide additional funds to live on, and are often prestigious for the student.

If a student receives an external fellowship or other award that involves a stipend from some organization outside of GSAS, the MacCracken stipend is reduced by 25% of the amount of the external agency stipend. (Note that this reduction of the MacCracken stipend does not apply to external grants that are exclusively for documented research expenses; it applies to awards that give a stipend for living expenses. It also does not apply to adjunct teaching or graduate assistant work at NYU for which a student is paid.) As an example of how the reduction would work, if the student received an external stipend in the amount of $24,000 for each of two years that s/he is eligible for a MacCracken fellowship, the MacCracken stipend would be reduced by $6,000 for each of the two years.

The only exception to this reduction is that a student may be exempted from the reduction once if the student opts to reserve the MacCracken fellowship for that year (or semester), saving it to be received in a future year, so the two awards are not taken simultaneously.

Rules of the MacCracken Reserve policy are discussed at Graduate School Fellowships and Assistantships.

This exemption from the reduction can only be taken once (i.e. for up to one year of external fellowship) in a student’s graduate career in the department. For any subsequent years of external support, the 25% adjustment would apply, whether or not that year’s MacCracken is reserved.