

Guide to Progressing Through the Sociology PhD Program at NYU¹

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Note to Readers: You can help make this document more useful. If you see confusing passages or errors, please contact Iddo Tavory (iddo.tavory@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.

Sharice Burroughs (sharice.burroughs@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: Iddo Tavory (iddo.tavory@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, or SOC-GA 1402 Applied Quantitative Analysis II.
 - 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 3112-001 - 4 points) – Spring of 2nd Year
 - Research & Writing Seminar Part 2 (SOC-GA 3112-002 - 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.” Recent 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).

- *Pro-Seminar* – (4 points total)
 - Students will attend a weekly SOC-GA 3925 Mini-Seminar their first year, spread across two semesters. Its purpose is to provide advice regarding being a doctoral student and a professional sociologist, and to prepare students to teach and be teaching assistants.
- *Electives* – 11 courses (44 points total)
 - You must pass at least two departmental 2000-level courses (excluding theory and methods requirement classes) with a B or better.
 - Inter-University Consortium courses. These are courses at universities in the area (Princeton, CUNY, SUNY, The New School, Columbia) that have an agreement with NYU that our students make take courses there.
 - These courses ideally help you to prepare for the Comprehensive exam (discussed below), and to develop knowledge in areas you want to do research, including the research for your paper in the Research and Writing seminar and your dissertation.

Summary of Point and GPA Requirements:

- 72 total credit points
 - Most graduate courses are 4 points.
 - The MacCracken fellowship will not fund more than 72 points. 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 credit:** Any transfer of credit must be done in your first year, in consultation with the DGS. How many points you transfer in does not affect your ability to receive the MacCracken fellowship for 5 years. But transferring in courses reduces how many courses you are allowed to take for credit as part of your doctoral degree.
- At least 48 of 72 points must be Sociology graduate courses.
- At least 32 of 72 points must be in residence at NYU.
- If desired, remaining points may be dissertation research or reading courses. Such courses are taken with a faculty member who must agree to supervise you in the course and sets the requirements.
- **Courses taken outside the sociology department** must be relevant to your degree and approved by the DGS.
- **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 exam, and defending their dissertation proposal) by the end of the fourth year. If the terms of probation are not met within the probation period, students are dropped from the program.

- **Incompletes:** A grade of Incomplete, “I,” reverts 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 points. Receiving a grade of “F” in a course would result in 0 points 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 courses: 72 credits completed, the Comprehensive 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

- 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 e-mail 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

Workshops

- Although not given for academic credit (points), Workshops are an important resource for developing students’ research capacities. They provide a place for 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 Deviance; Economic and Political Sociology (EPS); Ethnography; Inequality; Culture.

Dissertation

- The dissertation committee consists of at least three faculty advisers, one of whom is the Chair. With permission of the DGS, one adviser 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. In addition to the advisers (also called the “committee”), the defense must include one or more additional faculty readers to bring the total faculty reading the dissertation and voting at the oral exam to 5, of which 3 must be from NYU’s Faculty of Arts and Sciences. The “defense” is a meeting where the faculty members ask the student questions about the dissertation.
- 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. An 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:

<i>Semester</i>	<i>Courses</i>	<i>Point Total by end</i>	<i>General Goals</i>
<i>Year 1 - Fall</i>	<i>Pro-Seminar (2) Intro to Stats (4) Classical Theory (4) An elective (4)</i>	<i>14</i>	<i>Work on building an intellectual community around areas of interest; start developing research projects through the methods courses and electives.</i>
<i>Year 1 - Spring</i>	<i>Pro-Seminar (2) Methods (4) 2 other courses (4 pts each) – could be elective, methods, or theory courses</i>	<i>28</i>	
<i>Year 1 - Summer</i>		<i>28</i>	<i>Based on getting a faculty member's agreement to work with or supervise you, and your proposal, receive department funding to work on a research project.</i>
<i>Year 2 - Fall</i>	<i>3 courses (4 pts each) – can be electives</i>	<i>40</i>	<i>Choose paper project to pursue through the Research & Writing Seminar; Prepare for comprehensive exam, which occurs toward end of spring semester.</i>
<i>Year 2 - Spring</i>	<i>Research & Writing Seminar (4) 2 courses (4 pts each)</i>	<i>52</i>	
<i>Year 2 – Summer</i>		<i>52</i>	<i>Receive dept. funding to work on your project from Research & Writing Sem. Complete data collection (if needed) and most analysis.</i>
<i>Year 3 - Fall</i>	<i>Research & Writing Seminar (4) 0-2 other courses</i>	<i>56-64</i>	<i>Complete the third year paper and submit for publication review.</i>
<i>Year 3 – Spring</i>	<i>Doctoral Dissertation (4)</i>	<i>68</i>	<i>Finish course work, start preparing dissertation proposal</i>
<i>Year 4 – Fall</i>	<i>Doctoral Dissertation (4)</i>	<i>72</i>	<i>Defend dissertation proposal</i>
	<i>None</i>		<i>Complete and defend dissertation</i>

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 college 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 ones 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 de-enrollment 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 points of course credit, 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 points 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 notify 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, but there is a strict rule that no more than one extension will be granted to a student. To appeal 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 travel grant: <http://gsas.nyu.edu/page/grad.travelgrant>. 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 GSAS travel 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 GSAS travel grant during the appropriate application period.

Once students have received a decision regarding their GSAS travel 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 GSAS travel grant, you must also explain why you need additional funding from the Department above the travel grant 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 travel grant 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 will need to submit the following items to the Administrative Aide for reimbursement after the conference has occurred:

- 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.

Reimbursements typically take 2-4 weeks to be processed once all materials have been received by the Administrative Aide.

Summer Research Funding (Years 1, 2, and 3)

The Department of Sociology provides funding to Ph.D. students in the first three years of their graduate studies to help offset the cost of summer research and for expenses related to dissertation proposal research and preparation. The maximum award per student per academic year is **\$3,500**.

In order to be eligible for summer funding, PhD students must follow the policies and procedures as outlined below based on their year in the program.

Summer Funding for First-Year Ph.D. Students:

First-year students are eligible for **\$3,500** in summer funding to work on a collaborative research project with a faculty member or on their own research project under the supervision of a faculty member. Work occurs during the summer between students' first and second years in the program. To receive these funds, students must work with a faculty advisor to establish specific goals and tasks that are to be completed by the end of the summer. Students must submit a memo via email to their faculty advisor, with copies to the Director of Graduate Studies, outlining the specific tasks they plan to complete during the first half of the summer (May and June) and the specific tasks that will be completed during the second half of the summer (July and August). **This plan is due no later than April 15th.**

The DGS, in consultation with students' faculty advisors, will approve plans by May 15th. Students will be notified of any revisions required to their plan prior to approval. Approved students will be disbursed **\$1750 on or near June 1st.**

Halfway through the summer, students must submit an interim report via email to their faculty advisor, with copies to the Director of Graduate Studies, explaining their progress. **This is due no later than July 1st.** The interim report should include a discussion of the items that were completed during the first half of the summer, as well

any items that were to be completed during the first half of the summer that were not completed and why. The interim report should also mention if the deliverables for the second half of the summer are still feasible and accurate. If students are deemed to be making satisfactory progress on their projects by the Director of Graduate Studies, in consultation with students' faculty advisors, students will be disbursed another **\$1750 on or near August 1st.**

Students must submit a final report via email to their faculty advisor, with copies to the Director of Graduate Studies. **This is due no later than August 30th.** This final report should describe all items that were completed during the summer and how they relate to the student's original plan, as well as any items that were not completed and why.

Summer Funding for Second-Year PhD Students:

Second-year students are eligible for **\$3,500** in summer funding to work on their research projects for the course SOC-GA 3112 Research and Writing Seminar. Work occurs during the summer between students' second and third years in the program. To receive these funds, students must establish specific goals and tasks that are to be completed by the end of the summer and then provide a week-by-week work plan to the faculty of the Research and Writing Seminar. **This plan is due on May 1st, or the date specified by the faculty of SOC-GA 3112 Research and Writing Seminar.**

The faculty of the Seminar will approve plans by May 25th. Students will be notified of any revisions required to their plan prior to approval. Approved students will be disbursed **\$1750 on or near June 15th.**

Halfway through the summer, students must submit via email an interim report to the faculty of the Research and Writing Seminar. **This is due no later than July 1st.** The interim report should include a discussion of the items that were completed during the first half of the summer, as well any items that were to be completed during the first half of the summer that were not completed and why. The interim report should also mention if the deliverables for the second half of the summer are still feasible and accurate. If students are deemed to be making satisfactory progress on their projects by the faculty of the Seminar, students will be disbursed another **\$1750 on or near August 1st.**

Students must submit a final report via email to the faculty of the Seminar. **This is due no later than August 30th.** This final report should describe all items that were completed during the summer and how they relate to the student's original plan, as well as any items that were not completed and why.

Summer Funding for Third-Year Ph.D. Students:

Third-year students are eligible for **\$3500** to work on their research projects and/or dissertation proposal. Work occurs during the summer between students' third and fourth years. To receive these funds, students must work with a faculty advisor to establish specific goals and tasks that are to be completed by the end of the summer. Getting these funds carries with it the expectation that the student plans to defend a dissertation proposal by fall of his or her fourth year, and will submit a draft of this proposal along

with the final report. Students must submit a memo via email to their faculty advisor, with copies to the Director of Graduate Studies, outlining the specific tasks they plan to complete during the first half of the summer (May and June) and the specific tasks that will be completed during the second half of the summer (July and August). **This plan is due no later than May 1st.**

The DGS, in consultation with students' faculty advisors, will approve plans by May 15th. Students will be notified of any revisions required to their plan prior to approval. Approved students will be disbursed **\$1750 on or near June 1st.**

Halfway through the summer, students must submit an interim report via email to their faculty advisor, with copies to the Director of Graduate Studies, explaining their progress. **This is due no later than July 1st.** The interim report should include a discussion of the items that were completed during the first half of the summer, as well any items that were to be completed during the first half of the summer that were not completed and why. The interim report should also mention if the deliverables for the second half of the summer are still feasible and accurate. If students are deemed to be making satisfactory progress on their projects by the Director of Graduate Studies, in consultation with students' faculty advisors, students will be disbursed another **\$1750 on or near August 1st.**

Students must submit a final report via email to their faculty advisor, with copies to the Director of Graduate Studies. **This is due no later than August 30th.** This final report should describe all items that were completed during the summer and how they relate to the student's original plan, as well as any items that were not completed and why.

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 will need to submit the following items to the Administrative Aide for reimbursement for the purchase of the approved item(s):

- 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.

Reimbursements typically take 2-4 weeks to be processed once all materials have been received by the Administrative Aide.

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 have successfully submitted and defended their dissertation proposal. Applications for supplemental dissertation 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 Supplemental Dissertation 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 research, your faculty advisor's name, and when you intend to submit and defend your dissertation.

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 will need to submit the following items to the Administrative Aide for reimbursement for the purchase of the approved item(s):

- 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.

Reimbursements typically take 2-4 weeks to be processed once all materials have been received by the Administrative Aide.

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 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: <https://gsas.nyu.edu/content/dam/nyuas/gsas/documents/MacCracken-Reserve-Form.pdf>.) 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.