HANDBOOK OF GRADUATE STUDIES

Doctoral Program in
APPLIED DEMOGRAPHY

Department of Demography
College of Public Policy
The University of Texas at San Antonio

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FACULTY
INTRODUCTION TO THE DOCTORAL PROGRAM IN APPLIED DEMOGRAPHY

The Ph.D. in Applied Demography is offered through the Department of Demography in the College of Public Policy at The University of Texas at San Antonio. The Applied Demography program prepares students to address the expanding education and research problems that are at the intersection of demography, public policy and administration, education, public health, and health care. Students may pursue careers in traditional academic departments, university-based medical centers, public health related organizations and agencies, health science centers, national and corporate settings, and local, state and federal government. Students are trained to examine the effects of demographic factors on policy—both private and public.

Students in the Applied Demography doctoral program have the opportunity to engage in advanced study and research in the field of Applied Demography as it applies to questions in such areas as public policy and administration, urban and regional planning, life sciences, medicine, business, and the social sciences. Depending on their area of focus, students may work with faculty from a variety of areas of study offered at UTSA.

All students are required to take core courses in the areas of demography and demographic methods, statistics, research methods, as well as specialized courses in their area of specialization. Students will find that the program’s multidisciplinary curriculum design provides a synergistic combination of formal courses, seminars, teaching opportunities, interactions with applied analysts, and individualized research experiences.

IMPORTANT NOTES FOR STUDENTS NAVIGATING UTSA

This Student Handbook provides the information you need to successfully navigate the administrative infrastructure of the doctoral degree in Applied Demography. However, it is not meant to be exhaustive as the program is student-centered, allowing for adaptive changes as necessary.

To fill in the gaps and to provide you with guidance, the program has a Graduate Advisor of Record and the Department Chair. Their contact information can be found in this Handbook.

DISCLAIMER

The information contained in this Handbook does not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Doctoral Program in Applied Demography, The Graduate School at UTSA, or The University of Texas System. The Doctoral Program in Applied Demography reserves the right to alter course offerings; change the curriculum, or other procedures leading to the awarding of a degree; and any other requirements affecting students at any time. Changes will become effective whenever the proper authorities so determine. The changes will apply to prospective students and may apply to those already enrolled in the Program.
Abbreviations or Shortened Terms Used Within this Handbook

<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>Dissertation Committee</td>
<td>Refers to the committee responsible for directing and approving the dissertation research performed by a doctoral student in the Doctoral Program in Applied Demography</td>
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<tr>
<td>GPC</td>
<td>Graduate Program Committee</td>
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<tr>
<td>GAR or GA</td>
<td>Graduate Advisor of Record or Program Director</td>
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<td>GC</td>
<td>Graduate Council</td>
</tr>
<tr>
<td>GFC</td>
<td>Graduate Faculty Council</td>
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<tr>
<td>QEC</td>
<td>Qualifying Examination Committee</td>
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<td>UTSA</td>
<td>The University of Texas at San Antonio</td>
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Program Administration

The Dean of the Graduate School at UTSA has overall responsibility for the Doctoral Program in Applied Demography. The graduate faculty of the Applied Demography program, along with the Graduate Advisor of Record, is responsible for curriculum development and ongoing review.

The Graduate Advisor of Record (GAR) advises all doctoral graduate students, maintains student records, and represents the program. Questions about degree requirements and academic policies are directed to the Graduate Advisor of Record who may also consult with the Graduate Program Committee (GPC). The day-to-day administrative operation of the Program is the responsibility of the Department Chair.

The Applied Demography Program is supervised by the GPC. The GPC is composed of members of graduate faculty at UTSA and consists of a Chairman and all the members of the program’s faculty. From this group, Subcommittee Chairs are appointed to perform various activities for which they are responsible, including: establishing and evaluating program admission requirements, recommendations toward approval or denial of admission of program applicants, oversight of academic curricula, student academic progress monitoring in didactic and research activities, declaration of eligibility for admission to candidacy for a degree, and verification to the Graduate Council (GC) of students having fulfilled degree requirements.

At UTSA the GC establishes and maintains policies and regulations on matters of graduate education common to all programs administered by the Graduate School. These include such matters as general academic requirements for admission, candidacy, continuation of studies, and the awarding of a degree; standards of students’ professional conduct; grading systems; graduate program review; and criteria for dissertation research, its supervision, and its defense.

Coursework Requirements for the Ph.D. Program in Applied Demography

The Applied Demography degree requirements comply with general University requirements. All prospective students must have a Master of Science or Master of Art degree from an accredited university in demography/sociology, geography, economics, biology, health administration, health policy, public policy, public health, political science, statistics, mathematics, business, or similar fields. Students who have not earned a qualifying masters degree will be required to complete the equivalent courses in the appropriate discipline area before admission to the Ph.D. program in Applied Demography.

The Applied Demography Ph.D. requires students to complete a minimum of 48 hours of organized coursework and a minimum of 12 hours of dissertation credits for a total of at least 60 hours beyond the master’s degree. The doctoral program has a base of core courses that will result in all students having a firm grounding in demography and related areas of statistics with students then choosing their area of specialization.

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1 Refer to Chapter 2, General Academic Regulations, and Chapter 5, Doctoral Degree Regulations of the UTSA Graduate Catalog, available online at http://utsa.edu/gcat/11-13GradCatalog.pdf
All students will be required to complete the core courses listed below and courses in their area of specialization.

<table>
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<th>Course Type</th>
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<tr>
<td>Core Demography Courses</td>
<td>Minimum of 18 hours</td>
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<td>Research and Statistics Courses</td>
<td>Minimum of 15 hours</td>
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<tr>
<td>Demography Specialization</td>
<td>Minimum of 15 hours</td>
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<tr>
<td>Dissertation</td>
<td>Minimum of 12 hours</td>
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**Listing of Courses**

**Program of Study**

A. Core Research and Statistics Courses (15 semester credit hours):
   1. 6 semester credit hours of the following required courses:
      
      **Research Methods**
      
      DEM 7243 General Research Methods for Demographers
      DEM 7253 Survey Methods for Demographers
      
      2. 9 semester credit hours selected from the following:
         
         **Applied Statistical Methodology**
         
         DEM 7223 Advanced Methods for Life Table Analysis
         DEM 7263 Spatial Demography
         DEM 7273 Statistics for Demographic Data I
         DEM 7283 Statistics for Demographic Data II
         DEM 7143 Applied Mathematical Demography
         DEM 7233 Applied Forecasting Methods in Demography

B. Core Demography Courses (18 semester credit hours):
   1. 9 semester credit hours from the following required courses:
      
      DEM 7013 Demographic Methods of Analysis I
      DEM 7023 Demographic Methods of Analysis II
      DEM 7093 GIS for Population Science
      DEM 7113 Social Demography and Community Trends
      
   2. 9 semester credit hours selected from the following:
      
      DEM 7033 Mortality
      DEM 7043 Migration
      or
      DEM 7053 International Migration
      DEM 7083 Fertility
C. Advanced Courses (a minimum of 15 semester credit hours is required):

15 semester credit hours selected from the following:

DEM 7063 Applied Demography in Policy Settings
DEM 7073 Disparities in Health and Health Care
DEM 7123 Applied Demography in Education
DEM 7153 Applied Demography in Public Health
DEM 7173 Applied Demography in Urban and Regional Planning
DEM 7183 Social and Economic Impact Assessment
DEM 7413 Demographic Perspectives on Poverty
DEM 7423 Demography of the Labor Force and Labor Markets
DEM 7433 Demography of Race and Ethnicity
DEM 7443 Demography of Adolescence and the Transition to Adulthood
DEM 7783 Internship in Applied Demography

D. Doctoral Dissertation (minimum 12 semester credit hours):

DEM 7911-6 Doctoral Dissertation

The entire program of study must be approved by the student’s dissertation advisor and graduate committee, and must be submitted to the Dean of the Graduate School through the Dean of the College of Public Policy for final approval.

Admission to Candidacy. Advancement to candidacy requires that a student complete University and Applied Demography requirements. The student must choose a graduate committee and designate one faculty member as chair of that committee. This faculty member must be a member of the graduate faculty of UTSA. A degree plan must be submitted by each student to his or her specific graduate committee and must be approved by the committee before the end of the second semester of enrollment. The student may seek candidacy by taking and passing written and oral qualifying examinations. The written examination is administered by the graduate faculty. The oral qualifying examination will assess issues not adequately addressed in the student’s written examination. The student will also submit and undergo an oral examination in defense of the student’s dissertation proposal. Written qualifying examinations will be scheduled twice a year. Oral examinations are administered at the discretion of the student’s committee and must meet the time line and requirements of the University. All students must schedule a defense of their dissertation at which all members of their committee are present to examine the student and issue a pass/fail evaluation of the student’s work. The Chair of the student’s committee is responsible for approval of the final corrections of the student’s dissertation.

Dissertation. Candidates must demonstrate the ability to conduct independent research by completing and defending an original dissertation. The research topic is determined by the student in consultation with his or her supervising professor. A dissertation committee, selected by the student in consultation with his or her supervising professor, guides and critiques the candidate’s research. The completed dissertation must be formally presented and defended to, and approved by, the student’s Dissertation Committee. Awarding of the degree is based on the approval of the Dissertation Committee. The UTSA Dean of the Graduate School certifies the completion of all University-wide requirements.
Course Descriptions

DEMOGRAPHY (DEM) COURSE DESCRIPTIONS

7013 Demographic Methods of Analysis I
(3-0) 3 hours credit. Prerequisite: consent of instructor.
Examines basic materials and methods used in demography, including methods for measuring levels and rates of population change, fertility, mortality, migration (both domestic and international), distribution, and composition. Emphasis on cohort and period patterns of change, methods of standardization, and life table methods. (Formerly titled “Basic Demographic Methods of Analysis.”)

7023 Demographic Methods of Analysis II
(3-0) 3 hours credit. Prerequisites: DEM 7013 or consent of instructor.
Examines use of advanced demographic and statistical methods of analysis of population and sample data, including simulating, adjusting, and smoothing; advanced survival analysis, methods of rate decomposition and standardization, population estimation, population projections and evaluations of each. Considers applications of demographic techniques in marketing, management and impact analyses in business and government. (Formerly titled “Advanced Methods of Applied Demographic Analysis.”)

7033 Mortality
(3-0) 3 hours credit. Prerequisite: DEM 7113 or consent of instructor.
Theoretical and demographic empirical analysis of current and historical issues concerning epidemiological/health transition, demographic and socioeconomic differentials in health and mortality, infant and child mortality, status of women and health, environment and health, demographic change and nutrition, health care systems, and health planning policies in the United States and in other developed and developing countries. Explores advanced sources of demographic data, measures, and methods of analyses used to analyze the levels and changes in these processes used in applied demographic settings. (Formerly titled “Fertility and Mortality.”)

7043 Migration
(3-0) 3 hours credit. Prerequisite: DEM 7113 or consent of instructor.
Examines patterns, trends and consequences of migration and immigration in the United States and other parts of the world. Explores historical and current theoretical perspectives on migration, analysis of historical, current and projected patterns of migration in the United States and other parts of the world, and examines effects of migration on other demographic, economic, social, and political factors in the United States and elsewhere.

7053 International Migration
(3-0) 3 hours credit. Prerequisite: DEM 7113 or consent of instructor.
Examines the determinants and consequences of international migration from theoretical and empirical perspectives. Explores impacts on the migrants themselves and the countries of origin and destination. Specific issues include global competition for skilled labor, the concept of ‘replacement migration’, and the role of the state in creating and regulating international population movements. Examines public policy implications of the volume and composition of migration for origin and destination countries.
7063 Applied Demography in Policy Settings
(3-0) 3 hours credit. Prerequisites: DEM 7013, DEM 7023 and DEM 7113, or consent of instructor. Student must have a minimum of 30 credit hours in the Applied Demography doctoral program. Examines the roles, duties and implications of being an applied demographer in private- and public-sector policy settings, including required professional skills and knowledge. Provides practical case-study based experience in applying demographic knowledge and methods to such areas of applied analysis as marketing research, site location analysis, impact analyses, advertising analyses, program evaluation, short-term and long-term planning, and similar areas of policy development. Emphasis on interactive and team-based case-study analyses resulting in written reports, and findings presented to governmental or private-sector decision makers.

7073 Disparities in Health and Health Care
(3-0) 3 hours credit. Prerequisites: DEM 7013 and DEM 7113 or consent of instructor. Overview of current and historical trends and differentials of health, health care access, and health care delivery systems among different racial/ethnic, socioeconomic, and residence area groups in the United States and elsewhere. Examines differentials in the types and rates of incidence and occurrence of alternative forms of disease and disorders, and access to physicians, hospitals and forms of treatment across demographic and socioeconomic groups. Data and methods for assessing such disparities are reviewed and alternative policy options for decreasing such disparities are discussed.

7083 Fertility
(3-0) 3 hours credit. Prerequisite: DEM 7113 or consent of instructor. Theoretical and empirical overview of major issues and methodological approaches in the demographic study of human fertility in developing and developed countries. Explores advanced sources of demographic data, measures, and demographic methods of analyses used to analyze the levels and changes in these processes used in applied settings.

7093 GIS for Population Science
(3-0) 3 hours credit. Prerequisite: Consent of instructor. This course is designed to give graduate students interested in population science and policy fields a hands-on introduction to the use of Geographic Information Systems (GIS). The course will cover geographic data types, spatial data creation and management, exploratory spatial analysis, and basics of geospatial modeling. At the close of the course, students are expected to be able to: create and modify geographic data, perform GIS visualization of spatial data, use database software to manage geographic data and perform descriptive analysis of spatial data using industry standard GIS software.

7113 Social Demography and Community Trends
(3-0) 3 hours credit. This seminar is a survey of the major themes in demographic research. It will focus on the causes and consequences of demographic change and world population problems and policies, and we will explore the major theoretical perspectives focusing on the interrelationship of social and environmental causes of population change and the dynamics of human populations.
7123 Applied Demography in Education
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
Objectives for this course are focused upon development of an understanding of demographic issues in
the field of education and skills in the application of demographic methods and techniques in this area.
Topics will include issues of population dynamics related to school enrollment and completion and
application of demographic techniques relevant for education related topics.

7143 Applied Mathematical Demography
(3-0) 3 hours credit. Prerequisites: DEM 7013 and DEM 7273.
This course will examine the mathematical background behind the major methods and models used in
demographic research and show how they are applied in population analysis. Students are assumed to
have had the basic demographic techniques class, and a firm grasp of basic algebra. Calculus and matrix
algebra will be used throughout the course, but extensive exposure to each is not assumed.

7153 Applied Demography in Public Health
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
Course work and readings will provide overview of demographic methods applied to examination of
issues in the area of public health. A range of public health and epidemiologic topics will be reviewed in
relation to issues related to demography and demographic methods. Assignments will provide students
with opportunities to examine key issues in public health and explore specific topics of public health
relevance.

7173 Applied Demography in Urban and Regional Planning
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
Urban and regional planning is strongly dependent on information generated from applied demography.
This course will review the field of urban and regional planning with particular reference to the use of
demographic information. Elements of the course will emphasize learning and applying traditional and
innovative approaches to estimating and projecting population for small areas with particular reference
to issues of geography and land use patterns.

7183 Social and Economic Impact Assessment
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
The purpose of this course is to provide students with an understanding of the requirements of,
methodologies for, and issues in, socioeconomic impact assessment and to provide practical, working
experience with socioeconomic impact assessment techniques.

7223 Advanced Methods for Life Table Analysis
(3-0) 3 hours credit. Prerequisites: DEM 7013, DEM 7023, and DEM 7273 or consent of instructor.
This course covers demographic life tables and event history analysis for events such as unemployment
spans, birth intervals, years of healthy life lived, and other codependent demographic events. Further,
this course will provide a survey of demographic analytical methods for empirically explaining variation
in timing of demographic events. This course will use SAS and/or STATA software.
7233 Applied Forecasting Methods in Demography
(3-0) 3 hours credit. Prerequisites: DEM 7013, DEM 7023, and DEM 7273 or consent of instructor. Explanation of methods used for demographic projections and statistical forecasts of empirical data series for the purpose of planning, policy, analysis, and program evaluation. Methods will be used that solve the many historical problems that arise during forecasting, including the modeling of episodic interventions.

7243 General Research Methods for Demographers
(3-0) 3 hours credit. Prerequisites: DEM 7013 and DEM 7113 or consent of instructor. Examines key aspects of research methodology and provides an understanding and overview of practical and theoretical methods used to include sampling, interviewing, questionnaire and survey construction, and methods of analysis. The course will examine alternative research perspectives used in writing major publishable articles, and a dissertation in demography.

7253 Survey Methods for Demographers
(3-0) 3 hours credit. Prerequisite: DEM 7243 or consent of instructor. This course examines the use of survey methodology and the research process, with special attention given to survey instruments as they relate to demographic research. Topics to be covered include a general overview of large demographic surveys, modes of data collection, questionnaire design, reliability and validity, sampling, and analysis incorporating survey designs for various large-scale demographic surveys. Special attention will be given to data collected by the U.S. Bureau of the Census. Statistical software applications will be used as they relate to demographic survey instruments. (Formerly titled “General Research Methods for Demographers II.”)

7263 Spatial Demography
(3-0) 3 hours of credit. Prerequisite: DEM 7093 or consent of instructor. This course will give an in-depth coverage of spatial demographic processes including models of migration, multiregional population growth, and spatial dependence in vital rates. The course will include a brief introduction to Geographic Information Systems, availability of spatial data and construction of geo-databases for population studies. The course will have a large analytical component with topics to include global and local spatial autocorrelation, analysis of spatial point patterns, neighborhood statistics and spatial regression analysis. Emphasis is placed on usage of computer software for the analysis of population data.

7273 Statistics for Demographic Data I
(3-0) 3 hours credit. Prerequisite: Consent of instructor. This course covers two main areas of statistical analysis. First, techniques for the description of univariate and bivariate distributions are covered, including summary statistics, confidence intervals, correlations, graphical exploratory methods and hypothesis testing for two and more groups. Also covered is the analysis of categorical data, including analysis of contingency tables and measures of association for categorical data. Secondly, ordinary least squares regression analysis and analysis of variance procedures and their diagnostics are covered. All methods are complemented by the application to demographic survey data sets and instruction in the Linux environment using both the SAS and R statistical programming languages. (Formerly titled “Univariate and Categorical Statistical Analysis for Demographic Data.”)
7283 Statistics for Demographic Data II
(3-0) 3 hours credit. Prerequisite: DEM 7273 or consent of instructor.
This course represents an in-depth coverage of the general linear model framework, including multivariable regression analysis, logistic and Poisson regression and multilevel modeling. Model fit, model comparison and regression diagnostics for each method are covered. In addition to these topics, students are introduced to techniques for dealing with missing data including multiple imputation. All methods are complemented by the application to demographic survey data sets and instruction in the Linux environment using both the SAS and R/Splus statistical programming languages. (Formerly titled “Multivariate Statistical Analysis for Demographic Data.”)

7413 Demographic Perspectives on Poverty
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
This seminar provides an overview of poverty in the United States from a comparative perspective. It addresses the determinants of poverty, with special attention given to different demographics groups, such as single women with children, race and ethnic minorities, and urban and rural residence. Among the topics to be discussed included the differences between the European and U.S. approach to measuring poverty; the relationship between welfare policies, population growth, and economic development; race and welfare; and the 1996 welfare reform in the United States and its consequences to date. Much emphasis will be given to poverty-abatement strategies.

7423 Demography of the Labor Force and Labor Markets
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
This course introduces students to the study of demographics characteristics of the labor force and of labor markets. It addresses such major social and economic trends as the increased labor force participation of women, the integration of formerly disenfranchised groups into white-collar occupations, and the emergence of a service society. Literature that can help explain these trends will come from gender studies, race and ethnicity, and post-industrialization, in addition to demographic research. Other topics to be discussed cover the study occupational upgrading; employment, unemployment, and underemployment; regional shifts in employment; the work family relationship; and the role of social policy regarding work, family, and fertility.

7433 Demography of Race and Ethnicity
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
This course is designed to introduce students to the study of the demography of racial and ethnic groups in the United States with some attention to other parts of the world. Using theoretical perspectives drawn from the demographic and race and ethnic literatures, the course will examine demographic, social, and economic variations among major racial and ethnic groups. The course is divided into a series of broad topics covering the study of the demography of racial and ethnic groups including an overview of the construction of race and ethnicity; theoretical perspectives; the foundations of inequality; data and methodological issues; the three population processes (fertility, mortality, and migration); intermarriage and multiracial and pan-ethnic identities; marriage, family, and household arrangements; and labor market and socioeconomic outcomes.
7443 Demography of Adolescence and the Transition to Adulthood
(3-0) 3 hours credit. Prerequisite: Consent of instructor.
Demographers have long considered adolescence and early adulthood as a critical period when significant life choices are made. Important milestones overlap during these years as young people leave school, begin work, form romantic relationships, become independent from parents and begin forming their own families. This seminar explores the different factors that define the timing and progression of this transition and explores demographic and policy implications across different social and cultural contexts. It also highlights the relevance of the life course for the understanding of demographic processes.

7701 Professional Development Colloquium
(1-0) 1 hour credit. Prerequisite: Consent of instructor.
This is a professional development course focusing on the field of applied demography. Topics will vary by semester, and may include such things as grant writing, proposal preparation, peer-reviewed journal publication procedures, presentation development, demographic data sources and literature, grant funding sources, and job hunting. Other professional development topics will be addressed. May be repeated for credit when topics vary.

7783 Internship in Applied Demography
3 hours credit. Prerequisites: Consent of faculty advisor for internships and the Graduate Advisor of Record.
Student must have a minimum of 40 semester credit hours in the Applied Demography doctoral program. Practical experience in a workplace setting approved by the faculty advisor for internships and the GAR in which classroom knowledge of demographic research, methods, processes, and implications are applied. No more than 3 hours will apply to the Doctoral degree. A research paper under the supervision of assigned faculty is required at the end of the internship.

7801,3 Directed Research
1 or 3 hours credit. Prerequisites: Consent of instructor and a minimum of 40 semester credit hours in the Applied Demography doctoral program.
Directed individual reading, discussion, writing, and/or studies of selected topics in the field of demography. For students needing specialized work not normally or not often available as part of the regular course offerings. May be repeated for credit, but not more than 6 hours will apply to the Doctoral degree.

7901-3 Special Topics
(1-0, 2-0, 3-0) 1 to 3 hours credit. Prerequisite: Consent of instructor.
An organized course offering the opportunity for specialized study not normally or not often available as part of the regular course offerings. May be repeated for credit when topics vary, but not more than 6 hours, regardless of discipline, will apply to the Doctoral degree in Applied Demography.

7911-6 Doctoral Dissertation
1 to 6 hours credit. Prerequisite: Admission to Candidacy for the Doctoral degree in Applied Demography.
Overview of the sequential procedure for obtaining a Ph.D. degree in Applied Demography
Department of Demography Comprehensive Examination and Dissertation Proposal Process

Primary Advisor
Initially all students will be advised by the GAR for the Applied Demography Ph.D. During the first year in the Program, students are encouraged to learn about and meet all faculty members in the Department. Before the end of the first semester in the second year in the Program, students should identify a Primary Advisor. The student should petition to declare a Primary Advisor for the Ph.D. program by completing the Petition for Primary Advisor form. The Primary Advisor is responsible for guiding the student through course work, comprehensive exams, and the dissertation. The Primary Advisor may also serve as the Chair or as a Member of the student’s Comprehensive Exam Committee, and may also serve as the Chair or as a Member of the Student’s Dissertation Committee. However, it is not required that the Primary Advisor serve on either of these committees. The student may also petition to change their Primary Advisor at any time during the course of their tenure in the Ph.D. program by completing and submitting another Petition for Primary Advisor form. The student is encouraged to discuss identification of a Primary Advisor and any possible changes to the Primary Advisor with the Graduate Advisor of Record in advance of completing and submitting a Petition for Primary Advisor form.

Comprehensive Exam Committee
In advance of scheduling Comprehensive Exams, students should work with their Primary Advisor to propose a Comprehensive Exam Committee (CEC). The student’s Primary Advisor and the student will complete and submit the form to create a Comprehensive Examination Committee. This Committee must be comprised of at least four (4) graduate faculty members. One of these UTSA graduate faculty members must be designated as Chair of the CEC. Appointment of a non-UTSA faculty member to the committee must be approved by the Graduate Program Committee, and must be approved by the Graduate School as a special member of the Graduate Faculty. All faculty in the Department of Demography will prepare and score questions for the Day 1 exam. The Chair of the CEC will be responsible for writing the Day 2 exam question for the student, and the CEC will score the Day 2 exam, with advisory scores submitted by all faculty members of the department. Scores for the exam will be provided within one week following completion of the student’s written exam, and the Chair of the student’s CEC will communicate these results to the student.

Comprehensive Exam
Each Ph.D. candidate in the Department of Demography must pass a comprehensive (combined written and oral) examination in demography and demographic methods, research methods, statistics, and the candidate’s chosen area of specialization. The comprehensive exam is normally taken after the candidate’s course work has been substantially completed. In order to take comprehensive exams, students must have completed forty (40) credit hours of coursework. In addition to the credit hour requirements, students must have selected a dissertation topic, and at the minimum, submitted an abstract of their potential dissertation project for approval from the Chair of the student’s Comprehensive Exam Committee (CEC).

Candidates who wish to take Comprehensive Exams need to notify the GAR in writing (email is acceptable) the semester prior to taking exams. For students enrolled full-time, exams will be administered during the summer semester after the second year of course work is complete, and the time of the exam will be set by the GAR in consultation with the GPC. For part-time students, a time for exams will be set in the semester following the completion of 40 credit hours in consultation with the
GAR and the Chair of the student’s Comprehensive Exam Committee (CEC). Written exams will be administered at a designated location on campus, and each candidate will have from 8 a.m. until 5 p.m. to answer that day’s questions. Day 1 will consist of standard questions involving demographic methods, general demography, research methods, and statistics. All students will get the same questions written by the Demography faculty, and the answers will be scored by all Demography faculty. Day 2 will consist of a question related to the candidate’s area of specialization and will involve writing a draft of the student’s dissertation proposal. This question will be written by the Chair of the student’s CEC, and the response will be scored by all members of that CEC, with advisory scores given by other members of the Department of Demography faculty. Students will only be allowed to have a copy of an unannotated reading list and EndNote library that has been approved by CEC members and provided to the student by the faculty member administering exams as the student begins the exam. The oral defense of the examination will take place within one week after the written exam. The CEC members will have read and scored the student’s responses to the written exam and will come to the oral exam prepared to ask clarifying questions or to probe more thoroughly on the student’s knowledge of specific issues that fall within the scope of the exam. Should there be consensus among Demography faculty that the student clearly passed Day 1, no oral exam will be scheduled to further test the student’s knowledge in those areas. The same holds for Day 2 if the members of the student’s CEC come to a similar conclusion regarding that day’s questions.

Scoring of Comprehensive Exams
Scores will be assigned to each of the questions and to the overall written comprehensive exam. The score for any one question will be the average of the scores from each faculty member grading the question. The score for the overall exam will be the average of the scores for each question. For the overall exam score, the CEC may opt to weigh scores for questions differentially, however, weighting must be determined in advance of exam administration and it must be communicated clearly to the student as they begin the exam, otherwise, each question will be weighted equally.

A five-point rubric is to be employed to score each question on completed comprehensive exams. A score of "0" is the lowest possible score (demonstrating no relevant information and/or concepts, and providing no rationale or support for information and/or concepts) and a "4" is the highest possible score (demonstrating all relevant information and/or concepts, and providing substantial rationale or support for information and/or concepts). An overall average of 2.0 with no scores of "0" is required to pass the written exam. Students earning an overall passing average, but receiving less than a "2" on one or more questions, will be permitted to retake those questions. Those earning less than a 2.0 average overall may be required either to retake the entire exam or to retake all of those questions scoring less than a "2".

The CEC Chair will coordinate scoring assignments and will receive scores from other CEC members. The CEC Chair will compile and summarize scores and will then ask other CEC members to review and affirm the scores before the oral defense of the exam. In the event that the student has unsatisfactorily completed the exam, the CEC members may decide to waive the Oral Defense and require the student to retake some, or all, of the exam before an oral defense is scheduled. The CEC may also consider other recommended paths for the student to pursue. CEC recommendations that deviate from specified paths must be reviewed and approved by the GPC.

Oral Defense and Presentation of Scores
Students passing the written exam may waive the requirement of the oral examination if so determined by the CEC. During the oral defense of the comprehensive exam, CEC members may ask clarifying questions and ask the student to provide more in-depth responses to the written exam questions. Upon
completion of the oral defense, the student will be excused from the room while CEC members confer about the student’s score. During this conference, CEC members may consider oral responses to questions and potentially change the initial score for relevant written questions. If any scores are changed for specific questions the score for the overall written exam will be recalculated as well. Once CEC members have finished assessing the score of the exam, the student will be invited back into the room and the CEC Chair will present score results to the student. If the exam or any of the questions require retaking, the CEC Chair will also discuss these options for the student at this time. If the student’s Primary Advisor is not a member of the CEC, the Primary Advisor should make every effort to be present for the oral exam and the presentation of exam scores. The CEC committee may ask the student to retake any part of the exam or the whole exam if they conclude that the quality of responses to any question, section, or the whole exam were not satisfactory enough to warrant passing. If the overall exam score is passing, but responses to one or more items were scored as one (1) or below, faculty may pronounce a “conditional pass” of the exam, with an “unconditional pass” being contingent upon successfully retaking questions, sections, or the whole exam as directed by the CEC.

Retaking of Comprehensive Exams, if necessary
If the student is required to retake the entire exam or specific questions in order to pass, they must do so within twelve (12) weeks following completion of the date of their first oral exam. Students wishing to retake exams or questions, must notify the CEC Chair in writing (email is acceptable) within weeks (2) weeks of the date they wish to retake the exam or portion of the exam. The questions on a retake exam may be different or the same as from the first exam at the discretion of the CEC. If questions change, on the retake exam, the scope and subject areas should remain substantially consistent with the first exam. The CEC will also determine if an oral defense of the retake is required. If an oral defense of the retake is not required, the student may request an oral defense. If an oral defense of the retake occurs, it will be scheduled within one week of the retake exam. Scoring and presentation of scores will be the same as the first exam when an oral defense of the retake occurs. If no oral defense occurs, CEC members will score the retake exam using the rubric described above within one week of retake completion and at a minimum, the CEC Chair will meet with the student to present scores. All members of the CEC will be invited to the presentation of scores to the student. In the event a student does not pass their retake exam, the CEC will make recommendations to the Graduate Program Committee regarding next-steps and the Graduate Program Committee will be charged with consideration and decisions of the student’s future in the Ph.D. program.

Dissertation Committee
Students are encouraged to work with their Primary Advisor in advance of comprehensive exams to also define a Dissertation Committee. The Dissertation Committee will generally consist of the same members as the student’s Comprehensive Exam Committee, though the student may petition to change members. The Dissertation Committee must be comprised of at least four (4) members of the graduate faculty. One of these committee members may be from outside the Department of Demography. This committee may be the same as the student’s Comprehensive Exam Committee or it may be made up of different faculty members. The composition of the Committee should, in principle, provide a group of research scholars and scientists who constitute an important resource to the candidate and his/her dissertation research. Their functions are, with the Dissertation Chair, to guide the candidate through the dissertation research and to certify to the GPC that the candidate has, in fact, carried out a meritorious research investigation of the caliber appropriate for a Ph.D. dissertation and, in their opinion, defended it satisfactorily. The Dissertation Chair will prepare and forward to the GPC a completed “Appointment of Doctoral Dissertation Committee” form for approval who will forward it to the Dean of the Graduate School for review and signature.
Dissertation Proposal Defense
Upon successful completion of the written and oral components of the comprehensive examination, students will have until the first day of the last month in the semester following the semester in which the comprehensive examination was successfully completed to orally defend their dissertation proposal. For example, students taking comprehensive exams in the fall semester will need to defend their dissertation proposal by May 1 of the following spring semester. Students completing exams in the spring semester will need to defend their dissertation proposal by August 1 of the following summer semester, and students completing exams during the summer semester will need to defend their dissertation proposal by December 1 of the following fall semester. Once the dissertation proposal has been approved by the student’s Dissertation Committee, they may proceed with the dissertation project. If at any time the project changes significantly from what was originally approved the student will have to orally defend the dissertation proposal again for approval. If the dissertation committee chair is replaced before the completion of the dissertation, she or he may also require a new proposal defense.

After the student passes both the written and oral portions of the doctoral comprehensive exam, they are admitted to candidacy. Students with primary institutional affiliation should have the form titled “Completion of the Qualifying Exam” submitted to the GPC.

Admission to Candidacy
To be admitted to candidacy for the doctoral degree in Applied Demography, the student must receive approval from the GPC. Approval by GPC is contingent upon the following:

a. Satisfactory completion of all required courses and an approved Program of Study form on file with the Program Director;
b. Cumulative grade point average of at least 3.0 in all coursework undertaken since matriculation in the program;
c. Report by the Written and Oral Comprehensive Examination Committee that the student has passed the examinations and;
d. Report by the student’s Primary Advisor (Dissertation Chair) and other graduate faculty members, as appropriate, that the student has clearly evidenced the potential for productive and independent investigation.

If, in its overall evaluation of the eligibility of the student for admission to candidacy, the GPC is in favor of admission, it shall submit the appropriate forms for approval. Documentation of satisfaction of the requirements listed above are to be included with the petition. The Dissertation Chair will complete and submit an “Application for Candidacy for the Doctoral Degree” form to the GPC for approval and forwarding to the Dean of the Graduate School.

The Dean of the Graduate School may approve or disapprove the recommendation or request further documentation. When the Dean of the Graduate School has approved admission of the student to candidacy, the candidate enters Phase 2 of the program.

Approval of the Dissertation Proposal and Dissertation Committee
The Graduate Faculty Council and the Dean of the Graduate School will review the recommendation of the GPC concerning the proposal and membership of the Dissertation Committee. After approval by the Dean of the Graduate School of both the proposal and the Dissertation Committee, the candidate may register for the Dissertation course. Any subsequent change in the composition of the Dissertation Committee must be approved by the GPC and approved by the Dean of the Graduate School, who will
then report the change at a regularly scheduled meeting of the Dean and Graduate Faculty Council.

**Supervision of the Dissertation Research**
After formal approval of the Doctoral Dissertation Committee, the Dissertation Chair may convene the Doctoral Dissertation Committee at appropriate intervals to discuss with the candidate his/her research progress and projected future work. The Doctoral Dissertation Committee may approve or direct alterations in the research plans within the general context of the dissertation proposal. Major changes in the candidate’s research status (such as selection of a new Dissertation Chair, new Doctoral Dissertation Committee members, or a new research question) must be reported and approved by the Dean of the College of Public Policy and the Dean of the Graduate School.

**Submission of the Dissertation**
After all members of the Doctoral Dissertation Committee agree that the research has progressed sufficiently for submission of the dissertation, a draft of the dissertation shall be submitted to the Dissertation Chair and to all other members of the Doctoral Dissertation Committee and the Dean of the Graduate School for their review and recommendations for modification. It is the responsibility of the candidate to follow the guidelines for preparation of the dissertation provided by the Graduate School Dean’s Office.

The candidate also has the responsibility to ensure adequate time for review and modification of the dissertation in accordance with the schedule of deadlines provided each term by the Graduate School Dean’s Office.

**Final Oral Examination**
A satisfactory final oral examination is required for the approval of a dissertation. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the supervising professor notifies the Graduate School at least two weeks in advance of the date of the final oral examination.

The examination covers the dissertation and the general field of the dissertation, and other parts of the student’s program as determined by the committee. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the committee;
2. passed all examinations required by the program’s Graduate Program Committee, including the final oral examination;
3. completed a dissertation that is an independent investigation in the major field, and that itself constitutes a contribution to knowledge; and
4. submitted an abstract for publication in Dissertation Abstracts International that meets with the approval of the committee.

Once this is complete, the Dissertation Committee members sign the approval sheets for the doctoral dissertation and make an official recommendation to the academic College and the Dean of the Graduate School that the doctoral degree be awarded. Approval must be unanimous.
Recommendation for granting of the degree
The candidate shall submit to the Graduate School Office the final typed copy of the dissertation (including the dissertation Approval Page signed by the Supervising committee members) ready for duplication. Once received, the College of Public Policy and the Graduate School will consider the recommendation for granting of the degree. If the Council does not approve recommendation, the matter will be referred to Committee on Graduate Studies with recommendations for remedial action. If the Council does approve, the Dean of the Graduate School (UTSA) will notify the President that the candidate has fulfilled all requirements for the degree of Doctor of Philosophy. Upon the candidate’s certification by the President, the degree is conferred by the Board of Regents of the University of Texas System.
Requirement and Regulations

Introduction
Students enrolled in the Doctoral Program in Applied Demography are subject to all established requirements and regulations of the Graduate School at UTSA. Please refer to Program Overview section of this Handbook for advice on determining which regulations may apply to your particular circumstances or who to contact.

Attendance
Attendance requirements for regularly scheduled classes are the option and prerogative of the course instructor for that particular portion of the curriculum. The policy regarding attendance for each course is announced by the instructor at the first meeting.

Unexcused absences in courses in which attendance is required may be considered sufficient cause for failure. Excused absences may be granted by the course instructor in such cases as illness or personal emergency. Such leaves are considered on an individual basis, and verification of the reason for the absence may be required. It is the responsibility of the student to take initiative in making arrangements with faculty to make up work which is missed.

Parking
Students should review the UTSA parking regulations concerning permits. Once students have purchased a parking permit for one campus, they are allowed parking privileges at other campuses via a reciprocal agreement between UTSA, UTHSCSA, and the UTSPH. The details of this arrangement are described in the parking handbook and online. Students are advised to check with the UTHSCSA and UTSPH at time of registration at that campus for campus parking.

Time Limits
Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation. If the student takes an approved leave of absence, the time limit for reaching candidacy or completing the degree will be extended by the number of terms the student is on approved leave of absence. All completed work that is included in a doctoral student’s degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of military service). The Graduate Program Committee will review the programs of students who have not completed the degree at the end of two years from admission to candidacy; the committee will review the status of the student’s program yearly thereafter. At those times, the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the program is subject to review by the Dean of the Graduate School.

Credit Hour Requirements
Students in the Applied Demography program must complete all of the required courses outlined in the section of this Handbook titled “Course of Study to be completed.” All courses must be taken for credit and a grade. Overall, students must complete a minimum of 60 semester credit hours of graduate work and maintain an overall grade point average of at least 3.0. Each student’s curriculum is supervised by the GPC. No course may be taken for credit under the “pass/fail” circumstance.
Waiver of Courses
With the approval of the GPC, graduate credit hours from other universities may be accepted in lieu of required courses. In addition, the Committee may waive certain required courses, based on the student’s previous graduate course work. These hours will be accepted in the form of credit for the course material rather than by application of credit hours directly to the student’s transcript. For students in the Applied Demography Program, submission of a “Petition for Waiver of University-Wide Requirements” form must be completed and submitted to the Department Office for review by the GPC.

Registration
The Registrar’s Office at UTSA schedules and announces the timing of the registration process to all students, department chairs, GPC Chairs, GAR, and their assistants prior to the start of each semester. At UTSA, information regarding registration can be found on the UTSA website, www.utsa.edu, or within ASAP, http://asap.utsa.edu. UTHSCSA information is available in the Student Services webpage, http://studentservices.uthscsa.edu/StudentLife/studentlife.html or at www.uthscsa.edu. UTSPH information is found at www.sph.uth.tmc.edu or www.sph.uth.tmc.edu/sservices.asp?id=126. Each institution has distinct registration dates and requirements. It is the student’s responsibility to be aware of these dates.

A student must register each semester and summer session that he or she is enrolled in a course. This includes courses in Research and Dissertation credit hours. No credit is received for courses not registered.

Full- and Part- Time Status
The minimum half-time course load for a semester is 4.5 fall/spring semester hours and 3.0 hours in the summer. The minimum full-time course load for fall/spring semester is 9 semester hours and for the summer session, 5 hours. The maximum load is individually determined by the student’s faculty advisor and the GPC involved. However the GPC does not recommend that a student take more than 9 semester hours in any semester. If the student is enrolled as a research assistant, graduate assistant, or tutor, the course load may be reduced correspondingly. Stipend support may require registration for a minimum number of hours.

Adding Courses
Students may add courses during official add days as designated by the Registrar’s Office each semester. Students are not permitted to add classes to their schedules after the Census Date. The census date for UTSA varies from semester to semester and is published in the registration instructions on the ASAP website. Students should take note of the published deadlines at all three institutions for adding courses at the beginning of each term.

Dropping Courses
At UTSA students may drop courses for a limited time each semester, as specified in the University calendar section of the online registration instructions. Courses dropped before the Census Date do not appear on a student’s transcript. Students who drop courses between the Census Date and the Automatic “W” Date have a record of the courses on their transcripts with an automatic grade of “W”. It is the student’s responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of “F” in the class. Students are advised to consult the Graduate Catalog of the three institutions for additional information.
**Transfer of Credit**
Credit for coursework taken at another institution may be transferred if the student submits a “Petition for Waiver of University-wide Requirements” form from the Applied Demography Program office. Once completed, the student should submit the form to the GPC for review and processing.

Transfer of credit for Ph.D. students may be requested to provide evidence on the student’s transcript of the completion of courses taken elsewhere which are approved by the GPC (1) to satisfy the course requirements for the Ph.D. degree or (2) to be appropriate to the specific course of study of the individual graduate student.

**Registration for Dissertation**
Doctoral students may register for Dissertation course credit only after the student has successfully completed comprehensive exams. A candidate for the Ph.D. degree must register for Dissertation course credit for at least two terms.

**Registration for Final Term**
It is required that a student be registered for the semester or summer session in which he or she graduates.

**Final Credit Hours**
If a student is registering only for final credit hours (final semester or summer session) in preparation of a dissertation and registers for no other courses, the student is exempt from the minimum tuition requirement and pays tuition based upon the number of credit hours for which he or she registers. Such registration shall be considered full-time course load. A student may register for final credit hours only once.

**International Students**
Because of requirements dictated by certain types of visas, international students must consult with the Program Director prior to registering for final hours.

**Registration at Other UT System Components**
Students formally admitted to the Applied Demography Program may apply to take courses at any of the other components of The University of Texas System. However, consent of the GPC must be obtained before the student may apply to another component for permission to register to take courses.

**Grading System**
Credit hours are earned in the graduate programs only for the grades A, B, C, D and F. However, all A to F grades are included in the computation of the grade point average. Grade points are assigned as follows:

- A+ or A= 4 (Outstanding)
- A-= 3.67 (Outstanding)
- B+=3.33 (Above Average)
- B= 3 (Above Average)
- B-=2.67 (Above Average)
- C+=2.33 (below average graduate work)
- C= 2 (below average graduate work)
- D= 1 (failing graduate work)
- F= 0 (failing graduate work)
Grades of D and F are not acceptable for graduate credit. For credit to be received, the courses must be repeated. If repeated, the last grade earned is used in computing the cumulative grade point average. No course applying to the Applied Demography Ph.D. can be taken as a pass/fail.

Other symbols used in reporting the standing of students in their classes are: WP and WF (see Withdrawal); Q (course dropped while receiving a passing grade with no penalty); IN (Incomplete). The course instructor will record the symbol Q if a course is dropped before the first evaluation period in that course. After that time, the course instructor will assign a grade of either WP (Withdrawn Passing) or WF (Withdrawn Failing). An IN is used only to report cases in which the student has not completed all of the assignments and/or examinations before the conclusion of the course. Unless the student has been granted a leave of absence, all work must be completed within one year, at which time the grade of IN will be changed to the appropriate letter grade. Grades of IN, WP, WF, and Q are not acceptable for credit toward graduation for the Ph.D. in Applied Demography.

Continuation, Probation, and Dismissal

Continuation
To continue in “Academic Good Standing” in the Applied Demography Program, a student must meet the following three requirements:

1. Satisfactory progress in removing any conditions imposed at the time of admission;

2. Maintenance of a minimum cumulative B (3.0) average for all courses taken while enrolled in the graduate School at UTSA.

3. A satisfactory rate of progress toward the degree as determined by the Committee on Graduate Studies is required throughout the student’s enrollment. The Committee, with the Dean’s consent, may terminate a student’s enrollment for lack of satisfactory progress.

Probation and Dismissal

At UTSA: Academic probation describes the standing of a student at the graduate level who has a GPA of 3.0 or lower (as described above) OR any of the following:

1. Received a grade of “D” in any course in a term

2. Did not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation

3. Is reinstated following academic dismissal

A student whose cumulative grade point average falls below 3.0 will be placed on probation and warns the College of Public Policy that continuation in the graduate program is in jeopardy. This warning will take the form of a letter sent to the student, with all appropriate parties sent a copy of the letter including the department. Academic probation is cleared/removed only when none of the above criteria apply and when the student achieves an overall GPA of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their academic advisors. A student on probation may not be admitted to candidacy or awarded a degree. Grades achieved during enrollment as a special student are not used to determine academic probation.
Academic dismissal occurs when a student receives a grade of an “F” in any course or whose term GPA stayed below 3.0 in two consecutive semesters (or dropped below 2.0 in the most recent semester). Moreover, a student will be dismissed if they earned a term GPA of under 2.0 in a particular semester, even if their overall GPA remains above 3.0.

Withdrawal
Permission for withdrawal from the Applied Demography Program and the Graduate School may be granted by the Dean of the Graduate School upon concurrence by the GPC. The student who wishes to withdraw should submit a request in writing to the Applied Demography Program and should complete a Withdrawal Form available at the Enrollment Services Center.

At UTSA, students who withdraw during the regular drop period will receive a grade of W in all classes. Students who withdraw after the regular drop date with a passing grade will also receive a W, while those who are failing will receive an F. For UTSA students, those who withdraw are subject to UTSA’s academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

For students attending UTHSCSA and UTSPH, please consult with the corresponding institution regarding withdrawal procedures.

Leave of Absence
Students enrolled in a doctoral program may apply for a leave of absence for one Fall or Spring semester when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate adviser. If the student has been admitted to candidacy, the application must be approved in advance by the graduate adviser and the graduate associate dean of the college and Dean of the Graduate School. A leave of absence is required for Fall and Spring semesters (and/or Summer if doctoral program mandates Summer enrollment). Under no circumstances may a leave of absence be applied retroactively.

A leave of absence will prevent the student from receiving student funding from his or her program and may affect ability to receive financial aid or loans and/or to defer payments on loans. Students should contact the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the following Fall or Spring Semester or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student’s degree program). A student who does not register or who does not secure an approved leave of absence extension will be considered to have withdrawn and will be dropped from the program. For more information, visit the Graduate School Web site at www.graduateschool.utsa.edu.

Graduation
The degree of Doctor of Philosophy is awarded by the Board of Regents upon the satisfactory completion of a prescribed program of study as documented by the GPC, recommendation of the department, the College of Public Policy, and certification of the candidate by the Office of the Registrar and the President of the Board of Regents.
Misconduct
Students are responsible for knowing and observing the university’s ‘Procedures and Regulations Governing Student Conduct and Discipline” and Rules and Regulations of the Board of Regents of the University of Texas System. This and additional information can be found in each institutions’ Graduate catalogues. For UTSA, the graduate catalog is available online at www.utsa.edu/gcat.

Financial Support
If a student is awarded financial support from the program, he or she will receive a letter containing the following information. The student will be expected to agree to the terms and conditions of accepting support. The award is contingent upon your conformance/compliance with the following requirements:

- You must be enrolled at UTSA and cooperating institutions for a combination of a minimum of nine credit hours for the Fall and Spring Semesters,
- Maintain a minimum GPA of 3.0 in all coursework.
- Tuition and fees must be paid each semester.
- If you are receiving a full award, outside employment is not allowed.

To facilitate your academic experience, please be aware of the following:

- Financial support will not be continued for periods of time in which you are not enrolled in the required number of credit hours per semester.
- You must review your courses with the Graduate Advisor of Record for the Applied Demography Program or your Dissertation Chair to be sure they meet curriculum requirements, and to ensure eligibility for funding support.
- You must obtain prior approval of the Graduate Advisor of Record for the Applied Demography Program or your Dissertation Chair prior to registering for any course.
- You must have periodic contact with the Graduate Advisor of Record for Applied Demography Program or your Dissertation Chair to be sure you are on track with your courses and/or other Applied Demography Program requirements.

It is your responsibility to handle full payment of your expenses up to and exceeding any award amount you might receive. The program will not waive/pay your tuition and fees. It is your responsibility to pay the tuition and fees at the time of registration each semester. The award will be paid in equal installments over the 12 months. Continuation of support is contingent upon the availability of funds and the conditions provided in the award policy. Students must submit an application form for consideration of financial support each year by the dates indicated by the GPC.

Please contact the Graduate Advisor of Record for the Applied Demography program if you have any questions regarding this policy and/or information provided herein.
# Department of Demography Directory

## Department Office

**MNT 2.270**

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Office number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>210-458-3163</td>
<td>MNT 2.270</td>
<td><a href="mailto:sharon.parker@utsa.edu">sharon.parker@utsa.edu</a></td>
</tr>
</tbody>
</table>

**210-458-3164** (fax)

## STAFF

<table>
<thead>
<tr>
<th>Name</th>
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<th>Office number</th>
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</tr>
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<tr>
<td>Parker, Sharon</td>
<td>458-3163</td>
<td>MNT 2.270</td>
<td><a href="mailto:sharon.parker@utsa.edu">sharon.parker@utsa.edu</a></td>
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## UTSA FACULTY

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</tr>
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<tr>
<td>Hoque, Nazrul</td>
<td>458-6533</td>
<td>MNT 4.470E</td>
<td><a href="mailto:nazrul.hoque@utsa.edu">nazrul.hoque@utsa.edu</a></td>
</tr>
<tr>
<td>Potter, Lloyd</td>
<td>458-6530</td>
<td>MNT 4.470C</td>
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CHECKLIST
Administrative Requirements for Doctoral Program

___________ Selection of Primary Advisor (departmental form)

___________ Selection of Comprehensive Exam Committee (departmental form)

___________ Program of study*

___________ Qualifying exam*

___________ Dissertation committee*

___________ Admission to candidacy*

___________ Application for graduate faculty appointment for outside member approved by graduate council*, if necessary

___________ Dissertation proposal*

___________ Draft dissertation to Graduate School*

___________ All copies of dissertation, UMI form to Graduate School*

___________ Certification of completion of dissertation requirements*

* Indicates Graduate School approval needed