Minor Program in Population Studies

Graduate Student Handbook

2018-2019

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

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**Website:** https://pop.umn.edu/gradstudent-training/popminor

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**Program Overview**

Population Studies is a multidisciplinary research area at the intersection of the mathematical sciences, the health and social sciences, and public policy. Traditionally, the field has been associated with demography, which is concerned with changes in population size, distribution, and structure due to births, deaths, and migration. In recent decades, the scope of population research has greatly expanded to include such topics as family planning; morbidity and access to health care; demographic transitions; mortality; household and family composition; the life course; schooling; poverty and economic welfare; the aged; minorities; economic development; labor markets and labor force composition; social stratification; urbanization; and population growth, density, and distribution.

The University of Minnesota’s graduate minor in Population Studies was established in the fall of 2003. The Population Studies minor is an interdisciplinary minor administered by the Department of Sociology, in consultation with Minnesota Population Center, in the College of Liberal Arts. Courses for the minor and participating faculty are drawn from the College of Liberal Arts, the Humphrey School of Public Affairs, the School of Public Health, the College of Human Ecology, the Medical School, and the College of Agriculture, Food, and Environmental Sciences.

**Goals of the Population Studies Graduate Minor**

The Population Studies Minor provides solid grounding for graduate students in the theories and methods of demography, with additional specialized training in five interdisciplinary subject areas: historical demography, population geography, economic demography, public health demography, and family and life course demography.

**Program Components**

The minor is offered at the master’s and Ph.D. level to any student currently enrolled in a graduate degree program offered by the University of Minnesota Graduate School. Students at both levels are required to take one core course in demographic methods and population issues and elective courses in one of five interdisciplinary subject areas: historical demography, population geography, economic demography, public health demography, and family and life course demography. Students also have the opportunity to carry out both theoretical and applied research in using demographic data.

**Degree Requirements – Master’s Minor in Population Studies**

**Student status.** Enrollment in the Population Studies minor program at the master’s level is contingent upon enrollment in a master’s degree program offered by the University of Minnesota Graduate School. Students need not formally apply to enroll in the minor; any student currently in good standing in the Graduate School may elect to complete the minor by fulfilling the requirements and filing a program completion form (see end of this handbook) with the Director of Graduate Studies of Population Studies.

**Coursework requirements**

• All students must take the core required courses: PA 5301, Population Methods & Issues for the United States & Global South

• In addition to the core course, master’s students will take at least three credits from the list of approved courses (see list here: https://pop.umn.edu/gradstudent-training/popminor/curriculum). **Courses may not be in the student’s major field**.

• A total of six credits is required for the minor at the master’s level.

• Students must register for all courses A/F; courses taken on a pass/fail basis may not count toward the minor.

• In accordance with Graduate School rules, students may not apply courses in their major field of study to the minor program in Population Studies. Students in the Humphrey Institute of Public Affairs are exempt from this rule for the core course, PA 5301 only. Humphrey Institute students who wish to apply PA 5301 to the Population Studies minor may not also include it in their major program.

**Filing the program completion form.** Once a student has completed the requirements for the minor, he or she will file a program completion form with the Director of Graduate Studies. The Director of Graduate Studies will approve the form and notify the Sociology Department for formal certification. Students should file no later than the month prior to the month in which they intend to graduate. Program completion forms are available at the back of this handbook or at https://pop.umn.edu/gradstudent-training/popminor/master-requirements.

**Filing the degree program with the Graduate School.** Students must also formally declare the Population Studies minor on their **degree program filed with the Graduate School**.

* Majors using the Graduate Planning & Audit System (GPAS): see here for instructions on how to add a graduate minor via GPAS. <https://onestop.umn.edu/add-or-remove-graduate-minor>
* Majors using the Graduate Degree Plan (GDP) system must submit a GDP including their major and minor on the same form. Find that form here: <https://onestop.umn.edu/forms#ui-accordion-accordion-panels-middle-header-0> under “Academic Status” titled “Graduate Minor Request”

In either case, the Population Studies Director of Graduate Studies must sign the degree program form.

Students who have already filed with the Graduate School a degree program that does NOT include the Population Studies minor **must petition the Graduate School to change their program and the Population Studies Director of Graduate Studies must sign the petition form**. Students can do so by either submitting a revised GDP or completing the petition to add the minor, whichever is easiest for the student and program. The petition can be found under the “Academic” tab on the One Stop/GSSP website: <https://onestop.umn.edu/forms#ui-accordion-accordion-panels-middle-header-2>

For more information, please visit the Graduate School’s Student Services and Progress Office (333 Robert H. Bruininks Hall) or their website <https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>), or the Graduate School’s website (<https://grad.umn.edu/>).

**Letter of certification.** Some graduate degree programs do not allow a minor program to appear on a student’s transcript. Students in these programs who have completed the Population Studies minor may request an official letter from the Pop Minor DGS certifying their completion of the minor.

**To see Graduate Faculty in Population Studies go here:** <https://faculty-roles.umn.edu>

**Degree Requirements – Ph.D. Minor in Population Studies**

**Student status.** Enrollment in the Population Studies minor program at the doctoral level is contingent upon enrollment in a doctoral degree program offered by the University of Minnesota Graduate School. Students need not formally apply to enroll in the minor; any student currently in good standing in the Graduate School may elect to complete the minor by fulfilling the requirements and filing a program completion form (see end of this handbook) with the Director of Graduate Studies of Population Studies.

**Coursework requirements**

• All students must take the core required courses: PA 5301, Population Methods & Issues in the U.S. & Global South.

• In addition to the core course, doctoral students will take at least nine credits from the list of approved courses (see list here: https://pop.umn.edu/gradstudent-training/popminor/curriculum). **Courses may not be in the student’s major field.** A student may petition the Director of Graduate Studies to waive the requirement that all courses be from the same subject area if, for example, a student’s planned dissertation topic is closely related to specific courses in two different areas within the Population Studies minor.

• A total of twelve credits is required for the minor at the doctoral level.

• Students must register for all courses A/F; courses taken on a pass/fail basis may not count toward the minor.

• In accordance with Graduate School rules, students may not apply courses in their major field of study to the minor program in Population Studies. Students in the Humphrey Institute of Public Affairs are exempt from this rule for the core course, PA 5301 only. Humphrey Institute students who wish to apply PA 5301 to the Population Studies minor may not also include it in their major program.

**Filing the program completion form.** Once a student has completed the requirements for the minor, he or she will file a program completion form with the Director of Graduate Studies. The Director of Graduate Studies will approve the form and notify the Sociology Department for formal certification. Students should file the program completion form after completing coursework and in advance of scheduling a defense. Program completion forms are available at the back of this handbook or at https://pop.umn.edu/gradstudent-training/popminor/doctoral.

**Filing the degree program with the Graduate School.** Students must also formally declare the Population Studies minor on their **degree program filed with the Graduate School**.

* Majors using the Graduate Planning & Audit System (GPAS): see here for instructions on how to add a graduate minor via GPAS. <https://onestop.umn.edu/add-or-remove-graduate-minor>
* Majors using the Graduate Degree Plan (GDP) system must submit a GDP including their major and minor on the same form. Find that form here: <https://onestop.umn.edu/forms#ui-accordion-accordion-panels-middle-header-0> under “Academic Status” titled “Graduate Minor Request”

In either case, the Population Studies Director of Graduate Studies must sign the degree program form.

Students who have already filed with the Graduate School a degree program that does NOT include the Population Studies minor **must petition the Graduate School to change their program and the Population Studies Director of Graduate Studies must sign the petition form**. Students can do so by either submitting a revised GDP or completing the petition to add the minor, whichever is easiest for the student and program. The petition can be found under the “Academic” tab on the One Stop/GSSP website: <https://onestop.umn.edu/forms#ui-accordion-accordion-panels-middle-header-2>

For more information, please visit the Graduate School’s Student Services and Progress Office (333 Robert H. Bruininks Hall) or their website <https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>), or the Graduate School’s website (<https://grad.umn.edu/>).

**Letter of certification.** Some graduate degree programs do not allow a minor program to appear on a student’s transcript. Students in these programs who have completed the Population Studies minor may request an official letter from the Pop Minor DGS certifying their completion of the minor.

**To see Graduate Faculty in Population Studies go here:** <https://faculty-roles.umn.edu>

**Departmental, Collegiate, and University Policies**

**Academic standards.** In accordance with Graduate School policy, students must maintain a minimum GPA of 2.8 in courses in their Population Studies minor program.

**Program completion and certification.** Students are responsible for filing a program completion form with the Population Studies Director of Graduate Studies and for declaring the minor on their Graduate School degree program. Students will not receive certification of the minor without completing these steps. Students are responsible for knowing and meeting all requirements for degree completion in their home department and the Graduate School.

**Other requirements.** There is no requirement for an oral examination or capstone project. For master’s and doctoral students whose programs require a traditional final oral exam according to Graduate School regulations, a member of the Population Studies graduate faculty will represent the minor on the final exam committee.

**Petitions**. Students may petition for a course in which they have completed a significant Population Studies project, or for a particular topics course to be included in their program of study. The Graduate Training Curriculum Committeewill review these petitions to determine whether the course is appropriate for the student’s minor program curriculum; approved petitions will be signed by the Director of Graduate Studies. Doctoral students may petition the Director of Graduate Studies to waive the requirement that all elective courses for the minor be from the same subject area; the Director of Graduate Studies may approve these petitions at his or her discretion. Petition form is available at the back of this handbook.

**Advising**. There is no formal assignment of advisors to students participating in the Population Studies minor program. It is strongly recommended that students consult with the Director of Graduate Studies or other members of the Population Studies graduate faculty (listed in Appendix 2) for advice on their program of study.

**Responsibilities**. Students are responsible for knowing and meeting the requirements of the program. The Population Studies program and graduate students participating in the program are expected to adhere to the principles laid out in the Graduate School’s document, “Mutual Responsibilities in Graduate Education at the University of Minnesota” (available at http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE\_APPD.html).

The Director of Graduate Studies is responsible for overseeing the program, chairing meetings of the faculty and the Graduate Training Curriculum Committee, advising students, approving petitions on the advice of the Graduate Training Curriculum Committee, and approving program completion forms.

The Graduate Training Curriculum Committee, which consists of at least four and no more than eight Population Studies faculty members, is responsible for reviewing major changes to the curriculum and other features of the minor, and will advise the graduate faculty in Population Studies.

**Conduct**. Students and faculty in the Population Studies program are expected to adhere to all standards of conduct established by the University of Minnesota and the Graduate School.

**Graduate Minor in Population Studies Program Completion Form**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing address** (campus address ok): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree sought:** \_\_\_\_\_ Master’s \_\_\_\_\_ Ph.D.

**Population Studies Minor area of concentration** (optional)

\_\_\_\_\_ Historical Demography

\_\_\_\_\_ Population Geography

\_\_\_\_\_ Economic Demography

\_\_\_\_\_ Public Health Population Studies

\_\_\_\_\_ Family and Life Course Demography

**Course Completion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| year | term | course # | title | # credits | grade |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
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Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Director of Graduate Studies, Population Studies date

Submit this form **with a copy of your University of Minnesota transcript** to: Minnesota Population Center, 50 Willey Hall.

**Graduate Minor in Population Studies Petition to Add a Course**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing address** (campus address ok): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree sought:** \_\_\_\_\_ Master’s \_\_\_\_\_ Ph.D.

**Population Studies Minor area of concentration** (optional)

\_\_\_\_\_ Historical Demography

\_\_\_\_\_ Population Geography

\_\_\_\_\_ Economic Demography

\_\_\_\_\_ Public Health Population Studies

\_\_\_\_\_ Family and Life Course Demography

**I wish to petition to include the following course(s) in my Population Studies program**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| year | term | course # | title and instructor | # credits | grade |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Director of Graduate Studies, Population Studies date

Submit this form **with a copy of the syllabus for each course** to: Minnesota Population Center, 50 Willey Hall.

**Instructions to Petition to Add a Course**

Only courses that are in the approved Population Studies curriculum may be applied automatically to a student’s minor program. To obtain permission to include a course not in the curriculum, fill out this petition form, attach a copy of the syllabus for each course noted on the form, and submit all material to the Minnesota Population Center, 50 Willey Hall. All petitions for additions to a student’s minor program require review and approval by the Director of Graduate Studies and the Graduate Training Curriculum Committee.

Use this petition for the following reasons:

1. To request that a course in which you completed a significant project in Population Studies be included in your program of study. **Include a description of your project, outlining the nature of the topic, the methods used, and the final length.**

2. To request that a particular topics course be included in your program of study.

**You must supply a copy of the syllabus for each course listed on the petition form.**

For questions, please contact: popminor@umn.edu