M.A. Program in Sociology
2017-2018 Graduate Program Handbook

California State University Northridge
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**Sociology Department Staff**

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<tr>
<th>Name</th>
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<th>Office</th>
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</tr>
</tbody>
</table>

**Full-Time Faculty**

<table>
<thead>
<tr>
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<th>Laura Edles, Ph.D.</th>
<th>Karen Morgaine, Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Boyns, Ph.D.</td>
<td>Ellis Godard, Ph.D.</td>
<td>Jerald Schutte, Ph.D.</td>
</tr>
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</tr>
</tbody>
</table>

For full-time faculty profiles go to: [http://www.csun.edu/social-behavioral-sciences/sociology/full-time-faculty](http://www.csun.edu/social-behavioral-sciences/sociology/full-time-faculty)

**Lecturers**

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<thead>
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<th>Mark Abelson, M.S.W.</th>
<th>Terry Hatkoff, Ph.D.</th>
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</tr>
</thead>
<tbody>
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<td>Cecillia Barron, M.A.</td>
<td>Beth Jakubanis, L.C.S.W.</td>
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<td>Leslie Labertew, J.D.</td>
<td>Natasha Rodjic, Ph.D.</td>
</tr>
<tr>
<td>Mariana Branda-Gherardi, Ph.D.</td>
<td>Leticia Lara, L.C.S.W.</td>
<td>Matthew Rotondi, Ph.D.</td>
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<td>Siouxsie Calderon, M.A.</td>
<td>Dominic Little, M.A.</td>
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<tr>
<td>Teresa DeCrescenzo, L.C.S.W.</td>
<td>Katie Lookholder, M.A.</td>
<td>Stephen Scheff, Ph.D.</td>
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<td>Teresa Madden, M.A.</td>
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<tr>
<td>Monika Guevara, M.S.W.</td>
<td>Ali Akbar Mahdi, Ph.D.</td>
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</tbody>
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For lecturer profiles go to: [http://www.csun.edu/social-behavioral-sciences/sociology/lecturers](http://www.csun.edu/social-behavioral-sciences/sociology/lecturers)
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A: Welcome

If you are now, or are about to become, a graduate student in the Sociology Department at California State University Northridge, welcome and congratulations! You are here because we are excited by your interest and background, and because we believe in your potential to complete a master’s degree. This handbook is our next step in helping you realize that potential, and reading it is your next step towards that degree.

The goal of this handbook is to clarify the graduate program and to help you navigate and complete the program. It is thus intended both as an introduction and as an ongoing resource to help you make timely progress towards the master’s degree in sociology.

The M.A. program in Sociology has been producing graduates since 1965. Our alumni are university and community college professors, researchers at institutions of higher education, government agencies, non-profit organizations, and businesses throughout the San Fernando Valley, greater Los Angeles area, and beyond. We are thrilled that you are now on the path towards joining that distinguished group, and are particularly glad that you are here now.

In recent years, we have added faculty members who, like you, bring additional experiences and energies to the program. As the Department and program continues to change, we seek your input and feedback to continue to improve the program during your enrollment and beyond. Feel free to ask questions at any time. In particular, if you are having any difficulty with coursework material or assignments, contact the instructor and/or Graduate Coordinator to discuss ways that you might approach the problem. We are here to help you succeed, to the best of your and our abilities, and are actively engaging and developing resources toward that end.

Structure of the Graduate Program

Matters which involve graduate programs are handled primarily by individual departments and the university’s Graduate Studies Office. Other parts of university administration, including the Dean of the College of Social and Behavioral Sciences, also make some decisions concerning graduate programs. Decisions are thus made within a large network of faculty, staff, and university administrators. Nonetheless, most of your interactions will be within the Sociology Department.

The Graduate Coordinator helps shape the curriculum and delivery of the program; advises students on applying to the program and completing the program; disseminates information about the program and related opportunities for students; manages and
supervises relevant paperwork; and generally provides assistance to graduate students in the program.

The *Department Chair* assists the graduate coordinator with the above duties and is responsible for class scheduling; the administration of the graduate program; responding to student appeals; providing professional advice, and other tasks with regard to the program.

The *Sociology Department’s Graduate Committee* consist of several full-time faculty members who oversee the graduate program; review applications; provide student advisement as needed; provide guidance on curriculum and policy concerns, make some decisions on graduate program procedures and issues, and contribute to the success of students within the program.

The *Sociology Department Full-Time Faculty* as a whole serve to approve significant policy changes, curriculum changes, and other matters of major concern regarding the graduate program.

**Graduate versus Undergraduate Study**

Graduate study differs significantly from undergraduate study in the amount, quality, and professionalism of the work involved.

**Core Knowledge**
Graduate students are expected to enter the program with a core knowledge of the discipline (especially in theory and research methods). Some students may be required to complete certain undergraduate pre-requisite courses in order to build that knowledge. Given the recent limits set by the university on undergraduate prerequisite courses, the graduate coordinator may recommend that a student audit¹ an undergraduate core course and/or do independent work in order to be better prepared to take graduate level core courses.

**Workload**
Although full-time graduate enrollment requires typically fewer units than undergraduate study, graduate work is more engaging, requires more time and attention, and includes a higher degree of critical thinking and application than do undergraduate courses. A relative estimate of the work of a graduate class is 2-3 times the amount for the same undergraduate course. Students are often expected to read 100 or more pages per week. For sociological theory courses, students are expected to read

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¹ When a student audit’s a course he/she attends the class, without formally enrolling in the course, in order to advance their understanding of the subject matter. In order to audit a course, a student must get permission from the instructor. To get the benefit of auditing, it is expected that the student at minimum completes all of the reading for the course, and in some cases submits assignments and takes exams.
original texts in-depth well beyond what was expected in undergraduate study. For research methods classes students are expected to pursue and complete original research projects. Additionally, faculty will expect your research papers, exams, presentations, and communication to show, not only basic knowledge of the material, but also the ways in which you extend, critique, and/or apply the material to methodological, theoretical, disciplinary, and practical issues.

**Grading Scale:** In a graduate level course it is expected that students perform at a high level (i.e. students should be doing “A” or “B” level work). Below is a general guide that indicates how the level of work expected in graduate school.²

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>represents <em>exceptional</em> and <em>superlative</em> graduate-level work that is far above average.</td>
</tr>
<tr>
<td>A-</td>
<td>represents <em>very good</em> graduate-level work that is above average.</td>
</tr>
<tr>
<td>B+ or B</td>
<td>represents <em>satisfactory</em> graduate-level work that is average.</td>
</tr>
<tr>
<td>B-, C+, C</td>
<td>represents <em>below average</em> graduate-level work, but is sufficient for passing the course.</td>
</tr>
<tr>
<td>C- or below</td>
<td>represents <em>poor</em> work that is unsatisfactory for the graduate level (i.e. not passing).</td>
</tr>
</tbody>
</table>

**Classroom Discussion**

Given the small size of graduate level courses (10-15 students), students are expected to engage heavily in classroom discussions during every single class period. This is very different from undergraduate courses where simply attending and occasionally answering a professor’s question constitutes participation. In most graduate courses the professor will do very little lecturing and instead contextualize the assigned readings for the week, pose questions for class discussion, and provide feedback. As such, it is an absolute must that you come to class already having read and taken notes on the assigned material for that day. **Staying silent throughout the class period is not an option.** It is also expected that graduate students respectfully communicate and challenge ideas without personally attacking others.

**Being Proactive**

Graduate school can be a creative and challenging academic environment in which to nurture and further develop students. Unlike undergraduate education, where more

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² This represents a general guideline for how graduate level work is evaluated. It is not meant to represent the viewpoint of every single faculty member who teaches in the graduate program.
guidance is provided, success in graduate school will require your own initiative and commitment. Graduate students who do the best work, and who benefit the most from the program, take a proactive role in their education by doing more than the required minimums both within and beyond the classroom. A proactive role means seeking advisement, getting to know and work with faculty, getting to know fellow students and exchanging ideas, actively planning the time spent as a graduate student, and most of all, honoring why you are here - to learn more about sociology and become a better sociologist.

**Socialization and Professionalism in the Discipline**

Being a graduate student extends beyond lists of course objectives and assignments, to embracing the socialization and professionalization elements of the discipline. Graduate students are of course, expected to have the maturity to attend class punctually and consistently, and to maintain a professional level of behavior in class. Beyond that, graduate students should seek out opportunities to become involved in professional organizations and associations that will link them with others in the field. Participation in professional conferences, workshops, poster contests, and guest lecture events is also part of the professionalization process. Being proactive in seeking out scholarship, grant, and research opportunities will also benefit your graduate career. One manifest function of graduate school is to guide you in the transformation from student to colleague. We welcome you to that journey, and look forward to travelling it with you!

**Disclaimers & Revisions**

This handbook is designed to provide some of the most important information you will need in the Department of Sociology graduate program. The information within it is based on policies and practices from the Department, College, University, and Graduate Studies Office, as well as other sources, but is of course subject to change.

The handbook thus may be adjusted and updated, as needed, to reflect policy changes, best practices, and other improvements. To the best of our ability, the most current version will always be available online, via the Department’s website, in an accessible PDF format. However, it is very important, whenever there is any doubt, for students to verify information with the Graduate Coordinator and/or Graduate Studies office.

If there is information that you might need that is not covered in this handbook, or if there is anything herein which is not sufficiently clear, please communicate that to the Graduate Coordinator, Department Chair, and/or members of the graduate committee.
B: Registration

Registering for Classes

Registering for Classes

- Activate your CSUN user ID and password to access the self-service registration system through myNorthridge Portal (see instructions on following page).
- Use “Class Search” from the CSUN home page (no login required) or through the myNorthridge Portal (log in) to view classes.
- Begin registering when your enrollment appointment arrives. Add, drop or swap classes online during registration periods.

Permission Numbers

- All sociology graduate classes require the student to submit a permission number in order to enroll in the course.³ Please e-mail the Graduate Coordinator if you need a permission number for a class in the Sociology Department.
- If you need a permission number for a class outside of the Sociology Department, please e-mail the instructor for the course.

Available Seats in Classes

- There will always be enough available seats for you in Sociology 500-600 level graduate classes.
- Spaces in 400-level undergraduate sociology classes are often limited. If you are planning on taking a 400-level class in the Sociology Department (either as a prerequisite course or for graduate-level elective credit), please contact the Graduate Coordinator as soon as possible to ensure that there will still be spots left in the course by the time your enrollment appointment comes along.

³ Permission numbers were previously not required in order to enroll in sociology graduate classes. However we had a few situations where undergraduate students were enrolling in graduate level courses, and refusing to drop the course. The department then needed to go through the hassle of submitting paperwork to have the university administratively withdraw the students from the courses. Since that time we have switched over to requiring permission numbers for all graduate level classes.
**myNorthridge Portal, myCSUNbox, and CSUN Gmail Account**

**myNorthridge Portal**
- To gain access to the myNorthridge Portal you must have a CSUN user ID which will be sent to you via mail upon admission to the university. To activate, locate the user ID and initial password in the admissions packet.
- Visit [www.csun.edu](http://www.csun.edu) and find the myNorthridge Portal.
- Log in using your user ID and initial password. Activation instructions will be displayed. Follow the steps and reset the password.

**CSUN Gmail Account**
- You should have received a letter from Admissions and Records with your CSUN email address and initial password. Use this information to access your account for the first time.
- Your CSUN email account serves as your official email account with the university and with the M.A. program in Sociology.
- All emails sent from the university, graduate coordinator, sociology faculty and staff, will be sent to your CSUN Gmail account (not an alternative email address). Therefore you are responsible for monitoring your CSUN Gmail account frequently.

**Accessing Gmail**
- Go to the Gmail login page and sign in with your @my.csun.edu e-mail prefix (e.g. jane.doe) and CSUN password. If you don’t know your email address, log in to the myNorthridge Portal and go to the Student Center (SOLAR). Your student Gmail address is located under Personal Information.
Forwarding your CSUN Gmail to another account

- Log in to Gmail and select the COG wheel (found on the upper right hand side of the screen). Select “Settings.” On the “Settings” page, select “Forwarding and POP/IMAP” then select “Add a forwarding address” and follow the subsequent steps.

Sociology Graduate Student myCSUNbox

- myCSUNbox is similar to dropbox or google drive. Faculty, staff, and students can create their own boxes using this feature to upload and share files.
- A “Sociology Graduate Student” myCSUNbox has been established and is maintained by the Graduate Coordinator. The box contains various documents, links, and forms. Sign in using the same User ID and Password you use to sign into the portal.

Moodle/Canvas

- Currently the university has two Learning Management Systems (LMS) - Moodle and Canvas. After the Fall 2017 semester Moodle will be phased out and the university will only use Canvas.
- If you are enrolled in a course, you will automatically be able to see the course Moodle or Canvas page. This is where instructors post the course syllabus, course materials, grades, etc.
- If you are working as an ISA (Instructional Teaching Assistant) the instructor of the course will likely add you to the Moodle or Canvas page as a “teaching assistant” so that you are able to see the course materials and enter grades.

CSUN students also have free access to:

- Lynda.com is an online learning platform containing a video library to help students build software, creative skills, and business skills.
- Portfolium partners with universities to help students connect learning with opportunities and convert their skills into job offers.
- It allows cloud video conferencing, simple online meetings, group messaging, and software-defined conference room solutions.

CSUN Information Technology Office

Location: Oviatt Library, 1st Floor Learning Commons
Website: http://www.csun.edu/it
Phone: (818) 677-1400
Request Assistance: http://techsupport.csun.edu
C: Student Classification

Status upon Admission to the Graduate Program - Students who meet the university and sociology program requirements will be admitted as either classified or conditionally classified graduate students.

1. Classified Status: This means that you are not required to take any prerequisite undergraduate sociology courses and you have either previously passed or are exempt from taking the Upper Division Writing Proficiency Exam (UDWPE).
   - If you earned your bachelor’s degree from one of the 23 CSU campuses, you will have already taken and passed the UDWPE.
   - If you did not earn your bachelor’s degree from a CSU, but took the GRE exam and earned a score of 3.0 or higher on the analytical writing portion, you are exempt from taking the UDWPE.

2. Conditionally Classified Status - This means that you are required to take prerequisite undergraduate courses and/or are required to take the Upper Division Writing Proficiency Exam (UDWPE) and earn a score of 8 or higher. Information on signing up for the UDWPE can be found at: [http://www.csun.edu/testing/upper-division-writing-proficiency-exam-udwpe](http://www.csun.edu/testing/upper-division-writing-proficiency-exam-udwpe)

Going from Conditionally Classified Status to Classified Status
To go from conditionally classified status to classified status graduate students must have:
   - A 3.0 cumulative GPA or higher in all course work taken as a CSUN graduate student.
   - Completed any required undergraduate prerequisite courses with a grade of “B” or higher.
   - Passed the Upper Division Writing Proficiency Exam (UDWPE) with a score of 8 or higher or have scored a 3.0 or higher on the analytical writing portion of the GRE.

Important
- Graduate students must achieve full classified status prior to completing more than 12 units of graduate course work.
- Once a conditionally classified student has met the requirements for classified status, it is the responsibility of the student to notify the graduate program coordinator. The coordinator must in turn notify Graduate Evaluation Services by filing the “Request for Classification” form.
Students must maintain enrollment in courses while in the program. Typically this means being enrolled in courses during every semester, including the semester the student plans to finish.

Enrollment Status (Office of Graduate Studies)
Part-Time: 4-7 units
Full-Time: 8+ units

Fall 2017 (California Resident) Tuition/Fees for Graduate Students
http://www.csun.edu/stufin/tuition
0 - 6.0 units: $2,646/semester
7+ units: $4,152/semester

Non California Residents: Add $396 for each unit you are enrolled in.

Eligibility for Financial Aid: http://www.csun.edu/financialaid/what-affects-my-aid
- Graduate students must be enrolled in a minimum of 4 units per semester to be eligible for financial aid.
- Your financial aid will be adjusted based on your enrollment status. If you are enrolled in 4-6 units you will be paying the lower tuition/fee rate posted above, however your initial award amount is subject to reduction, however.

Cancelation of Registration and Withdrawal from the University
- Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university’s official withdrawal procedures which can be found at: http://www.csun.edu/admissions-records/enrollment-requirements
- A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as possible.

Required Enrollment During Your Final Semester
- Enrollment is required in the semester during which the student’s graduate degree is awarded.
- Graduate students must have classified status prior to enrolling in one of the two culminating experience courses SOC 679 (Comprehensive Exam) or SOC 698 (Thesis).

Note: The way in which the Office of Graduate Studies defines full-time and part-time enrollment status (based on units) does not correspond with the way in which the Office of Financial Aid charges tuition/fees. The more relevant figure for students is the one provided by the Office of Financial Aid.
E: Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Credit</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>No Credit</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Unauthorized Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Audit</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Report in Progress</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Incomplete Charged</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Unauthorized Withdrawal</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

M.A. Program in Sociology
Students enrolled in graduate level sociology courses will receive letter grades for all courses, with the exception of the two courses listed below.

- SOC 679 (Directed Comprehensive Studies): CR (Credit), NC (No Credit)
- SOC 698 (Thesis): CR (Credit), NC (No Credit), RP (Report in Progress)

GPA Requirements for Graduate Program

- Students pursuing a graduate degree must maintain a minimum 3.0 GPA both in the formal program and overall cumulative GPA.
- Grades earned in courses taken outside of the formal program (ex. prerequisite courses) are calculated into the graduate student’s cumulative GPA.
- No grade below a “C” can be counted in the formal program.
- Any grade of “C-“ or below in the formal program must be repeated after an approved course repeat form has been filed. If the student does not receive a “C” or better on the second attempt, the student will be disqualified from the program.
- A maximum of 6 units in the formal program may be repeated at the graduate level.

Repeat of Courses

- Students must submit a “Course Repeat Form” with prior permission of the Graduate Coordinator/Department Chair and the Associate Vice President of Graduate Studies, in order to repeat a course.
- A graduate student may repeat up to 6 units in which a grade of “B-“ or below has been earned.
Request for a Grade of Incomplete
The instructor can not initiate the incomplete request. It must be initiated by the student. In order to be considered for a grade of incomplete, the student must do the following:

- Fill out the “Request for a Grade of Incomplete” form which can be found at: http://www.csun.edu/sites/default/files/request_incomplete.pdf
- Have a passing grade (a “C” or better) in the work completed thus far.
- Have completed a substantial portion of the work in the course for which an incomplete is being requested.
- Be able to complete the remaining work independently within one year, with minimal assistance from the instructor.

Required GPA for the Thesis Option

- In order to be eligible to write a thesis, the student must have earned a 3.5 GPA or higher in the sociology core courses (SOC 601, SOC 670, SOC 690, SOC 691A) with no grade below a B; and maintain a 3.25 GPA or higher cumulative GPA. If those requirements are not met, the student must take the Comprehensive Exam.

Academic Probation & Disqualification

Academic Probation
- Students will be placed on academic probation at the end of the semester when their cumulative GPA falls below 3.0.
- To be removed from probation, students must earn sufficient grade points in the following semester of enrollment to raise their cumulative GPA to 3.0 or above.

Disqualification: Students on probation are placed in disqualified status if, at the end of their next semester of enrollment their cumulative GPA remains below 3.0.

Categories of Disqualification

- **First Disqualification** - Upon a first disqualification, a graduate student who wishes to be considered for readmission must submit the “Graduate Reinstatement” form for the semester immediately following disqualification notification.
- **Second Disqualification** - Students who are disqualified a second time are not permitted to enroll in any CSUN courses for a minimum of three years after the final day of the semester during which they received the second disqualification.
- For more specific information on disqualification go to the Graduate Studies website http://www.csun.edu/research-graduate-studies/current-students and click on the “Graduate Student Handbook.”
## F: Program Curricula

### M.A. Degree Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>18</td>
</tr>
<tr>
<td>Culminating Experience(^5)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Degree Units</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

- **Required Core Courses (12 units)**
  
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 601</td>
<td>Sociological Theory in Historical Perspective (Classical Theory)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 670</td>
<td>Studies in Contemporary Sociology (Contemporary Theory)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 690</td>
<td>Social Research Methods (Quantitative Methods)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 691A</td>
<td>Advanced Social Research Techniques (Qualitative Methods)</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Elective Courses (18 units) - a minimum of 9 units must be Sociology 500-600 level electives**
  - Sociology graduate elective courses are offered in a number of areas including social psychology, gender, sexuality, race/ethnicity, labor & immigration, education, program evaluation, sociology of work, social movements, etc.
  - To broaden students’ options, sociology graduate students can also take 500-600 level electives in other graduate programs that count towards elective credit in the sociology program. Additionally students can take 400-level upper division undergraduate courses in the sociology department and in other departments (with additional assignments) for graduate level credit. In both cases permission is required from both the instructor and graduate coordinator.

- **Culminating Experience (3 units)**
  
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 697</td>
<td>Directed Comprehensive Studies (successful completion requires passing all three sections of the comprehensive exam)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 698</td>
<td>Thesis (successful completion requires writing and orally defending a thesis approved by three committee members)</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^5\) Note - The SOC 698 Thesis course used to be offered in 1, 2, and 3 unit formats. However per instructions from the Office of Graduate Studies (and to be in compliance with the Chancellor’s Office), we are in the process of modifying the program requirements so that the 3 unit SOC 698 thesis course will be required for the degree and the 1 and 2 unit thesis enrollment options will be phased out.
**Timeline to Completion**

The time it will take for you to complete the degree will vary based on factors such as whether you need to complete prerequisite courses, your enrollment status (full-time or part-time), and other commitments (ex. job, family obligations, etc.). Some of our students have decided to take longer to finish, in order to thoroughly prepare for the comprehensive exam, complete a thesis, gain further research experience, or prepare for entry into a Ph.D. program. Other students may choose to finish in a shorter period of time. The timelines below are just examples and can be modified to fit the student’s needs.

### 2 Year Plan

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Class</td>
<td>Core Class</td>
</tr>
<tr>
<td>Core Class</td>
<td>Core Class</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Comp Exam or Thesis</td>
</tr>
</tbody>
</table>

### 3 Year Plan

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Class</td>
<td>Core Class</td>
</tr>
<tr>
<td>Core Class</td>
<td>Core Class</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Semester 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Comp Exam or Thesis</td>
</tr>
</tbody>
</table>

### 2½ Year Plan

<table>
<thead>
<tr>
<th>Semester 1</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Core Class</td>
<td>Core Class</td>
</tr>
<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Elective</td>
<td>Comp Exam or Thesis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
</tr>
</tbody>
</table>

### Seven-Year Time Limit for Completion

Students must complete all requirements for their graduate degree within 7 calendar years from the date they were admitted to a program. Courses that were completed more than 7 years prior to the date on which all requirements for the degree are completed can not be counted toward unit requirements unless the student can show current content knowledge in the outdated course(s) by written examination for each course in question. A maximum of 9 units taken in residency at CSUN may be validated.
in this manner. Validation has a duration of only one semester and can not be repeated. The instructor(s) who taught the outdated course(s), or faculty member who has taught the same or closely related courses, must certify the student’s competency with a memorandum to the Assistant Vice President for Graduate Studies.

**Two Year Limit for Culminating Experience**

Thesis projects must be completed, filed and approved within 2 years of the first enrollment in the culminating experience course (SOC 698). In some situations, a student is given an “RP” (Report in Progress) grade for work in progress. The “RP” will be converted to a credit “CR” grade once the thesis has been successfully defended.

**Undergraduate Prerequisite Courses**

Prior to Fall 2016, the sociology graduate program required students coming in without a bachelor’s degrees in sociology to take all four of the undergraduate sociology courses listed below. In some instances students were exempt from taking certain prerequisites if they completed and passed similar undergraduate courses as an undergraduate. Additionally in cases where students came in with a bachelor’s degree in sociology, but may have not taken certain theory or methods courses (or would benefit from taking them again), were also required to take certain prerequisites.

SOC 364 & SOC 364L - Social Statistics Lecture/Lab - 4 units
SOC 368 & SOC 368S - Theory I (Classical) Lecture/Seminar - 5 units
SOC 497 & SOC 497L - Social Research Methods Lecture/Lab - 4 units
SOC 468 & SOC 468S - Theory II (Contemporary) Lecture/Seminar - 5 units

**University Changes to Prerequisite Requirements beginning in Fall 2016**

1. **Graduate Students can no longer enroll in 100, 200, or 300 level courses (with some limited exceptions)**

Due to impaction the Provost decided to no longer allow graduate students to enroll in 100, 200, or 300 level undergraduate courses. This change means that the sociology graduate program can no longer require SOC 364/L and SOC 368/S as prerequisite courses for graduate students.

2. **Enforcement of the 125% Rule**

- The U.S. Department of Education has had in place for some time the 125% rule. This rule states that graduate students are only eligible for financial aid for 125%

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*Impaction means that a campus anticipates more qualified applicants than available spots for which there is adequate state funding. As a result the university limits the number of students who are admitted. Due to “overcrowding” the university wants to ensure that undergraduate students are able to get seats in courses they need to graduate, and do not want graduate students to “take up seats” by enrolling in 100, 200, and 300 level classes.*
of the minimum number of units needed to complete a graduate degree. This includes all units taken as a graduate student (both undergraduate prerequisite courses and graduate courses).

- While this rule has been in place for many years, the university would often accept and approve appeals by students to continue financial aid eligibility even though the units taken exceeded the 125% rule.
- Due to recent changes in the Department of Education, the federal government is beginning to audit universities and enforce the 125% rule. Therefore all graduate programs (as of Fall 2016) must be in compliance with this rule.
- This means that for our 33 unit sociology graduate program, graduate students become ineligible for financial aid if they are required to take more than 8 units of undergraduate prerequisite course work. Given that the prerequisite courses that we are still able to offer (SOC 468/S & SOC 497/L) are 5 units and 4 units respectively, the department can no longer require incoming graduate students to take more than one prerequisite course.

3. What does this mean, and how does it affect incoming graduate students?

- Faculty in the department are concerned that because graduate students will be taking fewer pre-requisite courses, they will come into the program with less of a foundation in the core areas of Research Methods and Sociological Theory.
- The faculty in the Sociology Department will begin brainstorming about things that we can do in the future to provide additional support to students in the core areas of sociology.
- Below are some tips for non-sociology majors and for sociology majors coming into the program who may need to “come up to speed” a bit in the areas of research methods and/or sociological theory, so they are prepared for the four core graduate classes.

4. Tips for “coming up to speed” - Be proactive!

- Purchase undergraduate textbooks on classical theory, contemporary theory, research methods, and social statistics to provide you with an overview.
- Familiarize yourself with the fundamental concepts, methods, theorists, schools of thought, paradigms, and approaches.
- Consider taking only one graduate-level core course per semester, rather than two if you believe that you need more review.
- Create study groups with fellow students.
- Read, read, read…. and read! Also take notes!
- Meet frequently with professors during office hours.
Graduate Level Course Offerings

**Fall & Spring Classes:** Graduate courses are only offered during the Fall and Spring semesters, not during the summer.

**Summer Classes:** Undergraduate 400-level courses are offered during the summer and can be taken for graduate level elective credit with approval of the instructor and graduate coordinator.

**Thesis:** Students are **not** able to enroll in the SOC 698 (Thesis) course during the summer, only during the Fall or Spring semesters. However, students who enroll in SOC 698 in Spring and do not complete the thesis, can enroll in XEDU 980 via the Tseng College (with approval from the Graduate Coordinator) in order to complete the thesis during the summer.

**Comprehensive Exam:** The SOC 697 (Comprehensive Exam) course is **not** offered in the summer. Unlike the thesis, there is no work-around to take and complete the comprehensive exam course or take the actual comprehensive exam during the summer.

**Core Classes:** Each of the four core courses is only offered once per academic year, so plan accordingly.

**Graduate Level Sociology Elective Requirement:** Two sociology elective courses are usually offered each semester. The number of elective course offerings may change based on graduate student enrollment figures.

- Students are required to take 18 units of elective coursework.

- A minimum of 9 units of elective coursework must be taken in the form of 500-600 level graduate sociology elective courses.

- A maximum of 9 units of elective coursework can be taken in the form of 400 level undergraduate sociology elective courses taken for graduate level credit with instructor and graduate coordinator approval.

- Students also have the option of taking up to 6 units of elective coursework outside of the sociology department in the form of 400-level undergraduate elective courses taken for graduate level credit, or 500-600 level graduate courses. Instructor and graduate coordinator approval is required in both instances.
400 Level Undergraduate Courses taken for Graduate Level Credit

Graduate students can take 400-level undergraduate courses for graduate level credit both inside and outside of the Sociology Department, with approval from the instructor and the graduate coordinator. In order to receive graduate level credit, the student must complete additional work (paper, project, or presentation, etc.) on top of the regular work required for the course. Students must get approval from the graduate coordinator and the instructor prior to the end of the add/drop period.

Students who are interested in taking 400-level undergraduate courses for graduate level credit should make an appointment to meet with the instructor early on to see if he/she will allow you to take the course. The student must come to an agreement with the instructor about what additional work (paper, project, or presentation, etc.) will be completed to earn graduate-level credit. Students are required to fill out the “Approval for 400 Level Course” form which can be downloaded from the Sociology Graduate Student myCSUNbox. The form should be turned in to the graduate coordinator (along with a copy of the course syllabus) during the first two weeks of the semester (prior to the end of the add/drop period).

Undergraduate Programs (in addition to Sociology) in which graduate students may be interested in taking 400-level courses:

<table>
<thead>
<tr>
<th>AAS</th>
<th>Asian American Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRS</td>
<td>Africana Studies</td>
</tr>
<tr>
<td>AIS</td>
<td>American Indian Studies</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>CAS</td>
<td>Central American Studies</td>
</tr>
<tr>
<td>CHS</td>
<td>Chicana &amp; Chicano Studies</td>
</tr>
<tr>
<td>CJS</td>
<td>Criminology &amp; Justice Studies</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography</td>
</tr>
<tr>
<td>GWS</td>
<td>Gender &amp; Women’s Studies</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>JS</td>
<td>Jewish Studies</td>
</tr>
<tr>
<td>LRS</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>MCOM</td>
<td>Mass Communication</td>
</tr>
<tr>
<td>POLS</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>QS</td>
<td>Queer Studies</td>
</tr>
<tr>
<td>RS</td>
<td>Religious Studies</td>
</tr>
<tr>
<td>SUST</td>
<td>Sustainability</td>
</tr>
<tr>
<td>URBS</td>
<td>Urban Studies &amp; Planning</td>
</tr>
</tbody>
</table>

500-600 Level Graduate Courses in Other Departments

Graduate students can take 500-600 level graduate courses outside of the department for graduate level sociology elective credit, with approval from the instructor and the graduate coordinator. Students must get approval from the graduate coordinator and instructor, prior to the end of the add/drop period.

Graduate students who are interested in taking graduate level courses outside of the department must fill out an “Approval for 500-600 level courses outside the
Department” form which can be downloaded from the Sociology Graduate Student myCSUNbox. The form should be turned in to the graduate coordinator (along with a copy of the course syllabus) during the first two weeks of the semester (prior to the end of the add/drop period).

In order to be approved by the graduate coordinator, courses taken outside of the Sociology Department should connect with your program of study and contribute to your graduate experience. Please note that some graduate programs and instructors do not allow students outside of their program to take certain courses. This is why contacting the instructor of the course in advance to see if the course is open to sociology graduate students is important.

**M.A. Programs (outside of sociology) in which graduate students may be interested in taking 500-600 level courses:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>CHS</td>
<td>Chicana &amp; Chicano Studies</td>
</tr>
<tr>
<td>COMS</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>FCS</td>
<td>Family &amp; Consumer Sciences</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography</td>
</tr>
<tr>
<td>HHD</td>
<td>Health &amp; Human Development</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HSCI</td>
<td>Health Administration</td>
</tr>
<tr>
<td>POLS</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>URBS</td>
<td>Urban Planning</td>
</tr>
</tbody>
</table>

**Course Substitutions**

The Graduate Studies Office keeps on file a list of 400-level courses (both inside and outside of the sociology department) and 500-600 level graduate courses (outside of the sociology department) that have previously been approved by the M.A. program in Sociology to count as graduate level sociology elective courses.

- **400 Level Sociology Courses**: The list in the Graduate Studies Office was recently updated so that the majority of 400-level sociology courses can be taken for graduate level sociology elective credit (with the exception of those listed below). Therefore if you are taking a 400-level sociology course for graduate level credit, a course substitution form does **not** need to be submitted.

**Sociology 400-Level Courses not approved for graduate level elective credit**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 468/S</td>
<td>Theory II (Lecture &amp; Seminar)</td>
</tr>
<tr>
<td>SOC 497/L</td>
<td>Social Research Methods (Lecture &amp; Lab)</td>
</tr>
<tr>
<td>SOC 475AAE/BEE</td>
<td>Supervised Field Instruction I &amp; II</td>
</tr>
<tr>
<td>SOC 482</td>
<td>Practicum in Work &amp; Society</td>
</tr>
</tbody>
</table>
• **400 Level non-sociology courses & 500-600 level non-sociology courses:** The list in the Graduate Studies Office most likely does not currently have a course you took for graduate-level credit outside of the department on the “approved” list. Therefore the graduate coordinator needs to submit a Course Substitution Form (signed by both the student and graduate coordinator) to the Graduate Studies Office. It is the practice of the Graduate Coordinator to submit a “Course Substitution” form (with any 400, 500, or 600 level courses you have taken outside of the Sociology Department for graduate level credit) at the beginning of your final semester in the program. This course work will then be reflected on your DPR (Degree Progress Report).

**Transfer Graduate Coursework**

Transfer of course work completed at another institution is subject to the approval of the graduate program coordinator and the Assistant Vice President of Graduate Studies.

- Only graduate coursework with a grade of “B” or better may be transferred, Credit/No Credit grading is not transferable.
- No more than 9 units can be transferred toward a degree.
- Units transferred from a quarter institution will hold a lesser value (i.e. 4 quarter units - 2.7 semester units).
- If the course(s) petitioned for transfer have been taken at an institution where a degree has been granted, then the student must provide a memo from that institution certifying that the course(s) was not counted toward a degree completion at the institution.
- If graduate transfer coursework is approved to be used in substitution of CSUN coursework on a student’s program, it will only be calculated in the student’s formal program GPA. Transfer work is not calculated in a student’s cumulative GPA and will not appear on the student’s CSUN transcript.

**Independent Study Courses**

The purpose of independent graduate study is to allow students to pursue projects that do not fit within the framework of regular course offerings. Graduate students can enroll in independent study courses on a limited basis, and only with the approval of the faculty member overseeing the independent study, the graduate coordinator, and the department chair. Students must arrange independent study courses personally with individual faculty members.

Independent Study Courses
SOC 699A Independent Study (1 unit)
SOC 699B Independent Study (2 units)
SOC 699C Independent Study (3 units)
Guidelines for Independent Study Courses:

• The instructor of record for the “independent study” is the Sociology Department Chair, however it is the responsibility of the faculty member overseeing the independent study to evaluate the student’s work and submit a letter grade for the completed work to the Department Chair at the end of the semester.

• The work assigned and completed by the student is equivalent to the work required of a graduate level course (proportionate to the number of units the student is enrolled in: 1, 2, or 3 units).

• The student and faculty member overseeing the independent study should meet and agree upon the work that is to be completed for the independent study project.

• The student is required to submit an “Approval for Independent Study” form which can be downloaded from the Sociology Graduate Student myCSUNbox. The student must attach a one page written statement to the form detailing the work that will be completed for the independent study project over the course of the semester (ex. reading list, written work, data collection, data analysis, presentations, etc.). The form requires the student’s signature and the faculty member’s signature. It should be turned in during the first two weeks of the semester, prior to the end of the add/drop period.

• Students are limited to taking a maximum of 6 units of independent study while enrolled in the graduate program.
G: Culminating Experience

Comprehensive Exam Option

One of the two culminating experience choices is the comprehensive exam. The overall comprehensive examination includes three separate exam components in the following areas:

- Sociological Theory
- Social Research Methods
- Specialty Area

None of the exams should be understood or interpreted on its own. Passing all three components of the exam is required in order to pass the overall comprehensive examination requirement.

Enrollment in SOC 697 (Directed Comprehensive Studies)

- Students must be enrolled in SOC 697 (Directed Comprehensive Studies) in order to take the comprehensive exam that semester.
- Once the student has enrolled in SOC 697, he/she cannot change to a thesis option.
- It is possible to enroll in SOC 697 with one remaining course in the program, if the course will be completed the same semester as the comprehensive examinations are taken.
- Release of permission numbers for SOC 697 will be done through the Graduate Coordinator prior to the beginning of the semester so that it can be verified that the student has met all of the requirements to take the comprehensive exam.

File an “Intent to Take Comprehensive Exam” Form

- E-mail the Graduate Coordinator indicating your intent to take the comprehensive examinations by the end of the first week of the semester you plan to finish.
- Students who intend on taking the comprehensive exam in a given semester must submit an “Intent to Take Comprehensive Exam” form which can be downloaded from the Sociology Graduate Student myCSUNbox.
- The form should be filled out by the student and submitted to the Graduate Coordinator no later than the end of the first full week of classes.
- The student needs to take and pass each component of the overall comprehensive examination, when scheduled, in order to complete the requirements for the M.A. degree.
**Exam Components**

**Sociological Theory**
The sociological theory component focuses on both classical and contemporary sociological theory. The core readings for the exam will be covered in two of the core graduate courses - SOC 601 Sociological Theory in Historical Perspective (Classical Theory) and SOC 670 Studies in Contemporary Sociology (Contemporary Theory). The readings that students are expected to study however, go well beyond those assigned in these two core courses. The recommended list of readings is posted in the Sociology Graduate Student myCSUNbox.

**Social Research Methods**
The sociological theory component focuses on both quantitative research methods and qualitative research methods. The core readings for the exam will be covered in two of the core graduate courses SOC 690 Social Research Methods (Quantitative Research Methods) and SOC 691A Advanced Social Research Techniques (Qualitative Methods). The readings that students are expected to study however, go well beyond those assigned in these two courses. The recommended list of readings is posted in the Sociology Graduate Student myCSUNbox.

**Specialty Area**
The specialty area examination is on a subject of the student’s choice explored through coursework and other experiences during the program. With guidance and approval from the Graduate Coordinator, the student should select a substantive area of specialization for example: Sociology of Education, Social Movements, Race/Ethnicity, Social Psychology, Gender, Political Sociology, etc. The student, in consultation with faculty members serving on the specialty committee, will put together a reading list of peer-reviewed journal articles and academic books that include both seminal works in the field and contemporary research published in the area.

**Format of the Comprehensive Exam**

**Sociological Theory:** This is a take-home open book/note written exam. Students are given 89 hours to complete the exam (Fri-Mon). Students answer a total of three questions. While some questions are required, others can be chosen by the student from a list of options.

**Social Research Methods:** This is a take-home open book/note written exam. Students are given 89 hours to complete the exam (Fri-Mon). Students answer a total of three questions. While some questions are required, others can be chosen by the student from a list of options.
Specialty Area: The specialty exam is always offered in the traditional format. If students would like to take the specialty exam in the alternative format, the members of the student’s special exam committee must agree.

Traditional Format: This is a take-home open book/note written exam. Students are given 89 hours to complete the exam (Fri-Mon). Students answer a total of three questions. While some questions are required, others can be chosen by the student from a list of options.

Alternative Format: This is an interactive examination model where the student has the opportunity to write and choose one of their own examination questions (with input and approval from the committee). The other questions are written by the committee members. The student submits one draft of their responses to the committee members and receives feedback. The student is then able to make revisions and submit a final version of the exam to the committee. The time table for this format usually spans over 8-9 weeks.

Date & Time
The three components of the comprehensive exam are given on three different weekends at the end of the semester. The Graduate Coordinator will inform students who have officially declared their intent to take the comprehensive exam of the dates/times, no later than the end of the first week of the semester.

Answers to Exam Questions
• Students should be able to summarize and synthesize the works in the field. Students should be able to paraphrase the works in their own words (with proper citation) and not use an abundance of quotations.
• You should use ASA format for citations and bibliographic references unless your committee and/or the exam instructions indicate otherwise.
• Plagiarism of any sort will not be tolerated. Please refer to the university’s policy on plagiarism at: http://www.csun.edu/catalog/policies/academic-dishonesty/

Evaluation of Component Exams
Exams are evaluated on several criteria. The purpose of the exam is not for students to simply regurgitate information, but instead to demonstrate their ability to critically think about and analyze the material.

While each committee may develop unique criteria for evaluating its respective component exam, in general, exams are evaluated on the student’s ability to do the following:
• concisely organize, synthesize and clarify the material.
• understand key ideas, concepts, and traditions of thought.
• show both breadth and depth of knowledge in the field.
• compare and contrast, interpret, and critically analyze works in the field, key debates, and approaches.

Decisions about Component Exams
• Each of the component exams is given a “blind” grading by faculty in the area. The only identifying notation on the exam is a code which is understood only by the Sociology Department’s administrative assistant who coordinates the distribution of the exam.
• Committee members come to a joint decision about the exam, and relay that decision to the Graduate Coordinator. Students taking the exam will receive either a “pass” or “fail.”
• Students should know the results of their exams within two weeks of the submission of their final component exam. Students will be informed by the Graduate Coordinator via e-mail.
• Results on individual components will be conveyed only after all three component exams are completed and evaluated. This is so that the student is not distracted from focusing on any one component of the exam, and because the outcome of the overall comprehensive exam cannot be determined until all three components have been evaluated.

Passing the Overall Comprehensive Exam
Students who receive a passing evaluation on all three component exams will be awarded a “pass” grade for the overall comprehensive examination. This grade will be reported to the Office of Graduate Studies. Providing that all other program requirements have been fulfilled, including the student filing for graduation, the University will confer the Master’s degree on the student.

Other Outcomes

Failing two or three of the component exams
• A student who fails two or three component exams will receive a failing grade on the overall comprehensive examination. A second attempt is possible (see below).

Failing one of the component exams
• A student who passes two components, but fails one, will have the overall pass/fail decision considered on a case by case basis by the respective exam committee in discussion with the Graduate Coordinator and Department Chair.
Possible outcomes of this consultation can include the following:

1. A “fail” on the overall comprehensive exam (the most common outcome).

2. Allowing the student another attempt prior to the end of the semester (very uncommon).

3. Allowing an alternative means that the committee may decide it needs in order to assess the student’s knowledge and competence (ex. oral examination, written project, etc.) (extremely uncommon).

Grade for SOC 697 (Directed Comprehensive Studies)
- If a student passes the Comprehensive Exam he/she will receive a grade of “CR” (Credit) for SOC 697.
- If the student does not pass the Comprehensive Exam, he/she will receive a grade of “NC” (No Credit).

Second Attempt
If a student has failed the overall comprehensive examination, by failing one or more of the three components, the student will be given one (and only one) more opportunity to pass the comprehensive examination and earn the degree.

- The student must retake the failed component(s) of the exam in a future semester and enroll again in SOC 697. It is not necessary to file a “Course Repeat” form to be re-enrolled in SOC 697.
- Students are not required to retake any component exam which was previously passed.
- In accordance with university policy, if a student fails the second comprehensive exam attempt, he/she is disqualified from the university and unable to earn the M.A. degree.

Tips about Preparation for the Comprehensive Exam

Early Stages of Preparation - the Core Courses
Students need to begin preparations as soon as they are enrolled in the core classes. Preparation should include, not only review of course material, but also additional reading, as well as sources found in the study guides, and suggestions from faculty, particularly committee members in the theory, methods, and specialty areas.

Study Materials & Reading Lists
Reading lists and study guides for the Theory and Research Methods components are posted in the Sociology Graduate Student myCSUNbox. Sample reading lists for the specialty exam are also posted.
Seek out Advise and Feedback
It is crucial to seek feedback, advice, and input from the members of the examining committees during office hours or via appointment. Students are much more likely to be successful with active interaction with faculty while preparing for the exam. Remember, too, that preparing for the comprehensive examination involves going above and beyond the work in your courses.

Enroll in SOC 696A Directed Grad Research (Thesis/Comp Exam Prep Course)
Many students who plan on taking the comprehensive exam enroll in SOC 696A. Although this it is not a required course, this elective helps students prepare a time table for completion, organize reading lists, draft answers to practice questions, receive feedback from faculty and peers, and form study groups.

Examination Timeline (completing program in 2 years)
For students who intend on completing the program in 2 ½ or 3 years (quite common), modify the schedule below to fit a more extended timeline.

Semester 1
- Enroll in two core classes
- Thoroughly read (and re-read) all of the material assigned in the courses and take extensive notes.
- Meet with faculty during office hours to ask questions and clarify material as needed.

Semester 2
- Enroll in two core classes
- Thoroughly read (and re-read) all of the material assigned in the courses and take extensive notes.
- Meet with faculty during office hours to ask questions and clarify material as needed.

Summer
- Consult reading lists and study guides for the Theory and Methods exams; read and take notes on additional works not covered in the core classes, and go back and re-read and review essential works.
- Independently put together a reading list for your specialty area exam. Often the basis for the reading list will be the assigned readings from one or more courses that you have already taken.
Semester 3
- Enroll in SOC 696A (Thesis/Comp Prep Course)
- Continue to review readings and take extensive notes; consult study guides and reading lists.
- Prepare on a more intensive level for the Comprehensive Exam by writing out answers to practice questions.
- Form study groups with your peers; prepare a timeline.
- Meet with faculty during office hours to ask questions and receive feedback.

Semester 4
- Enroll in SOC 697 (Directed Comprehensive Studies)
- Submit the “Intent to Take Comprehensive Exam” form.
- Apply for graduation with Admission & Records.
- Find out which faculty members are sitting on the comprehensive exam committees. Meet early on with the Chair (and members) of your specialty exam committee. Get feedback on your specialty exam reading list, and determine the format of the exam (traditional or alternative).
The Thesis Option

The thesis option is recommended for students who wish to have a formal research project they can use to support their pursuit of research employment or admission to Ph.D. programs after completing the M.A. degree. It is also useful for students who wish to pursue employment that emphasizes program development, evaluation, and/or data collection and analysis. Lastly, the thesis option is useful for students who, for whatever reasons, wish to deepen their knowledge and experience in a specific area of research. The thesis should not be seen as easier than the Comprehensive Exam, and in particular, is not a way to avoid examination in theory and methods. On the contrary, a thesis project involves methodological and theoretical sophistication and expertise.

The student who is best suited for the thesis option is one who is research oriented and skilled, is capable of both working independently and taking feedback from faculty, and has both a sincere desire and sufficient time to do the work involved in the thesis. Students considering a thesis should meet with faculty who may potentially serve on the student’s theses committee, and review copies of recent theses to get a better sense of what is expected in a thesis.

Formal Guidelines

While the thesis option is relatively open-ended in many regards, there are Department policies and procedures which provide structure to the process of completing it. In particular, there are qualifying criteria, formal aspects of the proposal process, and procedures to follow towards completion of the project.

Qualifying Criteria

The student who wishes to write a thesis must fulfill the following qualifying criteria for final approval of the thesis option.

- In order to write a thesis, the student must have earned a 3.5 GPA or higher in the sociology core courses (SOC 601, SOC 670, SOC 690, SOC 691A) with no grade below a B; and maintain a 3.25 GPA or higher cumulative GPA (which includes prerequisite courses).

- The student must inform the Graduate Coordinator of the intention to pursue a thesis after the completion of the four core courses, and prior to the completion of 21 units of coursework in the graduate program.

- The student should seek advisement from the Graduate Coordinator prior to putting together a thesis committee.
Steps in the Thesis Process
1. Pursuing the Thesis Option & Choosing the Thesis Committee
   • The student must inform the Graduate Coordinator of his/her intention to pursue a thesis after the completion of the four core courses, and prior to the completion of 21 units of coursework in the graduate program.
   • The student should make an appointment to meet with a faculty member who he/she would like to serve as the chair of the thesis committee. This faculty member should be someone who has knowledge and expertise in the field in which the thesis will be based.
   • After consultation with the potential chair of the committee and the graduate coordinator, the student should make an appointment to meet with faculty members who can serve as committee members.
   • The student should file an “Thesis Committee Composition” form which can be downloaded from the Sociology Graduate Student myCSUNbox. The form contains the names and signatures of the thesis committee chair and thesis committee members.
   • By university policy, at least two committee members (including the chair) must be full-time faculty members in the CSUN Sociology Department. It is possible for the third member to be either a Lecturer in the Sociology Department or a full-time faculty member from another department or institution however it is most common for all three committee members to be full-time sociology department faculty.

   • The thesis proposal is a written document that outlines the proposed research to be done. The format of the thesis proposal is flexible, but often includes the primary research questions, a literature review, theory/theoretical approach, research methods/study design, timeline for completion, references, and appendices.
   • The thesis proposal should be developed in close consultation with the chair of the committee and feedback should be sought from the other committee members.

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7 The student should seek guidance and approval from the Chair of the Thesis Committee when choosing thesis committee members who are either lecturers or faculty from outside of the Sociology Department.
• **Thesis Proposal Defense**
  o The student must successfully complete (or “pass”) a Thesis Proposal Defense prior to moving forward with the collection and analysis of data.
  o This involves the student reserving a date and making a formal presentation to the members of the thesis committee and orally “defending” the proposed research. At the defense, the committee will usually ask questions and make suggestions for how the research should proceed.
  o After successfully passing the thesis proposal defense, the student should have the “**Thesis Proposal Defense** form,” which can be downloaded from the Sociology Graduate Student myCSUNbox. The form should be signed by the committee members and submitted to the Graduate Coordinator to keep on file.
  o If the student does not “pass” the thesis defense, there is no formal penalty. In such cases the student will need to consult with committee members, go back and make significant changes to the thesis proposal, and schedule another proposal defense for a future date.

3. Getting IRB Approval (if needed) & Rules about International Travel
   • Any students who intend on doing research with human subjects must get approval from the IRB (Institutional Review Board) prior to the data collection process.
   • The student can work on the IRB approval process while simultaneously writing the thesis proposal. However it is very important to get feedback from the thesis committee chair and committee members along the way.  
   • Any research involving international travel must be approved by the CSUN Office of Insurance and Risk Management.
   • The approval process to conduct research on human subjects, and/or research involving international travel can take months, so please plan accordingly.
   • Information on Human Subjects Research can be found at: [http://www.csun.edu/research-graduate-studies/human-subjects-research](http://www.csun.edu/research-graduate-studies/human-subjects-research)
   • Information on International Travel can be found at: [http://www.csun.edu/travel/guidelines](http://www.csun.edu/travel/guidelines)

4. Data Collection/Analysis & Writing the Thesis
   • All permissions from the CSUN Institutional Review Board must be secured prior to any research involving human subjects.

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8 There have been instances in the past where students have obtained IRB approval for a given Interview Schedule, only to find out later on while defending the thesis proposal, that members of the thesis committee want the student to modify, add, and/or remove some of the interview questions that were already approved. As such, early consultation with all members of the thesis committee is highly recommended.
• The student should get a copy of the thesis guidelines from the Office of Graduate Studies website. The thesis should be formatted in accordance with accepted professional standards in the field and format requirements of the Office of Graduate Studies.

• **Timeline for Completion**
  o The student should work with the thesis chair and other committee members to **formalize a timeline for completion**.
  o This timeline should include dates upon which the student will submit drafts of the thesis to the committee chair and later on to committee members.
  o Time should be built in for the committee members to properly review the thesis and provide feedback, as well as time for the student to revise the thesis.
  o Prior to creating the timeline, students should go to the Graduate Studies Office website and consult deadlines for submitting the following: Planning Form, Preliminary Formatting, and Final Thesis Submission.

5. **Registering on the ETD system & Checking Submission Deadlines**
   • At the beginning of the semester the student plans on defending the thesis, he/she should **register on the Electronic Thesis and Dissertation (ETD) system** at: [https://etd.csun.edu/](https://etd.csun.edu/)
   • The student will need to complete the **Project Planning Form** on the ETD system which requires the title of the thesis and the names of the committee members to be entered into the system.
   • The student should look-up the deadlines for **Preliminary Formatting of the Thesis** and the deadline for **Final Submission of the Thesis** and plan accordingly.

6. **Thesis Defense**
   • During the semester that the student intends on defending the thesis, he/she should **enroll in SOC 698 (Thesis)**.
   • A complete copy of the thesis should be submitted to the committee well in advance of the anticipated defense date. The committee members will provide the student with feedback and revisions that need to be made. Where there are differences of opinion regarding work on the thesis, the thesis chair will attempt to resolve these differences.
   • If “major revisions” are needed at the time, the thesis committee may decide that the student is not yet ready to schedule a defense date. If the committee agrees that “revisions” are needed and can be completed in time, the committee will inform the student that a defense date can be scheduled.
   • After addressing and making all revisions (and no later than two weeks prior to the defense date), the student will submit a “reading copy” to the committee members to review.
• The thesis defense consists of the student making a formal presentation to the members of the thesis committee and “defending” the research that was conducted.

**Passing the Thesis Defense** - After passing the thesis defense, the student will have the committee members sign the signature page of the thesis. The student will be given a grade of “CR” (Credit) for SOC 698. There are two possible outcomes when the student passes the thesis defense.

1. The student passes the thesis defense with *no revisions* and the student qualifies for the M.A. degree.
2. The student passes the thesis defense with *minor revisions*. This means that the student qualifies for the M.A. degree after any necessary revisions are completed (usually within a few days).

**Not Passing the Thesis Defense** - In accordance with university policy, if the student does not pass the thesis defense, he/she is disqualified from the university and unable to earn the M.A. degree. Students who have chosen the thesis cannot switch to the comprehensive exam option after the thesis defense has already taken place.

7. **Submitting the Thesis to the ETD System**

• After successfully defending the thesis and obtaining the signatures of the committee members, the student must submit the signed signature page to the Office of Graduate Studies on or before the published deadline.

• Once any necessary revisions are made to the thesis, it must be re-submitted to the ETD system. The ETD system will generate an e-mail that will go to each committee member who will then need to log into the system and approve the final thesis.

**Other Situations - Not finishing the Thesis in Time**

• If a student does not finish the thesis during the semester that he/she is enrolled in SOC 698, he/she will receive a grade of “RP” (Report in Progress) for the course. Once the thesis is successfully defended, the grade of “RP” will be changed to “CR” (Credit).

• Students who enroll in SOC 698, and do not complete the thesis, must enroll in XEDU 980 via the Tseng College (with approval from the Graduate Coordinator) in order to complete the thesis. Students can enroll in XEDU 980 for the Summer, Fall, or Spring semesters.
Thesis Timeline (completing program in 2 ½ years)
For students who intend on completing the thesis at a faster pace or for students who plan on taking 3 years to complete the thesis, modify the schedule below, as needed.

Semester 1

- Enroll in two core classes and an elective (if possible) that relates to your research interests.
- Explore possible topics through class readings and additional readings that will help you focus on an area in which you may want to do research.
- Meet with faculty during office hours to ask questions and bounce ideas off of for narrowing a thesis topic.
- Meet with the Graduate Coordinator for guidance on a thesis topic and thesis committee members.

Semester 2

- Enroll in two core classes and an elective (if possible) that relates to your research interests.
- Continue doing independent reading that relates to your planned research topic. Begin writing a literature review by summarizing and synthesizing previous research in the field.
- Find a thesis committee chair and thesis committee members. Meet with them about your proposed thesis topic and get feedback.
- Earn a 3.5 GPA or higher in the sociology core courses (SOC 601, SOC 670, SOC 690, SOC 691A) with no grade below a B; and maintain a 3.25 GPA or higher in all course work in the graduate program (including prerequisites).

1st Summer

- Write a draft of your thesis proposal.
- Write a draft of your IRB protocol if conducting research with human subjects.

Semester 3

- Enroll in SOC 696A (Thesis/Comp Prep Course).
- Revise thesis proposal and gain IRB approval (if needed).
- Schedule and defend your thesis proposal.

Semester 4

- Collect and analyze your data.
- Continue to consult with thesis committee members.

2nd Summer

- Finish collecting and analyzing your data and begin writing a draft of your thesis.
Semester 5

- Enroll in SOC 698 (Thesis) and apply for graduation with Admission & Records.
- Register on the ETD system, submit your Project Planning Form, and check submission deadlines.
- Establish timeline for completion with your thesis committee, including time for drafts, time for faculty to provide feedback, and time for you to make revisions.
- Complete Preliminary Formatting of the Thesis and submit to ETD system.
- Finish and submit draft of thesis to committee members.
- With approval from your committee schedule your thesis defense.

Tips for Finishing the Thesis

Connecting Coursework
A thesis can take a good deal of time, including conducting a literature review, designing the study, gathering and analyzing data, and writing the final product. One way that a student can manage the thesis project is to do some of the work in the context of classes. Some classes will require a literature review or a research proposal which can be used to develop a thesis proposal. Your SOC 690 and SOC 691A core courses will give you insight into which method or methods you may want to employ.

Thesis Support Program
Funds are available for graduate students working on research projects through the Office of Graduate Studies. Awards up to $1,000 may be provided to selected students, based on review of an application which outlines the thesis and anticipated costs. Costs associated with travel to a research site, supplies, minor equipment and library searches are examples of expenditures which are supported. Students are only eligible to receive support once. Go to the Graduate Studies Office website for details. Applications are usually due during the Fall semester.

Finding the Finish
There are occasions in which students have undertaken thesis projects that may take more time, energy, and resources than anticipated. In this situation the student should decide if the thesis experience is most important (thus delaying graduation) or whether it is important to finish the program in a more expeditious manner.

If the latter is the case, some students may wish to change from the thesis option to the comprehensive examination option. Note that it is not possible to do the reverse (change from the Comp Exam option to the Thesis option). What is most important is that the student is getting the kind of educational experience that is desired while satisfying requirements to finish the program. Advisement with the Graduate Coordinator, as well as your thesis chair and committee members, can assist you in this kind of decision.
H. Standards for Student Conduct

The M.A. Program in Sociology abides by the Standards for Student Conduct set forth by the university. Please consult the current CSUN University Catalog via the links below for details.

- Outlines campus community values and grounds for student discipline.

Academic Dishonesty: [http://catalog.csun.edu/policies/academic-dishonesty/](http://catalog.csun.edu/policies/academic-dishonesty/)
- Outlines the university’s definition of cheating, fabrication, and plagiarism. It also discusses penalties for academic dishonesty.
I: Filing for Graduation

Check your Classification Status and Progress toward the Degree
- Check your Degree Progress Report (DPR). Make sure that you are a classified student. Conditionally classified students cannot work on the thesis or take the comprehensive exam. Students must be classified to apply for graduation.

Apply for Graduation
- Fill out the Application for Graduate Degree and Diploma by the deadline indicated on the Graduate Studies website.
- Submit the $47.00 payment to Admissions & Records. This will initiate your graduation evaluation process.

Enroll in the Semester you Intend on Graduating
- Enrollment is required in the semester during which the student’s graduate degree is awarded.
- For students who are still working on a Thesis, enrollment in XEDU 980 constitutes enrollment for graduation purposes only.
- When a student is completing a thesis, the student must register via the ETD system, complete the preliminary formatting process, and upload the final thesis by the due dates listed on the Graduate Studies website.

How to Get Your Graduate Diploma
- Verify and update your home mailing address via your myNorthridge Portal to ensure that it is sent to the correct address.
- Clear any financial holds with the appropriate offices.
- Financial Aid recipients must complete loan exit counseling session online.
- The degree awarding process will take 3-5 weeks. Once the degree is awarded diplomas will be mailed within 4-6 weeks.

Master’s Degree Completion: Change of Date
- If, after submission of the degree and diploma application, a student needs more time to complete his or her requirements, then that student must submit a “Change of Date” form along with an $8.00 processing fee. The form can be found on the Graduate Studies website.

Graduating with Distinction
- University policy states that a student may receive a master’s degree with distinction by maintaining a 3.885 or higher GPA on all formal master’s degree program coursework. The notation “with distinction” is posted on the degree and the transcript. The term “university academic honors” is a designation only used for bachelor’s degree recipients.
J: Employment Opportunities

Instructional Student Assistant (ISA) and Research Assistant Positions

ISA (Instructional Student Assistant Positions)
- Graduate students can work as an ISA (instructional student assistant) for a maximum of 20hrs/week (across all on-campus jobs) during each semester. The current pay rate is $12.50/hr.
- ISAs do not independently teach sociology courses, but instead work under the supervision of a faculty member doing tasks such as grading, course preparation, tutoring, posting grades to Moodle, etc.
- Faculty members may only be assigned a limited number of ISA hours per week, so it is common that ISAs may work for more than one faculty member at a time.
- Although duties may vary from one faculty member to the next, the majority of work done by ISAs is flexible and does not require the student to be on campus for an extended period of time.

Research Assistant Positions
- Graduate students can work in Research Assistant positions for a total of 20hrs/week.
- Research Assistant positions usually come about in one of two ways. One way is that a faculty member in the Sociology Department may have received a research grant and a portion of the grant is set aside for a research assistant. A second way is that an institute, center, office, or faculty members outside of the Sociology Department, may have funding through the university or research grants to hire students as research assistants.
- Usually the Graduate Coordinator will be contacted about the need for a research assistant and send out an e-mail to the graduate student e-mail list. In other instances the Graduate Coordinator may recommend certain students for specific research projects.

Related Information
- There tend to be more ISA positions than Research Assistant positions. In both cases positions and hours are not guaranteed.
- Graduate students can combine working in ISA positions with Research Assistant positions, but may not work for more than a total of 20 hrs/week.
- The Graduate Coordinator will send out an e-mail to the graduate students prior to the beginning of the semester asking if they would like to be added to the ISA list. The list will be made available to faculty in the Sociology Department.
- Sociology Department Faculty will reach out to individual graduate students about filling any open ISA or Research Assistant positions.
Other Employment Opportunities

Learning Resource Center Tutoring Jobs
There are also job opportunities for graduate students to be tutors at the Learning Resource Center [http://www.csun.edu/undergraduate-studies/learning-resource-center/job-opportunities](http://www.csun.edu/undergraduate-studies/learning-resource-center/job-opportunities) These hours can be combined with ISA and/or Research Assistant hours, but may not exceed more than 20 hrs/week. Similar to ISA positions in the Sociology Department, these positions pay $12.50/hr.

Off-Campus & On-Campus Job Listings
All off-campus jobs and on-campus jobs for students are posted in SUNlink. If you are a new student you will need to activate your CSUN e-mail address and sign into the student myNorthridge Portal to look through these jobs. For more information go to: [http://www.csun.edu/career/students/](http://www.csun.edu/career/students/)
K. Funding Sources

Office of Research and Graduate Studies Funding Sources

Thesis/Dissertation/Project/Performance Support Program
Funds are available for graduate students working on theses. Awards up to $1,000 may be provided to selected students, based on review of an application which outlines the thesis and anticipated costs. Costs associated with travel to a research site, supplies, minor equipment. Applications are usually due in the Fall semester. For more information go to: http://www.csun.edu/research-graduate-studies/funding-sources

Graduate Equity Program
This program is designed to increase the diversity of students completing a master’s degree and encourage further study in Ph.D. programs. It does so by supporting the aspirations of CSUN graduate students who have experienced economic and educational disadvantages. The program provides fellowships up to $4,000 to CSUN Master’s students. http://www.csun.edu/research-graduate-studies/funding-sources

California Pre-Doctoral Program
The California Pre-doctoral Program is designed to increase the pool of potential faculty by supporting doctoral aspirations of CSU students who have experienced economic and educational disadvantages. The predoctoral program provides:

- Travel funds for the student to visit U.S. doctoral granting institutions and also funds to attend professional meetings.
- Funds for other related activities such as student membership, subscriptions to journals, graduate school application test fees.
- Opportunity to apply to the Summer Research Internships to participate in doctoral-level research.
- http://www.csun.edu/research-graduate-studies/california-pre-doctoral-program

Graduate Student Awards
Graduate students can apply for the following two awards - The Retired Faculty Memorial Award and the Nathan O. Freedman Memorial Award for Outstanding Graduate Student. http://www.csun.edu/research-graduate-studies/student-awards

External Funding Opportunities
For a list of grant and scholarships from external agencies, please visit the Office of Research and Sponsored Projects Student Opportunities webpage at: http://www.csun.edu/research-graduate-studies/student-opportunities
Travel Funding

Associated Students (AS) Funding for Graduate Students
Graduate students can apply for funding from AS once a year for an amount up to $600 per student. Funding can be for:

- Leadership/Training Conference
- Attending a Conference on behalf of an AS chartered club or organization.
- Student Travel and Academic Research (STAR) - the student’s work must have been accepted for presentation at the conference.
- For more information go to: https://csunas.wufoo.com/forms/201516-travel-and-academic-funding-request/

Alpha Kappa Delta Sociology Honor Society Travel Funding
Graduate students can receive up to $400 from AKD to attend regional sociology conferences. The student must be a member of AKD and presenting a poster or paper in order to be eligible for funding. For more information contact the AKD faculty advisor, Dr. Lauren McDonald at: lauren.mcdonald@csun.edu

For information on the CSUN AKD chapter go to: www.csun.edu/alphakappadelta
L: Events for Graduate Students

CSUN Annual Student Research and Creative Works Symposium
This event is usually held during the Spring semester. It provides a forum for students (with separate undergraduate and graduate competitions) to showcase original research. For more information go to the Graduate Studies Office website: http://www.csun.edu/research-graduate-studies/graduate-studies and click on “Events” and scroll down to find it.

CSU Social Science Student Symposium: http://www.ssric.org/participate/src
This event is usually held during the Spring semester. It provides undergraduate and graduate students from all 23 CSU campuses the opportunity to present original research. Monetary awards are given to top research projects in various categories.

Sociology Department Graduate Student Poster Contest
The Sociology Department hosts two annual Graduate Student Poster Contests. The poster contests are tied to the SOC 691A (Qualitative Research Methods) and SOC 690 (Quantitative Research Methods) course. Monetary awards are given to 1st, 2nd, and 3rd place winners at the Annual Sociology Department Honors Reception.

Thesis Writing Workshops & Boot Camps
The Graduate Studies Office hosts thesis writing workshops for graduate students. For more information go to the Graduate Studies Office website: http://www.csun.edu/research-graduate-studies/graduate-studies and click on “Events.”
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<th><strong>University Resources &amp; Web Links</strong></th>
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<td><strong>Admissions &amp; Records</strong></td>
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<tr>
<td><a href="http://www.csun.edu/admissions-records">http://www.csun.edu/admissions-records</a></td>
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<tr>
<td>Location: Bayramian Hall Room 100</td>
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<tr>
<td>Phone: (818) 677-3700</td>
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<td><strong>Matador Bookstore</strong></td>
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<td><strong>Associated Students</strong></td>
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<td><a href="http://www.csun.edu/as/">http://www.csun.edu/as/</a></td>
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<tr>
<td>Location: University Student Union</td>
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<tr>
<td>Phone: (818) 677-2477</td>
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<tr>
<td><strong>Matador Patrol</strong></td>
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<td>Personal safety escorts - dusk until 11pm</td>
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<td><a href="http://www.csun.edu/police/matador-patrol">http://www.csun.edu/police/matador-patrol</a></td>
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<tr>
<td>Phone: (818) 677-5042</td>
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<td><strong>Career Center</strong></td>
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<td><a href="http://www.csun.edu/career">http://www.csun.edu/career</a></td>
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<tr>
<td>Location: Bayramian Hall Room 413</td>
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<tr>
<td>Phone: (818) 677-2878</td>
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<td><strong>Oasis Wellness Center</strong></td>
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<tr>
<td>Location: University Student Union</td>
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<tr>
<td>Phone: (818) 677-7373</td>
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<td><a href="http://www.csun.edu/stufin">http://www.csun.edu/stufin</a></td>
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<tr>
<td>Location: Bayramian Hall, Lobby</td>
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<tr>
<td>Phone: (818) 677-8000</td>
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<td><strong>Office of Graduate Studies</strong></td>
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<tr>
<td>Location: University Hall Room 275</td>
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<tr>
<td>Phone: (818) 677-2138</td>
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<td><strong>Department of Police Services</strong></td>
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<td><a href="http://www.csun.edu/police/">http://www.csun.edu/police/</a></td>
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<tr>
<td>Location: 9222 Darby Ave &amp; Prairie St</td>
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<td>Non-Emergency (24hrs): (818) 677-2111</td>
</tr>
<tr>
<td><strong>Oviatt Library</strong></td>
</tr>
<tr>
<td><a href="http://library.csun.edu/">http://library.csun.edu/</a></td>
</tr>
<tr>
<td>Phone: (818) 677-2285</td>
</tr>
<tr>
<td><strong>Disability Resources &amp; Educational Services</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/dres">http://www.csun.edu/dres</a></td>
</tr>
<tr>
<td>Location: Bayramian Hall Room 110</td>
</tr>
<tr>
<td>Phone: (818) 677-2684</td>
</tr>
<tr>
<td><strong>Parking &amp; Transportation Services</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/parking/">http://www.csun.edu/parking/</a></td>
</tr>
<tr>
<td>Location: corner of Darby Ave &amp; Prairie St</td>
</tr>
<tr>
<td>(818) 677-2157</td>
</tr>
<tr>
<td><strong>Financial Aid &amp; Scholarship Department</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/financialaid">http://www.csun.edu/financialaid</a></td>
</tr>
<tr>
<td>Location: Bayramian Hall 1st Floor</td>
</tr>
<tr>
<td>Phone: (818) 677-4085</td>
</tr>
<tr>
<td><strong>Pride Center</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/pride">http://www.csun.edu/pride</a></td>
</tr>
<tr>
<td>Location: USU Sol Center, 2nd Floor</td>
</tr>
<tr>
<td>Phone: (818) 677-4355</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/it">http://www.csun.edu/it</a></td>
</tr>
<tr>
<td>Location: Oviatt Library, 1st Floor Learning Commons</td>
</tr>
<tr>
<td>Phone: (818) 677-1400</td>
</tr>
<tr>
<td><strong>Student Housing</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/housing">http://www.csun.edu/housing</a></td>
</tr>
<tr>
<td>Location: Pacific Willow Hall, Building 6</td>
</tr>
<tr>
<td>Phone: (818) 677-2160</td>
</tr>
<tr>
<td><strong>International and Exchange Student Center</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/international/">http://www.csun.edu/international/</a></td>
</tr>
<tr>
<td>Location: University Student Union (USU) building C</td>
</tr>
<tr>
<td>Phone: (818) 677-4191</td>
</tr>
<tr>
<td><strong>Student Recreation Center (SRC)</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/src">http://www.csun.edu/src</a></td>
</tr>
<tr>
<td>Location: (SRC building on campus map)</td>
</tr>
<tr>
<td>Phone: (818) 677-5434</td>
</tr>
<tr>
<td><strong>Klotz Student Health Center</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/shc">http://www.csun.edu/shc</a></td>
</tr>
<tr>
<td>Location: (AK building on campus map)</td>
</tr>
<tr>
<td>Phone: (818) 677-3666</td>
</tr>
<tr>
<td><strong>University Counseling Services</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/counseling">http://www.csun.edu/counseling</a></td>
</tr>
<tr>
<td>Location: Bayramian Hall Room 520</td>
</tr>
<tr>
<td>Phone: (818) 677-2366</td>
</tr>
<tr>
<td><strong>Learning Resource Center</strong></td>
</tr>
<tr>
<td>Location: Oviatt Library, 3rd Fl East Wing</td>
</tr>
<tr>
<td>Phone: (818) 677-2033</td>
</tr>
<tr>
<td><strong>Veterans Affairs</strong></td>
</tr>
<tr>
<td><a href="http://www.csun.edu/admissions-records/veterans-affairs">http://www.csun.edu/admissions-records/veterans-affairs</a></td>
</tr>
<tr>
<td>Location: Bayramian Hall 150</td>
</tr>
<tr>
<td>Phone: (818) 677-5928</td>
</tr>
</tbody>
</table>
N: Professional Organizations

Alpha Kappa Delta Sociology Honor Society CSUN Chapter:  
http://www.csun.edu/alphakappadelta/

Alpha Kappa Delta Sociology Honor Society main website:  
http://www.alphakappadelta.org/

California Sociological Association: https://cal-soc.org/  
Annual Conference: November 4-5, 2016  
Location: Riverside, CA

Pacific Sociological Association: http://www.pacificsoc.org/  
Annual Meeting: April 6-9, 2017  
Location: Portland, OR

American Sociological Association: http://www.asanet.org/  
Annual Meeting: August 12-15, 2017  
Location: Montreal, CANADA

American Sociological Association Graduate Student Resource Page  
http://www.asanet.org/teaching-learning/graduate-student-resources

The CSU Social Science Research & Instructional Center:  http://www.ssric.org/  
- Hosts the annual Social Science Student Symposium - provides the opportunity for undergraduate and graduate students across the CSU to present their research.  
- Access to ICPSR (Inter-university Consortium for Political and Social Research) data sets.  
- Offer workshops on SPSS, SDA, and GIS.  
- Provides teaching resources and materials for social science research methods courses.
O: Centers, Institutes, and Special Programs

Center for Assessment, Research & Evaluation (CARE)
http://www.csun.edu/center-for-assessment-research-evaluation

Center for the Study of the Peoples of the Americas
http://www.csun.edu/center-study-peoples-americas

Center for Southern California Studies
http://www.csun.edu/center-for-southern-california-studies

Central American Research & Policy Institute (CARPI)
http://www.csun.edu/central-american-research-policy-institute

CSUN-UNAM (Universidad Nacional Autónoma de México)
http://www.csun.edu/social-behavioral-sciences/binational-initiatives

DuBois-Hamer Institute for Academic Achievement
http://www.csun.edu/dubois-hamer-institute-for-academic-achievement

Institute for Community Health and Wellbeing
http://www.csun.edu/wellbeing/

Institute for Sustainability
http://www.csun.edu/sustainability/institute/

Institute of Gender, Globalization, & Democracy
http://www.csun.edu/institute-gender-globalization-democracy

MOSAIC (Mentoring to Overcome Struggles and Inspire Courage)
http://www.csun.edu/social-behavioral-sciences/sociology/csun-mosaic-mentoring-program

Valley Nonprofit Resources
http://www.csun.edu/valley-nonprofit-resources

Women’s Research and Resource Center
http://www.csun.edu/womens-research-resource-center
**P: Forms**

**Sociology Department (Internal Forms)**

Below is a list of internal Sociology Department Forms that can all be downloaded from the Sociology Graduate Student myCSUNbox accessible via login from the CSUN homepage.

<table>
<thead>
<tr>
<th>Form</th>
<th>What is it for?</th>
<th>Required Signatures</th>
<th>Who is responsible for obtaining necessary signatures and submitting the form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Progress Checklist</td>
<td>This form allows students to track their progress through the program.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Approval for 400 Level Course - Grad Credit</td>
<td>This form is required if a student would like to take a 400 level course for graduate level elective credit.</td>
<td>• Student • Instructor • Graduate Coordinator</td>
<td>• Student</td>
</tr>
<tr>
<td>Approval for 500-600 Level Course - outside Dept</td>
<td>This form is required if a student would like to take a 500-600 level course outside of the dept for grad elective credit.</td>
<td>• Student • Instructor • Graduate Coordinator</td>
<td>• Student</td>
</tr>
<tr>
<td>Independent Study</td>
<td>This form is required during the 1st-2nd week of classes in the semester a student is taking an independent study.</td>
<td>• Student • Instructor • Graduate Coordinator</td>
<td>• Student</td>
</tr>
<tr>
<td>Intent to take Comprehensive Exam Form</td>
<td>This form is required during the 1st-2nd week of classes in the semester in which the student will be taking the Comprehensive Exam.</td>
<td>• Student</td>
<td>• Student</td>
</tr>
<tr>
<td>Thesis Committee Composition Form</td>
<td>This form is submitted to the graduate coordinator by students who have chosen the thesis option. The form should be submitted prior to the student completing 21 units of coursework.</td>
<td>• Student • 3 Thesis Committee members</td>
<td>• Student</td>
</tr>
<tr>
<td>Thesis Proposal Defense Form</td>
<td>This form is submitted after the student has successfully defended the thesis proposal.</td>
<td>• Student • 3 Thesis Committee members</td>
<td>• Student</td>
</tr>
</tbody>
</table>
University Forms
Below is a list of university forms. Some can be downloaded from the Sociology Graduate Student myCSUNbox while others must be obtained directly from the Graduate Coordinator who keeps the forms on file in the Sociology Department Office. Several of the forms below are also available at: [http://www.csun.edu/research-graduate-studies/graduate-studies-forms](http://www.csun.edu/research-graduate-studies/graduate-studies-forms)

<table>
<thead>
<tr>
<th>Form</th>
<th>What is it for?</th>
<th>Where to get the form</th>
<th>Required Signatures</th>
<th>Who is responsible for obtaining necessary signatures and submitting the form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Classification</td>
<td>For a student to move from conditionally classified to classified status.</td>
<td>Grad Coordinator</td>
<td>• Grad Coordinator</td>
<td>• Grad Coordinator</td>
</tr>
<tr>
<td>Request for Course Substitution</td>
<td>For a 400-level or 500-600 level course taken outside of the dept to substitute as a soc grad elective.</td>
<td>Grad Coordinator</td>
<td>• Student • Grad Coordinator</td>
<td>• Student</td>
</tr>
<tr>
<td>Request for Incomplete</td>
<td>To request a grade of incomplete.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Student • Instructor</td>
<td>• Student</td>
</tr>
<tr>
<td>Request for Reinstatement</td>
<td>To request reinstatement to the univ following disqualification.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Student • Grad Coordinator • Asst VP of Grad Studies</td>
<td>• Student</td>
</tr>
<tr>
<td>Course Repeat Form</td>
<td>To repeat a course.</td>
<td>Grad Coordinator</td>
<td>• Student • Grad Coordinator • Asst VP of Grad Studies</td>
<td>• Student</td>
</tr>
<tr>
<td>Late Change in Academic Schedule</td>
<td>For late schedule changes such as medical withdrawals.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Grad Coordinator • Assoc Dean • Asst VP of Grad Studies</td>
<td>• Student</td>
</tr>
<tr>
<td>Culminating Experience XEDU 980 Form</td>
<td>For students completing the thesis after the semester they were enrolled in SOC 698.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Student • Grad Coordinator</td>
<td>• Student</td>
</tr>
<tr>
<td>Comprehensive Exam Verification Form</td>
<td>Form submitted to Grad Studies after student passes the Comp Exam.</td>
<td>Grad Coordinator</td>
<td>• Grad Coordinator • 2 Faculty Members</td>
<td>• Grad Coordinator</td>
</tr>
<tr>
<td>Application for Graduate Degree &amp; Diploma</td>
<td>To apply for graduation.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Student</td>
<td>• Student</td>
</tr>
<tr>
<td>Application for Graduate Diploma Date Change</td>
<td>To change anticipated date of graduation.</td>
<td>Graduate Student myCSUNbox</td>
<td>• Student</td>
<td>• Student</td>
</tr>
</tbody>
</table>