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David Boyns, Ph.D. | Ellis Godard, Ph.D. | Daniel Olmos, Ph.D.
Lori Campbell, Ph.D. | David Lopez, Ph.D. | Victor Shaw, Ph.D.
Moshoula Capous-Desyllas, Ph.D. | Lauren McDonald, Ph.D. | Wendy Wang, Ph.D.
Michael Carter, Ph.D. | Stacy Missari, Ph.D. | Loretta Winters, Ph.D.

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

Lecturers

Mark Abelson, M.S.W. | Brandon Harris, M.A. | Teresa Madden, M.A.
Kalman Andrassy, M.P.A. | Terry Hatkoff, Ph.D. | Ali Akbar Mahdi, Ph.D.
Cecillia Barron, M.A. | Beth Jakubanis, L.C.S.W. | Roya Mavaddat, Ph.D.
Raqota Berger, Ph.D. | Briana Johnson, M.A. | Kari Meyers, M.A.
Mayashree Bhaumik, Ph.D. | José Juárez, M.S.W./M.P.A. | Alex Ojeda, M.A.
David Bogumil, Ph.D. | Stavros Karageorgis, M.A. | Emily Prior, M.A.
Leondra Cervantes, M.S.W. | Kristyan Kouri, Ph.D. | Michele Scaife, M.A.
Emal Gerami, M.A. | Leslie Labertew, J.D. | Stephen Scheff, Ph.D.
Mark Graham, M.A. | Leticia Lara, L.C.S. W. | Jerald Schutte, Ph.D. (emeritus)
Monicka Guevara, Ph.D. | Daniele Loprieno, M.A. | Jennifer Thompson, Ph.D.

For lecturer profiles go to: http://www.csun.edu/social-behavioral-sciences/sociology/lecturers
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</table>
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. We are here to help you succeed, to the best of your 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; 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.

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 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 the level of work expected in graduate school.\(^1\)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></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, or contributing very little, 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 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 outside of 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

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\(^1\) 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.
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 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 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 on that journey, and look forward to travelling it with you!

**Disclaimers & Revisions**

The handbook 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 or Department Chair.
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.2 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, except under very unique circumstances.
- 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.

2 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 your account, locate the user ID and initial password in the admission’s 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 to reset your 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.
- Please communicate with faculty, staff, and administrators using your CSUN Gmail account, not another personal e-mail account.

### 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.
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.

Canvas
- Canvas is the LMS (Learning Management System) used at CSUN. If you are enrolled in a course, you will automatically be able to see the course Canvas page. This is where instructors post the course syllabus, course materials, grades, etc.
- If you are working as an ISA (Instructional Student Assistant) the instructor of the course will likely add you to the 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.
- Zoom allows cloud video conferencing, simple online meetings, group messaging, and software-defined conference room solutions.

Help with CSUN Technology
For help with all technology related issues, please contact the CSUN Information Technology Office.

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). 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 otherwise a hold will be placed on their registration.
  - 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 graduate coordinator will then submit a “Request for Classification” form to the Graduate Studies Office.
D: Enrollment Status & Cost of Attendance

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)³
Part-Time: 4-7 units
Full-Time: 8+ units

Fall 2018 (California Resident) Tuition/Fees for Graduate Students
http://www.csun.edu/stufin/ tuition
0 - 6.0 units:  $2,655/semester
7+ units:  $4,161/semester

Non California Residents: Add $396 to your tuition 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.

Cancellation 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 697 (Comprehensive Exam) or SOC 698 (Thesis).

³ 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>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>U</td>
<td>Unauthorized Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>RP</td>
<td>Report in Progress</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete Charged</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WU</td>
<td>Unauthorized Withdrawal</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 culminating experience 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
In order to be considered for a grade of incomplete, the student must meet the following criteria:

- 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

If the student meets the above criteria, the next step is to fill out a “Request for a Grade of Incomplete” form which can be found at:
http://www.csun.edu/sites/default/files/request_incomplete.pdf

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 685, SOC 690) the first time they are taken with no grade below a B; and maintain a 3.25 GPA or higher cumulative GPA (which includes prerequisite courses).

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.

4 A graduate student may repeat up to 6 units in which a grade of “B-“ or below has been earned. However only the grades earned the first time the four core courses are taken will be used in determining whether or not a student qualifies for the thesis option. This policy was voted on by the Sociology Department Faculty in Spring 2018 and will go into effect for students entering the program in Fall 2018 onward.
F: Program Curricula

M.A. Degree Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12 units</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>15 units</td>
</tr>
<tr>
<td>Culminating Experience</td>
<td>4 units</td>
</tr>
<tr>
<td>Total Degree Units</td>
<td>31 units</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>Classical Sociological Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 670</td>
<td>Contemporary Sociological Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 685</td>
<td>Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SOC 690</td>
<td>Quantitative Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (15 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 graduate 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 (4 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>4</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>4</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>2 Year Plan</th>
<th>2 ½ Year Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 1</td>
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<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Semester 2</td>
<td>Semester 2</td>
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<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Semester 3</td>
<td>Semester 3</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Semester 4</td>
<td>Semester 4</td>
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<tr>
<td>Elective</td>
<td>Comp Exam or Thesis</td>
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<tr>
<td>3 Year Plan</td>
<td>2 ½ Year Plan</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Core Class</td>
<td>Core Class</td>
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<tr>
<td>Core Class</td>
<td>Core Class</td>
</tr>
<tr>
<td>Semester 3</td>
<td>Semester 4</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Semester 5</td>
</tr>
<tr>
<td>Elective</td>
<td>Comp Exam or Thesis</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.

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).
Undergraduate Prerequisite Courses

Students who come in without a bachelor’s degree in sociology are usually required to take one pre-requisite course during their first semester in the program. Students who come in with a bachelor’s degree in sociology, but have not taken certain prerequisite courses, or would benefit from taking these courses, may be required to take one pre-requisite course during their first semester. Students are enrolled in the prerequisite course during their first semester concurrently with graduate level courses.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 424/L Statistical Techniques in Social Research</td>
<td>4</td>
</tr>
<tr>
<td>SOC 430 Theory I - Classical Sociological Theory</td>
<td>4</td>
</tr>
<tr>
<td>SOC 468 Theory II - Contemporary Sociological Theory</td>
<td>4</td>
</tr>
<tr>
<td>SOC 497/L Qualitative &amp; Quantitative Research Methods</td>
<td>4</td>
</tr>
</tbody>
</table>

Limits on Graduate Student Course Enrollment

1. Graduate Students can not enroll in 100, 200, or 300 level courses (with some limited exceptions) due to impaction.5

2. Enforcement of the 125% Rule
The U.S. Department of Education 125% rule states that graduate students are only eligible for financial aid for 125% 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) as well as repeat courses. For the M.A. program in Sociology (which requires 31 units), this means not exceeding 38.75 units.

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 that are available for graduate level credit can be taken during the summer with approval from the instructor and graduate coordinator.

5 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 in order to graduate, and do not want graduate students to “take up seats” by enrolling in 100, 200, and 300 level classes that are not required for their course of study.
Thesis: Students are not able to enroll in the SOC 698 (Thesis) course during the summer, only during the Fall or Spring semesters. However if a student has previously enrolled in SOC 698 (Thesis) and received a grade of “RP” (Report in Progress), the student is able to enroll in A/R 601 (Culminating Experience Enrollment) during the Summer, Fall, or Spring.

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: 2-3 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 15 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 6 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 500-600 level graduate courses or 400-level undergraduate elective courses taken for graduate level credit.

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.

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>400 Level Undergraduate Courses for Graduate Level Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
</tr>
<tr>
<td>CHS</td>
</tr>
<tr>
<td>EPC</td>
</tr>
<tr>
<td>FCS</td>
</tr>
<tr>
<td>GEOG</td>
</tr>
<tr>
<td>HHD</td>
</tr>
</tbody>
</table>

Students interested in enrolling in a 400 level course for graduate level credit should do the following:

- E-mail the Graduate Coordinator to see if the course is available for graduate level credit and appropriate for your course of study.
- If approved by the Graduate Coordinator, enroll in the course ASAP as seats may be limited.
- Contact the instructor and explain that you have enrolled in their course and would like to take it for graduate level credit. Make an appointment to meet with the instructor before the semester begins or during the first week of classes to discuss the additional work (paper, project, or presentation, etc.) that you will be doing on top of the regular work required for the course.
• Fill out the “Approval for 400 Level Course” form which can be downloaded from the Sociology Graduate Student myCSUNbox. The form needs to be signed by the instructor and student, and 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).

400 Level Sociology Courses available for Graduate Level Elective Credit

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 400</td>
<td>Organizational Theory</td>
<td>SOC 452</td>
<td>Sociology of LGBT</td>
</tr>
<tr>
<td>SOC 401</td>
<td>Class, Status &amp; Power</td>
<td>SOC 454</td>
<td>Policing Society</td>
</tr>
<tr>
<td>SOC 410</td>
<td>Urban Sociology</td>
<td>SOC 456</td>
<td>Proseminar in Sexual Disorders</td>
</tr>
<tr>
<td>SOC 411</td>
<td>Sociology of Education</td>
<td>SOC 459</td>
<td>Child Welfare</td>
</tr>
<tr>
<td>SOC 426</td>
<td>Social Legislation &amp; Social Policy</td>
<td>SOC 461</td>
<td>Sociology of Immigration</td>
</tr>
<tr>
<td>SOC 433</td>
<td>Sociology of Globalization</td>
<td>SOC 467</td>
<td>Sociology of Religion</td>
</tr>
<tr>
<td>SOC 434</td>
<td>Sociology of Law</td>
<td>SOC 476</td>
<td>Social Movements</td>
</tr>
<tr>
<td>SOC 440</td>
<td>Sociology of Aging</td>
<td>SOC 484</td>
<td>Progressive Community Organizing</td>
</tr>
<tr>
<td>SOC 445</td>
<td>Social Psych Aspects of Health</td>
<td>SOC 492</td>
<td>Human Behavior in the Social Environment</td>
</tr>
<tr>
<td>SOC 450</td>
<td>Medical Sociology</td>
<td>SOC 493</td>
<td>Diversity and Social Justice</td>
</tr>
<tr>
<td>SOC 451</td>
<td>Soc Aspects of Human Sexuality</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS</td>
<td>Asian American Studies</td>
</tr>
<tr>
<td>AFRS</td>
<td>Africana Studies</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>CHS</td>
<td>Chicana &amp; Chicano 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>POLS</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>URBS</td>
<td>Urban Studies</td>
</tr>
</tbody>
</table>

*Note the CJS (Criminology & Justice Studies) Department does not currently offer any 400 level courses for graduate level credit.

Transfer Graduate Coursework

Transfer of graduate level 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. A permission number to enroll in the Independent Study course will not be given out by the Graduate Coordinator until this form is turned in.

• 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

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 examination.

File an “Intent to Take Comprehensive Exam” Form

- E-mail the Graduate Coordinator before the semester begins to obtain a permission number to enroll in SOC 697.
- 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 (Classical Sociological Theory) and SOC 670 (Contemporary Sociological 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 685 (Qualitative Research Methods) and SOC 690 (Social Research 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**

**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.

**Parts of the Exam:**

1. **Sociological Theory:** This is a take-home open book/note written exam. Students are given 89 hours to complete the exam (Friday 9:00am - Monday 4:00pm). Students answer a total of three questions.

2. **Social Research Methods:** This is a take-home open book/note written exam. Students are given 89 hours to complete the exam (Friday 9:00am - Monday 4:00pm). Students answer a total of three questions.

3. **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 (Friday 9:00am - Monday 4:00pm). Students answer a total of three questions.

Alternative Format: This is an interactive examination model where the student receives the questions at the beginning of the semester and submits a 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 spans over the course 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” evaluation by faculty serving on the exam committee. 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.”
- Results on individual components of the exam 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 to re-write a question (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). The grade of “NC” has no bearing on the student’s GPA.

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 a second time.
• 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 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 timetable 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 a longer period of time (2½ or 3 years), modify the schedule below to fit a more extended timeline.

**Semester 1**
- Enroll in two core classes and one elective.
- 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 and one elective.
- 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) as an elective course, along with two other electives.
- 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 the exam committees.
- 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. 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 capable of both working independently and taking feedback from faculty, and has 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 thesis committee, and review copies of recent theses to get a better sense of what is expected.

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

- 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 685, SOC 690) the first time they are taken 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.

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6 A graduate student may repeat up to 6 units in which a grade of “B-” or below has been earned. However only the grades earned the first time the four core courses are taken will be used in determining whether or not a student qualifies for the thesis option. This policy was voted on by the Sociology Department Faculty in Spring 2018 and will take effect for students entering the program in Fall 2018 and onward.
Steps in the Thesis Process
1. Pursuing the Thesis Option & Choosing the Thesis Committee
3. Getting IRB Approval & Rules about International Travel
4. Data Collection/Analysis & Writing the Thesis
5. Registering on the ETD System & Checking Submission Deadlines
6. Thesis Defense
7. Submitting the Thesis to the ETD System

1. Pursuing the Thesis Option & Choosing the Thesis Committee
   - 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, the student should
     make appointments to meet with other faculty members who can serve as
     committee members.
   - The student should file a “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\(^7\) 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 along the way.

\(^7\) The student should seek guidance and approval from the Chair of the Thesis Committee and Graduate
Coordinator 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, 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.⁸
• 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 It is very important that the student have all committee members (not just the Chair of the thesis committee) review the IRB paperwork and its components (ex. Survey, Interview Questions, etc.) prior to submission. We have had instances where students submit IRB paperwork and have it approved, only to find out later that the other committee members (who were not initially consulted) want changes made to the Survey or Interview Schedule. This requires an IRB modification to be made and delays the data collection process.
• 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. Students usually format their thesis in ASA style format, however students should consult with committee members on which style format they prefer.

• **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://academics.csun.edu/etd/landing](https://academics.csun.edu/etd/landing)
   • 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. This information can be found on the Graduate Studies website at: [https://www.csun.edu/research-graduate-studies/graduate-studies/thesisprojectdissertation-formatting-guidelines](https://www.csun.edu/research-graduate-studies/graduate-studies/thesisprojectdissertation-formatting-guidelines)

6. **Thesis Defense**
   • During the semester that the student intends on defending the thesis, he/she should **enroll in SOC 698 (Thesis)**.
   • A complete draft of the thesis should be submitted to the all committee members 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, the student 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 A/R 601 (with approval from the Graduate Coordinator) in order to complete the thesis. Students can enroll in A/R 601 for the Summer, Fall, or Spring semesters.
Thesis Timeline (completing program in 2 years)

For students who intend on completing the program in a longer period of time (2 ½ or 3 years), modify the schedule below to fit a more extended timeline.

Semester 1
- Enroll in two core classes and an elective.\(^9\)
- 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 one elective.
- 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 685, SOC 690) the first time you take them, with no grade below a B; and maintain a 3.25 GPA or higher in all course work in the graduate program (including prerequisites).

Summer
- Begin an earlier 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) (optional) and two other elective courses.
- Revise thesis proposal and gain IRB approval (if needed).
- Schedule and defend your thesis proposal.
- 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.
- Register on the ETD system, submit your Project Planning Form, and check submission deadlines.

\(^9\) If elective courses are offered that are in the area of the student’s thesis topic (either inside or outside of the Sociology Department) is recommended that students take them.
Winter Break
- Collect and analyzing your data.

Semester 4
- Enroll in SOC 698 (Thesis) and apply for graduation with Admission & Records.
- Finish your data collection and analysis and write a full-draft of your thesis and submit it to your committee chair and committee members.
- Complete Preliminary Formatting of the Thesis and submit to ETD system.
- 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 685 and SOC 690 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.

**Student Conduct Code:** [http://catalog.csun.edu/policies/student-conduct-code/](http://catalog.csun.edu/policies/student-conduct-code/)
- 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.
- 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 Canvas, 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: https://www.csun.edu/research-graduate-studies/graduate-studies/thesisdissertation-support-program

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. The deadline is usually at the end of the Spring semester. For more information go to: https://www.csun.edu/research-graduate-studies/graduate-studies/graduate-equity-program

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.

https://www.csun.edu/research-graduate-studies/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. https://www.csun.edu/research-graduate-studies/graduate-studies/graduate-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: https://www.csun.edu/research-graduate-studies/research-sponsored-programs/funding-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 Travel Funding (for members attending 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.
- Academically related Non-Conference Funding
- For more information go to: https://www.csun.edu/as/finance

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 at an eligible conference in order to be eligible for funding. For more information contact the AKD faculty advisor, Dr. Lauren McDonald at: lauren.mcdonald@csun.edu
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 685 (Qualitative Research Methods) and SOC 690 (Quantitative Research Methods) courses. 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.”
## M: University Resources & Web Links

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<td><a href="http://www.csun.edu/admissions-records">http://www.csun.edu/admissions-records</a></td>
<td>Bayramian Hall Room 100</td>
<td>(818) 677-3700</td>
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<tr>
<td>Matador Bookstore</td>
<td><a href="http://www.csun.edu/tuc/matador-bookstore">http://www.csun.edu/tuc/matador-bookstore</a></td>
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<td>(818) 677-2932</td>
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<td>Associated Students</td>
<td><a href="http://www.csun.edu/as/">http://www.csun.edu/as/</a></td>
<td>University Student Union</td>
<td>(818) 677-2477</td>
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<td>Matador Patrol</td>
<td><a href="http://www.csun.edu/police/matador-patrol">http://www.csun.edu/police/matador-patrol</a></td>
<td>Personal safety escorts - dusk until 11pm</td>
<td>(818) 677-5042</td>
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<tr>
<td>Career Center</td>
<td><a href="http://www.csun.edu/career">http://www.csun.edu/career</a></td>
<td>Bayramian Hall Room 413</td>
<td>(818) 677-2878</td>
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<tr>
<td>Oasis Wellness Center</td>
<td><a href="http://www.csun.edu/oasis">http://www.csun.edu/oasis</a></td>
<td>University Student Union</td>
<td>(818) 677-7373</td>
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<tr>
<td>Cash Services</td>
<td><a href="http://www.csun.edu/stufin">http://www.csun.edu/stufin</a></td>
<td>Bayramian Hall, Lobby</td>
<td>(818) 677-8000</td>
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<tr>
<td>Office of Graduate Studies</td>
<td><a href="http://www.csun.edu/research-graduate-studies/graduate-studies">http://www.csun.edu/research-graduate-studies/graduate-studies</a></td>
<td>University Hall Room 275</td>
<td>(818) 677-2138</td>
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<tr>
<td>Department of Police Services</td>
<td><a href="http://www.csun.edu/police/">http://www.csun.edu/police/</a></td>
<td>9222 Darby Ave &amp; Prairie St</td>
<td>(818) 677-2111</td>
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<tr>
<td>Oviatt Library</td>
<td><a href="http://library.csun.edu/">http://library.csun.edu/</a></td>
<td></td>
<td>(818) 677-2285</td>
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<tr>
<td>Disability Resources &amp; Educational Services</td>
<td><a href="http://www.csun.edu/dres">http://www.csun.edu/dres</a></td>
<td>Bayramian Hall Room 110</td>
<td>(818) 677-2684</td>
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<tr>
<td>Parking &amp; Transportation Services</td>
<td><a href="http://www.csun.edu/parking/">http://www.csun.edu/parking/</a></td>
<td>corner of Darby Ave &amp; Prairie St</td>
<td>(818) 677-2157</td>
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<td>Financial Aid &amp; Scholarship Department</td>
<td><a href="http://www.csun.edu/financialaid">http://www.csun.edu/financialaid</a></td>
<td>Bayramian Hall 1st Floor</td>
<td>(818) 677-4085</td>
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<tr>
<td>Pride Center</td>
<td><a href="http://www.csun.edu/pride">http://www.csun.edu/pride</a></td>
<td>USU Sol Center, 2nd Floor</td>
<td>(818) 677-4355</td>
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<tr>
<td>Information Technology</td>
<td><a href="http://www.csun.edu/it">http://www.csun.edu/it</a></td>
<td>Oviatt Library, 1st Floor Learning Commons</td>
<td>(818) 677-1400</td>
</tr>
<tr>
<td>Student Housing</td>
<td><a href="http://www.csun.edu/housing">http://www.csun.edu/housing</a></td>
<td>Pacific Willow Hall, Building 6</td>
<td>(818) 677-2160</td>
</tr>
<tr>
<td>International and Exchange Student Center</td>
<td><a href="http://www.csun.edu/international/">http://www.csun.edu/international/</a></td>
<td>University Student Union (USU) building C</td>
<td>(818) 677-4191</td>
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<tr>
<td>Student Recreation Center (SRC)</td>
<td><a href="http://www.csun.edu/src">http://www.csun.edu/src</a></td>
<td>(SRC building on campus map)</td>
<td>(818) 677-5434</td>
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<tr>
<td>Klotz Student Health Center</td>
<td><a href="http://www.csun.edu/shc">http://www.csun.edu/shc</a></td>
<td>(AK building on campus map)</td>
<td>(818) 677-3666</td>
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<td>University Counseling Services</td>
<td><a href="http://www.csun.edu/counseling">http://www.csun.edu/counseling</a></td>
<td>Bayramian Hall Room 520</td>
<td>(818) 677-2366</td>
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<tr>
<td>Veterans Affairs</td>
<td><a href="http://www.csun.edu/admissions-records/veterans-affairs">http://www.csun.edu/admissions-records/veterans-affairs</a></td>
<td>Bayramian Hall 150</td>
<td>(818) 677-5928</td>
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</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://calc-soc.org/
Annual Conference: November 9-10, 2018
Location: Riverside, CA

Pacific Sociological Association: http://www.pacificsoc.org/
Annual Meeting: March 28-31, 2019
Location: Oakland, CA

American Sociological Association: http://www.asanet.org/
Annual Meeting: August 10-13, 2019
Location: New York, NY

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.

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<th>Who is responsible for obtaining necessary signatures and submitting the form?</th>
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<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>
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<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>
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<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 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-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

<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</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>