



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

M.A. Program in Sociology 2023-2024 Graduate Program Handbook



**California State University Northridge
Department of Sociology
Santa Susana Hall Room 321
(818) 677-3591**

[Sociology Department Website](#)

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Full-Time Tenured & Tenure Track Faculty

[Website Link to Full-Time Faculty Profiles](#)

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David Boyns, Ph.D.	Stacy Missari, Ph.D.
Lori Campbell, Ph.D.	Karen Morgaine, Ph.D.
Moshoula Capous-Desyllas, Ph.D.	Daniel Olmos, Ph.D.
Michael Carter, Ph.D.	Ana Prata, Ph.D.
Ellis Godard, Ph.D.	Victor Shaw, Ph.D. (joint appt w/CJS)

Lecturers

[Website Link to Lecturer Profiles](#)

Mark Abelson, M.S.W.	Ali Akbar Mahdi, Ph.D.
Cecillia Barron, M.A.	Roya Mavaddat, Ph.D.
Raqota Berger, Ph.D.	Kari Meyers, M.A.
David Bogumil, Ph.D.	Emily Prior, M.A.
Monicka Guevara, Ph.D.	Valeria Ramirez, M.A.
Beth Jakubanis, L.C.S.W.	Elizabeth Ribet, J.D./Ph.D.
Briauna Johnson, M.A.	Michele Scaife, M.A.
Stavros Karageorgis, M.A.	Jerald Schutte, Ph.D. (tenured emeritus faculty)
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Table of Contents

Welcome.....	1
Structure of the Graduate Program.....	1
Graduate versus Undergraduate Study	2
COVID-19 Protocols	5
CSUN Information Technology	6
Access Portal, Gmail, Canvas, Box, and Zoom from the CSUN home page	6
Registration	8
Student Classification	9
Enrollment Status & Cost of Attendance.....	10
Grading System.....	11
GPA Requirements for Graduate Program	11
Academic Probation & Disqualification	12
Program Curricula.....	13
Sociology Graduate Level Course Offerings	14
Information on Elective Courses.....	14
Undergraduate Prerequisite Courses	15
Independent Study Courses.....	16
Transfer Graduate Coursework.....	16
Timeline to Completion.....	17
Resources for Students.....	18
Academic Resources	18
Health & Wellness Resources.....	18
Student Centers & Organizations.....	19
Other Student Resources	19
Employment Opportunities	20
Student Funding, Awards & Fellowships	21
Programs for students who plan to go onto Ph.D. programs.....	21
Teaching Assistant Fellowship Program	21
Awards for non-resident, DACA, and international students	22
Travel Funding	22
Other Student Funding, Awards, and Fellowships.....	22

Events for Graduate Students.....	24
Professional Organizations & Conferences	25
Culminating Experience	26
Comprehensive Exam Option.....	26
The Thesis Option	30
Standards for Student Conduct.....	34
Apply for Graduation.....	35
Campus Departments (Location & Links).....	37
Centers & Institutes on Campus	38
Link to Online Campus Maps	39

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 on the [Graduate Program webpage](#). 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.

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. We are a fully on-campus, in-person program. 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 [CSUN Graduate Studies Office](#) is responsible for implementing university graduate policies and procedures. The office is also involved in support programs for graduate student funding as well as organizing events aimed at fostering students' academic success.

The **Graduate Coordinator, Dr. Lauren McDonald**, oversees the recruitment and admissions process as well as the class schedule, curriculum, and delivery of the program. She serves as the chair of the Department's Graduate Committee, disseminates information and relevant opportunities for students; provides academic advisement and assistance to graduate students; organizes graduate student events; manages relevant paperwork; and maintains communication with M.A. program alumni.

The **Department Chair, Dr. Karen Morgaine**, assists the Graduate Coordinator with the above duties and oversees and makes administrative decisions about the department's curriculum and class schedule.

The **Sociology Department's Graduate Committee** consists of a group of full-time faculty members who review applications; provide guidance on curriculum and policy concerns, and help make decisions about graduate program procedures.

The **Sociology Department Full-Time Faculty** teach graduate-level courses, approve significant policy changes, curriculum changes, and other matters of major concern regarding the graduate program. They also sit on comprehensive exam and thesis committees.

Graduate versus Undergraduate Study

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

Workload Expectations for Graduate Students

Although full-time graduate enrollment requires 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 an undergraduate course.

Below are the average number of hours per week that graduate students should be putting into their course work.

- 3 unit course = 12 hours per week of independent work outside of the classroom (reading, taking notes, writing papers, preparing presentations, studying for exams, etc.)
- Full course load (3 courses x 12 hours per week) = 36 hours/week outside of the classroom doing the above tasks.

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.

Classroom Discussion

Given the small size of graduate level courses (8-15 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.**

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 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 primary goal of graduate school is to guide you in the transformation from student to colleague. We welcome you on that journey, and look forward to traveling it with you!

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

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

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.

COVID-19 Protocols

Below is general information on COVID-19 protocols. For the most up-to-date information please go to: [CSUN Health and Safety](#)

Vaccination: Vaccinations against COVID-19 are no longer required. The CSU COVID-19 Vaccination Policy has been updated to **strongly recommend** COVID-19 vaccinations and boosters for faculty, staff and students who are accessing university facilities or programs. Current vaccination and booster rates among the campus community remain high and COVID-19 vaccination and boosters are readily available through retail pharmacies, and ambulatory care clinics.

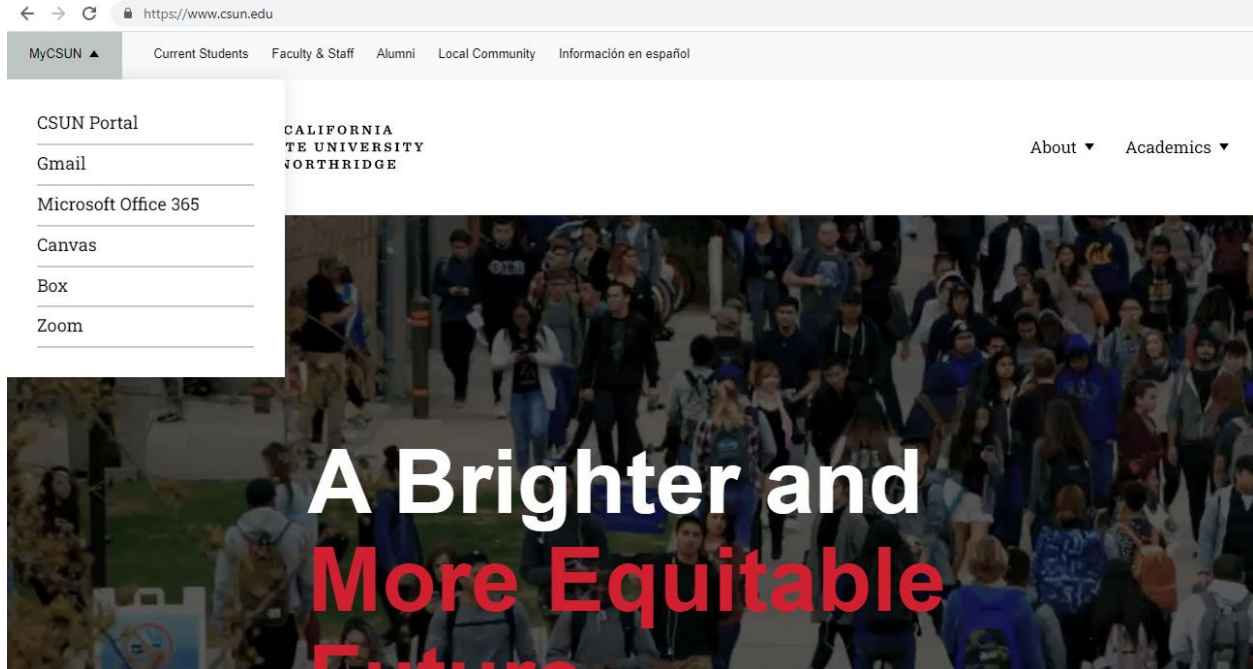
Exposure and Reporting: CSUN cares about your health and safety and continues to track reported COVID-19 cases among members of our campus community, including students, faculty, and staff. If you have tested positive or believe you have been exposed to COVID-19, even if you have not been on campus, please complete the [Student Self-Report Form](#).

Isolation & Quarantine Guidelines: If you do test positive for COVID-19 or are exposed to someone with COVID-19, please follow the university's guidelines which can be found at: [Isolation & Quarantine Guidelines](#).

COVID-19 Dashboard: The [COVID-19 Dashboard](#) provides at-a-glance data on CSUN's COVID-19 cases, exposures, rates of vaccination, booster shots and more.

CSUN Information Technology

Access Portal, Gmail, Canvas, Box, and Zoom from the CSUN home page



CSUN Portal

- To gain access to the CSUN 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 <https://www.csun.edu/> and find the CSUN Portal in the MyCSUN drop-down menu as shown above.
- Log in using your user ID and initial password. Activation instructions will be displayed. Follow the steps to reset your password.

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.

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.

Box

- myCSUNbox is CSUN’s secure cloud-based file storage and collaboration solution that gives students, faculty and staff the ability to access content any time, from any device.
- For more information go to [myCSUNbox](#)

Zoom

- All CSUN students have access to Zoom and can use it to both attend meetings or host their own meetings.
- For information go to: [CSUN Zoom](#)

Device Loaner Program

- If you do not have a computer, you can check out a laptop through [CSUN’s Device Loaner Program](#).

Downloading Software

- All CSUN students are able to download the Microsoft Office Suite on up to five personal devices for free.
- Adobe Create Cloud software (e.g. Photoshop, InDesign, Illustrator, etc.) are available for students to download and install.
- For information go to [CSUN software](#)

Help with CSUN Technology

For help with all technology related issues, please contact the [CSUN Information Technology Office](#).

Location: Oviatt Library, 1st Floor Learning Commons

Phone: (818) 677-1400

Registration

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).
- Go to [Class Search](#) (no login required) or log into the CSUN Portal 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 students 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 drop the students from the courses. Since that time we have switched over to requiring permission numbers for all graduate level classes.

Student Classification

Status upon Admission to the Graduate Program – Applicants are admitted to the university as either classified or conditionally classified graduate students. Admitted students are “conditionally classified” if the UDWPE, pre-requisite, and/or final transcript/degree requirement has not yet been met.

Going from Conditionally Classified Status to Classified Status

1. Conditionally Classified Status (Pre-Requisite Course)

- Some students who enter the program are required to take undergraduate pre-requisite courses. Once these courses are complete, the Graduate Coordinator will submit the paperwork to move you from conditionally classified to classified status.

2. Conditionally Classified Status (Degree)

- Some students apply and are admitted to the university during the last semester of their senior year, prior to receiving their bachelor’s degree. If you are in this situation, please have your final official transcript, showing you have earned your bachelor’s degree, sent to Admissions & Records. Once the transcript is received, your status will be updated from conditionally classified to classified.

Enrollment Status & Cost of Attendance

Enrollment Status (Office of Graduate Studies)³

Part-Time: 4-7 units

Full-Time: 8+ units

Fall 2023-Spring 2024 (California Resident) Tuition & Fees for Graduate Students

[CSUN Student Finance website](#)

0 - 6.0 units: \$2,756/semester

7+ units: \$4,262/semester

Non-Resident and International Students are required to pay the tuition and fees noted above plus \$396 for each unit they are enrolled in.

Establishing Residency: Out-of-state students can establish California residency and pay a lower tuition after having lived in the state of California for one-year. For information on the paperwork required go to [California Residency](#).

Eligibility for Financial Aid

[Financial Aid website](#)

- 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 or Withdrawal from one or more classes

- Students who find it necessary to cancel their registration or to withdraw from one or more classes after enrolling for any academic term are required to follow the university's official withdrawal procedures which can be found at: [Withdrawals \(Graduate Policy\)](#)
- If you are seeking a **medical withdrawal** (for physical health or mental health reasons) from one or more courses, please contact the Graduate Coordinator to help guide you through the process. Requests for medical withdrawals should be submitted as soon as possible.
- Students seeking to withdraw should consult [Student Finance](#) to see whether or not they will be eligible for a partial refund. Students should also check with the [Financial Aid Office](#) to see if the withdrawal will result in an adjustment to their financial aid.

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.

Grading System

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

CR	Credit
NC	No Credit
U	Unauthorized Incomplete
AU	Audit
RP	Report in Progress
SP	Satisfactory Progress
I	Incomplete
IC	Incomplete Charged
W	Withdrawal
WU	Unauthorized Withdrawal

Grades in the 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 course in which a student receives a grade of "C-" or below in the formal program must be repeated after an approved course repeat form has been filed. If a student does not receive a "C" or better on the second attempt, they will be disqualified from the program.

Repeat of Courses

- Students repeating courses should notify the Graduate Coordinator after enrolling in the course for the second time. The Graduate Coordinator will then submit a "Course Repeat Form."
- 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

To be considered for a grade of incomplete, students must meet the following criteria:

- Have a passing grade (a “C” or better) in the work completed thus far in the class.
- 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 (unless an earlier date is indicated by the instructor).

If a 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: [Grade of Incomplete](#)

Required GPA for the Thesis Option

- In order to be eligible to write a thesis, students must earn a 3.5 GPA or higher in the sociology core courses (SOC 601, SOC 670, SOC 685, SOC 690) the first time⁴ 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.

Program Curricula

M.A. Degree Requirements

Core Courses	12 units
Elective Courses	15 units
Culminating Experience	4 units
Total Degree Units	31 units

Required Core Courses (12 units)

		Units
SOC 601	Classical Sociological Theory	3
SOC 670	Contemporary Sociological Theory	3
SOC 685	Qualitative Research Methods	3
SOC 690	Quantitative Research Methods	3

Elective Courses (15 units)

A minimum of 9 units must be Sociology 500-600 level electives.

		Units
Elective 1		3
Elective 2		3
Elective 3		3
Elective 4		3
Elective 5		3

Culminating Experience (4 units)

		Units
SOC 697	Directed Comprehensive Studies (successful completion requires passing all three sections of the comprehensive exam)	4
<u>OR</u>		
SOC 698	Thesis (successful completion requires writing and orally defending a thesis approved by three committee members)	4

Sociology 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.

Core Classes: Each of the four core courses is only offered once per academic year, so plan accordingly. SOC 601 (Classical Theory) and SOC 685 (Qualitative Methods) are only offered in the Fall, and SOC 670 (Contemporary Theory) and SOC 690 (Quantitative Methods) are only offered in the Spring.

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.

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 semesters.

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.

Information on Elective Courses

Most students take all 5 elective classes in the sociology M.A. program, but they also have the option of taking 1-2 elective classes outside of the program.

Graduate Course (500-600 level) in another M.A. Program: You have the option of taking 1-2 classes in another graduate program. The course needs to be related to sociology. In the past students have taken classes in programs such as Chicano/a Studies (CHS), Anthropology (ANTH), Psychology (PSY), History (HIST), Political Science (POLS), Public Health (HSCI), Sustainability (SUS), and Urban Planning (URBS). This option requires approval from the graduate coordinator. If you want to pursue this option, and have a class in mind, please contact the Graduate Coordinator as you need to fill out a form and get it approved.

Undergraduate (400 level) course inside or outside of sociology for graduate level

credit: Graduate students can take one 400-level elective for graduate level elective credit. To receive credit, students are required to do an additional paper/project (agreed upon with the instructor) on top of the work assigned to undergraduate students in the class.

To see if a 400 level course is eligible for graduate level credit you can go to the [CSUN University Catalog](#) to locate the course. In the course description it needs to indicate "Available for graduate credit." Currently departments that have some 400 level courses for grad level credit are Anthropology (ANTH), Asian American Studies (AAS), Chicano/a Studies (CHS), Criminology & Justice Studies (CJS), Gender & Women's (GWS), Geography (GEOG), HIST (History), RS (Religious Studies), SOC (Sociology), and SUST (Sustainability).

If you want to pursue this option, and have a class in mind, please contact the Graduate Coordinator as you need to fill out a form and get it approved. While in some instances it may be beneficial for a student to take a 400-level undergraduate course because the course content is connected to student's thesis topic or a student's specialty comprehensive exam area, we generally recommend that graduate students only take graduate level courses.

*Important: Undergraduate courses fill up quickly. If you are planning to take a 400-level course in the Sociology Department, please let Dr. McDonald know, as she may be able to save you a spot.

Undergraduate Prerequisite Courses

Students who are admitted into the program without a bachelor's degree in sociology are usually required to take one or more pre-requisite courses 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 also be required to take a pre-requisite course during their first semester. Students can be enrolled concurrently in pre-requisite and graduate level courses.

Prerequisite Courses

SOC 424/L	Statistical Techniques in Social Research Lecture/Lab	4 units
SOC 430	Theory I - Classical Sociological Theory	4 units
SOC 468	Theory II - Contemporary Sociological Theory	4 units
SOC 497/L	Qualitative & Quantitative Research Methods Lecture/Lab	4 units

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.

- Enrollment in independent study courses is rare as faculty overseeing independent study courses are not compensated for their work, thus faculty are volunteering their time to meet with, supervise and evaluate the graduate student's work.
- Students must arrange independent study courses personally with individual faculty members and get approval from the Graduate Coordinator. The amount of work completed for each independent study course must be commensurate with the number of units.
- 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).

Independent Study Courses

SOC 699A Independent Study (1 unit)

SOC 699B Independent Study (2 units)

SOC 699C Independent Study (3 units)

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.

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 a student's needs.

Examples of 2 Year Plans

Semester 1 Core Class Core Class Elective	Semester 2 Core Class Core Class Elective	Semester 1 Core Class Core Class Elective	Semester 2 Core Class Core Class Elective
Semester 3 Elective Elective Elective	Semester 4 Comp Exam or Thesis	Semester 3 Elective Elective	Semester 4 Comp Exam or Thesis Elective

Example of 2 ½ Year Plan

Semester 1 Core Class Core Class	Semester 2 Core Class Core Class
Semester 3 Elective Elective	Semester 4 Elective Elective
Semester 5 Elective Comp Exam or Thesis	

Example of 3 Year Plan

Semester 1 Core Class Core Class	Semester 2 Core Class Core Class
Semester 3 Elective Elective	Semester 4 Elective Elective
Semester 5 Elective	Semester 6 Comp Exam or Thesis

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). Approval is needed from the Graduate Coordinator to go beyond this amount of time.

Resources for Students

Academic Resources

[University Writing Center - Resources for Graduate Students](#)

The University Writing Center which is housed in the Learning Resources Center (LRC) provides graduate-level writing support. Students can make appointments for individual consultations with a writing consultant.

[Disability Resources and Educational Services \(DRES\)](#)

DRES supports college students with a disability to participate fully in campus life, its programs and activities. Before receiving services and accommodations, students must [register with DRES](#).

[Veterans Resource Center \(VRC\)](#)

The VRC assists students as they transition from military services to academic success. The VRC promotes the academic, personal, and professional development of student veterans, reservists, members of the National Guard and their dependents.

Health & Wellness Resources

[University Counseling Services](#)

University Counseling Services is committed to supporting CSUN students' mental health, well-being, and academic success. Students receive mental health services – including individual therapy, wellness workshops, alcohol and other drug counseling, couples therapy, group treatment, and urgent care/crisis services.

[Klotz Student Health Center](#)

Students continue to enjoy a robust range of health services through a combination of on-site and Telehealth services including acute primary care, triage nurse, immunizations, required physicals, clinician-ordered laboratory tests, dental services, optometry services and more.

[Student Recreation Center \(SRC\)](#)

The Student Recreation Center is a 138,000 square foot facility for exercise and leisure activity that promotes lifelong health and wellness. The eco-friendly facility has up-to-date equipment and also offers group exercise classes (Yoga, Zumba, Bodyweight training, etc.).

[Oasis Wellness Center](#)

The Oasis is a welcoming destination where CSUN students can find serenity and relaxation amid the rush and activity of campus life. The Oasis features a wide range of health and wellness programs.

[You@CSUN Interactive Health & Well-Being Platform](#)

A comprehensive online well-being platform intended to enhance student mental health, physical wellness, happiness, and academic success, and to connect students to information campus resources, peers, and opportunities.

Student Centers & Organizations

[Dream Center](#)

The DREAM Center (Dreamers, Resources, Empowerment, Advocacy, and Mentorship) provides resources and services to undocumented students, mixed status families, and allies.

[PRIDE Center](#)

Supports lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual (LGBTQIA+) students through programming and education outreach to improve the campus climate for LGBTQIA+ individuals as well as advocate for the respect and safety of all members of the campus community.

[Matador Involvement Center \(MIC\) – Student Clubs](#)

The CSUN Matador Involvement Center oversees clubs and organizations, volunteer projects, fraternities and sororities, and provides resources for leadership development.

[Associated Students \(AS\)](#)

Associated Students is the primary advocate for students and oversees Student Leadership (Student President, Presidential Cabinet, and Senators), AS Sustainability, the Children's Center, Sports Clubs, Productions, the Ticket Office, the Legal Clinic, and Outdoor Adventures.

Other Student Resources

[Children's Center](#)

The Associated Students Children's Center provides high-quality, part-time and full-time early childhood education for children ages 18 months - 5 years old. The fees for the Children's Center are on a sliding scale and financial assistance is available for qualifying student families.

[Matador Patrol Safety Escort](#)

The Matador Patrol provides free personal safety escorts for students Monday-Thursday from dusk to 11:00pm during the Fall and Spring semesters. You can request a safety escort by calling (818) 677-5042 or (818) 677-5048.

Employment Opportunities

Student Employment Hours: Graduate students may work in multiple student positions on campus for a combined 20 hours/week across all positions.

Instructional Student Assistant (ISA)

- 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.
- 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.
- 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

- Periodically the Graduate Coordinator is contacted about research assistant positions both on and off campus and forward them to the graduate student e-mail list.
- Research Assistant positions usually come about in one of two ways. One way is that a faculty member on campus may receive a research grant and a portion of the grant is set aside for research assistants. A second way is that an institute, center, or program on campus has funding through the university or research grants to hire students as research assistants.

Other Campus Employment Opportunities

[General On-Campus Student Employment Link](#)

[University Student Union Student Assistant Employment Opportunities](#)

[Learning Resource Center Tutoring Jobs](#)

[Associated Students Jobs](#)

[Student Housing and Resident Life Jobs](#)

[Human Resources – Careers & CSUN \(includes Student Assistant Positions\)](#)

Student Funding, Awards & Fellowships

Programs for students who plan to go onto Ph.D. programs

California Pre-Doctoral Program

Application Deadline: Early February, check website

The California Pre-Doctoral Program is designed to increase the diversity of the pool from which the California State University draws its faculty. It does so by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. A special emphasis is placed on increasing the number of CSU students who enter graduate programs at one of the University of California campuses. Each of the applicants selected will be designated a Sally Casanova Pre-Doctoral Scholar and will work closely with a CSU faculty sponsor to develop an overall plan which leads ultimately to enrollment in a doctoral program.

Doctoral Incentive Program

Application Deadline: January, check website

The goal of the California State University Chancellor's Doctoral Incentive Program (CDIP) is to increase the number of faculty with the qualifications, motivation, and skills needed to teach the diverse students of the CSU. CDIP prepares promising doctoral students for CSU faculty positions by providing financial support, mentorship by CSU faculty and professional development and grant resources. It is the largest program of its kind in the U.S.

Graduate Equity Program

Application Deadline: April, check website

The Graduate Equity Program is designed to increase the diversity of students completing a graduate degree, encourage further study in a doctoral program and consider a university faculty career. The program provides a limited number of fellowships from \$2,000-\$4,000 to economically disadvantaged students.

Teaching Assistant Fellowship Program

TA Fellowship Program

Application Deadline: Spring (November), Fall (June) check website

The Teaching Assistant Fellowship Program is designed to prepare graduate students be exceptional candidates for doctoral Teaching Assistant and Community College Teaching positions. Fellows are selected through a competitive application and interview process. Program training focuses on a broad range of topics including teaching philosophy, syllabus and lesson design, and pedagogy.

Awards for non-resident, DACA, and international students

Domestic Non-Resident Program

Fall Deadline (December); Spring Deadline (February) Check website

This program provides \$1,000 awards to domestic non-resident students master's degree students and demonstrate financial need. Applicants must have a FAFSA or California Dream Act Application on file.

Graduate Dreamers Program

Fall Deadline (December); Spring Deadline (February) Check website

The purpose of the Graduate Dreamers Program is to assist undocumented students to pursue their graduate education at CSUN. Recipients receive awards of \$1,000.

International Graduate Student Program

Fall Deadline (December); Spring Deadline (February) Check website

This program awards continuing international graduate students awards in the amount of \$1,000. Applicants and recipients must have F-1 student visa status.

Travel Funding

Graduate Studies Office Travel Funding: Provides travel funding to graduate students presenting at a professional/academic conference (up to \$500) or attending conferences for academic enrichment (up to \$300).

Associated Students Travel and Academic Funding: Provides Student Travel & Academic Research (STAR) funding (up to \$600) to students presenting at academic conferences or competitions.

AKD (Alpha Kappa Delta) Travel Funding: Provides up to \$400 per members of the honor society to travel and present at sociology conferences. To join the AKD Honor Society, please email the faculty advisor of this group, Dr. Olmos, for an application at: daniel.olmos@csun.edu

Other Student Funding, Awards, and Fellowships

Graduate Student Awards

Applications due in Spring, check website for deadlines

Graduate students are eligible to apply for three different awards:

- Association of Retired Faculty (ARF) Graduate Project/Thesis Award (\$2,000)
- Nathan O. Freedman Memorial Award for Outstanding Graduate Student (\$2,500)
- Robert H. Schiffman Memorial Award for Outstanding Research Promise (\$750)

Alumni Higher Education Program

Check website for Fall and Spring deadlines

The purpose of the Alumni Higher Education Program is to recognize and assist alumni who are dedicated to the university and want to pursue graduate education at CSUN. Recipients of the award each receive \$1,000. Applicants must have an undergraduate degree from and be admitted to a graduate program or a master's degree from CSUN and admitted to a doctoral program.

Thesis Support Program (Check website for Fall and Spring application deadlines)

This program provides funding to graduate students to offset the costs associated with working on a thesis, dissertation, or graduate program. Awards up to \$1,200 may be provided to selected students based on review of an application which outlines the project's anticipated costs.

Clinton Global Initiative (Check website for application deadline)

The Clinton Global Initiative (CGI U) seeks to engage the next generation of leaders from college campuses around the world. It provides training and mentorship to young leaders and entrepreneurs who have ideas on how to address our most pressing challenges in five focal areas (education, environment and climate change, peace and human rights, poverty alleviation, public health).

Sociology Department Student Awards (applications due in Spring)

- The Sociology Department gives out small monetary awards to meritorious students with funding from donors. Awards are given out at our annual honors reception. Applications are e-mailed to all students in the Spring.

Events for Graduate Students

CSUNposium - Research and Creative Works Symposium (Held in Spring)

This event provides a forum for students (with separate undergraduate and graduate competitions) to showcase original research. We have had many former graduate students participate in the CSUNposium and some have placed in their categories.

CSU Social Science Student Symposium (Held in Spring)

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 Contests

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. Certificates are given to 1st, 2nd, and 3rd place winners at the Annual Sociology Department Honors Reception.

Thesis Writing Retreat

The Thesis Writing Retreat is a 3-4 day event for graduate students who need help finishing their Thesis projects. A writing expert from the Learning Resource Center is available to assist students with questions.

Thesis Writing Workshop

The Graduate Studies Office hosts a thesis writing workshop for students who are in the early stages of writing. Topics covered include: Getting started; Picking a Topic; Time Management; Working with Advisors/Committees.

Professional Organizations & Conferences

California Sociological Association

Annual Conference: November 3-4, 2023

Location: Sacramento, CA

Pacific Sociological Association

Annual Meeting: March 21-24, 2024

Location: San Diego, CA

American Sociological Association

Annual Meeting: August 9-13, 2024

Location: Montréal, Canada

Association of Black Sociologists

Annual Meeting: August 2024

Location: Montréal, Canada

Sociologists for Women in Society

2024 Winter Meeting: TBD

2024 Summer Meeting: August 2024 in Montréal, Canada

Section on Latina/o Sociology (American Sociological Association)

Section on Asia and Asian America Sociology (American Sociological Association)

Link to all American Sociological Association sections

The CSU Social Science Research & Instructional Center

- 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.

ICPSR (Inter-university Consortium for Political and Social Research)

ICPSR is a unit within the Institute for Social Research at the University of Michigan and maintains a data archive of more than 250,000 files of research. They host a Summer Program in Quantitative Methods of Social Research at the University of Michigan (students must apply and scholarships are available).

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.
- 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 will be provided by the Graduate Coordinator.
- 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.
- Please contact the Graduate Coordinator for access to the “Comp Exam Prep Box” which will provide you with various resources.

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.

Research Methods

The research methods component focuses on both quantitative 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.

Specialty Area

The specialty area examination is on a subject of the student's choice in an area that one or more sociology department faculty specialize. With guidance and approval from the Graduate Coordinator, the student should select a substantive area of specialization in which they have previously taken a graduate-level course. For example, Sociology of Education, Race/Ethnicity, Social Psychology, Gender, Political Sociology, Religion, etc. The student will be provided with a specialty exam 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 in order to prepare for the exam.

Format of the Comprehensive Exam

Date & Time

The three components of the comprehensive exam (Sociological Theory, Research Methods, and Specialty Area) that are given over the of three different weekends (Friday 9:00am – Monday 4:00pm) at the end of the semester. The Graduate Coordinator will inform students who have officially declared their intent to take the comprehensive exam of the dates/times, no later than the end of the first week of the semester.

Answers to Exam Questions

- Students should be able to summarize and synthesize the works in the field. Students should be able to paraphrase the works in their own words (with proper citations) and not use an abundance of quotations.
- Students 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 [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.
- In rare instances, after reviewing a student's exam, faculty committee members may allow students to re-write one of the exam questions in the semester that the exam was given.

Grade for SOC 697 (Comprehensive Exam)

First Attempt

- Students who pass all three components of the exam will be awarded a grade of "credit" (CR) for SOC 697. 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.
- If a student has failed the overall comprehensive examination, by failing one or more of the three components, the student will receive a grade of "no credit" (NC) for SOC 697 and be given one (and only one) more opportunity to pass the comprehensive examination and earn the degree.

Second Attempt

- If a student failed the comprehensive exam on their first attempt, they must retake 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 of the exam which was previously passed.
- In accordance with university policy, if a student fails the second comprehensive exam attempt, they will receive a grade of “no credit” (NC) for SOC 697 and be disqualified by 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, study materials, and some readings are posted in the “Comp Exam Prep” myCSUNbox. For access to the box please contact the Graduate Coordinator.

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 time table for completion, organize reading lists, draft answers to practice questions, receive feedback from faculty and peers, and form study groups.

The Thesis Option

One of the two culminating experience choices is the thesis. The thesis provides students with the opportunity to carry out an independent research project under the supervision of faculty. The process of writing a thesis proposal and a thesis takes place over the course of two semesters. Students should have already defended their thesis proposal prior to enrolling in the SOC 698 (Thesis) course in their final semester.

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 time⁵ they are taken with no grade below a B; and maintain a 3.25 GPA or higher cumulative GPA (which includes prerequisite courses).

Steps in the Thesis Process

1. Choosing the Thesis Committee
2. Thesis Proposal, Thesis Proposal Defense, and IRB Approval Process
3. Data Collection/Analysis & Writing the Thesis
4. Submitting the Preliminary Formatting of the Thesis to the ETD system
5. Thesis Defense
6. Submitting the Thesis to the ETD System
7. Other Situations – Not Finishing on Time

1. Choosing the Thesis Committee

- Students should make an appointment to meet with faculty members who they would like to serve as 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, students should make appointments to meet with other faculty members who can serve as committee members.
- Students should file a **“Thesis Committee Composition” form** which can be requested from the Graduate Coordinator.
- 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 a full-time faculty member from another department

⁵ 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.

or another institution⁶ however it is most common for all three committee members to be full-time sociology department faculty.

2. Thesis Proposal, Thesis Proposal Defense, and IRB Approval Process

Thesis Proposal

- 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.

Thesis Proposal Defense

- The student must successfully complete (or “pass”) a Thesis Proposal Defense prior to moving forward with the collection and analysis of data.
- 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.
 - After successfully passing the thesis proposal defense, the student should have the “Thesis Proposal Defense” form, which can be requested from the Graduate Coordinator, signed by the committee members and submitted to the Graduate Coordinator to keep on file.
 - If the student does not “pass” the thesis proposal 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.

IRB Approval Process

- All researchers doing work involving human participants are required to complete an online research training.
- To sign up and complete the Social & Behavioral Research Investigators (basic/refresher training) go to: [CITI Training](#)
- Student researchers must request access to Cayuse IRB by completing a form online. The link to the form can be found under the Protocol Submission Process tab.

⁶ 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.

- There are various steps involved in getting IRB approval process. Students should go to [CSUN Human Subjects](#) and thoroughly read through all of the information.
- Students should 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.⁷
- Any research involving international travel must be approved by the CSUN Office of Insurance and Risk Management. If applicable, review [Guidelines for International Travel](#)

3. Data Collection/Analysis & Writing the Thesis

- Students should go to [Graduate Studies Office](#) and consult deadlines for submitting the Planning Form, Preliminary Formatting, and Final Thesis Submission for the semester they plan to graduate.
- Students should then register on the [Electronic Thesis and Dissertation \(ETD\) system](#) and complete the **Planning Form** stage which involves entering the names of the three committee members and a working title for the thesis.
- The student should provide the committee members with a timeline for approval that includes the data collection and analysis time frame, as well as the dates the student will submit drafts of the thesis to the committee chair and committee members.
- 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.

4. Submitting the Preliminary Formatting of the Thesis to the ETD system

- The Graduate Studies Office requires that you complete the “Preliminary Formatting” by uploading a DRAFT of your thesis to the [ETD system](#) that follows the [Thesis/Dissertation Formatting](#) Guidelines.
- They are not reading for content, but for proper formatting only. This can be a draft “in progress” that you are still revising as you receive feedback from your committee members.
- After you submit your draft with preliminary formatting to the [ETD system](#), you can continue to revise your thesis as you won’t submit the final version of your thesis until after you have your thesis defense.

⁷ 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.

5. Thesis Defense

- If the thesis submission deadline is approaching and major revisions are still needed, the thesis committee may decide that the student is not yet ready to schedule a defense date. If the committee agrees that only some additional minor 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.

Outcomes of the Thesis Defense

- The student passes the thesis defense with ***no revisions*** and receives a grade of “credit” (CR) in SOC 698 and qualifies for the M.A. degree.
- The student passes the thesis defense with ***minor revisions*** and receives a grade of “credit” (CR) in SOC 698 and 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; they receive a grade of “NC” in SOC 698 and are disqualified from the university and unable to earn the M.A. degree. Students who have chosen the thesis can not switch to the comprehensive exam option after the thesis defense has already taken place.

6. Submitting the Final Thesis to the ETD System

- After successfully defending the thesis and making any minor additional changes requested by the committee, the student must submit the Thesis to the [ETD system](#).
- The ETD system will auto-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. As noted above, if students do not make the final deadline to submit the thesis

7. Other Situations – Not Finishing on Time

- If a student does not finish the thesis during the semester that they are 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. Please contact the Graduate Coordinator for instructions about how to enroll in A/R 601.

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](#)

Outlines the campus community values and grounds for student discipline.

[Academic Dishonesty](#)

Outlines the university's definition of cheating, fabrication, and plagiarism. It also discusses penalties for academic dishonesty.

Apply for Graduation

Before Applying

- Check your Degree Progress Report (DPR). Make sure that you are a classified student. If you took any 500-600 level elective classes outside of the Sociology Department or a 400 level elective class, make sure that it is placing in the “Elective courses (15 units)” section of your DPR.

Apply for Graduation

- Students will begin receiving auto-generated emails from the Graduate Studies Office as early as their second semester telling them that they are eligible to apply for graduation. Their office does this as a continual reminder to prevent a backlog of applications coming in all at the last minute.
- Plan to apply for graduation the semester before you intend on graduating. For specific application deadlines go to: [Graduation Deadlines](#)
- Apply for graduation online by following the instructions at [How to Apply for Graduation](#) and pay the \$47 application fee.

Graduation Ceremony

- CSUN awards degrees three times per year (Spring, Summer, Fall) and holds one graduation ceremony each May for students in all of these graduation cohorts.
- Graduate students completing a thesis can graduate in Spring, Summer, or Fall, whereas graduate students completing the comprehensive exam can only graduate in Spring or Fall.
- For more information on cap and gown rentals and the date of the commencement ceremonies go to [CSUN Commencement](#).

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.
- Graduate students who are graduating with distinction will be invited to the Honors Convocation.

Name Change for Diploma

- Occasionally a student legally changes their name while in the program (ex. marriage, divorce, or for other reasons) and would like their new legal name to appear on their diploma.
- To change your name on the diploma go to [Degree & Diploma](#) and scroll down to find the “Diploma Name Change Request” form.

How to Get Your Graduate Diploma

- Verify and update your home mailing address in your CSUN 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.
- Once the degree is awarded diplomas will be mailed within 4-6 weeks.

Master's Degree Completion: Change of Date

- If, after applying for graduation, a student needs more time to complete their degree, then that student must submit a paper "Application for Graduate Degree and Diploma Date Change" form along with an \$8.00 processing fee to Admissions & Records. You can find and download the form at [Graduate Student Forms](#).

Campus Departments (Location & Links)

<u>Admissions & Records</u> Location: Bayramian Hall (BH) Room 100 Phone: (818) 677-3700	<u>Klotz Student Health Center</u> Location: (AK building on campus map) Phone: (818) 677-3666
<u>Associated Students</u> Location: University Student Union (USU) Phone: (818) 677-2477	<u>Learning Resource Center</u> Location: Library (UL), 3 rd Fl East Wing Phone: (818) 677-2033
<u>Bookstore</u> Location: Campus Store Complex (CSC) Phone: (818) 677-2932	<u>Matador Involvement Center (Student Clubs)</u> Location: Matador Involvement Center (MIC) Phone: (818) 677-5111
<u>Career Center</u> Location: Bayramian Hall (BH) Room 413 Phone: (818) 677-2878	<u>Matador Patrol</u> Personal safety escorts - dusk until 11pm Phone: (818) 677-5042 or (818) 677-5048
<u>Cash Services</u> Location: Bayramian Hall (BH), Lobby Phone: (818) 677-8000	<u>Oasis Wellness Center</u> Location: Oasis Wellness Center (OWC) Phone: (818) 677-7373
<u>Children's Center (Early Childhood Education)</u> Location: Children's Center (CC) Phone: (818) 677-2012	<u>Library</u> Location: University Library (UL) Phone: (818) 677-2285
<u>Counseling Services</u> Location: Bayramian Hall (BH) Room 520 Phone: (818) 677-2366	<u>Parking & Transportation Services</u> Location: Police Services (PS) (818) 677-2157
<u>Disability Resources & Educational Services</u> Location: Bayramian Hall (BH) Room 110 Phone: (818) 677-2684	<u>Police Services</u> Location: Police Services (PS) Non-Emergency (24hrs): (818) 677-2111
<u>DREAM Center</u> Location: University Student Union (USU), Building C Phone: (818) 677-7069	<u>Pride Center</u> Location: USU Sol Center, 2 nd Floor Phone: (818) 677-4355
<u>Financial Aid & Scholarship Department</u> Location: Bayramian Hall (BH) 1 st Floor Phone: (818) 677-4085	<u>Sociology Department</u> Location: Santa Susana (SN), Room 321 Phone: (818) 677-3591
<u>Graduate Studies Office</u> Location: Valera Hall (VH) Room 275 Phone: (818) 677-2138	<u>Student Housing</u> Location: Pacific Willow Hall, Building 6 Phone: (818) 677-2160
<u>Information Technology</u> Location: Library (UL), 1 st Floor Learning Commons Phone: (818) 677-1400	<u>Student Recreation Center</u> Location: (SRC building on campus map) Phone: (818) 677-5434
<u>International and Exchange Student Center</u> Location: University Student Union (USU) building C Phone: (818) 677-4191	<u>Veterans Affairs</u> Location: Bayramian Hall (BH) 150 Phone: (818) 677-5928

Centers & Institutes on Campus

[Center for Assessment, Research & Evaluation \(CARE\)](#)

[Center for Southern California Studies](#)

[Center for the Study of the Peoples of the Americas](#)

[Central American Research & Policy Institute \(CARPI\)](#)

[DuBois-Hamer Institute for Academic Achievement](#)

[Health Equity Research and Education Center \(HERE\)](#)

[Institute for Community Health and Wellbeing](#)

[Institute for Social and Behavioral Sciences](#)

[Institute for Sustainability](#)

[Institute of Gender, Globalization, & Democracy](#)

[Women's Research and Resource Center](#)

[Link to Online Campus Maps](#)

Campus Map

CSUN

**CALIFORNIA
STATE UNIVERSITY
NORTHridge**

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Information: 818.677.1200 • Police Services: 818.677.2111
www.csun.edu

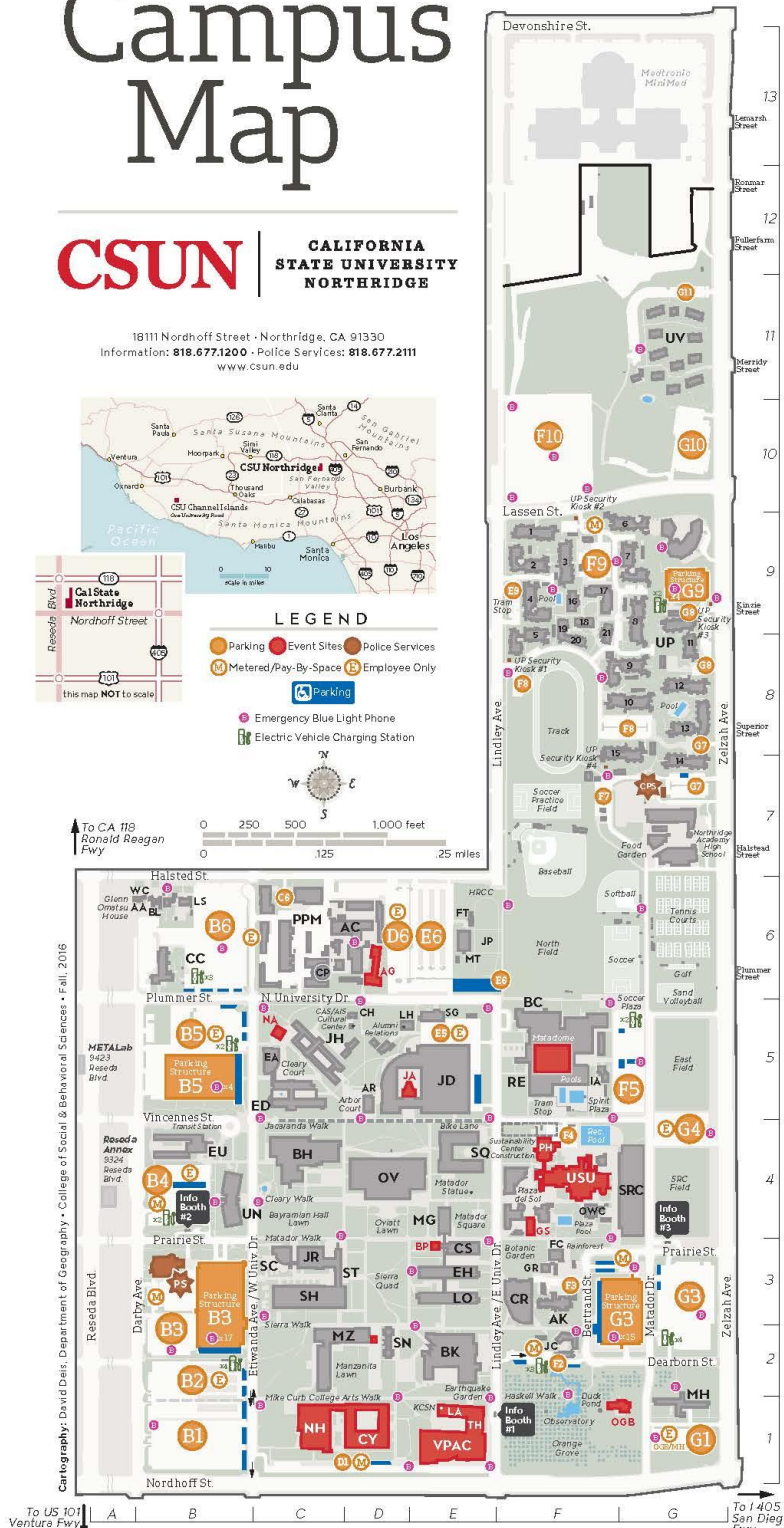


LEGEND

- Parking
- Event Sites
- Police Services
- Metered/Pay-By-Space
- Employee Only
- P Parking
- E Emergency Blue Light Phone
- E Electric Vehicle Charging Station

0 250 500 1,000 feet
0 125 25 miles

Cartography: David Des, Department of Geography • College of Social & Behavioral Sciences • Fall, 2016



Building Name—Grid Location

- AK Addie Klotz Student Health Center—F3
- AA Asian American Activities Center—B6
- AC Art and Design Center—D6
- MFA Studios [AC]—D6
- AG Art Gallery—D6
- Armer Screening Room [MZ100]—D2
- AR Arbor Grill—D5
- BC The Abbott and Linda Brown Western Center for Adaptive Aquatic Therapy—F5
- Baseball Field—F7
- BH Bayramian Hall—C4
- BK Matador Bookstore Complex—E2
- BL Black House—B6
- BP Donald Blanche Planetarium—E3
- Campus Theatre [NH100]—C1
- CC Children's Center—B6
- CH Chicano House—D5
- CP Central Plant—C6
- CPS Community Policing Substation—G7
- CR Chaparral Hall—F3
- CS Citrus Hall—E3
- CY Cypress Hall—D1
- Recital Hall [CY158]
- EA Education Administration—C5
- ED Education—C5
- East Field—G5
- EH Eucalyptus Hall—E3
- EU Extended University Commons—B4
- FC Fuel Cell—F3
- FT Fitness Center/Nautilus—E6
- Golf—G6
- GR Greenhouse—F3
- GS Grand Salon—F4
- High Ropes Challenge Course (HRCC)—E6
- IA Intercollegiate Athletics Office—F5
- JA C.R. Johnson Auditorium—D5
- JC Jeanne Chisholm Hall/NCOD—F2
- JD Jacaranda Hall—E5
- JH Juniper Hall—C5
- JP Jogging Path—E6
- JR Jerome Richfield Hall—C3
- KCSN—E7
- LA Kurland Lecture Hall—E1
- LH Laurel Hall, Alumni Relations—D5
- LO Live Oak Hall—E3
- LS Child and Family Studies Lab School—B6
- Little Theatre [NH121]—C1
- MG Magnolia Hall—E4
- Matadome [RE140]—F5
- MH Monterey Hall—G7
- MT Matador Hall—E6
- MZ Manzanita Hall—D2
- Armer Screening Room [MZ100]
- NA Charles H. Noski Auditorium—C5
- North Field—F6
- NH Nordhoff Hall—C7
- Little Theatre [NH121]
- Campus Theatre [NH100]
- OGB Orange Grove Bistro—F1
- OV Delmar T. Oviatt Library—D4
- OWC Oasis Wellness Center—F4
- PH Plaza del Sol Performance Hall—F4
- PPM Physical Plant Mgmt./Corp. Yard—C6
- PS Police Services—B3
- Rainforest—F3
- RE Redwood Hall—F5
- Matadome [RE140]—F5
- Pools—F5
- Racquetball Courts—F5
- Recital Hall [CY158]—D1
- Sand Volleyball—G6
- Softball Field—F6
- SC Sierra Center—C3
- SG Sagebrush Hall—E5
- SH Sierra Hall—C3
- Whitsett Room [SH451]
- SN Santa Susana Hall—D2
- Soccer Practice Field—F7
- Soccer Plaza & Field—G6
- SQ Sequoia Hall—E4
- SRC Student Recreation Center—G4
- ST Sierra Tower—C3
- Track—F8
- Transit Station—B4
- TH Experimental Theatre—E1
- Tennis Courts—G6
- UN University Hall—B4
- UP University Park Apartments—F-G, 8-9
- USU University Student Union—F4
- UV University Village Apartments—G7
- VPAC Valley Performing Arts Center—E1
- Whitsett Room [SH451]—C3
- WC Women's Center—B6