Texas State University
Sociology Department
Handbook
MA with a Major in Sociology
MS with a Major in Applied Sociology

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I. INTRODUCTION

The standards set forth in this Handbook represent the requirements for the completion of two degrees in the Department of Sociology: the Master of Science with a Major in Applied Sociology (MS) and the Master of Arts with a Major in Sociology (MA). There is a different handbook for our third graduate program, the MS in Dementia and Aging Studies program.

Beginning graduate students are expected to familiarize themselves with the standards for the degree they have chosen and be prepared to meet each requirement as they progress through the program.

This Handbook may be changed with the recommendation and approval of the departmental Graduate Studies Committee and graduate faculty. No rule specified in this Handbook may violate the standards set forth in the Graduate Catalog of Texas State University, but the standards of the Graduate Catalog represent minima, which may be increased at the discretion of the Department.

The two master’s degrees differ somewhat in terms of their coursework, purpose, and post-graduation goals:

A. The Master of Science with a major in Applied Sociology focuses on evaluation skills including both qualitative and quantitative research, general statistical analysis, impact analysis, and grant writing. Graduates from the MS program will be qualified to fill positions including, but not limited to, market researcher, program evaluator, policy analyst, grant writer, and various positions requiring data gathering, analysis and interpretation. The MS culminates in a practicum. Students write a research practicum report based on research they conduct for an agency or organization.
B. The Master of Arts with a major in Sociology degree will prepare graduates for a career in a number of varied fields, including, but not limited to, corporate research, personnel work, administration, and data analysis. There is a thesis or non-thesis option. While either the thesis or the non-thesis options will lead to a master’s degree, students who are considering further graduate work should plan to complete the thesis. In the MA thesis option, the student’s culminating thesis describes an original research project that addresses a gap in the sociological literature.

Both degrees prepare graduates to teach in community colleges, and both degrees provide a sound general background for students who anticipate graduate education beyond the master’s degree.

II. ADMISSION TO THE PROGRAM

The Graduate College requires students applying for the MS or the MA to have a grade point average of 3.0 in the last 60 hours of undergraduate coursework. In addition to the requirements set by the Graduate College, the Department requires three letters of reference and a letter of intent. The letter of intent should speak to the applicant’s academic interests and the relationship of the graduate degree in Sociology to the applicant’s life goals. The letters of reference should be from individuals knowledgeable about the applicant’s academic ability and promise as a scholar. These items should be sent directly to the Graduate College. The department also requires candidates for the MA and MS to have completed the following undergraduate courses or their equivalent with a grade of “B” or better:

- 3307 Statistics for Behavioral Sciences
- 3318 Applied Data Analysis
- 4306 Sociological Theory
- 4308 Quantitative Research or 4309 Qualitative Research

Equivalent courses taken on another campus may be used to satisfy these requirements with the approval of the Graduate Advisor and the concurrence of the Graduate Office. While it is expected that these requirements will be met before the student begins graduate work, it is possible to enter either program before completion of one or more of these courses.

III. DEGREE OUTLINE

At the time students enter one of the graduate programs in sociology, a degree outline will be prepared by the Graduate College. The degree outline indicates the hours of required graduate courses in sociology, elective graduate courses, and the minor area or cognate (if applicable). Students may change the official degree outline only by initiating a Degree Outline Change.
Request Form through the Graduate Advisor. The student and the Graduate Advisor must concur regarding the change and the Graduate Advisor must agree with the student’s change. The Graduate College must approve all changes in the degree outline. A new degree outline is then made, or the old one is amended, and it becomes the student’s official degree outline. Degree outline changes made informally and not followed by appropriate official changes in the degree outline are not considered valid and may delay graduation.

IV. GRADUATE DEGREE REQUIREMENTS

Requirements for the two graduate degrees in Sociology vary. The MS degree requires course work plus a practicum, or site-based research project. The MA degree offers two options: a thesis option (with a minor or cognate) or a non-thesis option without a minor. The MA thesis option requires core course work plus the completion of a thesis—a project consisting of research and analysis. The MA non-thesis option requires additional course work and the successful completion of a written comprehensive exam at the end of the program.

All MS and MA students who begin in fall 2014 must complete the one-hour Proseminar course (SOCI 5110). In fall 2014, MA and MS graduate degrees will require 37 hours.

All MS and MA students complete electives as a part of their degree requirements. Refer to the current class schedule for available electives for the MS and MA. They include but are not limited to:

- 5316 Seminar in Deviance
- 5319 Seminar in Social Psychology
- 5320 Seminar in Demography
- 5337 Seminar in the Family
- 5343 Seminar in Criminology
- 5349 Seminar in Drugs and Society
- 5350 Seminar in the Sociology of Gender
- 5353 Seminar in the Community
- 5358 Seminar in Work and Occupations
- 5363 Seminar in Medical Sociology
- 5368 Seminar in Environmental Sociology
- 5370 Seminar in Multicultural Relations

A. DEGREES

The MS degree requires a minimum of 36 hours of required graduate coursework (37 hours, for students who begin in fall 2014), and 12 hours of electives (6 hours of sociology electives and 6 hours of open electives, including sociology courses).
Required courses for the MS:

5110 Proseminar
5306 Sociological Theory Seminar
5307 Advanced Statistics
5308 Research Methods
5309 Qualitative Research Methods
5322 Impact Analysis
5323 Grant Writing
5398A Applied Research Practicum
5398B Applied Research Practicum

The MA degree (thesis option) requires a minimum of 36 hours of graduate level course work (37 hours, for students who begin in fall 2014), with 30 hours in Sociology and at least 6 hours in a minor or cognate selected by the student.

Required courses for the MA (thesis option):

5110 Proseminar
5306 Sociological Theory Seminar
5307 Advanced Statistics
5308 Quantitative Research Methods
5309 Qualitative Research Methods
5399A Thesis
5399B Thesis

The MA degree (non-thesis option)

The required courses for the non-thesis options are the same as for the thesis option with three exceptions: Thesis courses are not required, Seminar in Demography (5320) is required, and there is no minor or cognate. The non-thesis major must take 21 hours of Sociology electives. Students in the non-thesis option will not write a thesis or practicum report. Instead, they must pass a written comprehensive exam.

B. THE MINOR OR COGNATE

Although the Master of Arts with a major in Sociology requires a 9-12 hour minor or a 6 hour (minimum) cognate, the requirements for the minor are set by the minor department. Those
requirements may total more than 6 hours of graduate coursework and may include undergraduate background requirements. The MS does not require a minor or cognate. The student should consult with the graduate advisor of the proposed minor department to determine the exact requirements for that minor.

C. DIRECTED STUDIES

Directed studies (i.e., independent studies) courses are offered on a limited basis, and under specific conditions. The conditions under which these reading courses may be offered are limited to the following: (1) to prepare students for thesis/practicum work; (2) to support students who have a specific interest for which no formal course is offered; (3) to assist students in their last semester who have taken all sociology electives offered that semester, or (4) other reasons that are determined by the faculty member in consultation with the Director of Graduate Studies. Students must petition the faculty member in writing and provide a clear rationale for their directed study. Faculty members are not obliged to direct these courses, and may reject students’ requests for directed studies if there is no satisfactory or acceptable rationale for the course. If a directed study is approved by the professor, then students and faculty members should develop clear expectations, in writing, for the course objectives and assignments. To petition for a directed study, students must (1) complete the Directed Study Petition Form, available on the graduate student TRACS site; (2) include a list of books or articles to be read; and (3) specify the work to be completed as a result of the directed study. Students must submit these documents to the faculty member who will be responsible for grading the proposed directed study and the graduate advisor, who will, in consultation, either approve or reject the petition.

V. THE MS PRACTICUM REPORT AND THE MA THESIS: EXPECTATIONS, GUIDELINES, AND POLICIES

A. GENERAL EXPECTATIONS

Expectations for completed theses and practicum reports are higher than those expectations in graduate classes. Students will receive suggestions, recommendations, and criticism about their writing and ideas. They will continue to submit revisions until those revisions meet the standards of the Department and the Graduate College. Committee chairs may require a week or more to read and make suggestions on each draft. Drafts submitted to the chair must be proofread carefully; students should not submit rough drafts to the chair, nor should students expect more than one complete edit from the thesis chair. Use of the American Sociological Association Style Guide (current edition) for citation and reference format is required by the Department of Sociology. Students cannot defend their thesis or practicum report until it meets Department and the Graduate College requirements and standards, and the committee approves the report.

Theses and practica require that students interact with many groups in order to achieve their goals and objectives. Students are expected to be professional, civil, and mature in their
interactions with faculty, staff, and students, and, when applicable, respondents, site supervisors, agency staff, and clients. Successful completion of the practicum or thesis is the student’s responsibility. Students must identify and meet all deadlines and administrative work (e.g., signatures needed) related to the project and the defense. Refer to information on the graduate student TRACS site and the Graduate College website.

B. SELECTION OF THE THESIS OR PRACTICUM COMMITTEE

To begin the thesis or practicum process, each student should consult with the Graduate Advisor before selecting a chairperson. The student should have ideas about his or her topic and an appropriate member of the graduate faculty to serve as committee chairperson and director of the practicum or thesis. In general, the choice of committee chairperson and director of the practicum or thesis is determined by the faculty member’s interest in the subject matter proposed by the student. After a discussion with the Graduate Advisor, the student may approach a faculty member and request to chair the committee; if the faculty member agrees to do so, he or she must provide written notification of that willingness to act as the thesis advisor before the student will be permitted to enroll in Sociology 5398A or 5399A. Once a member of the graduate faculty in the Department has agreed to serve as chairperson and director of the practicum or thesis, he or she will help the student select a committee to direct the thesis or practicum. Students should plan to meet with their chairs to discuss expectations and progress on the proposal. A student should have the approval of the chairperson before consulting other faculty members to serve on the committee.

_The MA-thesis committee_ consists of the committee chair and faculty member from sociology and one faculty member from outside the department. The chair should be someone whose area of specialization is related to the thesis topic, if possible. Students can find areas of specialization on the department homepage and ask faculty about their other areas. The chair can provide possible recommendations for the other committee members.

_The practicum committee_ consists of the committee chair and two sociology faculty members. The agency supervisor is considered an additional member of the committee because she or he shapes the project. Student questions about any part of the practicum should be directed towards the committee chair first. Refer to “Practicum Guidelines” on the graduate student TRACS site for required information in the practicum report.

C. MS RESEARCH PRACTICUM GUIDELINES

The student will complete a site-based applied research project, collecting data and producing a final report. Although students’ research projects will vary, each will combine the emphases of the program – sociological methods and statistics, needs assessment, impact analysis, and grant writing – with the collection and analysis of either quantitative or qualitative data. The practicum is an opportunity for students to demonstrate skills and knowledge developed in their classes
taken in the Department of Sociology at Texas State University. The goals of applied research and their practicum are organization or agency specific. A practicum is an applied research project designed to help an agency or organization achieve its goals or objectives. The practicum is not an internship. A practicum is not a project to help a student with the student’s goals, and the practicum site is under no obligation to help a student create a project. The MS and the practicum experience are especially appropriate for students who hope to work upon completion of their MS as applied researchers for organizations, businesses, agencies and/or in government offices.

The student, committee chair, and practicum supervisor will write a contract that outlines exactly what the student will do for the agency. Students should write the contract by using the template that is available on the graduate student TRACS site. Students must also write a practicum proposal for their practicum committee, which further outlines the sociological background of their project.

Most practicum projects do not have to go through Institutional Review Board (IRB) review. IRBs do not review projects that are used to evaluate an agency or organization’s services. Projects must be submitted to the IRB if the student plans to present the results of the project at a conference or publish from the data. Do not send anything to the IRB unless you have approval from the committee chair.

The requirements of the proposal will vary slightly according to the chair’s preferences. For details on the proposal please consult the “Practicum Guidelines” document on the Sociology Graduate Students TRACS site, but general practicum proposals typically include:

1. An introduction: The introduction describes the topic and explains why it is important to study. The student should focus on the agency’s perspective regarding importance of the project and topic but he or she should also discuss the sociological significance. Students should not discuss why the topic is important to them; instead, they shall emphasize the sociological and practical relevance. Why is the research important for the agency?

2. A description of agency or organization: What does the agency do? What are the agency’s objectives and/or mission? This section describes the organization and, if applicable, clients. It should provide background and context about the organization.

3. A literature Review: The MA thesis is designed by identifying a gap in the sociological literature. Do not take this approach with the practicum. The practicum report is designed by determining what the agency wants. This section should summarize some of the most
important and relevant previous sociological studies, as they relate to the practicum. It
should define all central concepts and discuss relevant theoretical frameworks.

4. A proposed methodology: Which method(s) will be employed for the practicum and
why? The answer to this question depends on what the agency needs. Quantitative
studies shall include a description of independent and dependent variables and how they
will be operationalized. If applicable, include the survey questionnaire. Qualitative
studies shall include a detailed discussion of sites, respondents, and the interview guide,
if applicable. This section should discuss the sample, sampling procedure, and methods
for securing access to the sample.

5. A bibliography (Use ASA format)

6. Appendices (if applicable, e.g. Interview guide, survey instrument, etc.)

After the committee chair approves the practicum proposal, the student must

1. Submit the proposal to the committee members;

2. Submit the proposal to Graduate Programs Administrator at mv1066@txstate.edu;
   the Graduate Programs Administrator will complete a Practicum Proposal Form
   and email to the student a completed Practicum Proposal form for verification;

3. Print, sign and ask the chair and committee members and to sign the practicum
   proposal form; and

4. Submit the practicum proposal AND practicum proposal form with the committee
   signatures to the department’s graduate director’s administrator for approval. If approved,
   the graduate director will forward the practicum and the proposal form to the department
   chair for his or her signature, where it will be kept in the sociology department files.

Application Process for Practica

All MS students who begin in spring 2014 will be evaluated under the following rules and will
be expected to use the process and forms found on the graduate student TRACS site and the
sociology department website. Members of the graduate faculty believe that departmental
behavior predicts practicum behavior so that what students do in their classes and other
department activities is directly related to successfully qualifying for practicum placement. In
particular, faculty members expect potential practicum students to

1. Be on time to classes, meetings, and other required activities related to their roles as
   students;
2. Attend all classes, except in the case of illness, tragedy, or demonstrable emergencies;
3. Submit projects and assignments on time;
4. Submit high quality projects that have clearly gone through several drafts, with appropriate citations and bibliography; and
5. Demonstrate an ability to work with others, including the public, by being civil, patient, tolerant, and respectful, especially when disagreements arise.

The process for qualifying for a practicum site placement entails a number of steps. Students must demonstrate a commitment to quality work by the completing the following requirements:

1. SOCI 5307, 5308, 5309, and 5322* with no grade lower than B; and
2. The practicum proposal application (available on the Sociology Graduate Student TRACS site).
3. Submission of that application to the Director of Graduate Studies before the first month (January, June, or September) of the semester preceding the semester in which practicum site work will begin.

* Application may be made after completing three of the four classes.

The Graduate Practicum Application committee will evaluate the applicant’s materials. Once the Graduate Advisor indicates that a student qualifies for practicum site placement, the following process should be initiated and completed:

1. Discuss possible sites and projects with several faculty members, including the Director of Graduate Programs in the Sociology Department;
2. Ask one of those faculty members for site placement;
3. Develop, in consultation with the faculty member and practicum site employees, a significant, rigorous semester-long project that helps the agency pursue or achieve its goals;
4. Submit that project proposal to other sociology department faculty who will be members of the committee, for their concurrence.
5. Initiate the project.

Students may not receive permission to pursue practicum site placement if the criteria indicated previously are not met. If a student does not receive permission to begin a practicum, either because or grades, deportment, or both, the student may do one (or more) of the following:

1. Reapply after the deficiency has been resolved by
   a. Retaking courses;
   b. Requesting additional letters of reference that attest to a competence as remediated. (Only one reapplication is permitted.)
2. Switch to the Master’s of Arts with a major in Sociology degree (thesis or non-thesis option).
3. Withdraw from the Department.

If the student reapplyes by retaking courses or requesting additional letters of reference, the graduate advisor will consult with members of the graduate faculty. After review of the student’s reapplication, the graduate advisor shall inform the student of acceptance or denial of the reapplication within three weeks of receiving the student’s reapplication materials.

D. MA THESIS GUIDELINES

The thesis is a major research project about a sociological topic. Students choose thesis topics based on their areas of interest in sociology and by identifying a significant empirical gap in the academic literature. The thesis must reflect a graduate level understanding of the topic and of sociology, as well as the ability to communicate that understanding on paper. The thesis is not about students’ personal beliefs, values, or opinions. It must demonstrate that students have an understanding—and can communicate that understanding in writing—of a sociological approach to the topic in an organized, coherent way.

Students must also consult with their committee chair regarding human subjects review and the IRB application process. Most theses require IRB review for approval or exemption (except for example, projects relying on content analyses of media). Students must include, in their planning, the time required for IRB application review. They must ask their thesis committee chair to read and approve all documents required for the IRB application. Students should NOT send anything to the IRB without prior approval from the thesis committee chair. Students must complete the online CITI Program for “Social and Behavioral Students” before they can submit applications to the IRB for approval. All students should complete the CITI program during their first semester, if possible. Check the Texas State human subjects webpage for updates.

Students must write a thesis proposal. The proposal describes the proposed thesis study in detail. Because this document is a proposal, the project may change as a result of the feedback of the chair and committee. The committee chair will determine whether the project is appropriate for a master’s thesis. Thesis proposals typically include the following items:

1. An introduction and rationale: Introduce the topic and explain why it is important to study. What is the sociological significance? What is the sociological rationale for conducting this research? Students should not discuss why the topic is important to them; instead, they shall emphasize the sociological relevance.

2. A literature review: What do sociologists already know about this topic? This section summarizes most of the relevant previous sociological studies, as they relate to the topic. It should define all central concepts and identify the gap in the literature. It should discuss how the proposed study fills that gap.
3. Theoretical framework(s): This section should describe the theoretical background of the main question. It will discuss the main theories that are relevant to the study. (Note: This document is a proposal; the theories employed in the completed thesis might change.)

4. A description of research questions or hypotheses and rationale.

5. A proposed methodology: Students must apply what they have learned in methods courses to their study design. This section must discuss the proposed method and why this method is appropriate for the research questions or hypotheses. It must describe the proposed sample, sampling procedure, and how you will get access to your sample. It must indicate whether the project is under review at the IRB. Quantitative studies shall include a description of independent and dependent variables and how they will be operationalized. If applicable, the survey questionnaire will be part of the appendix. Qualitative studies shall include an explicit discussion of respondents or sites, and the interview guide, if applicable.

6. A proposed and realistic timeline

7. A bibliography (Use ASA format)

8. Appendices (if applicable):
   a. Copy of IRB approval or exemption, when appropriate; most theses must have IRB approval or receive an IRB exemption. Students should consult with their committee chair about the IRB process.
   b. Interview guide, survey instrument, etc.
   c. Consent form

After the committee chair approves the proposal, the student must

1. Submit the proposal to the committee members;

2. Submit the proposal to the Graduate Programs Administrator at mv1066@txstate.edu; the Graduate Programs Administrator will complete a Thesis Proposal form and email to the student a completed thesis proposal form for verification;

3. Print, sign and ask the committee chair and committee members to sign the thesis proposal; and

4. Submit the thesis proposal with the IRB approval or exemption (if applicable) and thesis proposal form with the committee signatures to the department’s graduate
director office administrator for approval. If approved, the graduate director will forward the thesis and the proposal form to the department chair for his or her signature. The office staff will forward the signed and completed form and proposal to the Dean of the Graduate College for approval.

E. MA THESIS AND MS PRACTICUM REPORT: THE DEFENSE AND COMPREHENSIVE EXAMINATION

If the chair approves the thesis or practicum report, then the student may send the thesis or report to the committee and set up the defense. The committee and other sociology department faculty and graduate students will attend the defense. Students should not invite friends, family members, significant others, or other people from outside the department. MS practica students should not invite their practicum site supervisor to this department defense.

Typically, the student introduces her or himself and discusses the main issues in the thesis or practicum for about 15 minutes (no longer). He or she should prepare a PowerPoint presentation outlining the major ideas. The defense is considered an oral exam. The committee and other faculty present will ask questions about the thesis or practicum topics, specifically, and sociology, generally. Refer to more specific guidelines on TRACS about the defense.

For MA (thesis option) and MS students, the comprehensive exam will cover the thesis or practicum report, as well as the student’s mastery of sociology. The members of the student’s thesis or practicum committee will constitute the final oral examination committee. They will be the only faculty members to decide whether the student passes the examination, although all members of the faculty are invited to attend the oral examination. The comprehensive examination cannot be held until after all members of the student's committee have read the thesis or research report.

**Before the defense, students must**

1) Find a time when all committee members can meet and ask the Graduate Programs Administrator to reserve a room for the defense.

2) Send copies of the thesis or practicum report to the committee and confirm the date, time, and place of the defense. Give the completed and polished thesis to the committee at least one week before the defense date.

3) Check the graduate school deadlines and plan carefully. **Note that practica are “in house”; thus, practicum defense dates may be scheduled later (up to the last week of classes) than thesis defense dates** listed on the Graduate College webpage.
4) E-mail the thesis or practicum title, abstract, and names of committee members, to the sociology graduate programs administrator at mv1066@txtate.edu one week prior to the scheduled defense date.

5) Study previous methods and theory class notes in order to prepare for questions during the defense.

The day of the defense, students must

1) Arrive early, ask an office staff member to unlock the conference room door and assist with computer set-up if needed.

2) Confirm that the committee chair will take the student’s thesis or practicum defense form (with committee signatures) to the graduate advisor’s office in the sociology department after the defense. The committee will sign the form if the student has successfully defended.

After the defense, students must

1) Complete revisions and send the final document to the committee chair for his or her final approval.

2) Confirm the correct format.

The MA-thesis must follow the correct Graduate College format exactly. Thesis chairs and sociology department office staff will not help with these details because confirming format, etc. are the student’s responsibility. Be aware of graduate school deadlines (located on our TRACS site or on the Graduate College website). Correspond with the graduate school about any formatting questions. Anticipate more formatting revisions.

The practicum report should not be sent to the Graduate College. The final practicum report must be submitted to the sociology department’s Director of Graduate Programs.

3) Provide a bound copy for the sociology department library (submit it to the Director of Graduate Programs in the sociology department) and for the committee chair.

4) Complete the online exit interview for the sociology department.

5) Celebrate this fine accomplishment.

F. MA NON-THESIS

A student who elects to take the non-thesis option must complete all course work satisfactorily and pass a written comprehensive exam at the end of the program. Students will be expected to be knowledgeable about material from substantive courses as well as core courses and be able to apply theory, statistics, and methods to substantive areas. A rotating committee of graduate
faculty will write, administer, and evaluate the comprehensive written exam. This examination will be taken over a number of days and will cover the substantive areas of theory, methods, and statistics, as well as other areas in the student's coursework.

VI. ENROLLMENT AND COURSE CREDIT

Any graduate student receiving supervision or assistance on a practicum report or a thesis must be registered for the appropriate course during that semester. Failure to register for either the practicum or thesis course in a semester in which assistance is received may result in postponement of graduation. The initial enrollment for the practicum is under Sociology 5398A, and for the thesis is under Sociology 5399A. All subsequent enrollments for the practicum or thesis are under Sociology 5398B or Sociology 5399B, respectively. In any semester in which the research report or thesis is not completed, the committee chair assigns a grade of "PR" (in progress) or "F" if the progress is unsatisfactory. When the research report or thesis is completed, it must be filed in the Texas State Alkek Library and the binding fee paid. A grade of "CR," or credit, is then assigned and 6 hours of graduate credit awarded. The student should consult the Graduate Catalog under Thesis Requirements and secure a copy of the Graduate Thesis Handbook from the Graduate Office for more detailed information on the University thesis requirements.

VII. APPLYING FOR GRADUATION

Apply for graduation during the first week of the semester you plan to graduate. Check the Graduate College website for deadlines and plan carefully.

VIII. THE CONDUCT OF INQUIRY

Both the practicum report and the thesis must demonstrate scholarship. Each should serve as a "showcase" for the student's abilities and knowledge in the academic discipline of sociology. The organization of the paper must conform to the general format for a graduate thesis outlined in the current edition of the Graduate Thesis Handbook. Citation and bibliographic entries must follow the format set by the American Sociological Association (ASA). Information about the ASA format is available in the Department, at the ASA web site <http://www.asanet.org/> and in the latest edition of the American Sociological Association Style Guide. Questions concerning the application of the ASA format to the thesis should be addressed to the student's director.

IX. APPEAL PROCESS

Should a student take issue with the committee's decision on the comprehensive exam, the following process should be employed to appeal that decision.
1. The student must notify the members of the committee in writing within 10 working days of the decision that the student requests the committee to reconsider its decision. The student should identify specific points or issues to be reconsidered by the committee.
2. The committee has 10 working days after receiving the request to respond to the student in writing.
3. If no satisfactory conclusion can be reached at this level, the student may appeal in writing to the Chair of Sociology Department.
4. The chair has 5 working days after receiving the request to respond to the student in writing.
5. If no satisfactory conclusion can be reached at this level, the student may appeal in writing to the Dean of the College of Liberal Arts, whose decision is final.

Students found guilty of academic dishonesty are subject to the disciplinary action specified in the Texas State Student Handbook. The rules related to academic dishonesty can be found on the sociology department website and in the University’s Honor Code.

X. DEADLINES

The Office of the Dean of the Graduate College sets all official deadlines. A Candidate Information Sheet is available in the Graduate Office for each fall, spring and summer. For the exact deadline dates consult the Graduate College webpage for the semester in which you plan to graduate.

Submit theses electronically. Practica are NOT submitted to the library. Practica are housed in the sociology department office.

XI. FINAL COPIES OF THE THESIS OR PRACTICUM

One bound copy must be submitted to the Department of Sociology, and one bound copy, to the chairperson of the practicum or thesis committee. The student is encouraged to retain a final copy of their thesis or practicum for personal use.

Thesis: Students to submit their thesis to the library electronically. Students must still submit a hard copy to the sociology department and his or her committee chair.

Practicum: The practicum cannot be submitted electronically. Students must turn in a bound hard copy to the sociology department’s graduate director’s office.
XII. DEPARTMENT POLICY: STUDENT FITNESS AND PERFORMANCE

Students enrolled in all academic programs in the Department of Sociology must maintain high scholastic standards and develop a mastery of the knowledge and methods of the discipline. Students are expected to demonstrate emotional and mental fitness in their interactions with others, use skills and methods that are generally accepted by others in the profession, and conform to the American Sociological Association’s Code of Ethics, the Texas State University Honor Code, and the Texas State University Code of Student Conduct. A student’s acceptance in any program does not guarantee the student’s fitness to remain in that program. The faculty is responsible for insuring that only those students who continue to meet program standards are allowed to continue in any program. Refer to the department website for evaluation criteria and the student review process.