

**TEXAS**  **STATE**®  
**SOCIOLOGY**

**Texas State University**

**Department Handbook**

**MA with a Major in Sociology**  
**MS with a Major in Applied Sociology**

**2019-2020**

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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). 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. 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 MS 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. We also offer the MS with a non-thesis option in which students must complete three written comprehensive exams.
- B. The MA with a major in Sociology 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. Students who are considering doctoral work should plan to complete the thesis. In the MA, the student's culminating thesis is an empirical research project that addresses a gap in the sociological literature.

## **II. ADMISSION TO THE PROGRAM**

Applicants should refer to the Graduate College webpages (<http://www.gradcollege.txstate.edu/>) for information on application requirements.

## **III. DEGREE OUTLINE**

At the time students enter one of the graduate programs in sociology, a degree outline/audit 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 who want to switch (e.g. from MA to MS), must consult with the graduate advisor about the process to do so. Students who want to switch from the MA to MS or vice versa must reapply to the new program.

## **IV. GRADUATE DEGREE REQUIREMENTS**

Requirements for the two graduate degrees in Sociology vary. The MS-practicum track requires course work plus a practicum, or site-based research project. The MS non-thesis track requires additional course work and the successful completion of three written comprehensive exams at the

end of the program. The MA requires core course work plus the completion of a thesis. Consult with the DEGREE TEMPLATES that are available on the TRACS site. Use these templates and your Degree Audit as your guide for planning courses.

#### A. THE MINOR OR COGNATE

The MS does not require a minor or cognate. The MA requires a 9-15 hour minor or a 6 hour cognate. The requirements for the minor are set by the minor department. The student should consult with the graduate advisor of the proposed minor department to determine the exact requirements for that minor. The cognate is comprised of courses in any department outside of sociology.

#### B. 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 supervising 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 obligated 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. 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. MA thesis and MS practicum students should refer to the checklists available on the Tracs site.

Theses and practica require that students interact with many groups in order to achieve their goals and objectives. Students are expected to be professional, respectful, 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. Deadlines are available on 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 for the practicum or thesis is determined by the faculty member's interest and specialization 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.

MS-practicum students cannot take 5398A and 5398 B in the same semester, except in rare cases. In 5398A, students identify a practicum site, write the contract in consultation with their site supervisor and practicum chair, and begin research for the practicum. In 5398B, students complete the practicum report for their faculty committee, fulfill other responsibilities (for example, a presentation or report for the site), and defend their practicum to their sociology faculty committee.

*The practicum committee* consists of three sociology faculty members: The committee chair and two faculty members. The agency supervisor is also shapes the project. Student questions about any part of the practicum should be directed towards the committee chair first.

MA students cannot take 5399A and 5399B in the same semester, except in rare cases. In 5399A, students should complete the thesis proposal, and get the proposal approved by the committee and start or complete the IRB application process. In 5399B, students should complete the thesis and defend the thesis. Note that there are different hours for the "B" course in this sequence (e.g., 5199B, 5399B, etc.). Students must take a minimum of 3 hours of thesis A and 3 hours of thesis B but then, if needed, may take more thesis B hours if their thesis chair approves additional thesis hours for their thesis research.

*The MA-thesis committee* consists of three faculty members: 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. Students can find areas of specialization on the department homepage, faculty CVs, and ask faculty about their other areas. The chair can provide possible recommendations for the other committee members.

## C. MS PRACTICUM GUIDELINES

The student will complete a site-based applied research project, collecting data and/or analyzing existing data and producing a final report. A practicum is an applied research project designed to help an agency or organization achieve its goals or objectives. Although students' practica will vary, students will combine the emphases of the program – sociological methods and statistics, needs assessment, impact analysis, and grant writing – with the collection and analysis of quantitative and/or qualitative data. The goals of applied research and the practicum are organization or agency specific. The practicum is not an internship. 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, non-profits, businesses, agencies and/or in government offices.

In order to identify a potential site to carry out the research for the practicum, the student should consult with the practicum chair, who will initiate contact with the potential site. Students should not “cold call” agencies or organizations on their own. The faculty supervisor will meet with the student and site supervisor to help determine the parameters, objectives, and timeline for the research. For some practica, the organization has data available for the student to organize and/or a clear plan for the student's work. For other practica, the committee chair and student will need to suggest possibilities for the agency or organization and explain the quantitative and/or qualitative types of projects that are possible. Some students will have contracts completed at the beginning of SOCI 5398A, others will complete the contract towards the end of 5398A. The timing of the contract completion, writing the literature review, and completing the research for the organization will vary depending on the organization's needs and timeline. The student should always consult with the committee chair with questions about the timeline. Students should also stay in close contact with their committee chair and the organization site supervisor about their progress.

The student, committee chair, and practicum site supervisor will write a *contract* that outlines exactly what the student will do for the agency, the timeline, the expectations, and the product (e.g. a presentation for the agency, an infographic for clients, etc.). Students should write the contract by using the template that is available on the graduate student TRACS site.

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 your committee chair.

*Application Process for Practica:* Before students can begin planning the practicum, they must apply to be able to enroll in 5398A. 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 (application may be made after completing three of the four classes).
2. The practicum proposal application (available on the Sociology Graduate Student TRACS site).
3. Submission of that application to the Director of Graduate Studies during the semester preceding the semester in which practicum site work will begin.

Once the graduate advisor indicates that a student qualifies for practicum site placement, the student must:

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 ideas about 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. Complete the practicum contract and, 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 of grades, department, or both, the student may do one (or more) of the following:

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

If the student reapplies 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 two weeks of receiving the student's reapplication materials.

*The Practicum Report: Report for the Agency vs. Report for the Committee and Department*

Report for the agency: Most students will be asked to provide a summary or report to the agency or organization. That agency report will be different than the student's practicum report for the practicum committee. The agency report (if required) will probably not mention sociological theory. It will focus on information specific to the agency or organization: What did you find? What do you recommend based on your findings? This report should include empirical studies in a literature review.

Report for the faculty committee: The final report for the committee and department must include the following elements:

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. The methodology: Which method(s) were 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. Reflection: What was it like to do applied research? What worked well? What would you do differently? How will you handle conducting applied research in the future? What are the most important things you learned?
6. A bibliography in ASA format
7. Appendices (if applicable, e.g. Interview guide, survey instrument, etc.)

#### 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. 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. Students should complete the CITI program during their first semester of the program.

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. 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. 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. Description of research questions or hypotheses and rationale.
5. Proposed methodology: Students must apply what 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. Proposed and realistic timeline
7. 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. After the committee approves the proposal, the student must complete the thesis proposal form (available on the Graduate College site under “Forms”) and collect signatures.
2. 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 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). The PowerPoint presentation should outline the major ideas in the project. The defense is also considered an oral exam. The committee and other faculty present will ask questions about the thesis or practicum topics, specifically, and sociology, generally.

For MA and MS-practicum 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 ([socigrad@txstate.edu](mailto:socigrad@txstate.edu)) 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.

Check the graduate school deadlines and plan carefully. **Note that practica are “in house”**; thus, *practicum defense dates* may be may be scheduled later than *thesis defense dates* listed on the Graduate College webpage. The practicum defense must be scheduled at least 7-10 days prior to comprehensive exam deadlines listed on the Graduate College website.

E-mail the thesis or practicum title, abstract, and names of committee members, to the

sociology graduate programs administrator at [socigrad@txstate.edu](mailto:socigrad@txstate.edu) at least one week prior to the scheduled defense date. Study previous course notes and materials (particularly from statistics, methods, and theory) 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 to the thesis or practicum 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. Details about confirming format, proofreading, etc. are the student's responsibility. Attend Graduate College Shop Talks about the thesis process. Be aware of graduate school deadlines (located on the Graduate College website: <http://www.gradcollege.txstate.edu/students/thesis-dissertation.html>). Correspond with the Graduate College about formatting questions.
- 3) Theses must be submitted electronically to the library by the Graduate College deadline. Practicum reports must be submitted electronically and in hard copy to the graduate advisor in sociology. The practicum report ***should not*** be sent to the library or Graduate College.
- 4) 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.
- 5) Complete the online exit interview for the sociology department.
- 6) Celebrate this fine accomplishment.

### **APPEAL PROCESS: PRACTICA AND THESIS DEFENSES**

If a student takes issue with the committee's decision on the comprehensive exam, the following process will be employed to appeal that decision.

1. The student must notify the members of the committee in writing within 7 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 7 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 7 working days after receiving the request to respond to the student in writing.

Students found guilty of academic dishonesty are subject to the disciplinary action specified in the Texas State Student Handbook and in the University's Honor Code. The Tracs site contains numerous resources on avoiding plagiarism. Unintentional plagiarism has the same consequences as intentional plagiarism.

#### F. MS IN APPLIED SOCIOLOGY: NON-THESIS TRACK

Students who pursue the MS non-thesis option must complete all course work satisfactorily and pass three written comprehensive exams on theory, statistics, and methods at the end of the program.

**Students must complete the exams in their last semester of coursework or the next (subsequent) semester** (exceptions can be made with the permission of the Director of Graduate Programs in Sociology and only for extreme emergencies). 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 in our department and on three different days. One exam cover the student's knowledge and applications of classical and contemporary sociological theories. A second exam will evaluate the student's understanding and application of quantitative and qualitative methods. A third exam will cover statistics. All of the exam answers should also demonstrate the student's knowledge of relevant literature and empirical areas in the student's coursework. In order to schedule and complete written comprehensive exams, students in the MS Non-thesis track must contact the Director of Graduate Programs **by the second Friday of the semester in which they want to complete exams**. Refer to the Tracs site under "MS-Non-thesis Comprehensive Exams" for details and additional handouts and information.

**GC 5100:** Starting in **fall 2019**, students who have ONLY comprehensive exams to complete and who have completed all coursework (i.e., are taking only comprehensive exams in a semester without taking any other courses) will be required to take a one-hour comprehensive exam course, GC 5100. This is not a course that meets and it does not affect GPA; it simply allows students to access campus resources during their final semester. Because the course is one-hour, it will not be eligible for financial aid. Students in this situation will have to pay out of pocket for the one-hour course. Hence, if possible, we recommend that students complete their comp exams during their last semester of coursework. Contact the Director of Graduate Programs in order to register for GC 5100.

**Evaluation of Comprehensive Exam Answers:** A committee of graduate faculty will evaluate exam answers for the following: content, insight, correct application of course material, empirical evidence, and citations/sources to determine whether the answers pass or fail. Additionally, the committee will examine the answers to ensure that they adhere to our University's Honor Code (see <http://www.txstate.edu/honorcodecouncil/>). If a student appears to have violated the Honor Code, it is the up to the discretion of the student's committee to decide on the extent of the violation and whether to report the student to the university Honor Code Council for a violation or violations.

On the first attempt at an exam, if a student fails an answer or answers, he or she will be asked to consult readings, re-write and re-submit answers to the Director of Graduate Programs in Sociology within 7 days of receiving the committee's evaluation. If a student does not pass the second attempt, then he or she will not be able to graduate in that particular semester. He or she will have to reapply for graduation

and will be required to return for the next long semester (fall or spring) after studying for comprehensive exams and take comprehensive exams in one or more areas during that subsequent long semester. A new faculty committee will then evaluate the student's third attempt at answering the comprehensive exam questions successfully. At this point, the student must sign a form that indicates the student's understanding that the third attempt is the final attempt. If the student fails the third attempt, then he or she will not be able to graduate with the MS degree in our department.

## **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 (Students may also take 5199B, 5699B etc. depending on the hours they need). 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.

## **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. There are no exceptions to these deadlines.

## **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. 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.

## **IX. DEADLINES**

The Graduate College sets all official deadlines. Consult the Graduate College webpage for the semester in which you plan to graduate. Adhering to deadlines is the student's responsibility.

## **X. 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.