Graduate Program Handbook
MA in Sociology
MA in Criminology

SOCIOLOGY DEPARTMENT * 801 22 STREET NW * PHILLIPS HALL 409
Table of Contents

Sociology Faculty ........................................................................................................... 1
Key Personnel................................................................................................................. 2
MA in Sociology Required Courses ........................................................................... 3
Planning Worksheet for MA in Sociology ................................................................. 4
MA in Criminology Required Courses ................................................................... 5
Planning Worksheet for MA in Criminology ........................................................... 6
Comprehensive Examination (Criminology MA only) ....................................... 7
MA Thesis Guidelines and Deadlines .................................................................... 9
Academic Integrity ................................................................................................... 15
Professional Associations .........................................................................................16
Helpful Websites for Graduate Students .............................................................. 17
Forms ....................................................................................................................... 18
Faculty

Information about faculty research and teaching specialties can be found on the department’s website: http://sociology.columbian.gwu.edu/
Key Personnel

Chair: Gregory Squires (squires@gwu.edu), 202-994-6894

Operations Manager: Octavia Kelsey (okelseyg@gwu.edu), 202-994-6345

Executive Assistant: Maureen Kentoff (soc@gwu.edu), 202-994-5325

Director of Graduate Studies: Fran Buntman (fbuntman@gwu.edu), 202-994-7465

Department of Sociology
801 22nd Street NW, Suite 409
Washington DC 20052
Phone: (202) 994-6345 Fax: (202) 994-3239
soc@gwu.edu

The Graduate Committee (in the Sociology Department) is responsible for making admissions and award decisions and for dealing with academic issues as they pertain to the MA programs in Sociology and Criminology. The Graduate Committee consists of three members:

Fran Buntman, Director of Graduate Studies
Email: fbuntman@gwu.edu
(202) 994-7466, Office: Phillips 409G

Antwan Jones
Email: antwan@gwu.edu
(202) 994-0266, Office: Phillips 409C

Daniel Martinez
Email: danielmartinez@gwu.edu
(202) 99406345, Office: Phillips 409O

The Graduate School: The Columbian College of Arts and Sciences (CCAS) Graduate Student Handbook is online at http://columbian.gwu.edu/graduate/graduatestudenthandbook. Students with questions about CCAS rules and requirements may contact Adrienne Douglass, the Graduate Program Director for the Department of Sociology in CCAS. Her office is located in Phillips Hall 107 and you may reach her at (202) 994-4904 or adoug@gwu.edu.

Advisors: There are two stages: (1) All incoming graduate students are assigned a faculty Advisor at the beginning of their first semester at GW. Students should meet with their Advisor early in their first semester to discuss their program of studies and any questions about the graduate program. (2) Once a student has formed a Thesis Committee (composed of a faculty director and a reader), the Thesis Director becomes the student’s new Advisor. Criminology students who opt not to do a thesis retain their original Advisor.
MA in Sociology

Required Courses

Methods
Soc 6230: Research Methods
Soc 6231: Data Analysis
Soc 6232: Qualitative Methodology

Theory
Soc 6238: Development of Sociological Theory
Soc 6239: Contemporary Sociological Theory

Thesis
Soc 6998: Thesis Research
Soc 6999: Thesis Research

Major Field*
Two Courses

Minor Field*
One Course

Electives
Any two other departmental graduate courses; SOC 6295 may be taken once.

Other Departments
With the written consent of your advisor and the graduate director, one graduate course in a related department or program (including consortium courses) may be used for one of the major or minor requirements or for one of the electives.

* Fields of Concentration
The following courses satisfy requirements for the three major and minor fields:

Social Inequality
Soc 6245: Race Relations
Soc 6246: Comparative Race and Ethnicity
Soc 6248: Race and Urban Redevelopment
Soc 6252: Selected Topics+
Soc 6263: Race and Crime
Soc 6265: Women, Welfare, and Poverty
Soc 6268: Race, Gender, and Class
Soc 6271: Gender and Society
Soc 6273: The Sex Industry

Soc 6286: The Law of Race and Slavery

Urban Sociology
Soc 6248: Race and Urban Redevelopment
Soc 6250: Urban Sociology
Soc 6252: Selected Topics+
PSci 6211: Urban Politics
PSci 6212: Urban Policy Problems
Geog 6243: Urban Geography

Criminology
Soc 6258: Deviance and Control
Soc 6259: Criminology
Soc 6260: Special Topics in Criminology+
Soc 6262: Corrections
Soc 6263: Race and Crime
Soc 6264: Organized Crime
Soc 6273: The Sex Industry

+Depending on course content. Check with your advisor.
## Two-Year Planning Worksheet for MA in Sociology

*(full-time schedule)*

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td><strong>Course 1:</strong> SOC 6238 (Theory)</td>
<td><strong>Course 1:</strong> SOC 6239 (Theory)</td>
</tr>
<tr>
<td></td>
<td><strong>Course 2:</strong> SOC 6230 (Methods)</td>
<td><strong>Course 2:</strong> SOC 6231 (Stats)</td>
</tr>
<tr>
<td></td>
<td><strong>Course 3:</strong> (substantive course)</td>
<td><strong>Course 3:</strong> (substantive course)</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td><strong>Course 1:</strong> SOC 6998 (Thesis Research)</td>
<td><strong>Course 1:</strong> SOC 6999 (Thesis Research)</td>
</tr>
<tr>
<td></td>
<td><strong>Course 2:</strong> SOC 6232 (Qual. Methods)</td>
<td><strong>Course 2:</strong> (substantive course)</td>
</tr>
<tr>
<td></td>
<td><strong>Course 3:</strong> (substantive course)</td>
<td><strong>Course 3:</strong> (substantive course)</td>
</tr>
</tbody>
</table>
MA in Criminology

Required Courses

Requirements include: 3 Research Methods courses, 2 Criminology courses, 1 Theory course, 1 Forensic Sciences course, 5 Elective courses, and either a thesis or a comprehensive examination.

Research Methods
Soc 6230: Research Methods
Soc 6231: Data Analysis
Soc 6232: Qualitative Methodology

Criminology
Soc 6258: Deviance & Control
Soc 6259: Criminology

Theory
ONE of the following
Soc 6238: Development of Sociological Theory
Soc 6239: Contemporary Sociological Theory

Criminal Law
SOC 6257: Criminal Law for Forensic Scientists

Electives (5 courses)*
Any two Forensic Sciences courses
Soc 6260: Special Topics in Criminal Justice
Soc 6261: Sociology of Law
Soc 6262: Corrections
Soc 6263: Race & Crime
Soc 6264: Organized Crime
Soc 6266: Gender & Criminal Justice
Soc 6273: The Sex Industry

*Electives: A minimum of TWO electives must be taken from Forensic Sciences. A minimum of ONE elective must be taken in Criminology from the list above. Your balance of courses could be:

- 1 Criminology elective & 4 Forensic Sciences electives;
- 2 Criminology electives & 3 Forensic Sciences electives; or
- 3 Criminology electives & 2 Forensic Sciences electives.

With the written consent of your advisor and the graduate director, one graduate course in a related department or program (including consortium courses) may be used for one of the required or elective courses.

A Comprehensive Examination or a Thesis is required:

- Comprehensive Examination: Written examination covering required coursework.
- Master’s Thesis: Substitute Soc 6998 & 6999 (Thesis Research) for two elective courses. At least two Forensics and one Criminology elective must still be taken.

NOTE: Many Forensic Sciences courses require substantial science background, especially chemistry, and are encouraged for those who have strong science training. Courses that are not science-based include FS 6254 (Forensic Psychiatry), FS 6208 (Terrorism), FS 6253 (Homicide Investigation), FS 6255 (Child Abuse Investigation), FS 6256 (Forensic Pathology). It is recommended that students take Criminal Law I during their second year.
## Two-Year Planning Worksheets

*(full-time schedule)*

### MA in Criminology with the Thesis Option

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course 1: SOC 6230 (Methods)</td>
<td>Course 1: SOC 6231 (Stats)</td>
</tr>
<tr>
<td></td>
<td>Course 2: SOC 6258 (Deviance)</td>
<td>Course 2: SOC 6259 (Criminology)</td>
</tr>
<tr>
<td></td>
<td>Course 3: SOC 6238 (Theory) or Elective</td>
<td>Course 3: Elective</td>
</tr>
<tr>
<td>Year 2</td>
<td>Course 1: SOC 6998 (Thesis Research)</td>
<td>Course 1: SOC 6999 (Thesis Research)</td>
</tr>
<tr>
<td></td>
<td>Course 2: SOC 6232 (Qual. Methods)</td>
<td>Course 2: SOC 6239 (Theory) or Elective</td>
</tr>
<tr>
<td></td>
<td>Course 3: FS 6221: Criminal Law I</td>
<td>Course 3: Elective</td>
</tr>
</tbody>
</table>

### MA in Criminology with the Comprehensive Exam Option

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course 1: SOC 6230 (Methods)</td>
<td>Course 1: SOC 6231 (Stats)</td>
</tr>
<tr>
<td></td>
<td>Course 2: SOC 6258 (Deviance)</td>
<td>Course 2: SOC 6259 (Criminology)</td>
</tr>
<tr>
<td></td>
<td>Course 3: SOC 6238 (Theory) or Elective</td>
<td>Course 3: Elective</td>
</tr>
<tr>
<td>Year 2</td>
<td>Course 1: Elective</td>
<td>Course 1: Elective</td>
</tr>
<tr>
<td></td>
<td>Course 2: SOC 6232 (Qual. Methods)</td>
<td>Course 2: SOC 6239 (Theory) or Elective</td>
</tr>
<tr>
<td></td>
<td>Course 3: FS 6221: Criminal Law I</td>
<td>Course 3: Elective</td>
</tr>
</tbody>
</table>
MA in Criminology: Comprehensive Examination

**Format:** 2 essay questions, take-home, typed, double-spaced, 11 or 12 point type size. Maximum length = 30 pages (not including references).

**Questions:** Students will be given two questions that test their knowledge of criminological theory, empirical studies, and/or criminal law (15 pages each).

**Timing:** Exam to be taken during student’s final semester in program, but no later than the 11th week of classes in that semester.
- Exams should be taken during the regular academic year, and only under unusual circumstances would an exam be administered during the summer.
- Students receive exam questions at 12 noon on a Thursday and return it by 12 noon the following Monday.

**Administration:**
- Students are responsible for contacting their Advisor early in their final semester to initiate the exam process.
- Advisors will coordinate the exam, by appointing faculty to write and read questions and determining when the exam will be taken.
- A faculty member will be appointed to write one question, and he or she will also read and evaluate that question. A second faculty member will be appointed to read and evaluate the same question.
- No faculty member will be asked to write/read more than one question per exam, unless a question needs to be retaken by the student.
- Grades for each question are as follows: High Pass, Pass, Conditional Pass, or Fail.
- Students who receive a Conditional Pass on any question will be required to revise their answer in response to the readers’ criticisms. A passing grade will be contingent on successful revision of the problematic answer (successful revision will result in a grade of High Pass or Pass on that question). Unsuccessful revision will result in a grade of Fail on that question, which will require answering a new, substitute question.
- Students who receive, on any question, a grade of Fail will be required to answer a new, substitute question.
- If a student Fails a question on the second attempt, the student fails the exam and is terminated from the program.
- Students who retake a question must do so by the last week of classes in their final semester.
- In order to receive a High Pass on the entire exam, the student must receive a High Pass on both questions.
Department Assessment of Comprehensive Exams:

In order to comply with accreditation requirements from the Middle States Commission on Higher Education, our department must complete an evaluation of every comprehensive exam written by our Criminology MA students as one way of determining whether the learning outcomes for our graduate program have been met. The evaluations will be analyzed in aggregate as part of an effort, over time, to guide our strategies for improvement. Please note: these data are being collected so that we may evaluate the department’s strengths and weaknesses, not the individual student’s. Nonetheless, we believe it is helpful to communicate to students what the department’s broad goals are. The learning outcomes for our graduate program include the following three items:

i. Students will demonstrate a sociological knowledge of and analytical skills in the substance of their major and minor fields, including stratification, urban sociology, and criminology.

ii. Students will be able to explain the process of sociological research; critically consume research-based information; and collect, code, and analyze sociological data using qualitative and quantitative research methods.

iii. Students will be able to articulate sociological theories, evaluate the limitations and strengths of a variety of theoretical approaches, and apply theories to the analysis of social life.

The evaluation of each Comprehensive Exam will take the following form:

<table>
<thead>
<tr>
<th>Task</th>
<th>Score (each component worth 5 points)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of appropriate theoretical perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to critically analyze key theoretical/conceptual perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding of, and comprehensiveness of response to, the specific issues raised in exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity to critically address criminological issues using appropriate social science tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of writing and use of citation style that conforms to discipline conventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL (out of 25)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This evaluation is for the department’s internal use only and is not meant to be shared with the student who has written the exam. However, students are welcome to inquire how well their work has met the department’s learning objectives.
Master’s Thesis Guidelines and Deadlines

Below is a set of guidelines to assist MA students regarding their theses. These guidelines are designed to help students and faculty work through the thesis process in a timely, organized manner.

1) Choosing a Thesis Topic, Director, and Reader

We recommend that students take SOC 6230 (Research Methods) in their first semester in the program, which should help them decide what method is most suitable for addressing their research questions or topics. We also recommend that either the qualitative method requirement (SOC 6232) or the quantitative data analysis requirement (SOC 6231) be fulfilled prior to starting the thesis research project.

Students should choose a Thesis Director before the end of their first year in the MA program. Thesis Directors must be regular full-time professors in the Sociology Department, including those with joint appointments. With the approval of the student’s Advisor, the Director of Graduate Studies, and the Chair of the Sociology Department, part-time faculty can also serve as Thesis Directors and Readers. If you are unsure about whether a particular faculty member is full- or part-time, ask your Advisor.

Choosing a Director is an important part of the process of writing a thesis. To identify the appropriate person, students should, at the very least, meet with all the faculty whose research areas correspond to their topics of interest. The Sociology Department’s website includes a description of each professor’s research interests and recent publications:
http://sociology.columbian.gwu.edu/. Visit professors during their office hours or set up appointments to meet with them, and be prepared to describe your own research interests and also find out more about the professor’s.

At best, a professor will become a true mentor to a student, guiding her or him through the process of doing research but also helping to professionalize the student in a meaningful way. Those students who are interested in developing this kind of relationship may think of themselves as apprentices. Students should read as many of the professor’s books and articles as they can, ask the professor about her or his research, and observe the professor’s process. Working alongside a mentor on her or his own research can really be the best way of really learning how to do research.

When seeking out a mentor and/or thesis advisor, remember that, as Joya Misra, editor of Gender & Society, notes: “Most professors have a great deal of work and a number of students that they are already working with. The key to a good mentoring relationship is reciprocity.” When supervising theses, professors want and expect that you will be professional – communicate clearly and consistently, hand in drafts that are spell-checked and properly cited, stick to deadlines, etc. That doesn’t mean you couldn’t and shouldn’t reach out for help; professors expect to guide students through difficult or uncertain aspects of research and
writing. Rather, it means that you need to take initiative, seek excellence, and remember that it’s your thesis so failures like tardiness or sloppiness are yours to correct.

If you want more than a thesis advisor but also an involvement in a professor’s work, then you need to read what they’ve written, offer to help in research, and be prepared to learn by doing, from literature searches to data gathering, for example. Misra adds, “The more you work with a researcher, the more you demystify the research process, and you begin to understand what you need to do to publish and teach effectively.” Most professors are delighted to co-author articles, for example, but that requires students to be professional, pro-active, and reciprocal.

Once a Thesis Director is chosen, the student should, in consultation with the Thesis Director, decide on a Thesis Reader from among the faculty. The Reader plays a more limited role in the thesis process, but should be involved from the beginning.

Once a Thesis Director is chosen, he or she becomes the student’s academic Advisor, replacing the student’s originally assigned Advisor. The Director of Graduate Studies and the Executive Aide in the Sociology Department should immediately be notified of the student’s new Advisor.

2) Suggested MA Proposal Deadlines

The following list of deadlines is suggested:

- Students planning to graduate in May should have their thesis proposals completed by early in the Fall Semester of the previous year (August or September), at the latest;
- Those planning to graduate by December should have their thesis proposals completed early in the Spring Semester of that year (January or February).

If students are collecting primary data from human subjects (interview, surveys, observations), they are strongly encouraged to have their thesis proposal completed one year prior to the graduation date because their project will have to be reviewed by the Office of Human Research.

See the GW Graduate Student Handbook and the Office of Human Research (OHR) website, [http://humanresearch.gwu.edu/](http://humanresearch.gwu.edu/). If the thesis involves research on people (such as interviewing, observing, questionnaires, focus groups, etc.) a student must complete several forms and prepare a submission packet for OHR review. For forms and instructions go to: [http://humanresearch.gwu.edu/IRBforms](http://humanresearch.gwu.edu/IRBforms). You may contact OHR at (202) 994-2715 if you have questions.

For student projects, they usually try to process the forms quickly, but there is no guarantee so it is best to get the materials in for review in a timely manner. As indicated in the Handbook and on the website, failure to obtain Human Subjects approval could result in the University requiring the student to redo the thesis, with newly-collected data.
NOTE that the IRB approval process cannot begin until you have gotten approval from your Thesis Director, which depends on completion of, at the minimum, the Research Methods section of your thesis proposal. Some students have tried to get IRB approval prior to getting their Thesis Director’s approval on the Methods section of their thesis proposal, which is putting the cart before the horse.

After the thesis proposal has been approved by the Thesis Director and Reader, the student should ask the Director to complete the Thesis Topic Approval Form, and then submit the form to the Director of Graduate Studies. This form is submitted after the thesis proposal has been approved, not when the thesis is completed.

3) Meeting with Thesis Director

Each student is required to meet with her or his Thesis Director at least once a month to report progress on the research, or more frequently if the Director and student agree on such a schedule. The student should also meet with the Reader periodically. These meetings should occur over the academic year unless the Director and Reader have indicated that they are available to work with the student during the summer.

4) Thesis Completion Timeline

The student will turn in drafts of the thesis to his or her Director throughout the semester prior to the anticipated graduation date. Students must be aware that their desire to graduate in a certain semester is not the deciding factor – the Director's evaluation of these drafts, along with the Reader's input, will determine whether graduation may occur on course or need to be delayed. Students should expect that quality work will require many rounds of revision; it is not unusual for theses to go through five, ten, even twelve drafts or more before they are ready for final submission.

At least six weeks before the appropriate deadline for graduation, the student must submit a completed draft of the thesis to the Director, who will provide feedback to the student within approximately two weeks upon receiving the draft. The student will then be required to revise the thesis accordingly. If the Director approves the revised draft, the student will then provide a draft of the thesis to the Reader at least three weeks in advance of graduation. The Reader will provide feedback within approximately two weeks of receipt of the thesis. The student will then be required to make revisions prior to the graduation deadline. Keep in mind that most faculty are less available to work with students during the summer.

It is up to the Director, student, and Reader as to when the Reader becomes involved. However, it is strongly encouraged that the Reader be informed of the student’s progress when the thesis is about halfway completed.
### 5) Deadlines

**Deadlines for submitting thesis to Graduate School:**

- **May 15** – for Spring graduation.
- **August 15** – for Summer graduation.
- **January 15** – for Fall graduation.

These deadlines are fixed and a thesis cannot be submitted after these dates if the student wishes to graduate in the respective semester.

Master’s theses are submitted electronically by the student once the document has been approved as final by the faculty. Information and deadline dates are posted on the Electronic Thesis and Dissertation (ETD) website. Formatting guidelines are included on the ETD site. The guidelines are designed to produce documents that are uniform in style, but they also allow for the particular requirements of the various disciplines. The student must also submit to CCAS the completed ETD Approval Form. In addition, the student must deliver ONE BOUND COPY of the thesis to the Executive Aide for deposit in the department’s conference room and one copy each for the Thesis Director and Reader.

After the final version of the thesis has been approved by the student’s Thesis Director and Reader, the Director completes the Thesis Sign-Off Form and Graduation Clearance Form and transmits the forms to the Executive Aide.
**Deadlines for applying for graduation:** Students nearing graduation should consult the following site for Graduation Application requirements via the GW Registrar website: [http://registrar.gwu.edu/application-deadlines](http://registrar.gwu.edu/application-deadlines)

Note: There will be a $35.00 late fee assessed for any application received after these deadlines. Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than March 15.

**Participation in the Commencement Ceremony:** Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current Spring semester, the preceding Fall semester, or the preceding Summer session. Students may participate in the May commencement ceremony if there is a reasonable expectation that they will be able to complete the requirements during the following summer. Summer graduates who elect to attend the preceding May ceremony must apply for graduation no later than March 15.

6) **Department Assessment of MA Theses**

In order to comply with accreditation requirements from the Middle States Commission on Higher Education, our department must complete an evaluation of every master’s thesis written by our Sociology and Criminology MA students as one way of determining whether the learning outcomes for our graduate program have been met. The evaluations will be analyzed in aggregate as part of an effort, over time, to guide our strategies for improvement. Please note: these data are being collected so that we may evaluate the department’s strengths and weaknesses, not the individual student’s. Nonetheless, we believe it is helpful to communicate to students what the department’s broad goals are. The learning outcomes for our graduate program include the following three items:

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The evaluation of the MA thesis will take the following form:

<table>
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<th>Task</th>
<th>Score (each component worth 5 points)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Statement of a problem or articulation of hypotheses (clarity of issue relative to appropriate theory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Literature review (relevance, comprehensiveness, theoretical focus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Data (appropriateness and relevance of data to problem/hypothesis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Analysis (effectiveness of analysis in addressing problem/testing hypothesis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conclusion/integration (clarity in summarizing how analysis adds value to theoretical understanding of problem/issue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Writing (quality of prose; citation style conforms to discipline conventions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL (out of 30)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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7) Further Information

The key documents students should be sure to consult are:

- **The Columbian College Graduate Student Handbook**
  Hard copies are available in Phillips 107, and also online at: [http://columbian.gwu.edu/graduate/graduatestudenthandbook](http://columbian.gwu.edu/graduate/graduatestudenthandbook)

- **The GW Graduate Bulletin**
  Hard copies are available in Phillips 107, and also online at: [http://bulletin.gwu.edu/](http://bulletin.gwu.edu/)

The University holds students responsible for following the guidelines and meeting the deadlines specified in these documents. Students should note the rules and requirements about registering for “Continuing Research” (CR): If student has completed all course work and including thesis credits (Soc 6998 & 6999), but is still working on the thesis (or other Incompletes), he or she must register and pay for one CR credit every fall and spring semester until graduation. With fees, this will cost about $1,500/semester. However, if a student graduates in the summer, he or she can register for Continuous Enrollment (CE), which costs about $35.

**Academic Integrity**

It is the responsibility of all graduate students to familiarize themselves with, and abide by, the GW Code of Academic Integrity: [http://www.gwu.edu/~ntegrity/code.html](http://www.gwu.edu/~ntegrity/code.html). This includes the Code in its entirety, but particular attention should be given to Article II, Section 1, b, where several types of cheating are specified, including “submitting the same work in more than one course without the prior permission of both instructors.” The Sociology Department’s policy is that this statement covers work that is identical, substantially the same, or slightly rewritten versions of the same paper.

* * * * *
Membership in Professional Associations

We recommend that Sociology students become members of the American Sociological Association (www.asanet.org) and that Criminology students become members of the American Society of Criminology (www.asc41.com). These are the premier professional organizations in their respective fields.

Other important associations include the Society for the Study of Social Problems (www.sssp1.org), the Academy of Criminal Justice Sciences (www.acjs.org), the Urban Affairs Association (http://urbanaffairsassociation.org/), Sociologists for Women in Society (www.socwomen.org), and the Association of Black Sociologists (http://associationofblacksociologists.org/).

Regional associations include the Eastern Sociological Society (http://www.essnet.org/) and the Southern Sociological Society (http://www.southernsociologicalsociety.org). The local association is the District of Columbia Sociological Society (http://www.dcsociologicalsociety.org/), which we also highly recommend joining (only $10).

American Sociological Association
www.asanet.org

International Sociology Association
http://www.isa-sociology.org/

Society for the Study of Social Problems
www.sssp1.org

Comprehensive list of associations:
http://www.sociosite.net/associations.php

Association of Black Sociologists
http://associationofblacksociologists.org/

Sociologists for Women in Society
www.socwomen.org

American Society of Criminology
www.asc41.com

Academy of Criminal Justice Sciences
www.acjs.org

Urban Affairs Association
http://urbanaffairsassociation.org/

District of Columbia Sociological Society
http://www.dcsociologicalsociety.org/

National Institute of Justice
(Justice Department research branch)
http://www.nij.gov/Pages/welcome.aspx
Helpful GW Websites for Graduate Students

GW Portal
http://my.gwu.edu/

Sociology Department
http://sociology.columbian.gwu.edu/

GW “The Source” Handbook
http://graduate.admissions.gwu.edu/the-source

CCAS Academic Calendar
http://www.gwu.edu/ac.cfm

GW Schedule of Classes
http://my.gwu.edu/mod/pws/

CCAS Graduate Student Handbook
http://columbian.gwu.edu/graduate/graduatestudenthandbook

GW Graduate Bulletin
http://bulletin.gwu.edu/arts-sciences/

GW Graduate Program Regulations
http://bulletin.gwu.edu/university-regulations/

CCAS Grad Program Important Links & Contacts (2)
http://columbian.gwu.edu/graduate-administration
http://columbian.gwu.edu/gw-experience

GW Libraries
http://www.library.gwu.edu/

GW Student Parking
http://transportation.gwu.edu/student-rates

GW E-mail Accounts & Technology Help Desk
http://it.gwu.edu/
The following two forms are available from the Executive Aide in the Sociology Department:

**Program of Study Form.** Submitted prior to the end of the second semester of residence
- (A new Program of Study form must be completed any time a student wishes to replace a required course with another course.)
- A student may change her or his Program of Studies as long as required courses are met, but such a change requires that a “Change of Program of Studies” form be submitted to and approved by the student’s Advisor.

**Thesis Topic Approval Form.** Submitted upon approval of thesis topic by Thesis Director and Reader, and prior to registration for thesis research (SOC 6998/6999). Form is completed by the student and submitted to the Thesis Director.

The following two forms are completed by the student’s faculty Advisor:

**Thesis Sign-Off Form.** Submitted by the date announced in the University Calendar. Deadlines are listed on page 12 above. Form is completed by the Thesis Director, NOT the student, and submitted to Executive Aide.

**Graduation Clearance Form.** Submitted at the end of the semester in which the student intends to graduate. This form is completed by the student’s faculty Advisor, NOT the student, after completion of all course requirements and after successful completion of thesis or comprehensive exam. Advisor signs the form, and then transmits it to the Director of Graduate Studies, who signs the form and transmits it to the Graduate School.

The student must submit the master’s thesis through the ETD (Electronic Theses and Dissertations) website here: [http://library.gwu.edu/etds/theses.php](http://library.gwu.edu/etds/theses.php)