

Sociology

Graduate Program

Handbook

FALL 2018

San José State University
Sociology and Interdisciplinary Social Sciences (SISS)
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The material in this handbook has been updated since the publication of the University Catalog. The Handbook language takes precedence over the University Catalog.

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I. Program Overview

Introduction

The Sociology and Interdisciplinary Social Sciences Department at San José State University provides graduate training in sociology that develops a strong core theoretical foundation along with research and analytic skills. The emphasis of the M.A. program is “Sociological Analysis and Practice” and consists of 30 units of coursework in theory, sociological practice, research methods and analysis, and topical electives in sociology. Upon completion of the program, students will be prepared to analyze, evaluate, and address a variety of social problems and issues.

There are approximately 30 graduate students enrolled in the program at a time, of which about 20 are actively taking coursework. The program takes approximately two to three years to complete, depending upon the program plan selected, student motivation, work schedule, and other obligations. Graduates from the program work in a diverse array of applied and professional settings such as marketing and public interest research, independent consulting firms, counseling, public and non-profit agencies, law, police and corrections, college teaching, and human resource management.

Our M.A. program also prepares students for continued studies in doctoral programs. Past students have been accepted to Ph.D. programs at U.C. Davis, U.C. Santa Cruz, U.C. Merced, University of Colorado, Stanford University, University of Oregon, Emory University, University of Iowa, the University of Limerick (Ireland), University of Texas at Austin, University of North Carolina-Chapel Hill, University of Nebraska, and Syracuse University.

Mission Statement

The M.A. Program in Sociology provides training in sociology that develops a strong core theoretical foundation along with research and analytic skills. The emphasis of the M.A. program is ‘Sociological Analysis and Practice’ and includes coursework in theory, sociological practice, research methods and analysis, and social issues. Upon completion of the program, students will be prepared to analyze, evaluate, and address a variety of social problems and issues in either academic or applied settings.

Graduate Program Goals and Learning Objectives

Students who graduate from our program should be able to:

1. Understand current social issues and social problems in their cultural, historical, and socio-political contexts, and formulate potential solutions to them, drawing on relevant sociological literature.
2. Understand the ways in which sociological theories and methods are used outside of academic settings in the practice of sociology and the production of positive social change.
3. Use social theory to critically interpret and evaluate both published social scientific research and social policies and programs.
4. Conduct research (qualitative, quantitative, and/or evaluative) using theory-driven research questions and understand the ethical issues involved with various methodological approaches.
5. Effectively communicate and present sociological knowledge using oral, written, and other technologically driven mediums.
6. Demonstrate expertise in a select subfield of sociology.

Faculty and Administrative Staff

Our faculty consists of 16 tenured and tenure-track faculty. We are diverse in terms of our theoretical orientations, methodological approaches, and substantive interests. The department provides a strong background for intellectual development in areas such as theory, research methods, domestic violence, health, identity, community change, immigration, education, race and ethnicity, family, and gender.

Maria Luisa Alaniz (Professor) Sociology of Education; Race & Ethnic Relations; Social Science Teacher Preparation Program

William Armaline (Associate Professor) Political Sociology; Critical Race Theory and Anti Racism; Human Rights, Social Control, Inequality and Youth, Qualitative/Ethnographic Methods; Critical Pedagogies; Educational Policy Reform; Drug Policy Reform

Tanya Bakhru (Associate Professor) Transnational Feminism; Women and Globalization; Reproductive Health and Rights

Natalie Boero (Professor) Medical Sociology; Qualitative Methods; Socialization; Gender

Peter Chua (Professor) Community Research and Social Change; Sociology of Human Rights (particularly, Migrant Rights); Third World Sociology

Hien Do (Professor) Vietnamese Americans; Asian American Communities; Asian American Studies Program

Faustina DuCros (Assistant Professor) Race and Ethnicity; Internal Migration; Immigration; Sociology of Black Communities; Sociology of Latina/os; Place; Education; Qualitative Methods. (ON LEAVE 2017/2018 ACADEMIC YEAR)

Carlos Garcia (Professor and Chair) Immigration; Quantitative Methods

Shahin Gerami (Professor) Women & Islam; Global Women; Women's Studies Program

Yvonne Kwan (Assistant Professor) Race; Ethnicity; Memory; Trauma; Asian Americans; Education

Amy Leisenring (Professor) Gender; Family; Intimate Partner Violence; Qualitative Methods; Sociology of Education

Susan Murray (Professor and Director of Graduate Studies) Gender; Family; Family Violence; Campus Climate and Whiteness Studies and Director of Graduate Studies

Scott Myers-Lipton (Professor) Social Action; Community Change; Poverty & Inequality; Race and Ethnic Relations

Joanne Rondilla (Assistant Professor) American and Ethnic Studies; Colorism; Globalization

Wendy Rouse (Assistant Professor and Social Science Credential Program Advisor) Social Science Education; Progressive Era Childhood and Women's History

Preston Rudy (Assistant Professor) Theory; Social Change; Inequality; Work & Organizations; Labor Movements

Elizabeth Sweet (Assistant Professor) Childhood; Gender; Family; Research Methods; Statistics.

Megan Thiele (Assistant Professor) Sociology of Higher Education; Social Stratification; Environmental Sociology; Statistics and Quantitative Methods

Administrative Staff:

Sakie Scott: Department Coordinator

Cristal Meza: Administrative Support Coordinator

Moe Salehi: Administrative Support Coordinator

II. Admission, Classification, and Registration

After Admission

To officially accept SJSU's offer of admission and to register for the university-wide Graduate Student Orientation held in August, the GAPE office requires you to complete **two** steps via the Next Steps website (<https://nextsteps.sjsu.edu>):

^[L]_[SEP]1. Indicate through the "Intent to Enroll" link that you accept SJSU's offer of admission. ^[L]_[SEP]2. Sign up for the Graduate Student Orientation. (Attendance at the Graduate Student Orientation is mandatory for F-1 Visa students. If an F-1 student cannot attend orientation, s/he must arrange with the International Programs and Services Office (IPS) to complete the check-in process. Attendance at orientation is optional for Domestic students.)

Classification Status

There are three undergraduate prerequisite courses that are required for admission into the M.A. Program. These courses are SOCI 101 (Social Theory) SOCI 102 OR SOCI 15 (Statistics) and SOCI 104 (Quantitative Research Methods). All students who have passed these courses (or approved equivalents) with a grade of B or better will be admitted into the program with *classified* standing.

Students who are accepted into the program but have not yet met these requirements will be admitted as *conditionally classified* and will be required to take whatever classes are needed to fulfill the remaining requirements and pass these classes with a grade of B or better. All students entering the M.A. program as conditionally classified must complete their 100-level prerequisite coursework within **2 semesters** of being admitted.

Conditionally classified students may not take more than 12 units (4 classes) of graduate level coursework before becoming classified. However, should students enter the program with partial

prerequisites met, the department may waive this requirement in order to keep the student enrolled at the level (full or part time) that they desire. Please consult with the Director of Graduate Studies about your status.

Registering for Classes

A student is not considered to be an officially matriculated graduate student until s/he registers for courses in the first semester after admission. SJSU does not defer admission, so if for any reason a student cannot attend the first semester, they will need to re-apply to the university. Although students should indicate their intent to attend SJSU via the Next Steps website, actual enrollment in classes represents official notification to SJSU of this intent. Registration for summer courses does not count as an official matriculation.

Registration for classes is done online through [My SJSU](#). The system also allows access to course listings and class schedules. Permission Codes, or Class Permission Numbers, are required to add any course that indicates “Department Consent” or “Instructor Consent.” At some point in the summer, our department staff will email Permission Codes for our two fall core courses to those students who have met the prerequisites for these courses.

III. Program of Study and Coursework

Requirements for Degree

To graduate, students are required to do the following:

1. Complete a total of 30 units of approved coursework. (Prerequisite undergraduate statistics, research methods, and theory courses are not counted towards these 30 units.)
2. Pass the four core courses of our curriculum (SOC 200, SOC 201, SOC 204, and SOC 205) with a grade of B or better.
3. Declare a plan of study that involves either completing 3 units of Special Study (SOC 298) or 6 units of M.A. Thesis (SOC 299) work.
4. Complete enough elective units to achieve 30 total units (12 units for those students choosing the Thesis plan and 15 units for those students choosing the Special Study plan).

Department Orientation

We will hold four orientation sessions for incoming M.A. students on the following date: August 29, September 12, September 26, and October 17. All will be held from 6:00 to 7:30 pm in the Sociology Conference Room on the second floor of DMH. These sessions will provide an introduction to the graduate program and an overview of the policies outlined in this handbook. These sessions will also include workshop topics related to: graduate school time management, how graduate seminars differ from undergraduate courses, graduate level writing and more.

Coursework in M.A. Sociology Program

Core classes:

SOC 200: Introduction to Sociological Practice

SOC 201: Sociological Theory

SOC 204: Seminar in Quantitative Data Analysis

SOC 205: Seminar in Qualitative Research Methods

Students must pass each of these 4 courses with a grade of B or better. If a student receives a grade lower than a B in any of these classes, s/he must retake the class the next time that it is offered. If a grade of B is not achieved at this point, the student will be administratively disqualified from the program.

Graduate Sociology Elective Courses

In addition to the core classes, the department offers one of the following graduate electives each semester (these courses are rotated on the basis of faculty availability/interest):

SOCI 216: Seminar in Global Topics
 SOCI 223: Seminar in Sociological Issues
 SOCI 262: Seminar in Ethnicity, Race, and Racism
 SOCI 263: Seminar in Social Change
 SOCI 270: Seminar in Sociology of the Family
 SOCI 275: Seminar in Gender Issues

Service, Teaching, or Research Internships for Course Credit

Other options for elective course credit are through community internships, research internships, and independent studies. Students interested in one of these options may consult with the Director of Graduate Studies but should be aware that they are responsible for making arrangements with sponsoring professors and/or finding their own sites for internships. Students receive credit for all internships and independent studies by enrolling in SOCI 281. Students may enroll in no more than 6 total units of SOCI 281 as part of their program of study.

Coursework in Other Graduate Departments and in 100-Level SISS Electives

Students may enroll in up to 6 total units of coursework through graduate classes in other departments or in undergraduate classes in the SISS Department. 100-level SISS elective courses can count towards a student's program of study as long as the student does not enroll in the 200-level graduate counterpart (i.e., SOCI 175 cannot be taken for graduate credit if the student takes SOCI 275). Students who enroll in a 100-level course will be required to complete an extra paper/project for the course. Any student wishing to take an undergraduate SISS course for credit must fill out a contract that is signed by both the course instructor and the Director of Graduate Studies.

Credit and No Credit Courses

Up to 12 units (4 classes) may be taken for Credit/No Credit. The following courses are Credit/No Credit: SOCI 281 (Internship), SOCI 298 (Special Study) and SOCI 299 (Thesis).

Writing Requirement

Students' writing is assessed in SOCI 201 (Graduate Theory). In some cases, students may be asked to take a writing course such as SOCI 100W.

Transfer Courses

A maximum of six units (2 courses) of graduate sociology courses taken as part of a graduate program at another accredited university may be transferred and applied to the M.A. program of study. These courses must be consistent with the student's program of study, and they must be equivalent to SJSU courses listed in the Course Catalog. Transfer credits are approved at the discretion of the Director of Graduate Studies.

IV. Thesis and Special Study Project Requirements

The department offers two different plans of study for the M.A. These are explained below. Before deciding on a plan, students should realistically evaluate their own abilities, time, and motivation. Students may not enroll for 299 (thesis) or 298 (special study) credit hours until they have passed their four core courses with a grade of B or better.

Plan A Requirements: Thesis

The thesis (SOC 299) involves either collecting original data or using existing data sets to examine a sociological, theoretical, or methodological issue. Students must defend both their thesis proposal and their thesis in oral presentations before their thesis committee. The thesis committee is comprised of three faculty members who have expertise in the areas of the student's study. Two of the three faculty members must be from the Department of Sociology and Interdisciplinary Social Sciences. The other faculty member may be from another department in the university. The thesis chair must be a full-time tenured or tenure track faculty member.

Plan B Requirements: Special Study

The special study (SOC 298) is a project that involves investigation or analysis of some facet of a social problem. Students are strongly encouraged to work in collaboration with a local social service or community agency, an independent consulting firm, or a governmental organization. The topic and format of a 298 project is more flexible than a thesis. While not required, the project may involve the collection of original data or some type of fieldwork. Students select a faculty advisor to oversee their project. In consultation with their advisor, they decide upon the nature and scope of their project. Students and advisors set their own timelines for meeting, as well as deadlines for completion. Special study projects are typically completed in one semester. (Students working in collaboration with a community agency or organization may wish to participate in some type of internship with the agency/organization the semester prior to preparing the final project).

The final project may take the form of a program evaluation report, a case study analysis, a policy analysis, a technical report, the development of assessment and/or educational materials, program development plans, or a critical review of literature. Depending on the format of the project, the paper will be between 25-50 pages in length and a copy must be submitted to the Sociology Department office upon completion.

Human Subjects/Institutional Review Board (IRB) Requirements

All M.A. thesis projects or special studies that involve data collection with human subjects must have their projects approved by San José State University's Institutional Review Board (IRB) before the research takes place. IRB approval must be received even if the student researcher is requesting an exemption (for example, using pre-existing data sets). See the Graduate Studies website for more details and forms for IRB approval.

Deadlines for Completion of Theses and Special Studies

Students who do not complete the thesis (299) or project (298) during the semester in which they are enrolled for course credit will be graded either "NC" (No Credit) or "RP" (Report in Progress), depending on whether or not they have completed a satisfactory level of work. Graduate students with an RP grade in a thesis (299) or project (298) course are required to enroll in a 1-unit supervisory course (1290R) the following semester (and they are not permitted to enroll in any other classes). Enrollment must be repeated every semester until project completion. There are no class meetings for the course as it is supervisory in nature; however, there will be a fee associated with it of approximately \$280. "Stopping out," or voluntary absence from the university, will not be permitted in the sense that registration will be compulsory for this unit each semester. Failure to register will result in a hold being put on graduation until the unit is retroactively added; a late fee will be associated with the retroactive action. The policy applies only to students who are taking no other courses. For more information regarding this policy see the following website:
<http://www.sjsu.edu/gradstudies/policy/rpguidelines/>

Program Plan Comparisons by Courses/Units

Plan A: Thesis		Plan B: Special Study	
Courses	Units	Courses	Units
SOCI 200 (Intro to Sociological Practice)	3	SOCI 200 A (Intro to Sociological Practice)	3
SOCI 201 (Theory)	3	SOCI 201 (Theory)	3
SOCI 204 (Quantitative Methods)	3	SOCI 204 (Quantitative Methods)	3
SOCI 205 (Qualitative Methods)	3	SOCI 205 (Qualitative Methods)	3
Electives	12	Electives	15
SOCI 299 (Thesis)	6	SOCI 298 (Special Study)	3
TOTAL	30	TOTAL	30

V. Progress in the Program: Sequencing and Deadlines

Course Sequencing

Our core courses are each offered once a year. Students are expected to take their core classes in the following sequence:

Fall semester of 1st year: SOCI 200, 201

Spring semester of 1st year: SOCI 204, SOCI 205

If a student cannot follow this course sequence, s/he should consult with the Director of Graduate Studies. Students who do not follow the core course sequence should be aware that it will take longer than 2 years to complete the program.

Second Semester Review

All students will receive a review of their progress after their first semester in the program. The review committee will be comprised of the Director of Graduate Studies and faculty who teach the first semester graduate courses. The committee may also seek input from the instructors of additional courses that students take during their first semester. Reviews will occur during individually scheduled meetings at the beginning of the second semester, at which time the Director of Graduate Studies will provide each student with an evaluation of their progress and recommendations for improvement.

Declaring a Program of Study

At some point towards or after the completion of the four core courses (which for most students will be the third semester in the program), students should consult with the Director of Graduate Studies to develop and submit a “Plan of Study” to the Department. A Plan of Study declares a student’s intent to either follow Plan A (Thesis option) or Plan B (Special Study option). (See below for guidelines.) The Director of Graduate Studies will consult with other faculty in the department in order to approve a student’s program of study. Students **MUST** receive approval from the Director of Graduate Studies/Committee before moving forward with their project.

“Plan of Study” for Plan A (Master’s Thesis Option)

The plan of study for Plan A should include the following:

1. Several pages describing the project background and plans, specifically addressing the following questions:
 - What is the purpose of the project? What is the social problem or issue that will be addressed?
 - What methods will be used to gather information and/or data for the project? Will IRB approval be necessary? How will analysis be conducted?
2. Name of likely thesis advisor (and list of possible committee members)
3. A proposed timeline for meeting deadlines and completing the project

Students should realize that a thesis requires considerable investment of time by both the student *and* faculty members. Therefore, the decision to conduct a thesis is not taken lightly by the Graduate Committee. The committee must see potential as well as ability and motivation to complete a thesis. In order to approve a student's "Plan of Study" for the thesis option, the Graduate Committee evaluates the student's abilities to successfully complete a thesis and will consider the student's performance (including the Second Semester review), and grades in the required theory and methods courses. The student may be asked to meet with the committee as a prerequisite for approval to do a thesis.

Important note: A thesis often requires at least one year of research and writing to complete. Students conducting research with human subjects will require IRB approval. Further, university deadlines for submission of a thesis are earlier than special study papers. Students must take these factors into consideration and should be familiar with university procedures and deadlines when constructing and submitting their "Plan of Study." If a student wishes to finish the program in 2 years and also plans on completing a thesis, the Plan of Study should be submitted during end of the student's second semester in the program. Please consult the Director of Graduate Studies with any questions.

"Plan of Study" for Plan B (Special Study Option)

The plan of study for this option should include the following:

1. Several paragraphs describing the special study plans, specifically addressing the following questions:
 - What is the purpose of the project? What is the social problem or issue that will be addressed?
 - What method(s) will be used to gather information and/or data for the project? Does the project involve work with an outside organization?
 - What will be the format of the final paper? (For example: A critical review of the literature, a compilation of data for a named community organization, a formal report, etc.)
2. Name of likely project advisor
3. A proposed timeline for meeting deadlines and completing the project

Request for Candidacy

After successfully completing the four core courses and determining a plan of study, students file a *Request for Candidacy* form. This form lists the courses that you will apply to your 30 unit graduate program and is available on the GAPE website. You should fill out the form and meet with the Director of Graduate Studies to go over it and obtain a signature. This form needs to be submitted approximately 8 months prior to a student's planned graduation date.

Filing for Graduation

Students wishing to graduate must file the [Application for Award of Master's Degree](#) by the appropriate deadline posted on GAPE's [Current Students](#) Page. Students must have an approved Departmental Request for Candidacy form on file before submitting the Application for the Award of Masters Degree or the application will be denied. There is no fee for the initial application for graduation but if the student fails to graduate in their intended semester they must file a Graduation

Date Change Request for Award of Masters Degree form (also known as the reactivation form) and pay \$10 to the Bursar's Office. The deadline to submit the Graduation Date Change Request for Award of Masters Degree form is the same as the dates to submit the initial graduation application. [Deadline dates](#) to submit graduation applications are early at the start of a student's intended graduation semester so be sure to plan accordingly. Students will be notified when their application for graduation has been received by GAPE via the "Other Indicators" section of their My SJSU account.

Sample Timelines

PLAN "A" (THESIS) TIMELINES

Plan "A": 4 Semesters (2 Years)		
Semester	Coursework	Additional Work towards Plan
1 (Fall)	SOCI 200 (3), SOCI 201 (3), Elective course (3) = 9 units	
2 (Spring)	SOCI 204 (3), SOCI 205 (3), Elective course (3) = 9 units	Submit program plan for approval by end of semester
3 (Fall)	2 Elective courses = 6 units	Defend thesis proposal and submit IRB proposal by middle of semester
4 (Spring)	SOCI 299 = 6 units	Conduct and analyze data; Write and defend thesis

Plan "A": 5 Semesters (2.5 Years)		
Semester	Coursework	Additional Work towards Plan
1 (Fall)	SOCI 200 (3), SOCI 201 (3) = 6 units	
2 (Spring)	SOCI 204 (3), SOCI 205 (3) = 6 units	
3 (Fall)	2 Elective courses = 6 units	Submit program plan for approval at beginning of semester
4 (Spring)	2 Elective courses = 6 units	Defend thesis proposal and submit IRB proposal
5 (Fall)	SOCI 299 = 6 units	Conduct and analyze data; Write and defend thesis

PLAN "B" (SPECIAL STUDY) TIMELINES

Plan "B": 4 Semesters (2 Years)
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Semester	Coursework	Additional Work towards Plan
1 (Fall)	SOCI 200 (3), SOCI 201 (3), Elective course (3) = 9 units	
2 (Spring)	SOCI 204 (3), SOCI 205 (3), Elective course (3) = 9 units	
3 (Fall)	2 Elective courses = 6 units (Including possible internship)	Submit program plan for approval; Conceptualize plan for special study project
4 (Spring)	1 Elective course (3), SOCI 298 (3) = 6 units	Complete special study project

Plan “B”: 5 Semesters (2.5 Years)		
Semester	Coursework	Additional Work towards Plan
1 (Fall)	SOCI 200 (3), SOCI 201 (3) = 6 units	
2 (Spring)	SOCI 204 (3), SOCI 205 (3) = 6 units	
3 (Fall)	2 Elective courses = 6 units	Submit program plan for approval
4 (Spring)	2 Elective courses = 6 units	Conceptualize plan for special study project
5 (Fall)	1 Elective course (3), SOCI 298 (3) = 6 units	Complete special study project

VI. Special Circumstances

Although most graduate students manage to complete the program within two or three years, there are always circumstances that require special attention. The University occasionally changes its policies. Therefore please check both the GAPE and GS&R webpages in addition to the University Catalog and this Handbook regarding the rules.

Academic Standing

After being admitted to candidacy, students must maintain certain academic requirements to remain in good standing. These include:

1. Completing all four core courses in the M.A. program (SOCI 200, SOCI 201, SOCI 204, SOCI 205) with a grade of “B” or better. Students who receive a grade below a “B” will be placed on administrative probation and are allowed one additional opportunity to retake the class within 1 year. If the student fails to receive a grade of “B” or better upon taking the class the second time, s/he will be administratively disqualified from the program.
2. Completing all elective courses in the student’s candidacy program with grades of A, A-, B+, B, B, C+, C, or CR. Grades of C-, D+, D, D-, and F remain on a student’s record and will continue to be computed into a student’s grade point average. If this occurs, the student must petition through the Director of Graduate Studies to add another course to their

program with unit value equivalent to that course in which s/he received the unsatisfactory grade.

3. Maintaining a minimum cumulative grade point average of a 3.0 ("B") in completing the requirements for the master's degree listed on the candidacy form. Students who fail to maintain this GPA will be put on academic probation by the university. Academic Probation (less than a 3.0 GPA) for two consecutive semesters will result in a student's disqualification from the university.

Administrative Probation and Disqualification

As stated above, a student who receives a grade lower than a "B" in any of the four core courses in the M.A. program will be placed on administrative probation. If a student receives a grade lower than a "B" after the second attempt of taking the class, s/he will be administratively disqualified from the Master's program. Students who are administratively disqualified from the program are disqualified from the major only and are given one semester without enrollment to find another program at SJSU that will allow entrance with a change of major petition. It is important to note, however, that many programs will not accept students who have been disqualified from another program. After one semester of administrative disqualification, if a student has not been allowed entrance into another program, the matriculated status of that student will expire and s/he will effectively be withdrawn from the university.

Academic Probation and Disqualification

Students must maintain a 3.0 GPA in all coursework taken as a graduate student. If a student's GPA falls below 3.0, s/he will be placed on academic probation. The student must see the Director of Graduate Studies before enrolling in classes for the next semester. The GPA for the following semester must be improved enough to bring the total GPA to a 3.0 or greater. Two consecutive semesters on probation will result in academic disqualification.

Failure to Complete Graduate Program with a 3.0 GPA

If a graduate student does not complete the graduate degree program with a minimum 3.0 ("B") average, the student's major department may (1) terminate the candidacy or (2) permit completing additional courses in an attempt to raise the grade point average on the program to the minimum 3.0. When the student's major department recommends the latter, the additional courses selected must:

- Be at least two new courses at the 200-level, total not less than four semester units, and be graded with letter grades.
- Apply directly to the student's master's degree objective (although they need not be drawn from offerings in the student's major department).
- If the student fails to earn the minimum 3.0 grade point average on completion of the revised graduate degree program, the student's candidacy will be terminated without award of a master's degree.

Seven Year Time Limit on Coursework

Section 40510(b)(2), California Code of Regulations, Title 5, Education, requires that courses in completed master's degree programs be no older than seven years at the time of the awarding of the degree. This means that no more than seven years may elapse between the time the candidate

completes the first course in his/her program and the date the candidate actually completes (not registers for) the last item on the program and completes requirements for the degree. With outdated courses the MA candidate has the following options:

- Request, through the Director of Graduate Studies, that Graduate Studies and Research substitute another course (one already completed or which will be completed in the future) for the one which is outdated; or
- Repeat the outdated course without credit.
- Revalidate the outdated San José University coursework by examination. No more than one-third of a master's program may be considered for revalidation. Authorization to conduct the revalidation or coursework by examination should be received from the AVP, Graduate Studies and Research prior to any examination. Coursework completed at other institutions is not eligible for this revalidation procedure.
 - The Sociology department will not revalidate any courses taken in other departments (e.g., Psychology, Political Science).
 - Undergraduate courses (100-level) within the allowable 6-units credited toward the MA degree are also not eligible for revalidation.
 - Requests for revalidation can only be made after the semester in which the course(s) have expired.

We want to emphasize that the seven-year rule applies to courses within the graduate degree program. Students gain no advantage by delaying approval of candidacy for the degree to avoid the seven-year limitation. Courses expire seven years after the end of the semester of which they were taken. For example, a course taken in Fall 2015 will expire at the end of Fall 2022 semester.

Leaves of Absence

San José State allows for several options if you need to take some time off from pursuing your graduate degree. The following are options that some graduate students may use if they plan on being away from SJSU:

One Semester

Students who have attended one semester as a graduate student and are in good standing may leave SJSU for one semester (Fall or Spring) without applying for an official leave of absence. Students must return in the semester following the one semester leave or they will have to re-apply for admission. Summer and Winter registration is not required nor does it count as being in matriculation.

Official Leave of Absence

Students may leave for more than one semester by applying for an official leave of absence. The three options for taking a leave of absence are health leaves, military leaves, and student educational leaves. Forms for applying for these types of leaves may only be picked up in the Student Services Office at the Records and Registration Office.

Leave of Absence for International Students

International students may not take a leave and must remain in the United States except for documented medical reasons. International students must be enrolled in a full course of study (9 units) for two semesters annually. Winter and Summer registration is not required.

Useful University Websites

The Graduate Studies office has a great deal of information on its web pages. Bookmark the site and use it to answer some of your questions.

Graduate Studies & Research: <http://www.sjsu.edu/gradstudies/>
Institutional Review Board, Thesis Requirements, and funding opportunities can be found here.

Graduate Admissions and Program Evaluation: <http://www.sjsu.edu/gape/> Graduate Admissions and Program Evaluations (GAPE) handles procedures related to admissions, and university level program requirements for graduate students. Detailed information about applying to a graduate program, steps for completing a master's degree (including applying for Candidacy and Graduation), and important forms and deadlines, can be found on their web page.

Completing Your Masters: http://www.sjsu.edu/gape/current_students/completing_masters/

Important Forms: <http://www.sjsu.edu/gape/forms/>

Important Form from Sociology: http://www.sjsu.edu/siss/forms_deadlines/forms/index.html